# Creating a COVID-19 test scheduling and exposure support system for 18K+ health care employees using MS 365 Applications

- Minimal FTE's available to run COVID-19 Comprehensive Exposure Program

- How can we tap into available software applications to support our caregivers with redeployed staff?

Step 1: Outlook Email Signatures

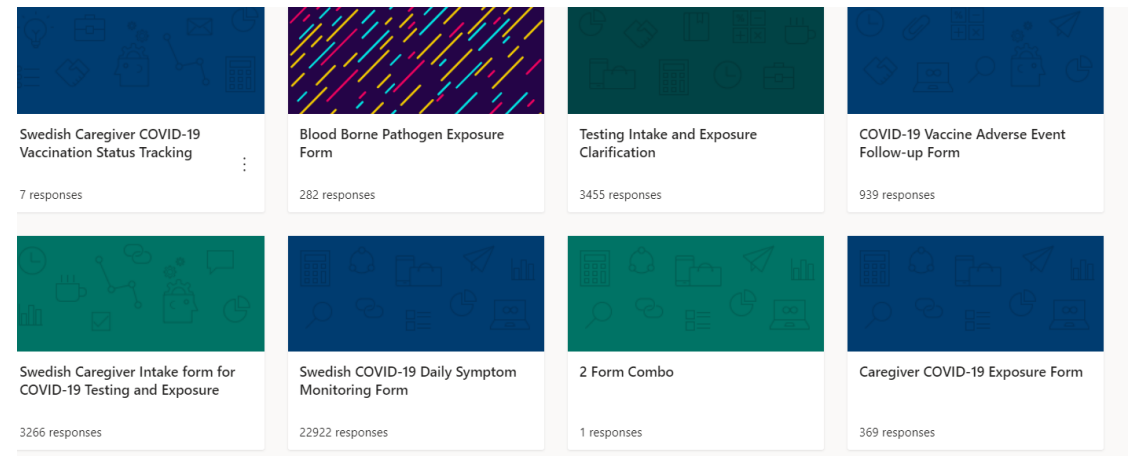- Standardize communication to caregivers based on inquiry type
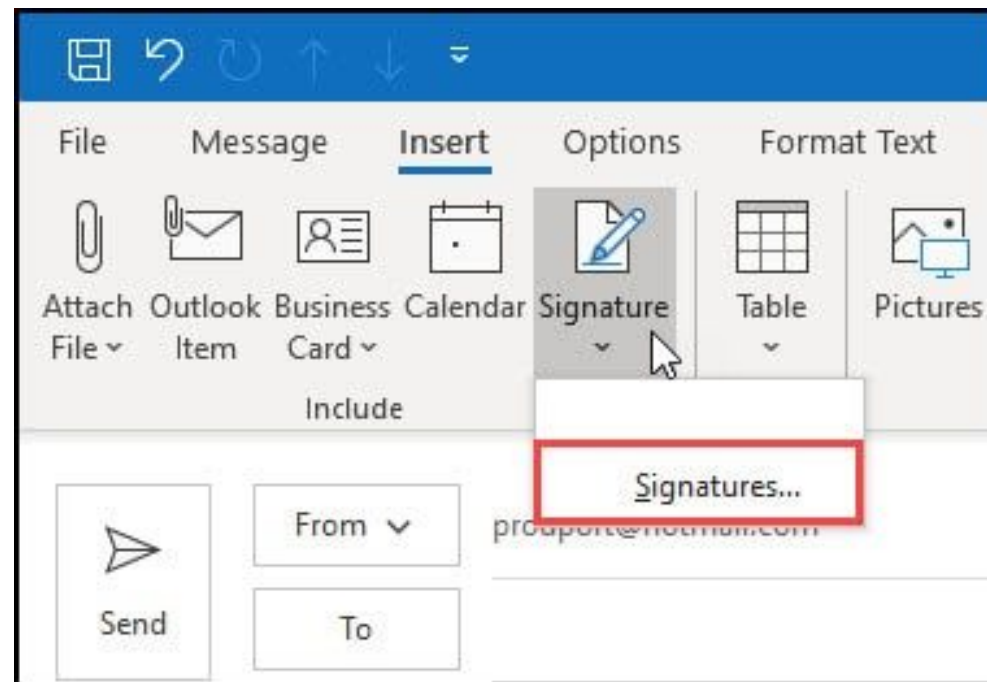
Step 2: Create Excel Database in Teams

- Shared database
- Dynamic -- information needed from caregivers changes rapidly as new COVID-19 guidelines emerge from CDC
- Learn how to use excel on the fly!

	KEY-Colors & Tasks	Assignments	NEW Intake Form tab	Internal Test Results	Quarantines	POS C19 ALL	Unit Exposure	External Vaccination	Monitoring Tool "Yellow" Risk

Step 3: Create Symptomatic and Exposure Survey Intake Form (MS Forms)

- Maintain simplicity for end users (caregivers) – choose your own adventure; QR codes for mobile access
- Data collected electronically
- Integrate MS Forms with other MS 365 Programs for data tracking

Swedish Caregiver COVID-19 Vaccination Status Tracking

7 responses

Blood Borne Pathogen Exposure Form

282 responses

Testing Intake and Exposure Clarification

3455 responses

COVID-19 Vaccine Adverse Event Follow-up Form

939 responses

Swedish Caregiver Intake form for COVID-19 Testing and Exposure

3266 responses

Swedish COVID-19 Daily Symptom Monitoring Form

22922 responses

2 Form Combo

1 responses

Caregiver COVID-19 Exposure Form

369 responses

Step 4: Utilize Power Automate

- Send unique, personalized email notifications to caregivers based on MS Form Responses (testing confirmations, exposure next-steps, etc.)
- Update Testing Schedule database in excel based on MS Form Responses
- Update Master List excel database with caregiver exposure risk level based on MS Form Responses
- Send covid19@swedish.org real-time notifications whenever MS Form submitted
- Track vaccination reactions

Step 4 (continued): Utilize Power Automate

Step 5: Connect Data to Power BI Dashboards

- One-time connection to excel data tables enables slicing/dicing data for system report-outs
- Plethora of graph options available to best represent data and "story"
- Able to embed Power BI dashboards within Teams groups and other MS 365 applications

C19 Pos CGs

⬤ Report

Reported Vaccine Reactions

⬤ Report

SHS COVID-19 Comprehensive

⬤ Report
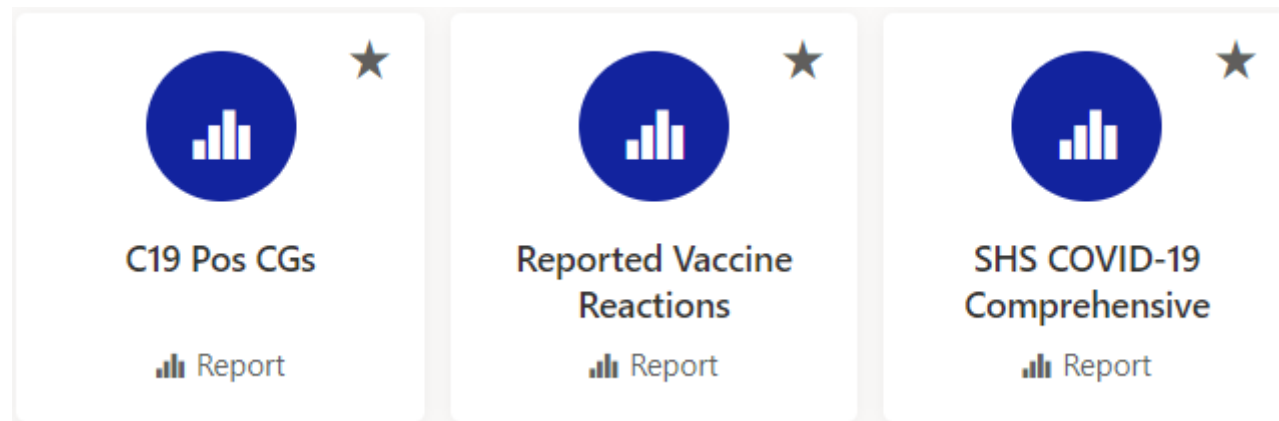
Step 6: Stay Flexible and Keep Learning!