

# Driving Better Health Pre-Registering Workflow

## Scheduling DBH Event

School Nurse or Event Coordinator

### Provided list to include:

- Name
- Date of Birth
- Address
- Phone #
- Insurance
- Event date & time
- Number of children (with all above information)
- Vaccines needed

Parents are to be instructed to register online. Access to flyers to schedule (event time, volume, vaccine)

### Pre-registering or advising students:

- Limited slots available for events (24 slots).
- Once 24 slots are reached we will ask to register for the next upcoming event.
- Children not on the schedule may be asked to be on standby during an event.
- It will be determined by clinician if child can be seen at this time.

**Events from:**  
10 a.m. to 2 p.m.  
24 slots available

**Note:**  
Do not give out personal contact information of the event coordinator. Direct numbers are for your convenience. Please use flyers to communicate the event information to parents.

## Scheduling a Patient for DBH Event

Scheduled by:  
Patient, School Nurse, Event Coordinator

### Call any TWCCH location:

Ask to schedule for the next DBH event. Staff will set up appointment

### Online: Thewrightcenter.org

Click on the specific van event and follow steps to schedule

### Scan QR Code

This will take you to the website, follow the steps to schedule

1. Scroll down to upcoming event
2. Select date of event needed
3. Select read more, then make appointment
4. Follow site questions

**List Vaccines needed:**  
Ensures we have the correct amount needed for the event

**Note:**  
Appointments scheduled ahead of time, with completed documentation in chart, minimizes check-in time and possibly increases the number of patients that can be seen. Key information includes: Mobile number/mobile carrier, and vaccines child needs.