Othena
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YOUR PASSPORT
TO HEALTH

How to Book Vaccination Appointments with Othena

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Content Overview

Othena is an end-to-end COVID-19 digital solution designed to manage the vaccination process. This checklist summarizes the four steps you will take to get vaccinated for COVID-19.

Steps	What you will need to complete this step
❑ **Before you Start:** Register on Othena.com	• Access to internet through computer or phone's internet browser • Visit www.othena.com
❑ **Step 1:** Complete Your Patient Profile	• Date of birth • Name • Home address • Gender • Insurance Information (optional) • Family Feature
❑ **Step 2:** Join the Virtual Waiting Lounge	• Registration email from othenanotifications@compositeapps.net • Download the latest version of Othena from the Apple App / Google Play Store
❑ **Step 3:** Schedule or Reschedule a vaccination	• Available appointment alert email will be sent from othenanotifications@compositeapps.net when it is your turn to book your appointment
❑ **Step 4:** Streamline Your Vaccination Appointment	• Breeze through check-in: Complete pre-vaccination assessment • Othena provided QR code (in app) • Provide consent (in app)
After Vaccinations: Show proof of vaccination	• Othena provided COVID-19 Vaccination QR Passport code and vaccine status (in app/online) • CDC-approved COVID-19 Vaccination Record Card

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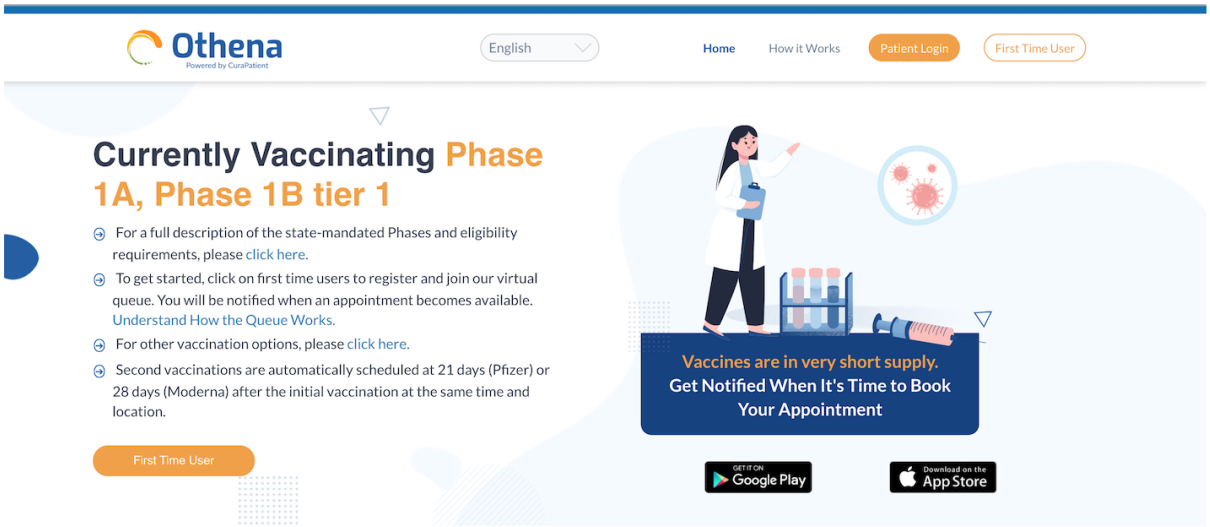
Before you Start: Register on Othena.com

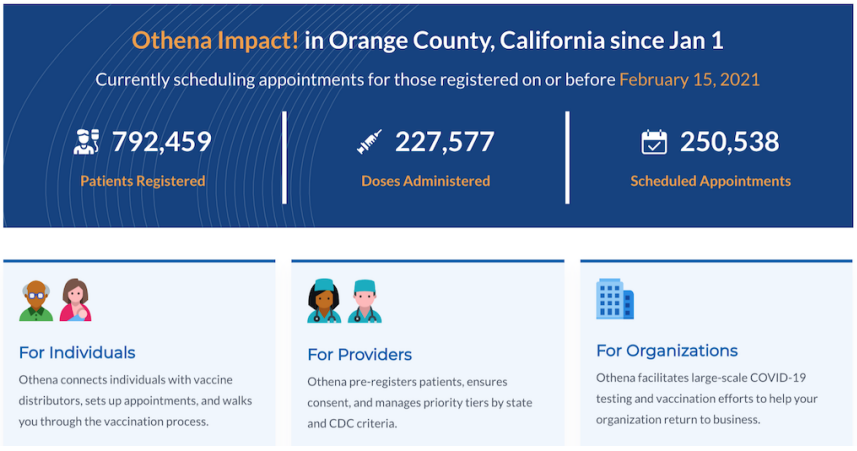
What you will need to complete this step

- Access to Internet
- Visit www.othena.com

Visit www.othena.com and click "First Time User," to begin answering a short series of questions. This will let the system know where you currently work or reside, your age range, and whether you work in high-risk settings. Please note, only residents of Orange County (or those who work in Orange County) can register on Othena.

Eligibility is based on the current vaccination phase as determined by Orange County and the California Department of Public Health (CDPH).





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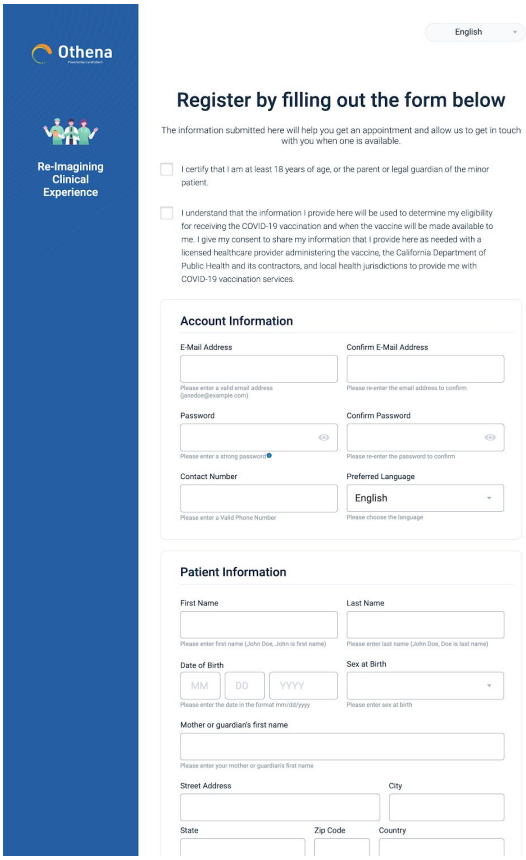
❑ Step 1: Complete Your Patient Profile

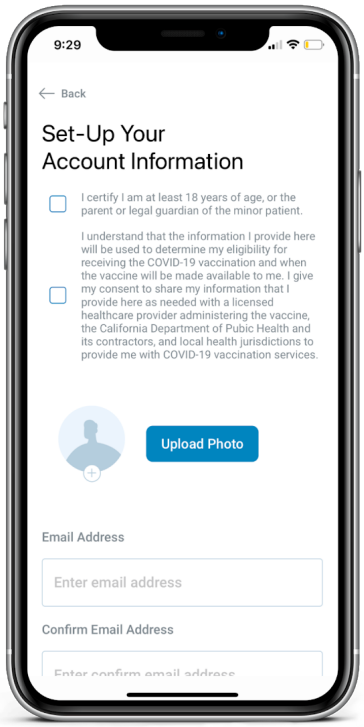
What you will need to complete this step

- Profile Information:
  - Date of birth
  - Name
  - Home address
  - Gender
  - Insurance Information (optional)

If you'd like, you can enter your name, address, gender, and age on the Othena app. Or, you can enter the information in manually from the "Edit Profile" option on the Othena.com website.

You also have the option to enter your insurance information. Either upload a photo of your insurance card from your photos within the app or enter it manually in the app or on the Othena.com website.

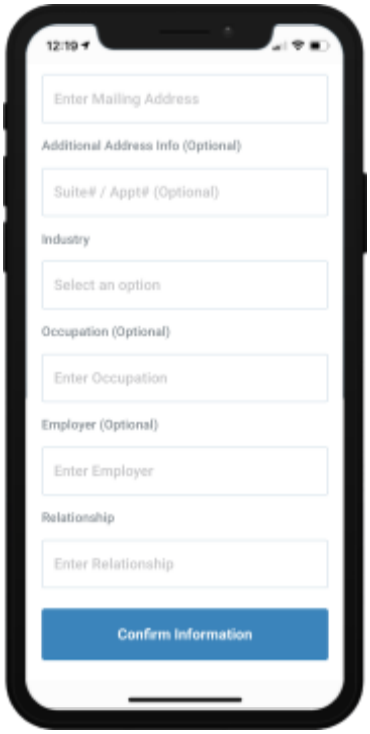


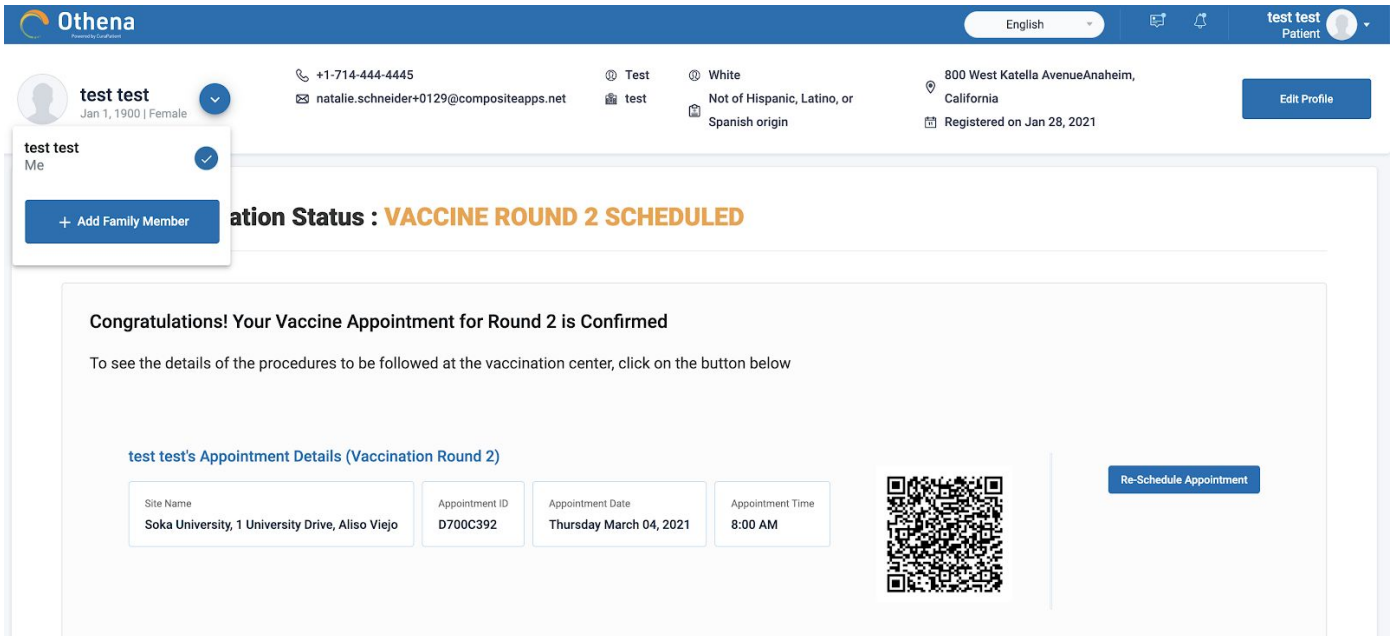


Othena also offers the **“Family Feature,”** which gives you the ability to add your family members into a centralized account. You can track the vaccination journey of your family member(s) after adding them. Unique emails are not required for each family member.

Please note that vaccination appointments are only for the individual who receives them. When one family member schedules an appointment with their individual invitation, it does not apply to everyone in the account. Each family member progresses through the queue based on their individual phase allocation. This feature is located on both the Othena app and Web page. This process is similar to registering for yourself, but instead of employment information, you can type in your relationship to the added family member.

Please note that each family member must be eligible to receive the vaccine under the current state mandated phase eligibility, and they will be required to show proof of eligibility at their first scheduled appointment.




Othena
English
test test
Patient
test test
Jan 1, 1900 | Female
+1-714-444-4445
natalie.schneider+0129@compositeapps.net
Test
test
White
Not of Hispanic, Latino, or Spanish origin
800 West Katella AvenueAnaheim, California
Registered on Jan 28, 2021
Edit Profile
test test
Me
+ Add Family Member
ation Status : VACCINE ROUND 2 SCHEDULED
Congratulations! Your Vaccine Appointment for Round 2 is Confirmed
To see the details of the procedures to be followed at the vaccination center, click on the button below
test test's Appointment Details (Vaccination Round 2)
Site Name
Soka University, 1 University Drive, Aliso Viejo
Appointment ID
D700C392
Appointment Date
Thursday March 04, 2021
Appointment Time
8:00 AM
Re-Schedule Appointment

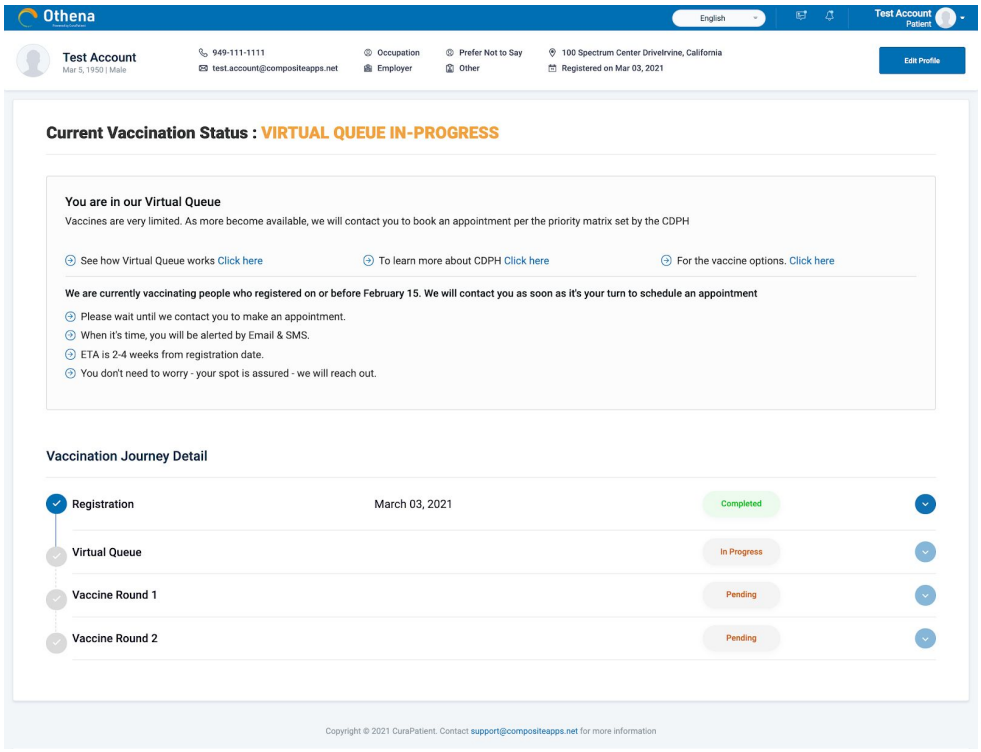
Step 2. Join the Virtual Waiting Lounge

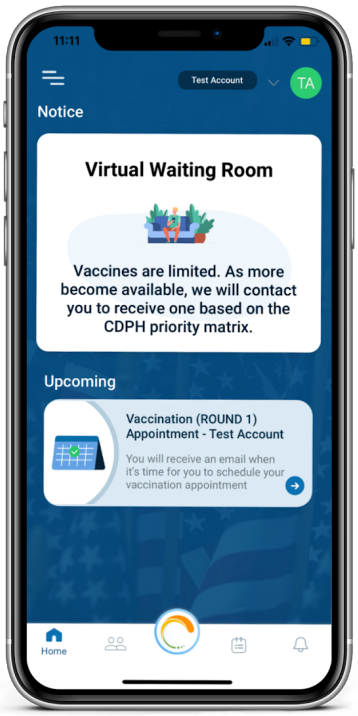
What you will need to complete this step

- Registration email from **othenanotification@compositeapps.net**
- Download the latest version of Othena app from the Apple App or Google Play Store

Currently, we are assigning appointments through our virtual queue. You don't need to worry about your place in the queue, as your spot is assured once you register.

Your appointment will be based on vaccine availability and priority set by the California Department of Public Health (CDPH). You can see your account registration date and the registration date that Othena is currently prioritizing for sending invites, conveniently located within your account at Othena.com.





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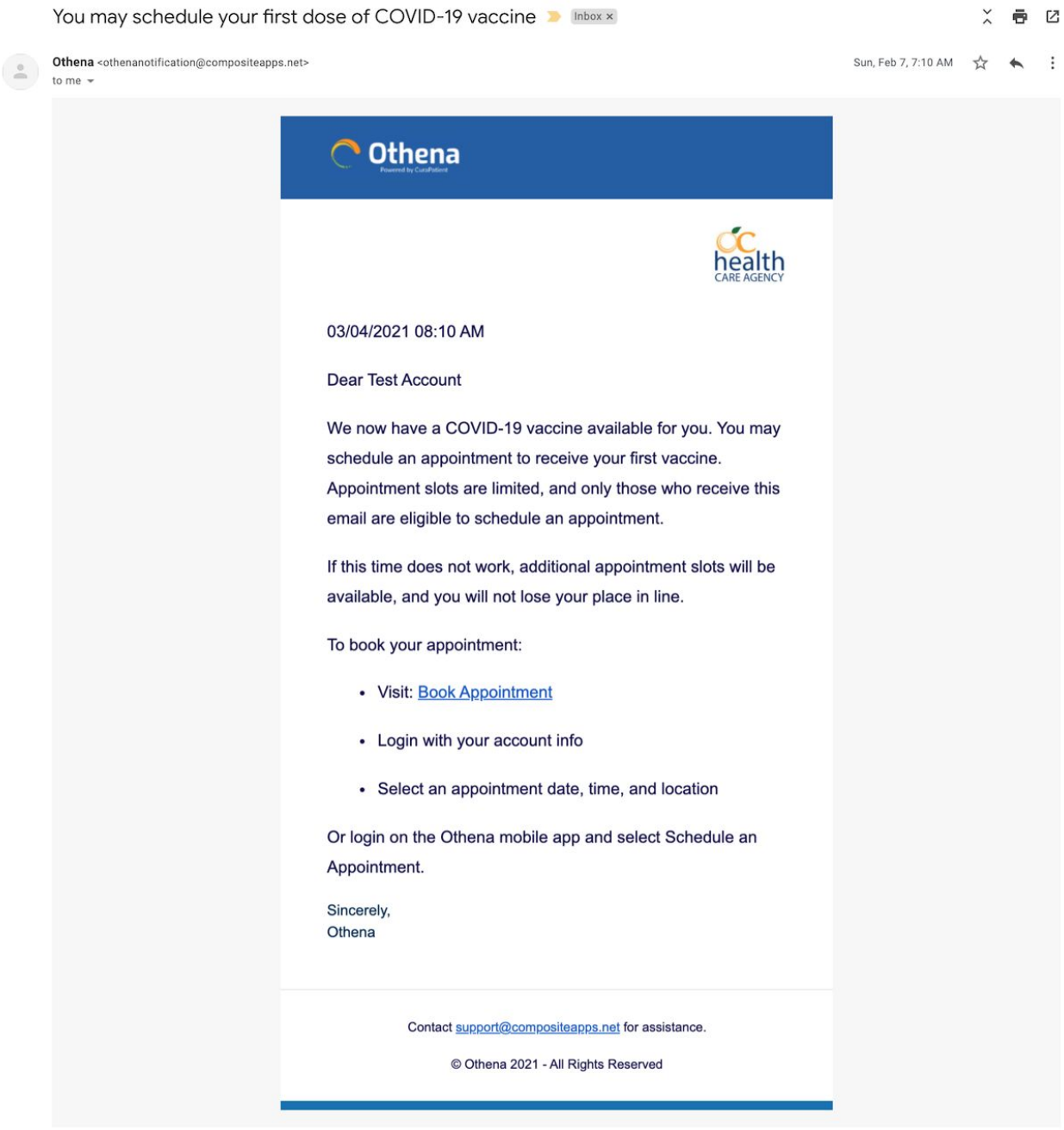
When it is your turn in the queue, you will be prompted to schedule your vaccination appointment. You should receive a notification on your Othena app or via an email notification from othenanotification@compositapps.net.



You may schedule your first dose of COVID-19 vaccine Inbox ×

Othena <othenanotification@compositeapps.net>
to me

Sun, Feb 7, 7:10 AM

Othena
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OC health CARE AGENCY

03/04/2021 08:10 AM

Dear Test Account

We now have a COVID-19 vaccine available for you. You may schedule an appointment to receive your first vaccine. Appointment slots are limited, and only those who receive this email are eligible to schedule an appointment.

If this time does not work, additional appointment slots will be available, and you will not lose your place in line.

To book your appointment:

- Visit: Book Appointment
- Login with your account info
- Select an appointment date, time, and location

Or login on the Othena mobile app and select Schedule an Appointment.

Sincerely,
Othena

Contact support@compositeapps.net for assistance.

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❑ Step 3. Schedule or Reschedule your Vaccination

What you will need to complete this step

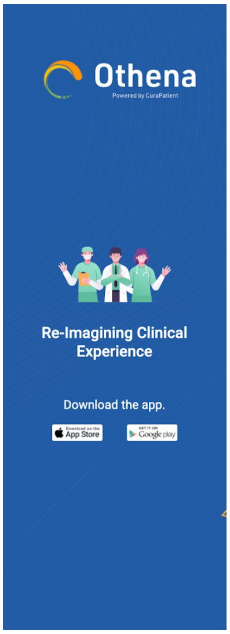
- Appointment alert email from **othenanotification@compositeapps.net**

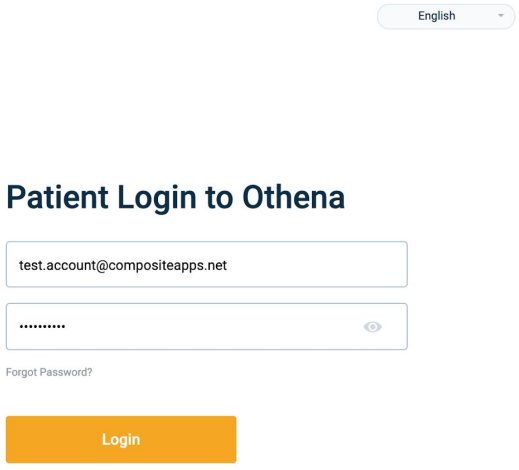
Your appointment time will be based on vaccine availability & priority set by the California Department of Public Health (CDPH).

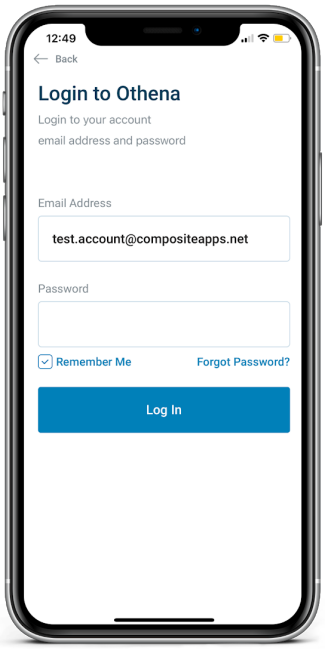
To book your appointment after receiving an invite:

- Login with your account info on Othena.com. Click “Schedule Appointment” and select an appointment date, time, and location.
- Or, login on the Othena mobile app and select “Schedule an Appointment.”

Please note that vaccine availability within the county is very limited. When scheduling or rescheduling an appointment, **only one or a few days will be available at a time.** Therefore, be careful when cancelling as there will only be a few locations/times open at a time, and it may be difficult to get a new appointment.







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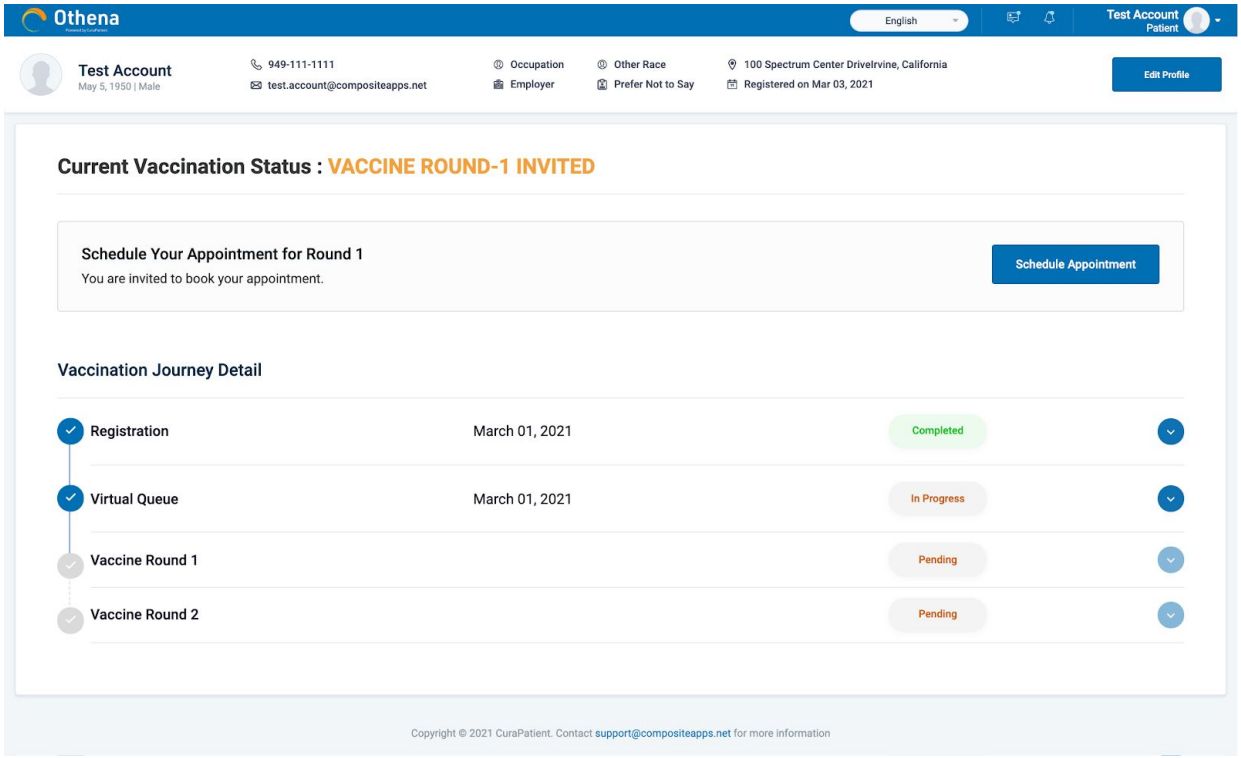

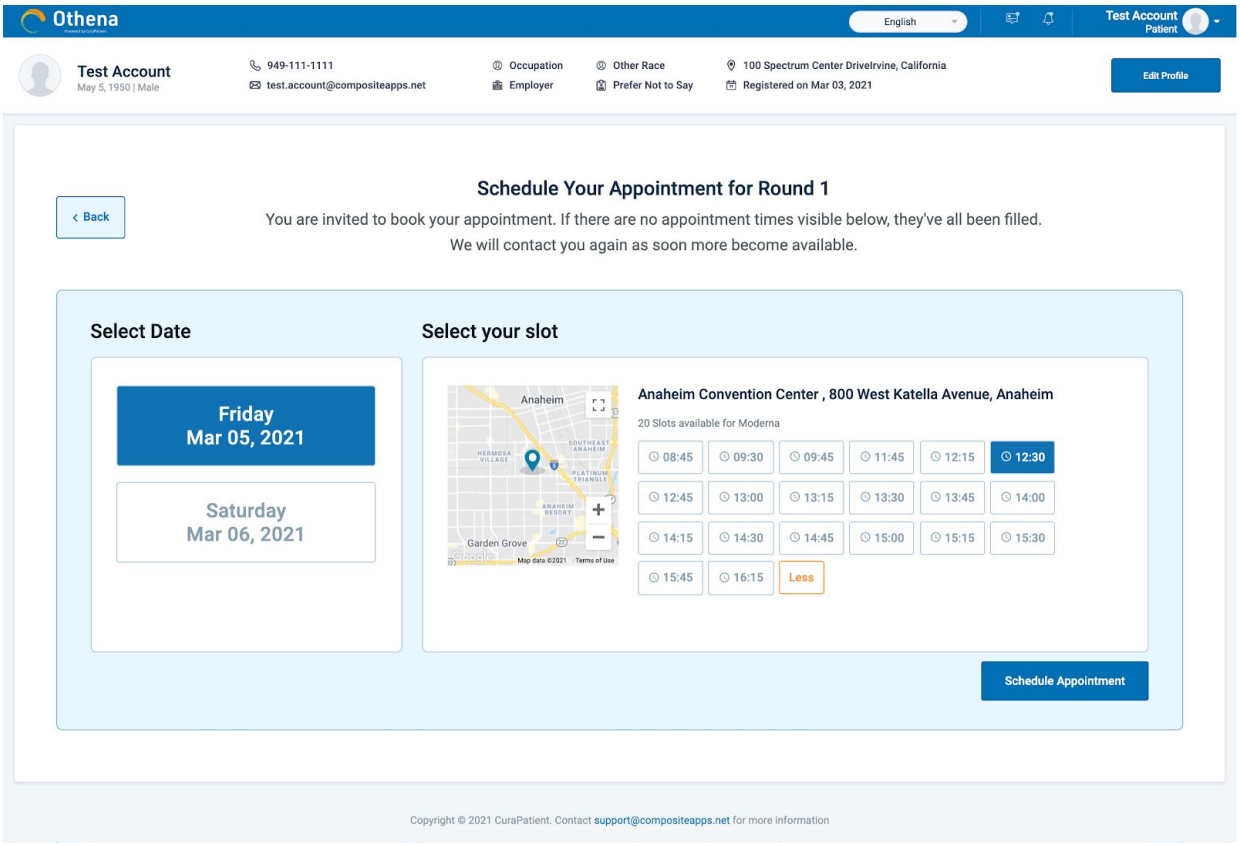

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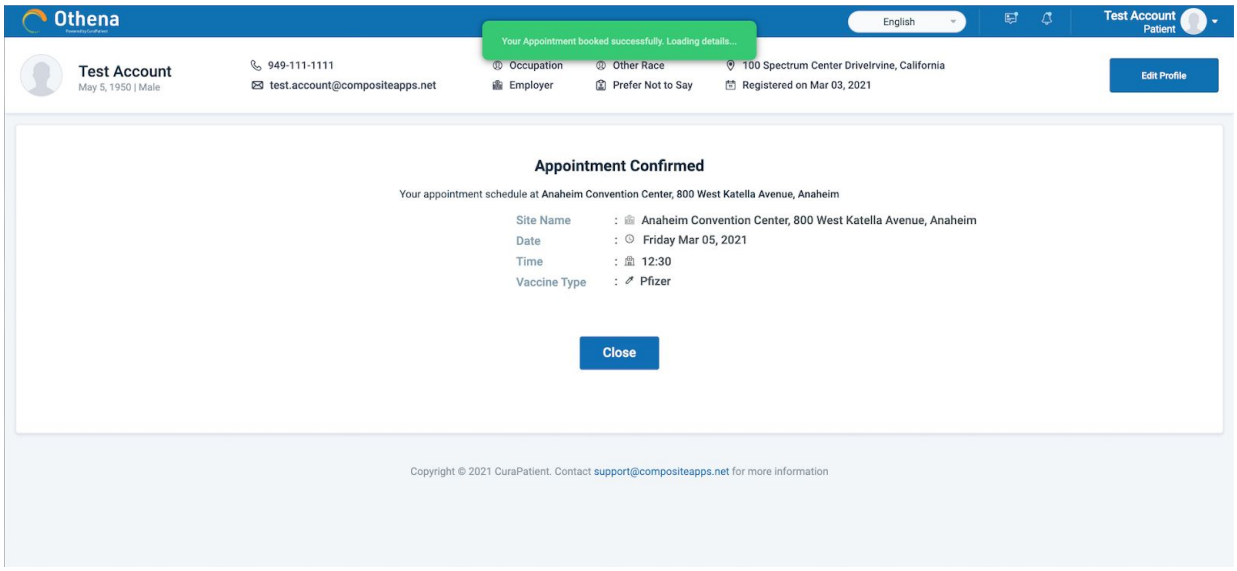
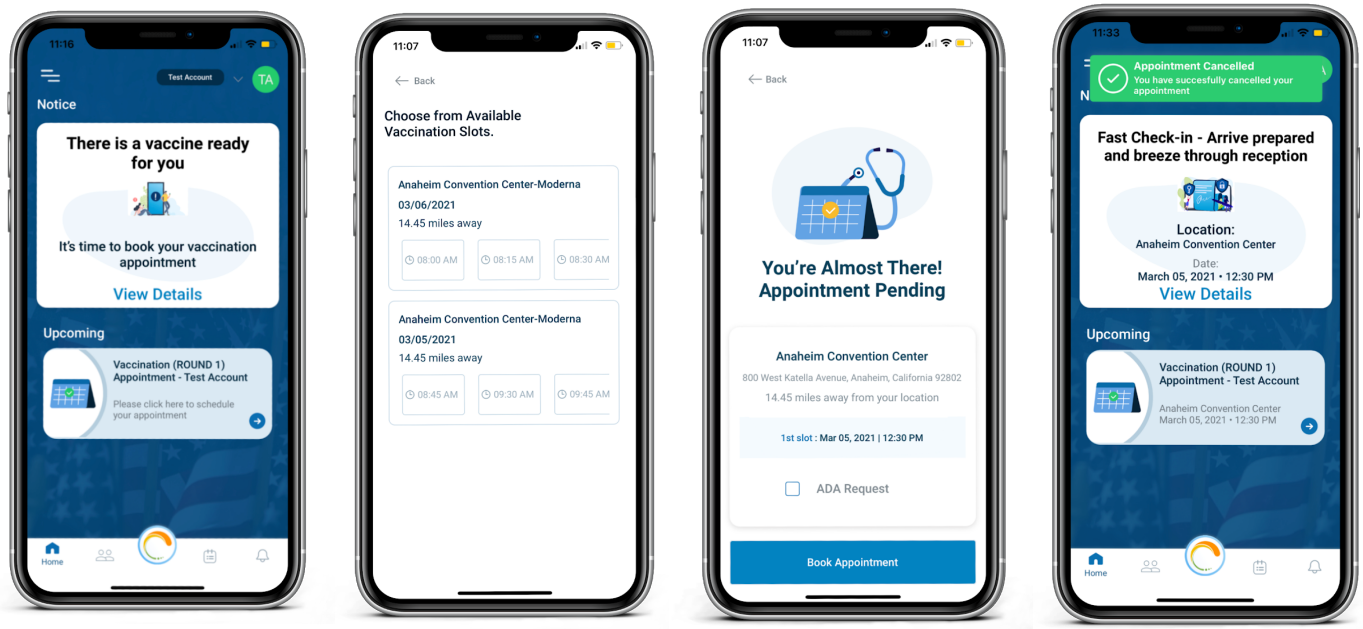


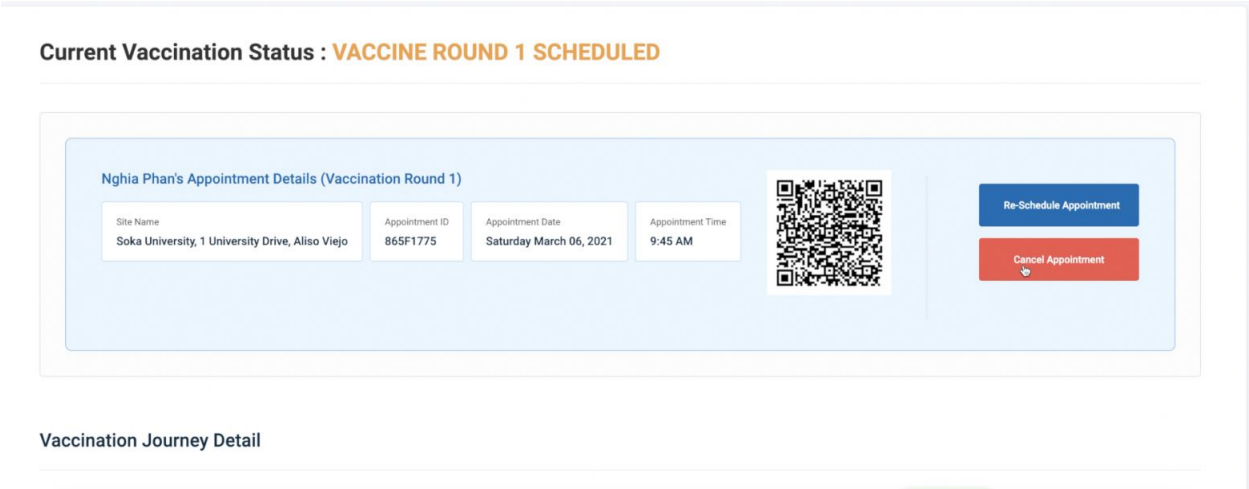


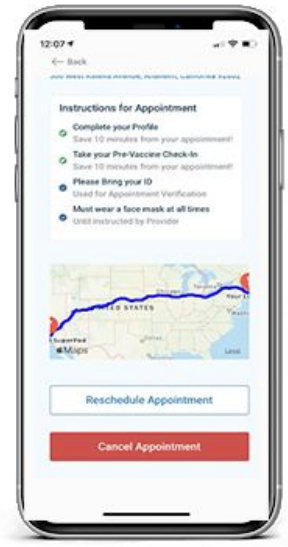
To reschedule your appointment, click the “Reschedule Appointment” button.

Please note, appointments are only available one or a few days at a time, and you cannot book further out than what is currently available based on vaccines supplied to the county. There may be only one day in advance available at a time.

If it's your second vaccination round, **be sure that the location you choose for your rescheduled appointment carries the same vaccine as your first dose.**

If you need to cancel your appointment, simply click the cancel button. Then, click to confirm from the popup.





Step 4. Your Vaccination Appointment

What you will need to complete this step

- Complete your pre-vaccination assessment
- Othena-provided QR code in app or email
- Provide consent in app

Othena will send you a reminder of your appointment. There is a pre-screening questionnaire. **You can save time on vaccination day if you complete the questionnaire before your appointment.**

When you check in at your appointment, show the QR code located in the Othena app. This can be found by selecting your appointment and the “I Have Arrived” option. Provide your consent to be vaccinated by signing the Othena consent screen.

Afterwards, you will be vaccinated. Following your vaccination, use Othena to monitor and record any side effects. Othena will send you reminders of your second vaccination appointment for the two-stage vaccines.

If you ever want to show proof of vaccination, you can add Othena’s QR code and the CDC-approved COVID-19 Vaccination Record Card to your digital wallet.

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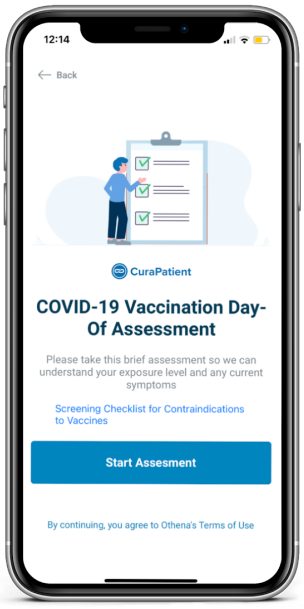

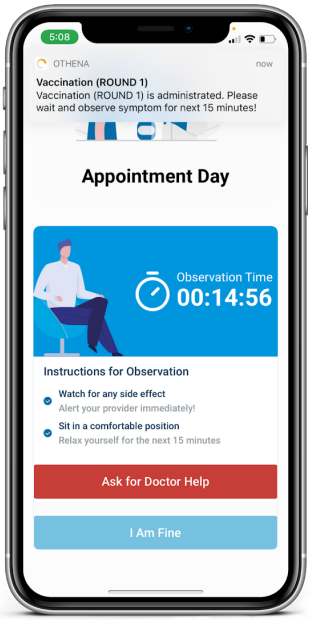

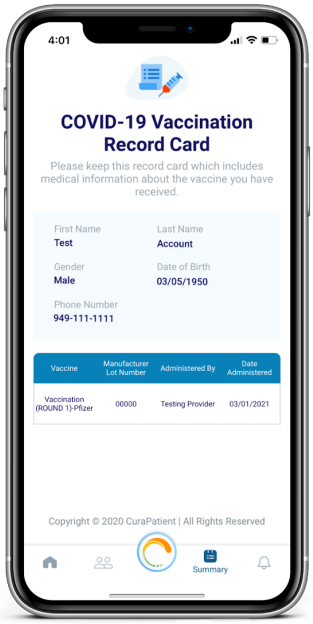

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