

Vaccine Administration Management System (VAMS) is an optional, web-based application that supports planning and execution for temporary, mobile, or satellite COVID-19 vaccination clinics, as well as traditional medical practices that do not have existing IT systems for vaccination clinic management.

### Managing inventory across multiple VAMS clinics

*Scenario: Your facility is actively using two clinics, called “ABC Pharmacy Standard” and “ABC Pharmacy Third Party.” You receive 100 doses (10 vials) of the Moderna vaccine.*

- Your 100 doses of inventory should be **split** between the clinics you are using. For example, you can log 40 doses in ABC Pharmacy Standard and 60 doses in ABC Pharmacy Third Party.
- **Do not log the total inventory into both clinics.** Adding 100 doses to ABC Pharmacy Standard and 100 doses to ABC Pharmacy Third Party will make it appear that you have received 200 doses.

*Scenario: You have depleted your inventory in ABC Pharmacy Third Party and still have 10 more vaccinations to log.*

1. In your ABC Pharmacy Third Party Clinic, click the Inventory Management tab.
2. Click “Manually log inventory.”
3. Log 1 vial of Moderna vaccine using the same process you used to enter your initial inventory.
4. Navigate to your ABC Pharmacy Standard Clinic.
5. Click “Manually reduce inventory.”
6. The product information will pre-populate based on what is available in your inventory. If you have multiple products in your inventory, be sure to select the correct one.
7. In the “Reason for reduction” field, select “Unused/Returned to facility” from the drop-down menu.
8. In the “Number of doses reduced” field, enter “10.”

You have now “balanced” your inventory across your clinics by adding 10 doses to your Third-Party Clinic and reducing 10 doses from your Standard Clinic.

### Reconciling “extra doses” (6 doses from Pfizer vial/ 11 doses from Moderna vial)

*Scenario: You’ve administered 3 vials (30 doses) of Moderna vaccine. All vials produced 11 doses, so you have administered 33 doses, but only had 30 doses in your inventory.*

1. In your VAMS clinic, click the Inventory Management tab.
2. Click “Manually log inventory.”
3. Log 1 vial of Moderna vaccine using the same process you used to enter your initial inventory. There are now 10 additional doses in your inventory.
4. Click the Inventory Management tab again.
5. Click “Manually reduce inventory.”

6. The product information will pre-populate based on what is available in your inventory. If you have multiple products in your inventory, be sure to select the correct one.
7. In the “Reason for reduction” field, select “Other” from the drop-down menu.
8. In the “Number of doses reduced” field, enter “7.”
9. Click “Next,” review the information, then click “Next” again.

By adding 1 vial (10 doses) and then reducing 7 doses, you’ve essentially added 3 additional doses to your inventory to account for the 3 vials that produced an 11<sup>th</sup> dose.

### Transferring inventory to another location

*Scenario: The State arranged to move 20 doses of your vaccine to a pharmacy location in your community. This transfer must be reflected in your inventory.*

1. In your VAMS clinic, click the Inventory Management tab.
2. Click “Manually reduce inventory.”
3. The product information will pre-populate based on what is available in your inventory. If you have multiple products in your inventory, be sure to select the correct one.
4. In the “Reason for reduction” field, select “Transferred inventory to another location” from the drop-down menu.
5. In the “Number of doses reduced” field, enter “20.”
6. Click “Next,” review the information, then click “Next” again.

Your inventory will now be reduced by 20 doses with the reason documented as an inventory transfer.