

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.

Standard Clinic is a healthcare setting providing outpatient care with one permanent location for vaccination.

Third-Party Clinic is a clinic in a setting that will be responsible for administering vaccine to recipients.

Key Differences Between Standard and Third-Party Clinics in VAMS

STANDARD CLINICS

- **Have four roles:** clinic administrators, inventory managers, front desk personnel, and healthcare professionals
- **Schedule is set up in VAMS**
- **Vaccine recipients use VAMS** to record their medical history, search for vaccination clinics and schedule an appointment, and view their vaccination certificate
- **Vaccine recipients receive remainder from VAMS** on when they should schedule an appointment based on their next-dose eligibility

THIRD-PARTY CLINICS

- **Have two roles:** clinic administrators and healthcare professionals
- **No schedule is set up** because recipients won't schedule appointments
- **Vaccine recipients do not use VAMS**
- **Third-party clinic administrators and/or healthcare professionals track** vaccine recipients' next-dose eligibility
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Step by Step Instructions for using your Standard Clinic

1. Activate your account (if you already have a VAMS account, skip to Step 2)

- a. Find your registration email from VAMS@cdc.gov. Click the registration link.
- b. Verify your information.
- c. Create a password.
- d. Confirm your information as the clinic POC and your clinic's information.

2. Add clinic staff as VAMS users

- a. Log in to your VAMS account.
- b. In your Third-Party Clinic Portal, click the Manage Users tab.
- c. Click "New."
- d. Enter the email address of the person you are adding to your clinic.
- e. Select the appropriate user roles.
- f. Repeat for all clinic users.

3. Log Inventory

1. Click the Inventory Management tab.
2. Click "Manually Log Inventory."
3. Select the Manufacturer from the drop-down menu (Pfizer or Moderna).
4. Click the Product field. The product will pre-populate.
5. Click the UoS NDC field. The UoS NDC will pre-populate. Note: This number will not match the NDC number on the vial. That is okay.

6. Enter the UoS Lot Number and UoU Lot Number. This number is the same for both fields and is printed on both the vial and the packaging.
7. Enter the number of vials you received.
8. Enter the expiration date. For Pfizer, this date is printed on the vial. Moderna's expiration date is not written on the vial. You can look up the expiration by going to this website and entering the lot number <https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup>.

4. Set up your Clinic Schedule

Part 1: Clinic Details

- a. Click the Clinic Details tab.
- b. Click the "Edit" button located at the top left of the page.
- c. Select an appointment duration from the drop-down menu, then click "Save."

Part 2: Clinic Setup

- a. Click the Clinic Setup tab.
- b. Click your clinic's name in the Clinic Locations table.
- c. Click the "Edit" button.
- d. Enter a date in the "End Date" field. **Tip: Select a date that is several months in the future.**
- e. Note: The "Available for Scheduling?" box will automatically be checked. If you would like to prevent recipients from scheduling until your clinic is fully set up, uncheck the box. Don't forget to go back and check the box again when your setup is complete.
- f. Click "Save."
- g. Click "Setup Operating Name and Operation Hours" at the bottom of the page.
- h. Name your operating hours by clicking the pencil icon to the right of the field. The name can be whatever you want and will not be seen by any vaccine recipients.
- i. Click the Operating Hours tab.
- j. Click "New."
- k. Select a day of the week and the start and end times for that day. **Tip: Select the earliest and latest times that you could possibly be vaccinating.** Click "Save and New." Repeat until all time slots are set for each day your clinic is open.

Part 3: Add Treatment (Vaccination) Stations

Note: Your treatment station(s) determine the time slots available for recipients to schedule appointments.

Scenario 1: You have **one treatment station** from 8:00 AM – 5:00 PM, with an appointment duration of 20 minutes. This means a total of 24 appointment time slots will be available for scheduling on that day (one from 8:00 – 8:20, one from 8:20 – 8:40, one from 8:40 – 9:00, etc.).

Scenario 2: You have **two treatment stations** with the same operating hours and appointment duration. This means a total of 48 time slots will be available on that day (two from 8:00 – 8:20, two from 8:20 – 8:40, two from 8:40 – 9:00, etc.).

- In Scenario 1, if a recipient schedules an appointment for 2:00 PM, they have taken the only 2:00 PM time slot for that day because there is only one treatment station open at that time. No other recipients can select the 2:00 PM time slot on that day.
 - In Scenario 2, the 2:00 PM time slot will be available for two recipients to schedule an appointment because there are two treatment stations open at that time on that day.
- a. Click VAMS Clinic Portal on the top left of the screen to get back to the main page.
 - b. Click the Treatment Stations tab.
 - c. Click "New."
 - d. Select your clinic's name in the Clinic field.
 - e. Enter the name of your treatment station (ex: Station 1, Station A, etc.).

- f. Select the start and end dates (i.e., the dates you want this station to be available for recipients) for your treatment station.
- g. Click the “Station Operating Hours” field. For the first treatment station you create, select “New Station Operating Hours.” If you create multiple treatment stations, you will be able to select new station operating hours for each station or you can select the same hours you created for other stations.
- h. Name the operating hours for the treatment station and click “Save.”
- i. Enter the treatment station details and click “Save.” You will be taken to that treatment station details page.
- j. Click the name of the operating hours for the treatment station at the bottom of the page.
- k. Click the Station Operating Hours tab.
- l. Click “New.”
- m. Select the day of the week and a start and end time. **Tip: Only enter the block(s) of time in which you want recipients to schedule.** Click “Save and New.” Repeat for all days of the week which this treatment station will be active.

Note: You can add as many treatment stations as you need. They can all have the same operating hours you created for one treatment station or they can have different hours.

Tip: Once your clinic schedule is complete, call into the VAMS TA Zoom Room. A member of the VAMS support team will verify that everything was set up properly.

5. Check-in Recipients

Checking in recipients who have scheduled an appointment at your clinic:

- a. On the Recipient Check-In tab, locate the name of the recipient who you are checking in. Click “Check-in Recipient.”
- b. If the recipient has completed their pre-vaccination questionnaire, the Validate Recipient screen will appear. Skip to Step E.
- c. If the recipient has not completed their pre-vaccination questionnaire, you will be directed to a screen that states: “Recipient has not completed the pre-vaccination questionnaire.”
- d. Select whether the recipient will log into their VAMS account and complete the pre-vaccination questionnaire on their own or select that the healthcare provider will complete the pre-vaccination questionnaire with the recipient at the beginning of the appointment.
 - If you select the first option, ask the recipient to step to the side while they log in to their VAMS account and complete the questionnaire. Once complete, repeat the check-in steps again.
 - If you select the second option, you will be directed to the Validate Recipient page.
- e. On the Validate Recipient page, select the form of identification used to verify the recipient. If ID is not required for your clinic, select “No ID required for this clinic.” Click “Next.” The recipient is now checked in for their appointment.

Checking in recipients who have not scheduled an appointment at your clinic (walk-ins):

- a. On the Recipient Check-in tab, click “Create Appointment.”
- b. Enter the email address of the walk-in recipient.
 - If you see the message: “We couldn’t find the recipient you’re looking for,” it means the recipient never registered in VAMS. Instruct the recipient to check their email, including their junk/spam folder, for the recipient registration link from VAMS.CDC.gov. Once they locate the email and register, repeat the check-in steps again.
- c. You will see the recipient details on the screen. Click “Schedule Walk-in.”
- d. The walk-in recipient now has an appointment scheduled at your clinic. Their name will appear on the Recipient Check-In tab in the appointment table. Follow the steps above for **Checking in recipients who have scheduled an appointment at your clinic.**



6. Logging Vaccinations

- a. On the Manage Appointments tab, click the name of the recipient whose vaccination you are logging.
- b. Click “Yes” to verify that this is the correct recipient.
- c. If the recipient has not yet completed the pre-vaccination questionnaire, click “Start pre-vaccination questionnaire.” Complete the pre-vaccination questionnaire with the recipient.
- d. Review the information on the Pre-Vaccination Questionnaire, Recipient Details, and Medical Information tabs to determine if the recipient should receive the vaccine.
- e. On the Vaccine Administration tab, click “Log Vaccination.”
- f. Respond to both questions then click “Next.”
- g. Select “Enter UoU (vial) information manually.” Click “Next.”
- h. Vaccine product information will pre-populate based on what is available in your inventory. Click “Next.”
- i. Select the vaccination administration site from the drop-down menu. Click “Next.”
- j. If the administration was successful, select “Yes,” then click “Next.”
- k. If no wastage occurred during administration, select “No,” then click “Next.”

