

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	THIRD-PARTY CLINICS
<ul style="list-style-type: none"> • 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 clinic 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 	<ul style="list-style-type: none"> • 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 • Third-party clinic administrators and/or healthcare professionals track vaccine recipients' next-dose eligibility

Instructions for using your Third-Party Clinic

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

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

2. **Add clinic staff as VAMS users**

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

3. **Log Inventory**

- Click the Inventory Management tab.
- Click "Manually Log Inventory."
- Select the Manufacturer from the drop-down menu (Pfizer or Moderna).
- Click the Product field. The Product will pre-populate.

- e. 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.
- f. 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.
- g. Enter the number of vials you received.
- h. 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. Add vaccine recipients in VAMS

To add recipients via bulk upload:

- a. On the Manage Recipients tab, click “Import Recipients.”
- b. Click “Recipient Import Template” to download the bulk upload template.
- c. Enter recipient information onto the template. Ensure all required fields are complete (designated with an asterisk).

 - i. Required fields are First Name, Last Name, Gender, Date of Birth, Ethnicity, Race, Street Address, City, State, Zip Code, and Has informed consent been obtained (Columns B, D, and E – M).

- d. Save template as a CSV.
- e. On the VAMS screen, click “Upload File” and select the template you just saved. You will see a green notification at the top of the page indicating your upload was successful.
- f. Go to the Recipient Import tab.
- g. To verify all recipients were successfully added, click the Import Recipients tab.
- h. Click the “Import ID” for the file you just uploaded.
- i. Click the “ResultLog for BulkUpload.” This will open a copy of the template you uploaded with a new Status column at the end.
- j. In the Status column, you will see “Success” or the reason that the recipient could not be added. See example below:

	A	B	C	D	E	F	G	H
1	First Name	Middle name	Last Name	Status				
2	Joan		Crawford	Success				
3	Emmanuel		Rowland	Success				
4	Kelsey		Bridges	Insert failed due to blank values				
5								

- k. If there were any errors, make the required corrections. Delete all records that were uploaded successfully to avoid recipients being added twice.
- l. Repeat steps D-J.
- m. The recipients you uploaded will now appear on the Manage Recipients tab.

To add recipients manually:

- a. On the Manage Recipient tab, click “Add Recipient.”
- b. Enter all vaccine recipient information.

 - i. Required fields are First Name, Last Name, Gender, Date of Birth, Ethnicity, Race, Street Address, City, State, Zip Code, and Has Informed Consent Been Obtained.

- c. The recipient you added will now appear on the Manage Recipients tab.

5. Log Vaccination

- a. On the Manage Recipients tab, click the name of the recipient whose vaccination you are logging.
- b. Review the Recipient Details and Medical Information tabs. If anything is incorrect, click “Edit Recipient Details” and make changes.
- c. On the Vaccine Administration tab, click “Log Vaccination.”
- d. Respond to both questions then click “Next.”
- e. Select “Enter UoU (vial) information manually.” Click “Next.”
- f. Vaccine product information will pre-populate based on what is available in your inventory. Click “Next.”
- g. Select the vaccination administration site from the drop-down menu. Click “Next.”
- h. If the administration was successful, select “Yes” then click “Next.”
- i. If no wastage occurred during administration, select “No” then click “Next.”