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**Introduction – Welcome to VAMS**

The Vaccine Administration Management System (VAMS) is a secure, web-based tool built to help jurisdictions, vaccination clinics, organizations, and vaccine recipients manage COVID-19 vaccination efforts. It supports operations and data collection and tracking to meet COVID-19 vaccination requirements.

**Four Portals**

Each portal is designed for a specific type of user.

- **Jurisdiction Portal**
  - Register your jurisdiction
  - Add organizations and clinics within your jurisdiction

- **Organization Portal**
  - Register your organization’s information
  - Add organization members for COVID-19 vaccination eligibility

- **Recipient Portal**
  - Register my patient information
  - Schedule a COVID-19 vaccination appointment
  - View my COVID-19 vaccination certificate

- **Clinic Portal**
  - Register your clinic information
  - Manage vaccination appointments
  - Log vaccinations

- “Organization” refers to any institution, association, company, or other group that will add critical infrastructure workers and others at-risk groups in VAMS to be considered for COVID-19 vaccination.
- “Member” is one example of an organization.
- Vaccination clinics are often referred to as “vaccine clinics” in VAMS.
PRIVACY NOTE

To receive the COVID-19 vaccine, personally identifiable information (PII) and protected health information (PHI) will be entered into VAMS. PII is any data that could potentially identify an individual. PHI includes demographic information and relates to the individual’s past, present, or future physical or mental health or condition. VAMS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For more information about HIPAA visit: https://www.cdc.gov/phlp/publications/topic/hipaa.html

How to Use the User Manual

This manual is to be used by the Healthcare Professionals to better understand and manipulate VAMS. In this guide, you will find step by step instructions along with images of the pages to assist you while manipulating VAMS.

 Disclaimer

The content contained in WV VAMS training materials is provided only for educational and informational purposes for the clinic users in West Virginia. West Virginia attempts to ensure that content is accurate and obtained from reliable sources but does not represent it to be error-free. West Virginia does not warrant that any functions on the VAMS website will be uninterrupted, that defects will be corrected, or that the website will be free from viruses or other harmful components. Any links to third party information on the website are provided as a courtesy and do not constitute an endorsement of those materials or the third party providing them.
Your Role and Responsibilities

Your role in VAMS is critical to ensure recipient vaccinations are successful. As a Healthcare Professional, you use VAMS to manage the administration of vaccines for recipients. You will be able to cancel appointments, review recipient information, log vaccinations and view future doses for recipients.

The table below illustrates the activities that only you, as the Healthcare Professional, can perform in VAMS.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Clinic Healthcare Professional</th>
<th>Clinic Administrator</th>
<th>Clinic Front Desk</th>
<th>Clinic Inventory Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as the clinic point of contact for your jurisdiction</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage clinic information (e.g., physical address)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set and manage clinic schedule</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage clinic COVID-19 vaccine inventory</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage (add, edit, remove) VAMS users</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check in vaccine recipients</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Create walk-in recipients’ appointments</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cancel recipients’ appointments</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Confirm recipients’ identity</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Access and review recipients’ records (name, date of birth [DOB], medical history, known allergies, etc.); add notes to record (if applicable)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Log vaccination (vaccine information, outcome, and waste, if applicable)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View dates when recipients can get their second doses</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Navigating VAMS

Quick Tip: VAMS works best in the Google Chrome browser but can be accessed via any browser except Internet Explorer. VAMS also works on mobile devices.

To access VAMS, visit: https://vams.cdc.gov/vaccineportal/

Below you will find ways to help you navigate VAMS:

Header/Banner

Clicking the VAMS logo will return you to your portal’s home page. The Help link will take you to a list of frequently asked questions (FAQs). The arrow beside your name will drop down and allow you to log out of the system.

Tabs

Tabs are available at the top of the page and allow you to move between pages. The tab you are currently viewing will be underlined and bolded.

Buttons

Buttons will allow you to start, advance, and complete tasks.

Tables

Tables allow you to sort and filter information. You can view details by clicking the links in each row. You can also filter the columns by clicking on the table headers.

<table>
<thead>
<tr>
<th>Product</th>
<th>Manufacturer</th>
<th>Doses Received</th>
<th>Doses Remaining</th>
<th>Date added/reconciled</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderna COVID-19</td>
<td>Moderna US, Inc</td>
<td>1000</td>
<td>998</td>
<td>Feb 5, 2021</td>
<td>Active</td>
</tr>
<tr>
<td>Pfizer-BioNTech</td>
<td>Pfizer Manufacturing</td>
<td>2500</td>
<td>2499</td>
<td>Feb 4, 2021</td>
<td>Active</td>
</tr>
<tr>
<td>Pfizer-BioNTech</td>
<td>Pfizer Manufacturing</td>
<td>1000</td>
<td>997</td>
<td>Jan 27, 2021</td>
<td>Active</td>
</tr>
</tbody>
</table>
Activate your User Account

To start this step, you will need:

- Internet access
- Email account access
- Registration email from no-reply@mail.vams.cdc.gov

After the Clinic Administrator enters your name and email address into VAMS, you will get an email containing a link to create a VAMS account.

Quick Tip: Check your spam or junk folder if it is not in your inbox. If you still cannot find the email, contact your Clinic Administrator.

1. **Check** your email for the link to set up your account.
2. **Click** the registration link in your email. You will be taken to the account creation page.
   - **NOTE:** The registration link is for your registration only and cannot be used to register anyone else.

Once you click the link, you will be taken to a page to create a password.

3. **Verify** your email address.
4. **Create** your password.
5. **Check** your email account for a verification code.
6. **Enter** the verification code.
7. Read the terms and conditions and check the box if you agree.
8. **Click** Create Account.

   - **NOTE:** After five unsuccessful login attempts, you will be locked out for one hour.
View and Manage Scheduled Appointments
You have access to view and cancel the recipient’s appointments.

To View Scheduled Appointments:

1. Log into VAMS.
2. Click on the Manage Appointments tab.
3. On the screen, you’ll see a box that says Today’s Checked In Appointments. If you click the drop-down arrow beside the box, you will see Prior Checked In Appointment.

   ➢ Today’s Checked In Appointments are recipient appointments that are checked in waiting for their vaccinations for that day.
   ➢ Prior Checked in Appointment will show you checked in appointments yesterday.

Cancel Appointments

To cancel appointments:

1. Log into VAMS.
2. Click the Manage Appointments tab.
3. Locate the recipient that needs their appointment cancelled.
4. On the right side of the screen, you’ll see a Cancel Appointment column.
5. Click Cancel for the recipient to cancel the appointment.
7. Use the drop-down menu to select the reason for the cancellation.
8. Click Cancel Appointment. A confirmation page will appear.
9. Click OK to return to the home page.
10. Click Keep Appointment, if you don’t wish to cancel the appointment.
Vaccine Administration

There are 3 steps to administering a vaccination. Below are the detailed instructions to help you log vaccinations.

Access the Recipient’s Record

You will need:
Recipient’s name or email address

1. Log into VAMS.
2. Click on the Manage Appointments tab.
3. Locate the recipient in the Checked-in Recipient table.
4. Click on the recipient’s name.
5. A pop-up will appear “Have you verified this is the correct recipient?”
6. Verify you are vaccinating the correct recipient by their name and date of birthdate.
7. Select Yes. You will be taken to the Recipient’s record.
8. Select No, you will be returned to the Manage Appointments tab.
9. Click Next.
Review the Recipient’s Record

After you have confirmed you are vaccinating the correct recipient, you will either be taken to the Notes page alerting you to complete more paperwork or you will be taken directly to the recipient’s record.

1. If the recipient has not completed the pre-vaccination questionnaire, choose to **Start Pre-vaccination Questionnaire in VAMS** or **Record that Pre-vaccination Questionnaire was completed outside of VAMS**.

2. Click **Start Pre-vaccination Questionnaire** or **Record that Pre-vaccination Questionnaire was completed outside of VAMS**.

3. If you choose Start Pre-vaccination Questionnaire, you will be taken to the Pre-vaccination questionnaire page.

4. **Complete** all the questions.

5. Click **Next**.

6. You will be directed to the recipient’s record page.

You will see:

- **Recipient details.** This will include the recipient’s name, date of birth, and gender.
- **Next dose** information. This will notify you when the recipient is eligible for their next dose or you can see the vaccine certificate.
- **Insurance.** The recipient’s insurance information will appear in this tab, if it was provided.
- **Notes.** You can log details that may be helpful to another healthcare provider in the future. To log a note, click **New Note**, enter your note, and click **Done**.
  - All notes will be visible to other healthcare providers who access the recipient’s record.
  - To **Delete** a note, open the note, click the delete button on the bottom of the note pop-up.
Information tabs. You should review these before administering the vaccine.
  - **Pre-vaccination Questionnaire** provides information such as allergies, health status, questionnaire.
  - **Recipient Details**: the recipient’s demographic information.
  - **Medical Information**: lists medications, health conditions, allergies, and insurance information.

**Vaccine Administration**: COVID-19 Vaccine history.

Log Vaccinations

You are now ready to administer the COVID-19 vaccination.

1. Click the **Vaccine Administration** tab.
2. Click **Log Vaccination**.

There’s a four-step process to log a vaccine. As you’re moving through the process, there’s a progress bar at the top of your screen. After you click Log Vaccine, you’ll be taken to the Access recipient condition page.

3. Answer both questions on the page. Answering **No** to either question, will cause the recipient to be ineligible for the vaccination during this visit and you will be directed to a screen informing you a rescheduling email was sent to the recipient.
4. Select the reason for the unsuccessful vaccination.
5. Click **Next**.

If both answers are **Yes**, you will move onto the **Enter Vaccine Info** page.

6. Choose the method you are going to log the vaccine, manually or by a scan.
7. Click **Next**.
To use a 2D barcode scanner:

- You should have selected **Scan UoU barcode** in the previous step.
- VAMS is only compatible with 2D barcode scanners, not mobile app 2D scanners.

1. Scan the **barcode**.
2. The vial information will populate the fields.
3. **Verify** the information is correct.
4. Click **Next**.
5. You will see a summary screen.
6. Use the drop down to select the **vaccine administration site** (left deltoid).
7. Click **Next**.

**NOTE:** the vial inventory is verified and if the vial information does not match the inventory, you will get an error message and will be unable to continue. At this point, you should click the **Previous** button to return to the **Enter Vaccine Info** page to select **Enter Information Manually** to complete the vaccination.

To log a vaccine manually:

1. You should have selected, **Enter UoU (vial) information manually** in the previous step.
2. Use the drop down menu to select the **Manufacturer**.
3. Use the drop down menu to select the **Product**.
4. The next two drop down fields will be dependent upon the inventory of the manufacturer you selected. Select the **UoU (vial) lot number**.
5. The expiration date cannot be edited.
6. Click **Next**.

7. You will see a summary screen.
8. Verify the information is correct.
9. Use the drop down to select the **vaccine administration site** (left deltoid).
10. Click **Next**.
Log Vaccine Outcome

This screen will allow you to indicate if the vaccination was successful.

1. **Choose if the vaccination was successful or not.**
2. **Click Next.**

<table>
<thead>
<tr>
<th>If you chose <strong>No:</strong></th>
<th>If you chose <strong>Yes:</strong></th>
</tr>
</thead>
</table>
| ➢ You will be directed to a screen, asking if it’s possible to **reattempt** the vaccination.  
   o If you **can re-attempt** the vaccination, you will be taken back to the Log Vaccination page, to start the vaccination process over.  
   o If you **cannot re-attempt** the vaccination, the system will ask you if waste occurred.  
     ▪ If no waste occurred, click **No**, then click **Next**.  
     ▪ If waste did occur, click **Yes**.  
       • Log the waste.  
       • Use the drop-down to select the reason for the unsuccessful vaccination.  
       • Click **Next**.  
       • The recipient will receive an email suggesting they schedule another appointment.  | ➢ You will be asked if waste occurred.  
   ▪ If no waste occurred, click **No**, then click **Next**.  
   ▪ If waste did occur, click **Yes**.  
   ➢ Click **Next**.  
   ➢ A pop up will appear informing you the recipient is eligible for the second dose.  
   ➢ VAMS will determine the date the recipient is eligible to receive their next dose.  
   ➢ The recipient will be notified via email the date they are eligible for their next dose and be given a link to schedule their next appointment on or after the system generated date.  
   ➢ Click **Finish**. |
Record Past Vaccinations

You can record vaccinations administered by yourself and other professionals. To record vaccinations in the past:

1. Log into VAMS.
2. Click the **Record Past Vaccinations** button. You will be taken to the Search for healthcare administrator page.
3. Enter the email address of the healthcare provider that administered the past vaccinations.
4. Click **Search**. You will be taken to the Healthcare administrator search results page.
5. You will see the name and roles of the healthcare provider. Click **Record Vaccinations**.
6. You will be taken to **Choose recipient and enter vaccination details** page.
7. Enter the recipient’s name.
   - **NOTE:** the recipient must have an appointment scheduled to record past vaccines.
8. The recipient’s details will display at the bottom of the page.
9. Choose **Yes** or **No** to indicate if the Pre-vaccination questionnaire was complete.
   - **Note:** if you choose No, you will get an error message stating Vaccinations cannot be recorded in VAMS without record of pre-vaccination questionnaire.
10. If you choose **Yes**, fields will appear on the page.
11. Select the **Manufacturer**.
12. Select the **Product**.
13. Enter the **Vial lot number**.
14. Choose the **Expiration Date**.
15. Enter the vaccination **Site**.
16. Enter the **Date** of the vaccination
17. Enter the **Time** of the vaccination.
18. Click **Done**.
19. You will get a validation page stating the vaccination recording was successful.
Invalidate and edit vaccination records
You will now be able to search edit and invalidate a recipient’s past vaccinations.

1. Open VAMS.
2. Click on the Manage appointments tab.
3. Click on the Search past vaccinations button.
4. You will be taken to the Search for recipient immunization page.
5. Enter the recipient’s First Name.
6. Enter the recipient’s Last Name.
7. Enter the recipient’s Date of Birth.
8. Click Search.
9. If the recipient exists, Search results will appear at the bottom of the screen.
10. Click View Record to access the recipients record.

➢ NOTE: The recipient will have one record for each vaccination he/she received at your clinic.

11. Click on the Vaccine Administration tab.
12. Click View Record of the vaccine you wish to access.

13. You are taken to the Vaccination Record page. On this page, you will find the recipient’s vaccination information.
14. On this page you have the option to Edit, Invalidate or Update the vaccine record.
To Edit a record:
1. Click Edit.
2. Update any field of the vaccination.
3. Click Save.
4. Select the Reason for the update.
5. Click Save.
6. You will be taken back to the Vaccination Record page.
7. You will see the Vaccination change history table at the bottom of the screen with the changed information.
   - Any updates made to the record will update the recipient's account and vaccination certificate.

➢ NOTE: Edits made related to inventory, will need to be manually updated in the inventory records.

To Invalidate a record:
1. Click Invalidate Record.
2. Select the Reason for the invalidation.
3. Click Invalidate Record.
Third-Party Clinic Administration

A third-party clinic is a clinic established in an existing facility such as a long term care facility, nursing home or correctional facility to facilitate COVID-19 vaccinations for recipients who reside in those facilities. The information presented here is only relevant to healthcare professionals to third-party clinics.

The next pages will provide information on the following topics:

- Key Differences Between Standard, Mobile Clinics, and Third-Party Clinics
- Third-Party Clinic Users
- Add Third-Party Recipients in VAMS
- Remove a Recipient
- Find a Recipient

Key Differences Between a Standard Clinic and a Third-Party Clinic

<table>
<thead>
<tr>
<th>Standard Clinic</th>
<th>Third-Party Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Healthcare setting providing outpatient care with one permanent location for vaccination.</td>
<td>➢ Existing facility set to provide vaccines to housed recipients.</td>
</tr>
<tr>
<td>➢ 4 roles: Clinic Administrators, Inventory Managers, Front Desk Personnel, and Healthcare Professionals.</td>
<td>➢ 2 Roles: Clinic Administrators and Healthcare professionals.</td>
</tr>
<tr>
<td>➢ Schedules are utilized in VAMS.</td>
<td>➢ No schedule is established.</td>
</tr>
<tr>
<td>➢ Vaccine recipients use VAMS.</td>
<td>➢ Vaccine recipients do not use VAMS.</td>
</tr>
<tr>
<td>➢ Vaccine recipients received reminders from VAMS.</td>
<td>➢ Third-party clinics do not appear in the search results.</td>
</tr>
<tr>
<td></td>
<td>➢ Third-party clinic administrators and/or healthcare professionals track vaccine recipients next dose eligibility.</td>
</tr>
</tbody>
</table>

Third-Party Add Vaccine Recipients

Third-party recipients will not be creating their own VAMS accounts nor will they be recording their medical histories. You will need to add them to VAMS.

The following information will need to be obtained to enter them into VAMS:

- First name
- Last Name
- Gender
- Ethnicity
- Race
- Insurance information (if applicable)
- Medications (if applicable)
- Other relevant medical information (if applicable)

- Pre-vaccination actions:
  - Screening for contraindication
  - Providing Emergency Use Authorization (EUA)
  - Fact Sheet or Vaccine Information Sheet (VIS)
  - Acquiring authorization
There are 2 ways to add recipients to VAMS. You can manually enter each recipient’s information, or you can upload them at once, known as a bulk upload.

**Add Third-Party Clinic Recipients One at a Time:**

1. Click on the **Manage Recipients** tab.
2. Click **Add Recipient**. You will be taken to the Add Recipients page.
3. Enter the **recipient’s information**. The recipient’s home address will default to the third-party clinic’s address.
4. Click **Next**.
5. Enter the **recipient’s insurance information**, if applicable.
6. Click **Next**.
7. **Review** the information.
8. **Verify** the information is correct. If not, click **Previous** to update the information.
9. If the information is correct, click **Next**.

The recipient’s record is saved!

**Third-Party Bulk Upload Recipients**

You will be able to upload numerous recipients at once by adding their information into a spreadsheet and then uploading it into VAMS.

1. Click the **Manage Recipients** tab.
2. Click **Import Recipients**.
3. Click on the **Recipient Import Template** link. The template will download to your computer.
4. Enter the **required recipient information** fields. They are designated by an asterisk.
5. Save the template as a CSV file.
6. On the Import Recipient page, click Upload Files. You can also drag and drop your organization list into the Drop Files area of the page.
7. Click Close.

After importing a list of recipients:
- A message appears stating your list is in the que to upload.
- You will receive an email notifying you the upload was complete.
- A log will appear on the Recipient Import page.

8. Click on the Recipient Import tab.

On the Recipient Import page, you will see information about your upload, including the system-generated import ID number. The import ID number is the number associated to the person who imported the list.

9. Click the Import ID. You will be directed to the Recipient Import page.
   - The Import details section has the Import ID, jurisdiction name, created by and created date.
   - The Notes and Attachments table includes two files: a Result for Bulk Upload and the recipient import file you uploaded.
The **Result Log for Bulk Upload** is your uploaded file.

10. Click the **Result Log for Bulk Upload** link. Your file will open.

11. Scroll to the right until you see the **status column**. The status column states if the recipient was added to the system.
   - If you see an **error message**, there’s duplicate or missing information. These recipients have not been uploaded into the system.
   - If you see **Success**, the recipients were uploaded into the system correctly.
Third-Party Remove a Recipient

Clinic Administrators and Healthcare Professionals can remove a third-party recipient. To remove a recipient:

1. Click on the Manage Recipients tab.
2. Find the recipient you wish to remove in your Manage Recipients table.
3. Click the arrow located at the far right of their name.
4. Choose Remove.
5. A Warning pop-up will appear asking if you want to remove the recipient.
6. Click Remove to remove the recipient or,
7. Click Cancel to keep the recipient in your third-party clinic.
Third-Party Find a Recipient

You can search, view, and add recipients using the **Other Recipients** tab. VAMS will search for all recipients, including those registered in VAMS as recipients and those added to other third-party clinics. To search for a recipient:

1. Click on the **Other Recipients** tab.

2. Click **Find Recipient**. You’ll be directed to the Search for Recipient page.

On the **Search for Recipient** page,

3. Enter the recipient’s **First Name**.
4. Enter the recipient’s **Last Name**.
5. Enter the recipient’s **Date of Birth**.
6. Enter the recipient’s **Gender**.
7. Click **Search**.

8. If the recipient exists, a **Search Results** table will appear below.

9. If you want to add the recipient to your clinic, click in the check box.
10. Click **Add Recipient** to add the recipient to your clinic.
Third-Party Clinic Covid-19 Vaccine Administration

To administer vaccines to third party recipients, you’ll follow the same process as in Vaccine Administration with two additional activities:

➢ Recording the recipient’s pre-vaccination actions
➢ Tracking the recipient’s second dose eligibility date

Record the recipient’s pre-vaccination actions:

1. Log into VAMS.
2. Click Manage Recipients.
3. Find the recipient.
4. Click the recipient’s name. You’ll be taken to recipient’s record.
5. You will see an alert if the pre-vaccination were not completed.
6. Click Edit Recipient Details to update the pre-vaccination information. You’ll be taken to the Recipient Information page.
7. Scroll down the page to the Have Pre-vaccination actions been completed? field.
8. Select your response using the drop-down arrow.
9. Click Next.

Track Second Dose Dates

1. Log into VAMS.
2. Click Manage Recipients.
3. You will see a list of recipients who have been added in VAMS.
4. You will see a column for COVID-19 Status and Next COVID-19 eligible date.
Access Multiple Clinics in VAMS

If the Clinic Administrator adds you as a user at their clinic, you can access the other clinics once you have logged into VAMS.

1. On any page in VAMS, click on the drop-down arrow next to your name in the upper right-hand side of the screen.
2. Click Switch Portals.

If you have multi-user access, you will be taken to the portal selection page.

1. Click the Clinic Portal button.
2. You will be taken to the Clinic Selection page.
3. Select the Access Portal button of the clinic you would like to access.

If you have multi-clinic access, if you click Switch Portals, you will be taken to the Clinic Selection page.
<table>
<thead>
<tr>
<th>Word/Phrase</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2D Barcode</td>
<td>A two-dimensional barcode that stores information vertically and horizontally. It may contain vaccine product identification information, lot number, and expiration date.</td>
</tr>
<tr>
<td>.csv</td>
<td>A comma-separated values (CSV) file is a delimited text file that uses a comma to separate values.</td>
</tr>
<tr>
<td>Emergency Use Authorization (EUA) Fact Sheet</td>
<td>A document produced by the vaccine manufacturer that informs vaccine recipients or their parents or legal representatives about the benefits and risks of a vaccine they are receiving.</td>
</tr>
<tr>
<td>Member</td>
<td>Any worker, staff member, volunteer, other personnel or organization being added to VAMS to receive COVID-19 vaccine.</td>
</tr>
<tr>
<td>Mobile Clinic</td>
<td>A clinic that moves to multiple locations for vaccination (e.g., mobile clinic bus or van).</td>
</tr>
<tr>
<td>Multi-Clinic User</td>
<td>A clinic user who performs the same or different roles at multiple clinics registered in VAMS. This user can switch between clinic accounts within the clinic portal.</td>
</tr>
<tr>
<td>Multi-Portal User</td>
<td>A VAMS user with access to multiple VAMS portals (e.g., a clinic administrator who is registered as a VAMS recipient can access the Clinic Portal and Recipient Portal).</td>
</tr>
<tr>
<td>Organization</td>
<td>Any institution, association, company, or other group that will add their essential workers to VAMS.</td>
</tr>
<tr>
<td>Pre-vaccination Questionnaire</td>
<td>Questionnaire recipients must complete prior to receiving vaccine. Healthcare professionals will review this information to ensure there are no contraindications or precautions present before administering a vaccine.</td>
</tr>
<tr>
<td>Third Party Clinic</td>
<td>A vaccination clinic established at a facility like a long-term care facility or correctional facility where the facility will be responsible for administering vaccines to recipients.</td>
</tr>
<tr>
<td>Unit of Use (UoU)</td>
<td>The vaccine vials.</td>
</tr>
<tr>
<td>Vaccine Clinic</td>
<td>A clinic administering COVID-19 vaccine (sometimes referred to as a ‘vaccine clinic’ in VAMS and their user manual).</td>
</tr>
<tr>
<td>Vaccination Series</td>
<td>A series of vaccinations, including the timing of all doses, which may be either recommended or compulsory (e.g., there are two vaccine doses that must be administered with an appropriate time interval between them for COVID-19 vaccination series to be complete).</td>
</tr>
</tbody>
</table>