



Standard Clinic – Inventory Manager

User Manual

Version 7.6.2021

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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 Inventory Managers 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

You will use VAMS to manage COVID-19 vaccine inventory for your clinic.

You will be able to:

- Log COVID-19 Vaccine Inventory
- Reduce COVID-19 Vaccine Inventory
- Monitor COVID-19 Vaccine Inventory Levels
- Access Multiple Clinics in VAMS

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

Responsibilities	Clinic Inventory Manager	Clinic Administrator	Clinic Front Desk	Clinic Healthcare Professional
Serve as clinic point of contact for your jurisdiction		✓		
Manage clinic information (e.g., physical address)		✓		
Set and manage clinic schedule		✓		
Place vaccine inventory requests	✓	✓		
Log vaccine inventory when received	✓	✓		
Log vaccine waste (if applicable)	✓	✓		
Monitor clinic vaccine inventory levels to match appointments scheduled	✓	✓		
Manage (add, edit, remove) VAMS users		✓		
Check in vaccine recipients			✓	
Create walk-in recipient appointments			✓	
Cancel recipient appointments			✓	✓
Confirm recipient identity			✓	✓
Access and review recipient record (name, date of birth [DOB], medical history, known allergies, etc.); add notes to record (if applicable)				✓
Log vaccination (vaccine information, outcome, and waste, if applicable)				✓
View next-dose eligibility dates				✓

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/s>

Below you will find ways to help you navigate VAMS:

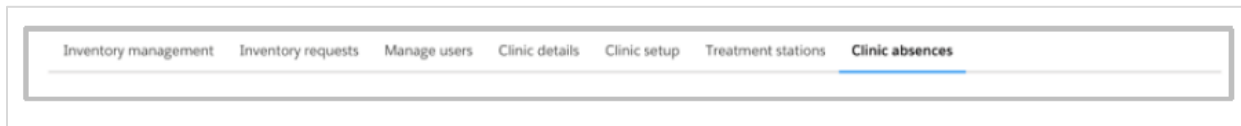
Header/Banner



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.

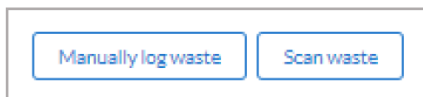
Tabs

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.

Product	Manufacturer	Doses Received	Doses Remaining	Date added/reconciled	Status
Moderna COVID-19 ...	Moderna US, Inc.	1000	998	Feb 5, 2021	Active
Pfizer-BioNTech Covi...	Pfizer Manufacturing ...	2500	2499	Feb 4, 2021	Active
Pfizer-BioNTech Covi...	Pfizer Manufacturing ...	1000	997	Jan 27, 2021	Active

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 Jurisdiction POC enters your name and email address into VAMS, you will get an email containing a link to create a VAMS account.

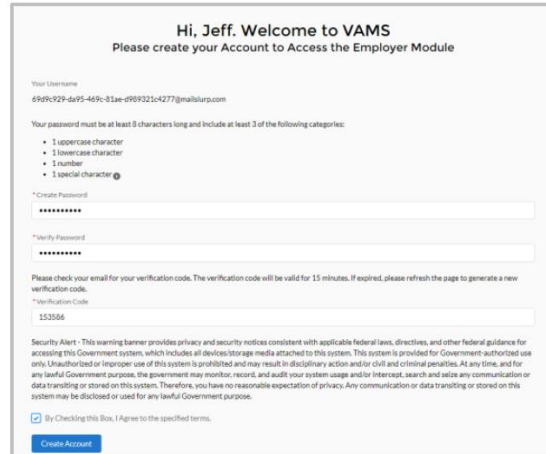
Quick Tip: Check your spam or junk folder if it is not in your inbox. If you still cannot find the email, contact your Jurisdiction POC.

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**.
9. You will be directed to the **Clinic Portal** page.



- **NOTE:** After five unsuccessful login attempts, you will be locked out for one hour.

Managing Inventory

Now that you activated your account, you will be able to:

- Log COVID-19 Vaccine Inventory
- Reduce COVID-19 Vaccine Inventory
- Monitor COVID-19 Vaccine Inventory Levels
- Access Multiple Clinics in VAMS

Log COVID-19 Vaccine Inventory

You can log vaccine delivery two different ways:

1. Scan the barcodes on the vaccine vials using the 2D scanner. This will automatically enter the vaccines into VAMS.
2. Manually enter the information.

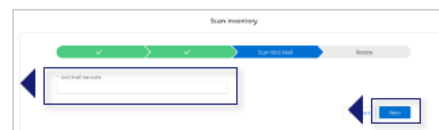
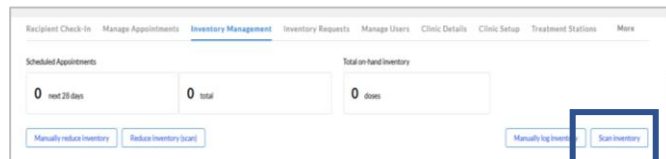
Barcode Types:

- Unit of Use, UoU, is the vaccine vial.
- Unit of Sale, UoS, is the packaging the vials are delivered in.

Log Vaccine Inventory using a 2D Scanner

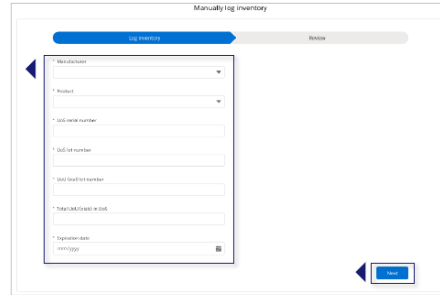
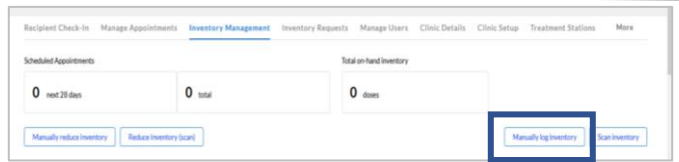
You must scan each UoS individually. Each UoS contains multiple vials. When logging inventory, you must scan one UoU from each UoS.

1. Click the **Inventory** tab.
2. Click the **Scan Inventory** button. The **Scan Inventory** pop-up will appear.
3. Scan the **UoS barcode** on the vial using your 2D scanner. The barcode will appear in the barcode field.
4. Select the **Manufacturer**.
5. Click **Next**.
6. The **UoS information** will populate the required fields.
7. Enter the total **UoU** vials.
8. Click **Next**.
9. Scan the **UoU barcode** on one of the vials. It will appear in the barcode field.
10. Click **Next**.
11. **Ensure** the information is correct.
12. Click **Next**.
13. Click **Finish**.



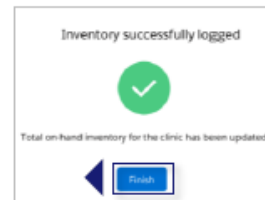
Log COVID-19 Vaccine Inventory Manually

1. Click the **Inventory** tab.
2. Click **Manually Log Inventory**. A **Manually Log Inventory** page will appear.
3. Select the **Manufacturer** from the drop-down menu.
4. Select the **Product** from the drop-down menu.
5. Select the **UoS NDC**.
6. Enter the **UoS Lot Number**.
7. Enter the **UoU Lot Number**.
8. Enter the Total UoU (vials) in UoS.
9. Enter the **Expiration Date**.
10. Click **Next**.
11. **Ensure** the information is correct.
12. Click **Next**.



13. Click **Finish** in the pop-up window.

➤ **NOTE:** When you log inventory, you are logging the number of vials, not doses.



Correcting UoS and UoU While Adding New Inventory

You are now required to enter the UoS and UoU lot numbers that match. If these numbers are entered incorrectly, you will receive an error message. The error message will ask you to invalidate the existing entry and reenter the correct doses using the UoS and UoU lot number before proceeding with the additional inventory entry.

Invalidating the existing entry will **not** correct the lot numbers on recipient records. It **will** correct the unused inventory in VAMS so that future recipient records will reflect accurate lot numbers. Existing recipient records cannot be edited at this time.

1. A message appears informing you the lot numbers are not the same.
2. Click the **Previous** button to return to the Log Entry page to re-enter the correct information.
3. Or, click **Back to Portal** to return to the home page.

Lot numbers must be an exact match. Please ensure the UoS and UoU lot numbers are the same.

Back to portal

- **NOTE:** If you entered UoU and UoS numbers that do not match prior to the above error message appearing, you will need to invalidate the inventory before you enter additional inventory.

To invalidate inventory:

4. Click on the **Inventory** tab.
 5. You will see two columns, UoS and UoU.
 6. Find the inventory entry that does not match.
 7. Click the blue **UoS** link. This will take you to the **Inventory Details** page.
 8. On this page is the detailed information associated with this inventory. The **Doses Remaining** will be the number that is invalidated.
 9. Click **Invalidate**.
 10. Click **Yes** to invalidate the inventory.
 11. The remaining doses will be invalidated. You will need to remember this number. You will be able to return to this page by selecting the blue link on the Inventory Management page.
 12. On the Inventory Management tab, you will see **Invalid** for the record that you invalidated.
- **NOTE:** You will need to log the correct lot number by using the Logging Inventory section of this guide.

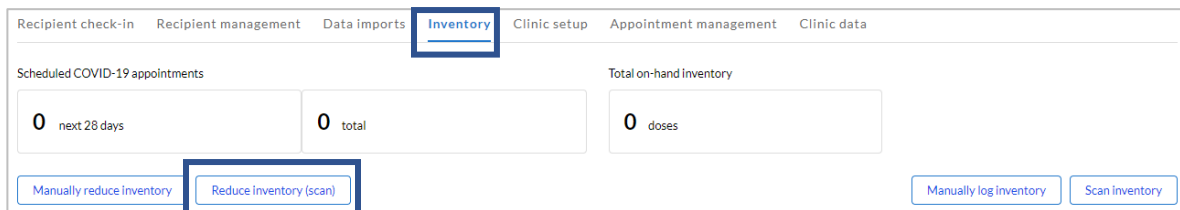
Reduce COVID-19 Vaccine Inventory

You can reduce vaccine inventory two different ways:

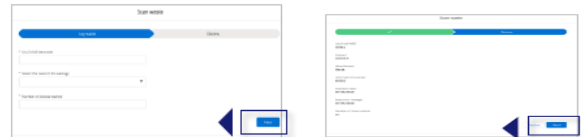
- 1 Scan the barcodes on the vaccine vials using the 2D scanner. This will automatically enter the vaccines into VAMS.
- 2 Manually enter the information.

Log Vaccine Waste by using the 2D Scanner

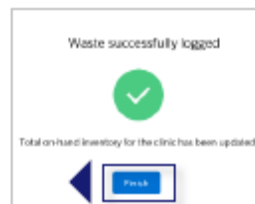
1. Click the **Inventory** tab.
2. Click the **Reduce Inventory** button. You will be directed to the Reduce Inventory (scan) page.



3. Scan the **UoS barcode** on the vial using the 2D scanner.
4. Enter the **Reason** for the waste.
5. Enter the **Number of doses** wasted.
6. Click **Next**.



7. **Ensure** the information is correct.
8. Click **Finish**.



Reduce Inventory Manually

1. Click the **Inventory** tab.
2. Click **Manually Reduce Inventory**. You will be directed to the Manually Reduce Inventory page.

The screenshot shows the 'Inventory' tab selected in a navigation bar. Below the navigation bar, there are three summary boxes: 'Scheduled COVID-19 appointments' with '0 next 28 days' and '0 total', and 'Total on-hand inventory' with '0 doses'. At the bottom of the dashboard, there are four buttons: 'Manually reduce inventory' (highlighted with a blue box), 'Reduce inventory (scan)', 'Manually log inventory', and 'Scan inventory'.

3. Select the **Manufacturer**.
4. Select the **Product**.
5. Enter the **UoU (vial) lot number**.
6. Select the **reason for the reduction**.
7. Enter the **number of doses reduced**.
8. Click **Next**.
9. Ensure the information is correct.
10. Click **Finish** on the pop-up window.

➤ **NOTE:** When you log waste, you are logging doses.

The first screenshot shows the 'Manually log waste' form with a 'Log waste' button highlighted. The form includes fields for Manufacturer, Product, UoU (vial) lot number, Reason for reduction, and Number of doses reduced. The second screenshot shows the same form with a 'Manually log waste' button highlighted. Both screenshots have blue arrows pointing to the respective buttons.

Monitor COVID-19 Vaccine Inventory Levels

You can monitor the Inventory Levels by the Inventory Management page. Inventory levels and snapshots of available and booked appointments can be seen on the Inventory Management page. This page provides you with view of your inventory levels.

On this page, you'll find:

- The number of appointments available for the next 28 days.
- The number of appointments booked.
- The number of vaccine doses your clinic has available.

These numbers are automatically generated from the inventory and waste logged into VAMS.

The screenshot shows the 'Inventory' tab selected in a navigation menu. The main content area is divided into two sections: 'Scheduled COVID-19 appointments' and 'Total on-hand inventory'. The 'Scheduled COVID-19 appointments' section contains two boxes: '0 next 28 days' and '0 total'. The 'Total on-hand inventory' section contains a box with '0 doses'. Below these sections are four buttons: 'Manually reduce inventory', 'Reduce inventory (scan)', 'Manually log inventory', and 'Scan inventory'.

Scheduled COVID-19 appointments		Total on-hand inventory
0 next 28 days	0 total	0 doses

Manually reduce inventory Reduce inventory (scan) Manually log inventory Scan inventory

Access Multiple Clinics in VAMS

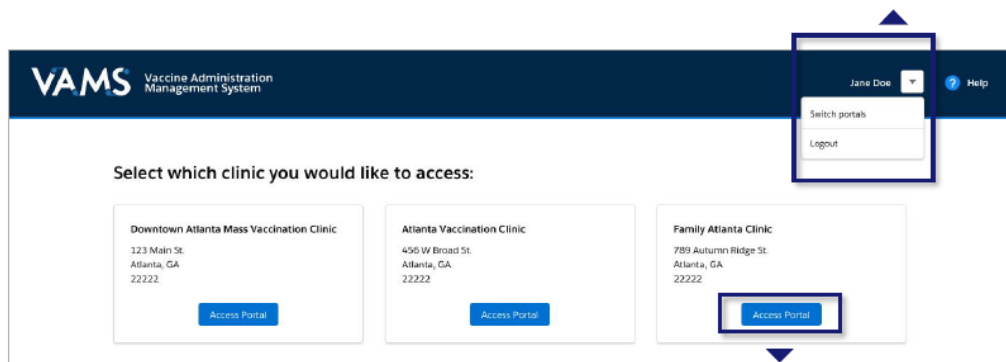
If the Clinic Administrator adds you as a user at their clinic, you can access the other clinics once you have logged into VAMS.

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.



Glossary of Terms

Word/Phrase	Definition
2D Barcode	A two-dimensional barcode that stores information vertically and horizontally. It may contain vaccine product identification information, lot number, and expiration date.
Member	Any worker, staff member, volunteer, other personnel or organization being added to VAMS to receive COVID-19 vaccine.
Multi-clinic User	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.
Multi-Portal User	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).
Organization	Any institution, association, company, or other group that will add their essential workers to VAMS.
Unit of Sale (UoS)	The packaging in which the vaccine vials are delivered.
Unit of Use (UoU)	The vaccine vials.
Vaccine Clinic	A clinic administering COVID-19 vaccine (sometimes referred to as a 'vaccine clinic' in VAMS and their user manual).