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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 Third-Party Clinics 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.
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/](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.
Third-Party Clinic Administration

A third-party clinic is a clinic established in an existing facility such as a Long-Term Care Facility (LTCF), 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 administrators to Third-Party Clinics.

The next pages will provide information on the following topics:

- How to Register as a Third-Party Clinic in VAMS
- 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
- Add Inventory
- Remove Inventory

How to Register Your Third-Party Clinic

There are three parts to registering your clinic as a Third-Party Clinic. This is different than a Standard Clinic because you will not set a clinic schedule.

### Activate Your User Account:

1. **Check** your email for the link to set up your account.
2. **Click** the registration link in your email.
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.

### Set-up Clinic in VAMS:

1. Log into VAMS.
2. You are directed to the Register Vaccination Clinic – Clinic Point of Contact page.
3. Ensure the information is correct.
   a. If any information is incorrect, update it on this page.
4. **Click** Next.
5. You are moved to the Register Vaccination Clinic – Clinic Information page.
6. Ensure your clinic information is correct.
   a. If any information is incorrect, update it on this page.
7. **Click** Next.
8. You are taken to the Register Vaccination Clinic – Review page.
9. **Review** all information.
10. Click the checkbox beside: By selecting this checkbox I confirm the above information is accurate.
11. **Click** Next
12. **Click** View Portal.
13. You are then taken to the Clinic Portal main page.

### Add Clinic Staff as VAMS Users

1. **Click** the Manage Users tab.
2. **Click** New.
3. Add the user’s email in the Add or Update User.
4. **Click** Search.
5. Enter the user’s Email Address.
6. Enter the user’s First Name.
7. Enter the user’s Last Name.
8. Select the user’s Role.
9. Select the user’s Credentials.
10. **Click** the checkbox stating you are not a robot.
11. **Click** Save.
12. A registration email will be automatically sent to the user with a link for them to set up their VAMS account.
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</td>
<td>➢ Existing facility set to provide vaccines to housed recipients.</td>
</tr>
<tr>
<td>vaccination.</td>
<td>➢ 2 Roles: Clinic Administrators and Healthcare professionals.</td>
</tr>
<tr>
<td>➢ 4 roles: Clinic Administrators, Inventory Managers, Front Desk Personnel, and</td>
<td>➢ No schedule is established.</td>
</tr>
<tr>
<td>Healthcare Professionals.</td>
<td>➢ Vaccine recipients do not use VAMS.</td>
</tr>
<tr>
<td>➢ Schedules are utilized in VAMS.</td>
<td>➢ Third-party clinics do not appear in the search results.</td>
</tr>
<tr>
<td>➢ Vaccine recipients use VAMS.</td>
<td>➢ Third-party clinic administrators and/or healthcare professionals track vaccine</td>
</tr>
<tr>
<td>➢ Vaccine recipients received reminders from VAMS.</td>
<td>recipients next dose eligibility.</td>
</tr>
<tr>
<td>➢ Existing facility set to provide vaccines to housed recipients.</td>
<td></td>
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<tr>
<td>➢ 2 Roles: Clinic Administrators and Healthcare professionals.</td>
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<td></td>
</tr>
<tr>
<td>recipients next dose eligibility.</td>
<td></td>
</tr>
</tbody>
</table>

Set up your Clinic
To start this step, you will need:

- Selected appointment duration at your clinic (10, 15, 20, or 30 minutes)
- Clinic start and end dates

Setup your Clinic
1. Log in to VAMS.
2. Click the Clinic setup tab. You will be taken to your clinic’s detail page.
3. You will see collapsible windows: Clinic Details and Manage Users.
4. To update each window, click the grey arrow, on the right side of the window. To collapse each window, click the same arrow.

Clinic Details Window
You can make your clinic visible to vaccine recipients. In this section, you can manage clinic primary address, clinic appointment duration, deactivate your clinic, and check, or uncheck the Available for scheduling? box to make your clinic available or unavailable for recipients to view your clinic in the search results.

1. Click the Clinic Setup tab.
2. Click the arrow to expand the Clinic Details window.
3. Click Finish Setup or Edit.
4. Click **Edit** on the details page.

5. All fields will open to edit the information.

6. Make the updates.

7. To make your clinic visible to vaccine recipients, click the **Available for Scheduling** checkbox.

8. Click **Save**.

Here you will be able to:

- Update your primary and shipping address.
- Change duration of clinic appointments.
- **NOTE:** Changing appointment durations will cancel previously scheduled appointments.
- Update the **Facility ID**.
- Update the **Provider PIN**.
- Update the **Parent Organization ID**.
- Deactivate your clinic.
Add Third-Party Clinic Vaccine Recipients in VAMS

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
- Their consent for the COVID-19 vaccine. This field can be edited at any time after their information is added to VAMS.
- Insurance information (if applicable)
- Medications (if applicable)
- Other relevant medical information (if applicable)

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 Recipient Management 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 recipients record is saved!

➢ NOTE:
➢ You can indicate a recipient’s preferred method of contact if you enter their email and/or cell phone number. If SMS is selected as the preferred contact method, the
system will send the recipient a verification code via SMS. You must enter this code to continue adding the recipient.
➢ Adding contact information is optional and can be done when adding a recipient individually or via the bulk upload template.
➢ You can also add this information to an existing third-party recipient’s record.
**Vaccination Bulk Upload**

You can now bulk upload vaccinations that occurred at your clinic but were not recorded at the time of the vaccination. You can only bulk upload vaccinations for recipients already added to your clinic.

1. Open **VAMS**.
2. Click on the **Recipient management** tab.
3. Click on the **Record past vaccinations** button.

4. You will be taken to the **Record past vaccinations** page.
5. Click the **Import a template for bulk vaccination** button.

6. When you click the Import a template for bulk upload vaccination, instructions to complete the process appear at the bottom of the screen.
7. Click the blue link, **Latest version of theBulk Vaccination Upload Template**.

8. An excel spreadsheet opens.
9. Click **Export Recipients**, on the VAMS screen.
10. An **Export Recipient Data** pop up appears.
11. Enter the **Start date & time**.
12. Enter the **End date & time**.
13. Click **Export**.
15. Open the **Recipient Export** excel spreadsheet.
16. You will see the recipients associated with the dates and times you specified.
17. **Copy** the recipients from the Recipients Export excel spreadsheet.
   - **NOTE:** The spreadsheet headers are not aligned in the same order. The below fields are to be copied from the Recipient Export file onto the VAMS Bulk Vaccination file:
     - First Name
     - Last Name
     - Date of Birth
     - Zip Code
     - VAMS ID
     - Dose
     - Vaccine Name
   - **NOTE:** You will need to ensure the columns from the Recipient Export file line up with the VAMS Bulk Vaccine file. If the columns are not aligned, the file will not upload into VAMS.
18. **Paste** the columns from the Recipient Export File into the VAMS Bulk Vaccine file.
19. Once you have your columns added to the **VAMS Bulk Vaccine** file, **Enter** the vaccine information in the columns after the recipient information.
20. Enter **Yes** or **No** if the **Pre-Vaccination** actions were complete
21. Enter **Yes** or **No** if the **Vaccine is Appropriate**.
22. Enter the **Product**.
23. Enter the **Lot Number**.
24. Enter the **Site** the vaccine was placed on the recipients body.
25. Enter the **Vaccination Date**.
26. Save the file as **CSV file**.
27. Return to the VAMS screen.
28. Click **Upload Files**.
29. Choose the **VAMS Bulk Vaccine CSV file**.
30. Click **Open**.
31. You will see a green success message if the file is uploaded properly.

32. You can view your upload by clicking the VAMS header to return to your home screen.
33. Click **Data imports**.
34. Click on the blue hyperlink to view the report.
Bulk Upload Third-Party 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 Recipient Management 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, 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 and 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.

Remove a Third-Party Recipient
Clinic Administrators and Healthcare Professionals can remove a third-party recipient. To remove a recipient:

1. Click on the Recipient Management tab.
2. Find the recipient you wish to remove in your All vaccine 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.
Find a Recipient
You can search, view, and add recipients using the Find a Recipient button. VAMS will search for all recipients, including those registered in VAMS as recipients and those added to third-party clinics. Once a recipient is found, you will be able to add the recipient to your third-party clinic.

To search for a recipient:

1. Click on the Other Recipient’s tab.
2. Click the Find a Recipient button. You’ll be directed to the Search for Recipient page.

On the Search for Recipient page,
3. Enter the recipient’s Email, VAMS system ID or External system ID.
4. Or enter the recipient’s First Name, Last Name or Date of Birth.
5. Click Search.

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

7. If you want to add the recipient to your clinic, click the Schedule walk in.
8. You will be taken to another screen that notifies you of the next available walk-in appointment. The recipient will be reserved for that future appointment.
Edit recipient information

You will now be able to edit a recipient’s contact information, demographics, emergency contact, and insurance information. You can also edit the recipient’s External System ID and whether pre-vaccination actions are complete. You can now edit recipient profiles in any step of their vaccination process.

1. Open VAMS.
2. Click on the Recipient Management or Other Recipients tab. Or use the Find Recipient button.
3. Click on a recipient’s blue hyperlinked name.
4. You will be taken to the recipient’s record.
5. Click Edit Information.
6. The recipient’s information fields are now editable.
7. Demographic fields will open to edit.
   ➢ NOTE: You can edit:
   - First Name
   - Last Name
   - Date of Birth
   - Ethnicity
   - Race
   - Pre-vaccination Question
   - Address fields
8. Click Save.
9. You will see a green success message.
Invalidate and edit vaccination records
You will now be able to search edit and invalidate a recipient’s past vaccinations.

35. Open VAMS.
36. Click on the Manage appointments tab.
Click on the Search past vaccinations button.

37. You will be taken to the Search for recipient immunization page.
38. Enter the recipient’s First Name.
39. Enter the recipient’s Last Name.
40. Enter the recipient’s Date of Birth.
41. Click Search.

42. If the recipient exists, Search results will appear at the bottom of the screen.
43. Click View Record to access the recipients record.

44. You are taken to the Recipient’s record.
   ➢ NOTE: The recipient will have one record for each vaccination he/she received at your clinic.
45. Click on the Vaccine Administration tab.
46. Click View Record of the vaccine you wish to access.

47. You are taken to the Vaccination Record page. On this page, you will find the recipient’s vaccination information.
48. 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 recipients account and vaccination certificate.

➢ NOTE: Editing a recipient’s vaccination record will automatically adjust the inventory for your clinic.

To Invalidate a record:
1. Click Invalidate Record.
2. Select the Reason for the invalidation.
3. Click Invalidate Record.
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 vaccine information if a recipient received their vaccine outside of VAMS

Record the recipient’s pre-vaccination actions

1. Log into VAMS.
2. Click Recipient Management.
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 Recipient Management.
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.
Record Vaccine Administered Outside of VAMS

When you click Log Vaccinations on the recipient’s record, you will now be notified VAMS doesn’t have a record that the recipient received the first dose. You will answer a question asking if the recipient received the first COVID-19 dose.

1. Log into VAMS.
2. Click on the recipient’s name located on the Recipient Management tab. You will be taken to the recipient’s record.
3. Click the Vaccine Recipient tab.
4. Click Log Vaccination.
5. You are taken to a Before you vaccinate page.

➢ NOTE: The recipient’s vaccination certificate will only reflect the dose you administer in VAMS.

1. Select Yes.
2. Select the type of vaccine the recipient received.
3. Enter the Prior vaccination date.
4. Click Continue.
5. Follow the steps located in Log Vaccination section of this User Manual.

1. Select No.
2. Click Continue.
3. You will be notified to review the recipient’s information prior to the vaccination.
4. Follow the steps located in Log Vaccination section of this User Manual.
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

Log into VAMS.
Click on the Manage Appointments tab.
Locate the recipient in the Checked-in Recipient table.
Click on the recipient’s name.

1. A pop-up will appear “Have you verified this is the correct recipient?”
2. Verify you are vaccinating the correct recipient by their name and date of birthdate.
3. Select Yes. You will be taken to the Recipient’s record.
4. Select No, you will be returned to the Manage Appointments tab.
5. 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.

➢ **NOTE**: You will be able to answer and edit previously completed pre-vaccination questionnaires. Click Edit Responses to complete these actions. After completing their edits, click Submit to accept changes and return to the recipient record or click Cancel to revert changes and return to the recipient record.
Log Vaccinations

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

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

3. You are taken to the Enter Vaccination Details page.
4. Ensure the recipient’s information is correct at the top of the screen.

5. Select Yes or No to indicate if the recipient should receive the vaccine.
6. Use the drop down menu to select the Manufacturer.
7. Use the drop down menu to select the Product.
8. The next drop down field will be dependent upon the inventory of the manufacturer you selected. Select the UoU (vial) lot number.
9. Enter the Expiration Date.
10. Use the drop down to select the Vaccine administration site.
11. The vaccination date will default to the current date. However, you able to change it.
12. Select Yes or No to indicate if any waste occurred during the vaccination.
   - If you select Yes, enter the Reason for the Wastage and the Number of Doses Wasted.
13. Click Log Vaccine.
14. Ensure the information is correct.
15. Click Submit.

➢ NOTE: If you exit a vaccination flow early, you will get a notification asking to verify the vaccination cancellation.
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 UoU.
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 vials.
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 **Manually 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.
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.
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 a 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.
Deactivate Your Clinic
You can deactivate your clinic when it is no longer needed to administer COVID-19 vaccines.

Deactivating will:

- Send an email to the jurisdiction POC stating the clinic was deactivated.
- Send a cancellation email to any recipient scheduled for an appointment at that clinic.
- Cancel all recipient appointments scheduled at that clinic.
- Remove the clinic in the search option.
- Deactivate all clinic inventory requests.
- Close all open appointments.

To Deactivate Your Clinic:

1. Click the Clinic Details tab.
2. Click the Deactivate Clinic button.
3. A pop up will appear asking you to confirm deactivation. You will also see any booked appointments and inventory for the clinic.
4. Click Deactivate Clinic.

**NOTE:** Deactivating a clinic will not remove your user permissions. Once a clinic is deactivated, each user must be removed from VAMS following the same process in Manage VAMS Users.
Access Clinic Data

You will be able to view reports related to your clinic’s vaccinations, scheduled appointments, and inventory.

To access reports:

1. Log into VAMS.
2. Click on the Clinic Data tab.
   - You will see Vaccination Administration Report, Scheduled Appointment Reports, and Inventory – Vaccine Level Reports. Under each section, you will see blue links to display details of each report.
3. Click a link to view the specific report.

4. You will be taken to the report detail page.
5. On this page, you will be able to:
   - Filter each column on the table,
   - Search the report for specific data,
   - Refresh the report once filters are applied,
   - Export the data to an excel spreadsheet,
   - Click the blue links to display clinic or recipient information.
Export Recipients:

You can now export recipients from both the Recipient Management and Other Recipients tabs. You can filter the results with a time and date range.

To export recipients:

1. Log into VAMS and access your clinic.
2. You are defaulted to the Recipient Management tab.
3. Click Export Recipient Data.
4. Enter the Start date & time.
5. Enter the End date & time.
6. Click Export.
Spanish Language Options
You can now view VAMS screens in Spanish. There’s two ways to update the screen.

The first way to view your screen in Spanish:
49. Open VAMS.
50. Click on the word Espanol in the upper right hand corner.
51. Your screen will update to Spanish.

The second way to view your screens in Spanish:
1. Open VAMS.
2. Click on the My Information tab.
3. Click Edit information.
4. Move to the Communication preferences section on the screen.
5. Choose the Espanol button.
6. Click Save.
7. Your screens are now viewable in Spanish.
## Glossary of Terms

<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>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-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>Pop-Up Clinic</td>
<td>A temporary clinic that has one permanent location (e.g., clinic set up in a school gym that will stay at that location while it is open).</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>Treatment Station</td>
<td>Vaccination stations are currently called “treatment stations” in VAMS and therefore in parts of this user manual.</td>
</tr>
<tr>
<td>Unit of Sale (UoS)</td>
<td>The packaging in which the vaccine vials are delivered.</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>
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</tbody>
</table>