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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/

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.

<table>
<thead>
<tr>
<th>Activate Your User Account:</th>
<th>Register Your Clinic in VAMS:</th>
<th>Add Clinic Staff as VAMS Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check your email for the link to set up your account.</td>
<td>1. Log into VAMS.</td>
<td>1. Click the Manage Users tab.</td>
</tr>
<tr>
<td>2. Click the registration link in your email.</td>
<td>2. You are directed to the Register Vaccination Clinic – Clinic Point of Contact page.</td>
<td>2. Click New.</td>
</tr>
<tr>
<td>3. Verify your email address.</td>
<td>3. Ensure the information is correct.</td>
<td>3. Add the user’s email in the Add or Update User.</td>
</tr>
<tr>
<td>4. Create your password.</td>
<td>a. If any information is incorrect, update it on this page.</td>
<td>4. Click Search.</td>
</tr>
<tr>
<td>5. Check your email account for a verification code.</td>
<td>4. Click Next.</td>
<td>5. Enter the user’s Email Address.</td>
</tr>
<tr>
<td>6. Enter the verification code.</td>
<td>5. You are moved to the Register Vaccination Clinic – Clinic Information page.</td>
<td>6. Enter the user’s First Name.</td>
</tr>
<tr>
<td>7. Read the terms and conditions and check the box if you agree.</td>
<td>6. Ensure your clinic information is correct.</td>
<td>7. Enter the user’s Last Name.</td>
</tr>
<tr>
<td>8. Click Create Account.</td>
<td>a. If any information is incorrect, update it on this page.</td>
<td>8. Select the user’s Role.</td>
</tr>
<tr>
<td>9.</td>
<td>7. Click Next.</td>
<td>9. Select the user’s Credentials.</td>
</tr>
<tr>
<td>10.</td>
<td>8. You are taken to the Register Vaccination Clinic – Review page.</td>
<td>10. Click the checkbox stating you are not a robot.</td>
</tr>
<tr>
<td>11.</td>
<td>9. Review all information.</td>
<td>11. Click Save.</td>
</tr>
<tr>
<td>12.</td>
<td>10. Click the checkbox beside: By selecting this checkbox I confirm the above information is accurate.</td>
<td>12. A registration email will be automatically sent to the user with a link for them to set up their VAMS account.</td>
</tr>
</tbody>
</table>
### 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>➢ Existing facility set to provide vaccines to housed recipients.</td>
<td>➢ Third-party clinic administrators and/or healthcare professionals track vaccine recipients next dose eligibility.</td>
</tr>
</tbody>
</table>

### 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 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 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.
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 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 and 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 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.
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.
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. Click on the Search past vaccinations button.

3. You will be taken to the Search for recipient immunization page.
4. Enter the recipient’s First Name.
5. Enter the recipient’s Last Name.
6. Enter the recipient’s Date of Birth.
7. Click Search.

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

10. You are taken to the Recipient’s 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.
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: 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.
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 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.
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 Manage Recipients 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.

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.

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

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.
Vaccine Administration

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, 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.

**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.
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.

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.
If you chose **No**:  
➢ 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.

If you chose **Yes**:  
➢ You will be asked if waste occurred.  
  ▪ If no waste occurred, click **No**, then click **Next**.  
  ▪ If waste did occur, click **Yes**.  
  ▪ Log the waste.  
➢ 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**.
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 Management 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 Management** 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 Management 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 Management** 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 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.
## 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>
</tr>
</tbody>
</table>