

## Approved VAMS Business Process

<b>BP Number and Title</b>	<b>BP003 – VAMS Manually Adjusting Inventory to Accommodate for Extra Vial Doses</b>
<b>Target Audience</b>	<b>COVID-19 Vaccinating Clinics</b>
<b>Business Process Detail</b>	<p>Pfizer vaccines contain 6 doses per vial, Johnson &amp; Johnson vaccines contain 5 doses per vial, and Moderna vaccines contain 15 doses per vial (14 doses will be added to inventory in VAMS).</p> <p>When vials are entered into the VAMS system, the dosage amount listed above is added to the clinic's inventory. In some instances, vials contain doses in addition to what is entered in as inventory. Administering these additional doses without adjusting inventory will affect inventory in VAMS. The following process should be followed if vials contain additional doses which are administered to patients:</p> <ol style="list-style-type: none"> <li>1) Healthcare Professional administers the extra dose to a patient</li> <li>2) Healthcare Professional notifies the Inventory Manager that the vial contained an extra dose which was administered to a patient</li> <li>3) The Inventory Manager manually adds this dose to the clinic inventory by:             <ol style="list-style-type: none"> <li>a. Navigating to the <b>Manually Log Inventory</b> Page in the appropriate clinic</li> <li>b. Manually logging inventory to add either an individual dose (or doses) or an entire vial (UoU)</li> </ol> </li> </ol> <p>For example: If a Pfizer vial contains one extra dose, this extra dose should be administered to a patient. The Healthcare Professional will notify the Inventory Manager the vial contained an extra dose which was administered. The Inventory Manager will then manually log a single dose into VAMS.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• For the Moderna 15 dose vials, even though the vial states there are 15 doses, VAMS only adds 14 to the inventory. If a Healthcare Professional pulls 15 doses, they need to add the additional dose via the process listed above. There will be a note in VAMS when logging inventory that states, "Please note that a 15-dose vial will be recorded as 14 doses. If a 15th dose is administered from a vial, please add the extra dose individually."</li> </ul>

	<ul style="list-style-type: none"> <li>For additional information on the Moderna vaccine doses per vial, click <a href="#">here</a> to go to the CoVP Communications page and refer to the Provider Bulletin dated 5/3/2021.</li> </ul>
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Approved By and Date	DPH 8/12/2021
Last Updated By and Date	OSD 8/12/2021