

Approved VAMS Business Process

BP Number and Title	<p>BP011 – VAMS – Transferring COVID-19 Vaccination Doses</p>
Target Audience	<p>COVID-19 Vaccinating Clinics</p>
Business Process Detail	<p>There are times when vaccination doses must be transferred from one clinic to another. When this occurs, the clinics involved should follow the following steps:</p> <p>If transferring vaccines “internally” from one of your clinic portals to another and vaccine does not need to be transported:</p> <ol style="list-style-type: none"> 1. Log into VAMS and select the clinic you wish to transfer doses from 2. Click on the Clinic Portal Inventory Management Tab and select how you would like to reduce the inventory. Options include: <ul style="list-style-type: none"> • Manually reduce inventory • Reduce inventory (scan) 3. The product information will prepopulate based on what is available in your inventory. If you have multiple products in your inventory, be sure to select the correct one. 4. Information needed to reduce inventory include: <ul style="list-style-type: none"> • Manually reduce inventory <ul style="list-style-type: none"> ○ Manufacturer ○ Product ○ UoU (vial) lot number ○ Expiration date ○ Reason for reduction – select “Transferred inventory to another location” ○ Number of doses reduced (not vials) needed for the other clinic portal. • Reduce inventory (scan) <ul style="list-style-type: none"> ○ UoU (vial) barcode ○ Reason for reduction – select “Transferred inventory to another location” ○ Number of doses reduced (not vials) ○ Manufacturer 5. Once the information is entered manually or scanned, click Next to review the information. If updates are needed, click Previous. When all the

	<p>information entered is correct, click Next to confirm. Click Finish to finalize the transfer of the COVID-19 vaccine doses and the system will update the reduction in Total on-hand inventory.</p> <ol style="list-style-type: none"> 6. Click on switch portals to add the inventory to your other clinic. 7. Click on the clinic portal you for the clinic that is receiving the vaccine. 8. Add transferred vaccines to the inventory either manually or by using a 2D barcode. 9. To Log Vaccine Inventory by Scanning a 2D Barcode: <ul style="list-style-type: none"> • On the Clinic Portal home page, below the doses section of the Inventory Management page, click Scan Inventory. • When the Scan Inventory pop-up appears, scan the UoS barcode on the vial with your 2D barcode scanner. The barcode will appear in the UoS barcode field. • Select the vaccine manufacturer from the drop-down menu, then click Next. • The UoS Information screen will appear with prepopulated UoS information. Enter the total UoU (vials) in UoS, then click Next. • Scan the UoU barcode on one of the vials from the UoS you are logging and it will appear in the UoU barcode field then click Next. • Review and confirm the information you entered is correct, then click Next. If you need to log extra doses, follow the guidance outlined in BP003 - VAMS Business Process - Adjusting Inventory for Extra Doses • Click Finish in the pop-up window 10. To Log Vaccine Inventory Manually: <ul style="list-style-type: none"> • On the Inventory Management page, click the Manually Log Inventory button. • Select the manufacturer and product from the drop-down menu. • Enter the remaining vaccine information required then click Next. If you need to log extra doses, follow the guidance outlined in BP003 - VAMS Business Process - Adjusting Inventory for Extra Doses • Review and confirm the information you entered is correct, then click Next. • Click Finish in the pop-up window. <p>At the end of the clinic, if there are extra doses that need to be “returned” to the permanent location clinic portal:</p> <ol style="list-style-type: none"> 1. Reduce the inventory by the number of doses. 2. Manually add the number of vials into another clinic portal <p>If transferring vaccines “externally” from one clinic to another clinic not included in your portals:</p> <ul style="list-style-type: none"> • Follow Steps 1 – 5 above and submit a completed COVID-19 Vaccine Redistribution Agreement Form to dph.immunizations@ct.gov. • Arrange for transfer of vaccines to the new clinic receiving the vaccine
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Approved By and Date	DPH 3/8/2021
Last Updated By and Date	OSD 3/8/2021