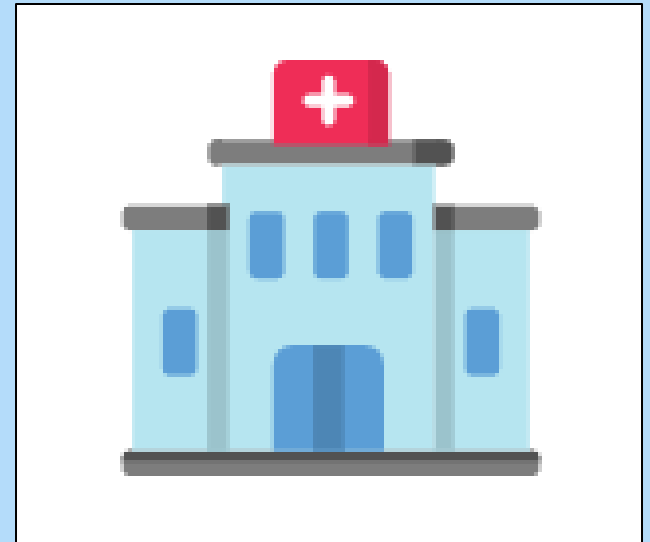


# **VAMS Clinic Front Desk and Healthcare Professional Training with Q&A**

**This Presentation Will Begin Momentarily**

# Agenda

- Who is Eligible to Receive the Vaccine?
- Clinic Front Desk Roles and Responsibilities
- Healthcare Professional Roles and Responsibilities
- Recent and Upcoming Enhancements
- Supports
- Best Practices
- Q&A



# How do you know who is eligible to receive the vaccine?

- Phases and Eligibility
- Visit: <https://portal.ct.gov/Coronavirus/covid-19%20vaccinations>

[CT.gov Home](#) / [Connecticut COVID-19 Response](#) / [COVID-19 Vaccine in Connecticut](#)



## Am I Eligible for the COVID-19 Vaccine?

Check your eligibility. Schedule your vaccination.

[CHECK MY ELIGIBILITY NOW](#)

## How Do I Get the Vaccine?

# Standard and Mobile Clinic Roles and Responsibilities

- Standard and Mobile Clinic Administrator
- Inventory Manager
- Clinic Front Desk
- Clinic Healthcare Professional

VAMS Vaccine Administration  
Management System

## User Manual

Standard & Mobile Clinic  
Administrator

VAMS Vaccine Administration  
Management System

## User Manual

Inventory Manager

VAMS Vaccine Administration  
Management System

## User Manual

Clinic Front Desk

VAMS Vaccine Administration  
Management System

## User Manual

Healthcare Professional





## Activities in VAMS based on Clinic User Role

VAMS Role and Activity Matrix				
Standard and Mobile Clinic User Role				
Activity in VAMS	Clinic Administrator	Inventory Manager (optional)	Healthcare Professional	Front Desk
Serve as a clinic point of contact for your jurisdiction. <i>(Typically, the clinic administrator also serves as the clinic POC.)</i>	✓			
Manage clinic information (e.g., physical address)	✓			
Set and manage clinic schedule	✓			
Manage (add, edit, remove) VAMS users	✓			
Place COVID-19 inventory requests	✓	✓		
Log COVID-19 vaccine inventory when received	✓	✓		
Reduce COVID-19 vaccine inventory	✓	✓		
Monitor clinic's COVID-19 vaccine inventory levels to match appointments scheduled	✓	✓		
View and export Inventory-Vaccine Level report	✓		✓	
Check in 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			✓	
Log vaccination (vaccine information, outcome, and waste if applicable)			✓	
View next-dose eligibility dates			✓	
View and export Vaccination Administration and Scheduled Appointment reports			✓	

# Clinic Front Desk Roles and Responsibilities

## Your Role in VAMS is Critical to the Clinic's Success

As **front desk** staff, you are the first person vaccine recipients see at the clinic. You will use VAMS to check in recipients, create walk-in appointments or cancel appointments. The table below illustrates the activities that only you, as the clinic front desk staff, can perform in VAMS.

				
Responsibilities	Clinic Front Desk	Clinic Healthcare Professional	Clinic Administrator	Clinic Inventory Manager
Serve as clinic point of contact for your jurisdiction			✓	
Manage clinic information (e.g., physical address)			✓	
Set and manage clinic schedule			✓	
Manage clinic's COVID-19 vaccine inventory			✓	✓
Manage (add, edit, remove) VAMS users			✓	
Check in vaccine recipients	✓			
Create walk-in recipient appointments	✓			
Cancel recipient appointments	✓	✓		
Confirm recipient identity	✓	✓		
Administer vaccine to recipients		✓		
View dates when recipients can get their second dose of vaccine		✓		

## Recipient Check-in

As front desk staff, your main responsibility is checking in vaccine recipients. The process of checking in a recipient includes verifying their appointment in VAMS, confirming their identity, and confirming they have completed the required documents. **This process must be completed before the healthcare professional can administer vaccine to a recipient.**

### Use QR Code to Find Recipient Appointment in VAMS

The recipient receives a unique QR code after scheduling their appointment.

- Use a mobile device to **scan the recipient's QR code**. If you are logged into VAMS on the mobile device, scanning the QR code will take you to the recipient's appointment record in VAMS. If you are not logged into VAMS on the mobile device, the log-in screen will appear, and you will need to log in before accessing the recipient's appointment record.
- The system will prompt you to **verify** the recipient's **identity** by selecting their form of identification.
- Once you have verified them, the system will update their status to "Checked In."

### Manually Find Recipient Appointment in VAMS

You can manually search for appointments if the QR code is unavailable or you do not have a barcode scanner. Follow the steps below to manually search for appointments:

- Go to the **Appointments** table on the home page.
- Use the drop-down in the table header to **filter** appointments scheduled for today, the next seven days, future appointments, or cancelled appointments. You also can **sort** appointments in the table by clicking any of the column headers to order the rows by those criteria.
- Or you may **search** for an appointment by entering the recipient's name or email address in the search bar at the top right of the appointments table.





- After finding the recipient's appointment in the table, click **Check-in Recipient**.
- If the recipient hasn't completed their Prevacination Questionnaire, you will not be able to check them in. Ask them to log into their VAMS account and complete the questionnaire.

**NOTE:** The search function will only show results from your clinic. If the search shows no results, then the recipient is not listed at your clinic. **If you cannot find the recipient's appointment** in the system, you should **confirm the recipient is at the correct location**. If the search shows no results, the recipient's appointment **may be at another clinic** or, if they did not receive a confirmation notification, they **may not have completed the scheduling process**.

# Clinic Front Desk Recent Enhancements – VAMS 2.2

- Standard and mobile clinic front desk staff can edit recipient records
- New questions asked of standard and mobile clinic front desk staff when scheduling walk-in appointments
- You can find the Release Notes in the Help feature in VAMS

 		
<h3><u>VAMS Enhancements for Clinic Users</u></h3> <p>VAMS Release 2.2 – Enhancements were made to VAMS on 03/13/2021</p> <p>Please see below for a description of each enhancement and details on how the enhancement will assist VAMS users</p>		
VAMS Enhancement	How the enhancement will assist VAMS users	How does the enhancement work
Third Party Clinic Administrators and Healthcare Professionals can view and export a list of recipients which now includes individuals from the Other Recipients tab.	Supports recipient management for recipients added to their clinic from Other Recipients tab	<p>On the Manage Recipients tab:</p> <ul style="list-style-type: none"> <li>Enter date and time range for report and click <b>Export</b> <ul style="list-style-type: none"> <li>List includes dose, date administered, vaccine information, next-dose eligibility date and type of recipient (Recipient or Other recipient)</li> </ul> </li> </ul> <p>Note: Up to 50,000 recipients' records can be exported at one time.</p>
Third Party Clinic's duplicate recipients cleaned up in the system.	Supports ease of locating the correct recipients	Duplicate recipient records have been removed in the system.
Healthcare Professionals have a single-page Log Vaccination flow.	Supports ease of logging vaccination	<p>When healthcare professionals click <b>Log Vaccination</b>:</p> <ul style="list-style-type: none"> <li>Now one page to document information.</li> <li>Answer each question. New questions will appear on the same page based on responses.</li> <li>Select <b>Log Vaccine</b></li> <li>Review information</li> <li>Click <b>Submit</b></li> </ul>
<p>Version 1.0 <span style="margin-left: 200px;">Page 1 of 3</span> <span style="float: right;">3/15/2021</span></p>		

# Standard And Mobile Clinic Front Desk Staff Can Edit Recipient Records

- Search for an existing recipient
- Click the hyperlink of their name in the search results (not the check box)
- Click the **Edit** button, make edits
- Click **Save**
- Note: Recipient records cannot be edited if they have completed their vaccination schedule, or they have completed their registration in VAMS.

**Search for recipient**  
Enter the required information to search for a recipient and schedule an appointment.

Enter **ONE** of the following fields to search for a recipient:

Email  VAMS ID  External system ID

Or, enter the following:

\* First name  \* Last name  \* Date of birth  State

[Back to portal](#) [Clear Search](#) [Search](#)

**Search results** [Schedule walk-in](#) [Schedule future](#)

<input type="checkbox"/> Name	DOB	G	S	C	E	Thir...	V	Foll...	V	V
<input type="checkbox"/> Minnie Mouse	Jan...	Fem...	Con...					Jan...	Pfz...	V

Can't find the intended recipient? Add them to VAMS to schedule a vaccination appointment.



Error

You do not have permission to edit this record because this individual has an active account or has completed vaccination.





# New Questions Asked Of Standard And Mobile Clinic Front Desk Staff When Scheduling Walk-in Appointments

- When scheduling a walk in, if no prior doses are recorded in VAMS:
  - Answer Has the recipient ever received a **COVID-19 Vaccine**?
    - If **Yes**, the vaccine manufacturer and date of vaccination must be entered.
- If recipient has a first dose recorded in VAMS and is not yet due for their second dose:
  - **Are you sure you want to vaccinate early?** Select **Continue** to proceed or **Cancel** to cancel scheduling

## Before you vaccinate

We do not currently have a record of vaccination for the recipient. Please answer the following questions to schedule an appointment for the recipient.



Note: This is in reference to vaccination, not to any COVID-19 testing you may have received.

\* Has the recipient ever received a COVID-19 vaccine?

- ☒ Yes  
☐ No

\* Which vaccine did the recipient receive?

- ☒ Pfizer-BioNTech Covid-19 Vaccine  
☐ Moderna COVID-19 Vaccine  
☐ Janssen COVID-19 Vaccine  
☐ Not sure

\* Prior vaccination date

Mar 1, 2021



Cancel

Continue

# Check In Recipients

## • Recipient Check-in Tab

- Search for existing recipient
- Add new recipient
  - Recipient Info
  - Insurance
  - Review and confirm information
- Schedule walk-in or schedule future appointment

### Search for recipient

Enter the required information to search for a recipient and schedule an appointment.

Enter **ONE** of the following fields to search for a recipient:

Email	VAMS ID	External system ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

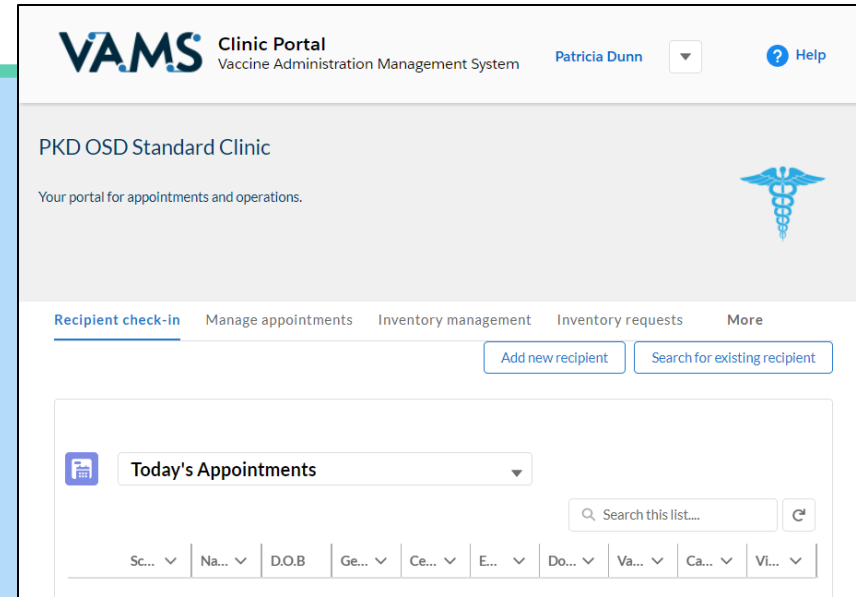
Or, enter the following:

* First name	* Last name	* Date of birth	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Option ▼

Back to portal

Clear Search

Search



**VAMS Clinic Portal**  
Vaccine Administration Management System

Patricia Dunn ▼ ? Help

PKD OSD Standard Clinic

Your portal for appointments and operations.

Recipient check-in | Manage appointments | Inventory management | Inventory requests | More

[Add new recipient](#) [Search for existing recipient](#)

Today's Appointments ▼

Search this list...

Sc... ▼ Na... ▼ D.O.B Ge... ▼ Ce... ▼ E... ▼ Do... ▼ Va... ▼ Ca... ▼ Vl... ▼

## Add recipient

Recipient information

Insurance

Review

\* Indicates that the field is required.

### Demographic information

Fill out the following information for the primary account holder.

Salutation (optional)

--None-- ▼

\* First name

Middle name (optional)

\* Last name

\* Gender

--None-- ▼

\* Date of birth

# Confirm Identity and Eligibility

- It is the provider's responsibility to ensure vaccine administration is done in line with current phase eligibility, and individuals should be asked to present verification of eligibility at the time of appointment. Verification can include:
  - For age-based eligibility: drivers license, passport, or other ID showing date of birth
  - For work-based eligibility: ID card, paystub, childcare license, or letter from the employer
- Personal Attestation is Acceptable
  - If the documentation does not indicate residency in Connecticut or Connecticut-based work, the individual should be asked to attest that they live or work in Connecticut.
  - As part of a focus on access and equity, individuals who attest to eligibility but cannot produce documentation should still be able to access COVID vaccines.

Current Phase Poster March 1, 2021

**Connecticut residents and workers who are currently eligible include:**

**Individuals 55-years of age and older**

**Healthcare Personnel and medical first responders**

All paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients of infectious materials.

**Residents and staff of congregate settings, including nursing homes and other long-term care facilities**

Residents and staff of facilities in Connecticut that provide supportive or supervisory services to their residents and where social distancing is not possible due to shared bedrooms, shared kitchens, or shared bathrooms. This includes nursing homes and assisted living facilities. Congregate settings do not include supported apartments, family settings, college dormitories, or boarding schools

**Licensed or license-exempt childcare professionals**

Individuals who work at a currently operating childcare programs based in Connecticut and operated by a local board of education, municipality, or regulated by the Office of Early Childhood Child Care Licensing Program.

**Pre-kindergarten through High School professionals:**

Individuals who work on-site in Connecticut-based pre-kindergarten through high schools, including teachers, paraprofessionals, custodial staff, food services staff, bus drivers, in-school volunteers, and other in-school staff. Individuals not required to go on-site should wait for their eligibility by age.

**By attending this clinic, you are attesting to meeting these eligibility requirements. Proof of work or residency may be requested.**

**If you are not eligible in the current phase, please let us know**



Clinic Portal  
Vaccine Administration Management System

Patricia Dunn

?

## Validate Recipient

### Recipient Information

Recipient Name:  
Mary Desmond

Recipient DOB:  
January 29, 1933

Recipient Email:  
patricia.dunn@uconn.edu

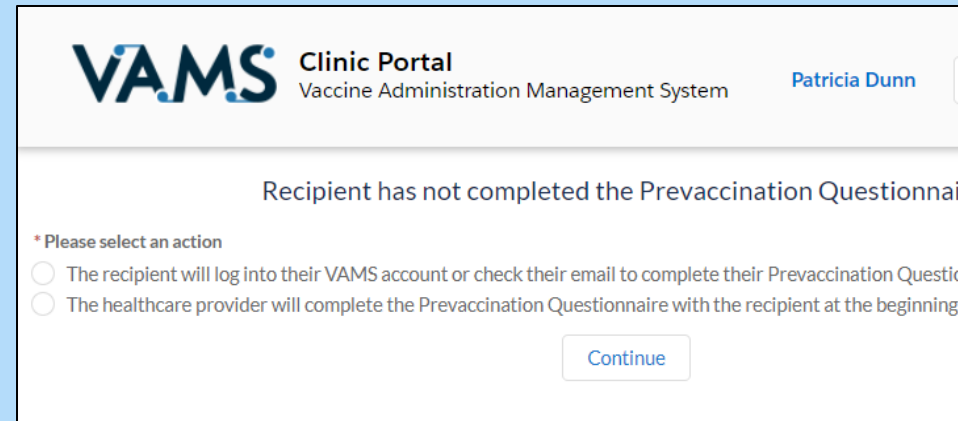
\* Form of Identification

- ☒ State or Federal-issued ID
- ☐ Other valid ID
- ☐ No ID required for this clinic
- ☐ ID required, but not provided

Previous

# Pre-vaccination Questionnaire

- The Pre-vaccination Questionnaire must be completed before receiving the vaccination
- Recipients receive a notification prior to their appointment with a link to the questionnaire
- VAMS will indicate if the recipient has completed their Pre-vaccination Questionnaire
- If they have not completed the questionnaire, they can log into their VAMS account or check their email to complete it **or** the healthcare professional can complete it with the recipient at the beginning of the appointment



**VAMS** Clinic Portal  
Vaccine Administration Management System

Patricia Dunn

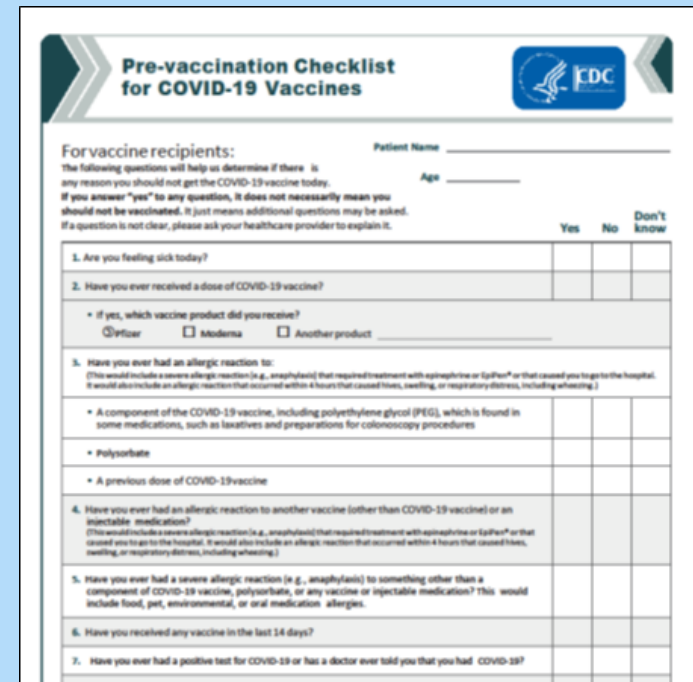
Recipient has not completed the Prevaccination Questionnaire

\* Please select an action

☐ The recipient will log into their VAMS account or check their email to complete their Prevaccination Questionnaire

☐ The healthcare provider will complete the Prevaccination Questionnaire with the recipient at the beginning of the appointment

Continue



**Pre-vaccination Checklist for COVID-19 Vaccines**

For vaccine recipients:

The following questions will help us determine if there is any reason you should not get the COVID-19 vaccine today. If you answer "yes" to any question, it does not necessarily mean you should not be vaccinated. It just means additional questions may be asked. If a question is not clear, please ask your healthcare provider to explain it.

Patient Name: \_\_\_\_\_ Age: \_\_\_\_\_

	Yes	No	Don't know
1. Are you feeling sick today?			
2. Have you ever received a dose of COVID-19 vaccine?			
• If yes, which vaccine product did you receive? <input type="radio"/> Pfizer <input type="radio"/> Moderna <input type="radio"/> Another product _____			
3. Have you ever had an allergic reaction to: <small>(This would include a severe allergic reaction (e.g., anaphylaxis) that required treatment with epinephrine or Epipen® or that caused you to go to the hospital. It would also include an allergic reaction that occurred within 4 hours that caused hives, swelling, or respiratory distress, including wheezing.)</small>			
• A component of the COVID-19 vaccine, including polyethylene glycol (PEG), which is found in some medications, such as laxatives and preparations for colonoscopy procedures			
• Polysorbate			
• A previous dose of COVID-19 vaccine			
4. Have you ever had an allergic reaction to another vaccine (other than COVID-19 vaccine) or an injectable medication? <small>(This would include a severe allergic reaction (e.g., anaphylaxis) that required treatment with epinephrine or Epipen® or that caused you to go to the hospital. It would also include an allergic reaction that occurred within 4 hours that caused hives, swelling, or respiratory distress, including wheezing.)</small>			
5. Have you ever had a severe allergic reaction (e.g., anaphylaxis) to something other than a component of COVID-19 vaccine, polysorbate, or any vaccine or injectable medication? This would include food, pet, environmental, or oral medication allergies.			
6. Have you received any vaccine in the last 14 days?			
7. Have you ever had a positive test for COVID-19 or has a doctor ever told you that you had COVID-19?			

# Create Walk-in Appointment

## Search results

<input checked="" type="checkbox"/>	Fi... ▾	L... ▾	DOB	G... ▾	St... ▾	C... ▾	E... ▾	Thir...	V... ▾	Folio...	V... ▾	V... ▾	E... ▾	A... ▾
<input checked="" type="checkbox"/>	Joseph	Keating	Dece...	Male	Conne...		pat...					DON...	VAMS...	249 Thom ave,water 06702, U

Schedule walk-in

Schedule future appointment

Can't find the intended recipient? Add them to VAMS to schedule a vaccination appointment.

Add recipient

## Confirm appointment cancellation

Are you sure you would like to cancel the existing appointment and reschedule to a walk-in appointment?

Cancel appointment

Back

Joseph Anthony Keating currently has the following appointment scheduled:

### Recipient Details

**Joseph Anthony Keating**

DOB: December 9, 1930

patricia.dunn@uconn.edu

### Appointment Details

**PKD OSD Standard Clinic**

249 Thomaston

waterbury

Connecticut

06702

Friday, March 19, 2021

4:15 PM - 4:30 PM

Do you want to cancel this appointment and schedule a walk-in at PKD OSD Standard Clinic?

☐ No, keep the existing appointment

☐ Yes, cancel the existing appointment and reschedule a walk-in appointment

Back


Submit

# Cancel Appointment

- On the Recipient Check-In page in the Appointments table, click Cancel in the Cancel Appointment column
- A screen with the appointment details appear
- Select a cancellation reason from the drop-down menu
- Click Cancel Appointment to cancel the appointment
- Click Keep Appointment if you no longer want to cancel the appointment
- A cancellation confirmation message appears
- Click OK and you will return to the Clinic Portal home page

\* Cancellation Reason

Sick or fever  
 Changing clinics  
 No longer interested  
 Clinic Deactivated  
 Other  
 Inventory Shortage  
 Staffing


 Today's Appointments

Search this list...

	Sc... ▾	Na... ▾	D.O.B	Ge... ▾	Ce... ▾	E... ▾	Do... ▾	Va... ▾	Ca... ▾	Vi... ▾
1	Mar 4, ...	Mary D...	Jan 29, ...	Female		pat...	1st		Cancel	Vi...

# Healthcare Professional Roles and Responsibilities



## Your Role and Responsibilities

Your role in VAMS is critical to making sure recipient vaccinations are successful.

As a **healthcare professional (HP)**, you will use VAMS to manage the COVID-19 vaccine administration process for recipients. In VAMS, you can cancel recipient appointments, review recipient information, log vaccination, and view dates when recipients can get the second dose of vaccine.

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

Responsibilities	Clinic Healthcare Professional	Clinic Administrator	Clinic Inventory Manager	Clinic Front Desk
Serve as the clinic point of contact for your jurisdiction		✓		
Manage clinic information (e.g., physical address)		✓		
Set and manage clinic schedule		✓		
Manage clinic COVID-19 vaccine inventory		✓	✓	
Manage (add, edit, remove) VAMS users		✓		
Check in vaccine recipients				✓
Create walk-in recipients' appointments				✓
Cancel recipients' appointments	✓			✓
Confirm recipients' identity	✓			✓
Access and review recipients' records (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 dates when recipients can get their second doses	✓			

Your role in VAMS is critical to making sure recipient vaccinations are successful.

As a **healthcare professional (HP)**, you will use VAMS to manage the COVID-19 vaccine administration process for recipients. In VAMS, you can cancel recipient appointments, review recipient information, log vaccination, and view dates when recipients can get the second dose of vaccine.

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

Responsibilities	Clinic Healthcare Professional	Clinic Administrator	Clinic Inventory Manager	Clinic Front Desk
Serve as the clinic point of contact for your jurisdiction		✓		
Manage clinic information (e.g., physical address)		✓		
Set and manage clinic schedule		✓		
Manage clinic COVID-19 vaccine inventory		✓	✓	
Manage (add, edit, remove) VAMS users		✓		
Check in vaccine recipients				✓
Create walk-in recipients' appointments				✓
Cancel recipients' appointments	✓			✓
Confirm recipients' identity	✓			✓
Access and review recipients' records (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 dates when recipients can get their second doses	✓			



# Healthcare Professional Recent Enhancements

- Healthcare professionals at all clinic types have a new single-page Log Vaccination flow
- Edit a recipient's completed vaccination record to reflect receipt of the Johnson and Johnson Janssen vaccine
- Vaccine Protocol Checks in the System
  - If the number of doses the recipient has received is equal to the number outlined in the protocol, you will receive an error message that no more doses should be administered
  - If you try to administer vaccine to a recipient prior to the next recommended date, based on the vaccine protocol, you will see an alert warning you the recipient is not yet considered eligible for a 2nd dose. You will be asked if you want to proceed and vaccinate early or cancel.

**Enter vaccination details**

Recipient  
Mickey Mouse  
DOB: Mar 1, 2021

\* Based on the recipient's current condition and medical history, should the COVID-19 vaccine be administered?  
☒ Yes  
☐ No

**Vaccine details**

\* Manufacturer  
Pfizer Manufacturing Belgium NV

\* Product  
Pfizer-BioNTech Covid-19 Vaccine

\* UoU (vial) lot number  
11478

\* Expiration date  
Mar 1, 2022

\* Site  
Left Arm

\* Vaccination date  
Date: Mar 18, 2021 Time: 1:53 PM

\* Was any inventory wasted during the appointment?  
☒ Yes  
☐ No

☒ Wastage was from same vial entered above


\* Reason for wastage  
Broken Vial/Syringe

\* Number of doses wasted  
1

Cancel Log vaccine



# Healthcare Professional Vaccine Administration

 Vaccine Administration Management System
 Quick Reference Sheet | Healthcare Professional

## Documenting Vaccinations at Standard & Mobile Clinics

### Step 1: Log vaccine

- ☐ Click the **Vaccine Administration** tab.
- ☐ Click **Log Vaccination**.
- ☐ Respond to the questions shown on the screen, then click **Next**.
  - If you answer **No** to a question, the recipient is ineligible for the vaccine at this time and you are redirected to an unsuccessful vaccination page.
  - Select a reason for the unsuccessful administration from the drop-down menu and click **Next**. On the following page, click **Next** to confirm the cancellation and prompt VAMS to send a reschedule notification to the recipient's preferred method of communication.
- ☐ Select the option to enter UoU (i.e., unit of use/vial) information manually.
  - **NOTE:** Current vaccine vials do not have barcodes that can be scanned by 2D barcode scanners. However, this may change, and you may be able to use the Scan UoU barcode option at a later date.
- ☐ Select the **manufacturer** from the drop-down menu.
- ☐ Select a **product** from the drop-down menu.
- ☐ Select a UoU (vial) **lot number**.
- ☐ Click **Next**.

### Step 2: Administer vaccine

- ☐ **Administer vaccine** to the recipient.
- ☐ After administering the vaccine, log the vaccination by selecting the **administration site**, **date**, and **time**, then click **Next**.
- ☐ Indicate if the vaccine administration was successful, then click **Next**.
- ☐ If the vaccine administration was unsuccessful, select **No** and click **Next**.
  - If it is **possible to re-attempt** vaccination, return to the **Log Vaccination** page to enter the vaccine information.
  - If it is **not possible to re-attempt** vaccination, indicate if wastage occurred. If wastage did occur, log waste and click **Next**.
- ☐ If necessary, select a reason for **unsuccessful vaccination** from the drop-down and click **Next**.
  - The recipient will receive an email from [no-reply@envelope.mail.vams.cdc.gov](mailto:no-reply@envelope.mail.vams.cdc.gov) prompting them to schedule a new appointment.

### Step 3: Log waste, if necessary

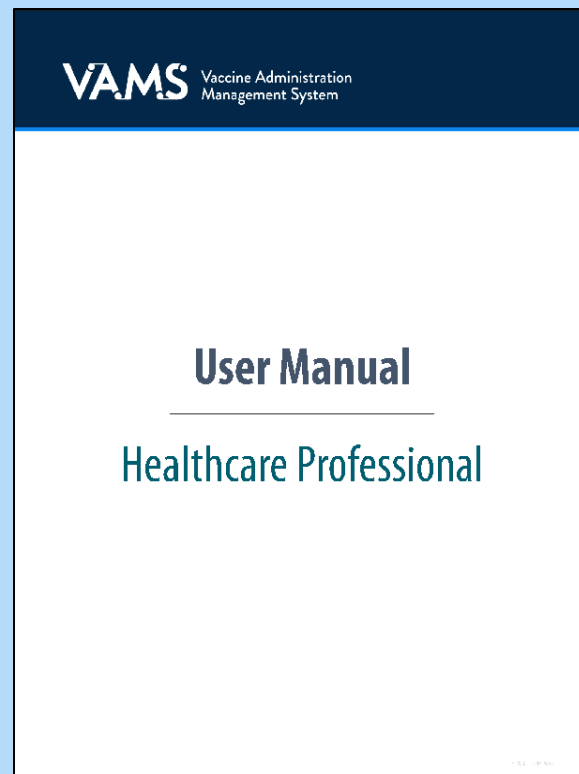
- ☐ If **wastage occurred** during vaccine administration, click **Yes** and **log the waste**.
- ☐ Log vaccine wastage information by following the **same process you follow to log vaccine information**—either manually or by scanning the vial barcode (when available).

If you need additional support, contact the **VAMS Help Desk**. To ensure jurisdictions and clinics are fully supported, VAMS Help Desk support is limited to jurisdiction and clinic personnel only.

**Toll-Free Number** | +1 833957-1100  
**Hours of Operation** | 8:00 AM–8:00 PM EST | Monday/Friday

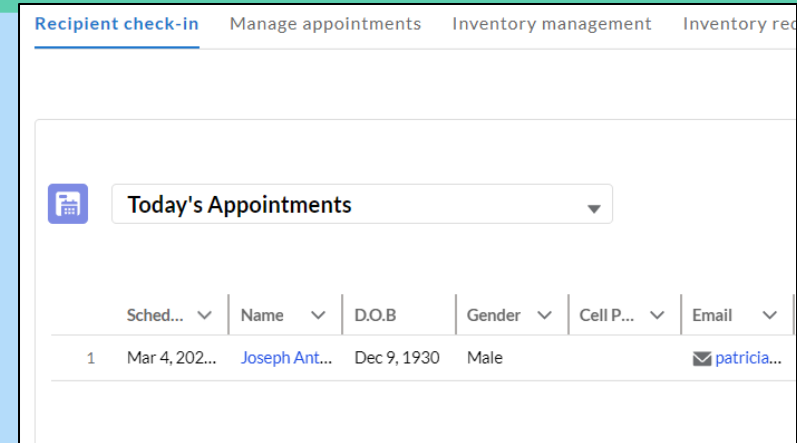
v\_01202021

- Log Vaccine
- Administer Vaccine
- Log Waste if necessary



# Recording Vaccination in VAMS

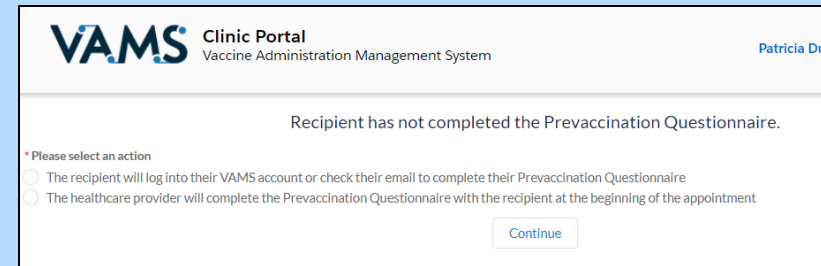
- Find Recipient – Recipient Check in tab
- Click on Recipient's hyperlink
- If they did not complete the pre-vaccination questionnaire, you can complete it with them
- If recording 2nd dose, 1st dose information if recorded in VAMS appears to review, including notes
- If an extra dose from a vial is given to a recipient, you must work with the inventory manager to ensure that extra dose is added to the inventory. Every dose must be accounted for in the inventory



Recipient check-in | Manage appointments | Inventory management | Inventory rec

Today's Appointments

	Sched...	Name	D.O.B	Gender	Cell P...	Email
1	Mar 4, 202...	Joseph Ant...	Dec 9, 1930	Male		✉ patricia...



VAMS Clinic Portal  
Vaccine Administration Management System

Patricia Du

Recipient has not completed the Prevacination Questionnaire.

\* Please select an action

☐ The recipient will log into their VAMS account or check their email to complete their Prevacination Questionnaire

☐ The healthcare provider will complete the Prevacination Questionnaire with the recipient at the beginning of the appointment

Continue

# Help Desks

- **VAMS Helpdesk (For Jurisdictions and Clinics)**

- Toll Free Number: 1-833-957-1100
- Hours of Operation: 8 a.m. – 8 p.m. EST Monday – Friday
- VAMS Web Form in VAMS by selecting “Help” in the top right header after authenticating into the portal.

- **Vaccine Finder Helpdesk**

- (855) 886-4317
- Email: [VaccineFinder@castlighthouse.com](mailto:VaccineFinder@castlighthouse.com)

- **CT DPH Immunization Program Helpdesk**

- <https://dph-cthelpdesk.ct.gov/Ticket>
  - System: COVID-19 Vaccine



# Best Practices



# Questions?



# Ongoing Training for Registered VAMS Users

**Wednesdays 12:00 – 1:00**

**Fridays 9:00 – 10:00**

**Mondays 2:00 – 3:30 – Various topics as needed**

**Registration links available at:**

<https://portal.ct.gov/DPH/Immunizations/VAMS-Training>

**Live VAMS Helpdesk**

**Tuesdays and Thursdays**

**9:30 – 12:00**

**Registration links available at:**

<https://portal.ct.gov/DPH/Immunizations/VAMS-Training>

# Thank You!

[CT DPH VAMS Training Webpage](#)

[CT DPH COVID-19 Vaccine Providers Webpage](#)

[CDC VAMS Website](#)

[CDC COVID-19 Communication Toolkit](#)