

Scheduling Second Dose Appointments in VAMS

Important Requirements

All providers are expected to ENSURE that patients to whom they administer a first dose of a COVID-19 Pfizer or Moderna vaccine, receive their second dose on schedule; at 21 or 28 days respectively, or as close to this schedule as possible. This means providers should:

Schedule the second dose during the first dose appointment BEFORE the recipient leaves your clinic

During the observation period is the perfect time:

- The recipient can log into their VAMS account and schedule themselves or a staff member with the Front Desk role can schedule for the recipient.
- For Third Party clinics, confirm with the recipient their second dose appointment date.

Conduct proactive outreach for second doses

This can include emailing, texting, and making phone calls – to those who will become due who do not yet have an appointment scheduled and to those who are overdue.

On a weekly basis, providers should:

- Review missed appointments or other reasons for scheduled second doses not being used; and
- Repurpose any remaining second doses for first doses

Second doses should not be held or saved for patients who have not returned after 42 days following their first dose; these should be used as first doses.

To Restrict Appointment Availability to 2nd Dose Only

Follow these steps:

Step 1 -- On the **Clinic Reservation** tab, in the **% Reserved for First-Doses** column, click in each cell and edit the number to 0 for each Tier.

Step 2 -- In the **% Reserved for Second-Doses** column, click in each cell and edit the number to 100 for each Tier.

Step 3 -- In the **% Reserved for Walk-ins** column, click in each cell and edit the number to 0 for each Tier.

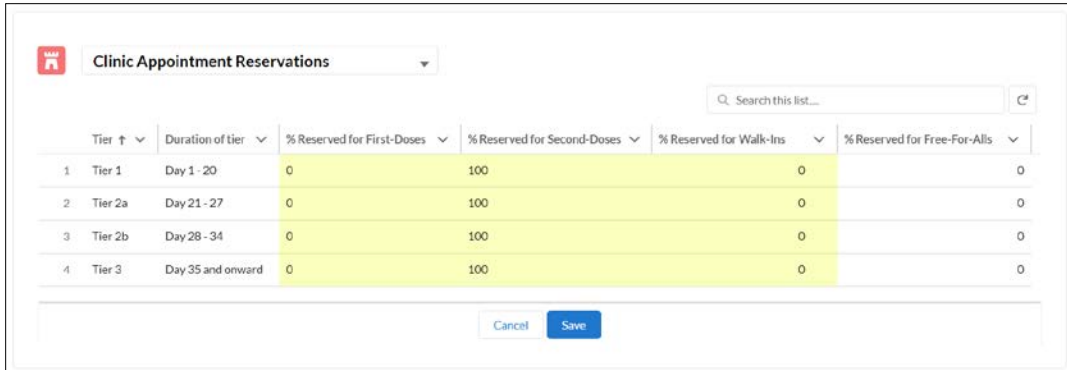
Step 4 -- Click **Save**.

The **% Reserved for Free-For-Alls** column automatically defaults to 0% once you save your selections.

You can also restrict scheduling groups with this option.



Note: You may need a separate clinic set to allow for 100% 2nd dose appointments only.

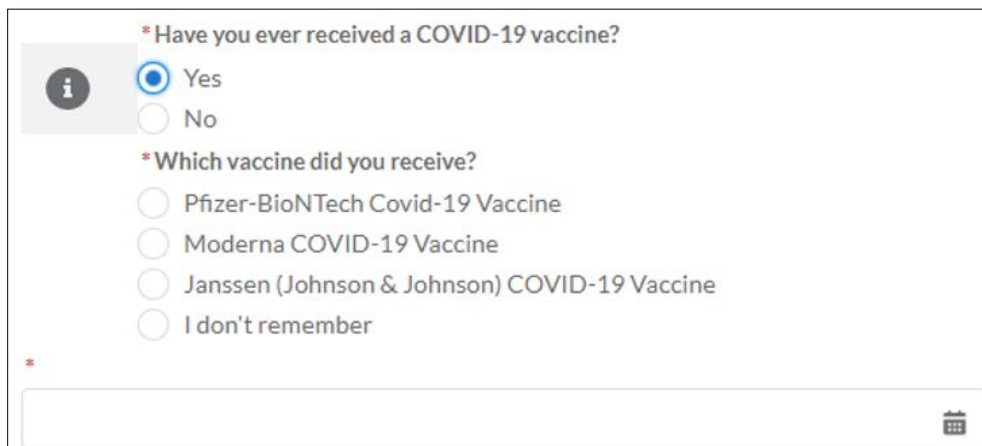


	Tier	Duration of tier	% Reserved for First-Doses	% Reserved for Second-Doses	% Reserved for Walk-Ins	% Reserved for Free-For-Alls
1	Tier 1	Day 1 - 20	0	100	0	0
2	Tier 2a	Day 21 - 27	0	100	0	0
3	Tier 2b	Day 28 - 34	0	100	0	0
4	Tier 3	Day 35 and onward	0	100	0	0

To Schedule Future Second Dose Appointment in VAMS

Follow these steps:

- Step 1** -- Log into clinic portal used for second dose appointments.
- Step 2** -- Search for existing recipient (they must have an account in VAMS).
- Step 3** -- Select the recipient.
- Step 4** -- Click **Schedule Future Appointment**.
- Step 5** -- Click on the **Yes** radio button for receiving a previous vaccine.
- Step 6** -- To select the first dose vaccine, click the radio button before the manufacturer.
- Step 7** -- If the first dose was not documented in VAMS, answer the questions about the 1st Dose vaccine and administered date. You do not need to document the 1st Dose details in VAMS.



* Have you ever received a COVID-19 vaccine?

☒ Yes

☐ No

 * Which vaccine did you receive?

☐ Pfizer-BioNTech Covid-19 Vaccine

☐ Moderna COVID-19 Vaccine

☐ Janssen (Johnson & Johnson) COVID-19 Vaccine

☐ I don't remember

- Step 8** -- If you have a mobile clinic portal, select the specific clinic to schedule the appointment in.
- Step 9** -- Schedule the appointment.
- Step 10** -- Recipient receives an appointment confirmation email/text.