VAMS Clinic Appointment Reservations

Standard and mobile clinic administrators can define appointment reservation tiers based on vaccine type and age group. Reservation tiers are based on the recipient's experience. They use a rolling timeline with "Today = Day 1" being the recipient's appointment scheduling search day.

To Set or Edit Your Clinics Appointment Reservations

Follow These Steps:

Step 1 -- On the **Appointment Management** tab, scroll to the **Appointment Reservation** window.

Step 2 -- Click the **arrow** located on the right side of the window to expand details.

The first table allows for clinic users to specify reservation groups. These groups are editable based on vaccine type (COVID-19 first dose, COVID-19 second dose, COVID-19 booster dose, COVID-19 additional dose, and Influenza), age group (5-11 years, 12 years and up, and any age group), and allow use of Free-For-All.

Step 3 -- To edit these fields, click the **down arrow** on the right side of each line item and click **Edit.**

Step 4 -- Enter the desired **Vaccine Type** and **Age Group** via dropdown selection. Mark the check box to **Allow Use of Free-For-All**. If the **Allow Use of Free-For-All** box is checked, once specific appointment groups are scheduled, recipient appointments will start pulling from the Free-For-All appointment bucket.

Step 5 -- Click **Save**.

The second table shown defines the reservation percentage.

Step 6 -- To update the percentages reserved for each group, click the **pencil** icon next to each value, enter the **updated value**, and click **elsewhere on the screen**.

Example Settings

If you would like to keep all clinic appointments as **Free-For-All** then define reservation percentages for all tiers and group 1, 2 and 3 to zero which will automatically fill % Free-for all to 100% (see below)

Step 2 : Define reservation percentage (%)

	Tier	Duration of tier	% Reserved for group 1	% Reserved for group 2	% Reserved for group 3	% Free-for-All
1	Tier 3	Day 35 and onward	0	0	0	100
2	Tier 2b	Day 28 - 34	0	0	0	100
3	Tier 2a	Day 21 - 27	0	0	0	100
4	Tier 1	Day 1 - 20	0	0	0	100

To establish a clinic as **Booster dose for Adults** only then specify Reservation group 1 Vaccine type as **COVID-19 Booster dose** and Age group as **12+ years**. Do not check allow Free-for-all. Define reservation percentage for all tiers as 100% Reserved for group 1. (see below)

Step 1 : Specify reservation group

Reservation group	Vaccine type	Age group	Allow use of Free-for-All	
Reservation group 1	COVID-19 Booster dose	12+ Years		▼
Reservation group 2	COVID-19 2nd dose	ALL		▼
Reservation group 3	COVID-19 Booster dose	ALL		▼

Step 2 : Define reservation percentage (%)

	Tier	Duration of tier	% Reserved for group 1	% Reserved for group 2	% Reserved for group 3	% Free-for-All
1	Tier 3	Day 35 and onward	100	0	0	0
2	Tier 2b	Day 28 - 34	100	0	0	0
3	Tier 2a	Day 21 - 27	100	0	0	0
4	Tier 1	Day 1 - 20	100	0	0	0

To establish a clinic as **25% 1st dose, 25% 2nd dose, 25% booster dose and the remaining 25% free for all**, specify Reservation group 1 Vaccine type as **COVID-19 1st dose**, group 2 vaccine type as **COVID-19 2nd dose**, and group 3 vaccine type **Booster dose** and age group as **All**. The DOB entered by a recipient will limit the search results to vaccinations they are age eligible for. For example: Booster vaccinations are available for recipients 18 and older; therefore, appointment search results for recipients aged 17 and younger will not include booster vaccination appointments. Define reservation percentage for each group and Free-for-All as 25%. (see below)

Step 1 : Specify reservation group

Reservation group	Vaccine type	Age group	Allow use of Free-for-All	
Reservation group 1	COVID-19 1st dose	ALL	✓	▼
Reservation group 2	COVID-19 2nd dose	ALL	✓	▼
Reservation group 3	COVID-19 Booster dose	ALL	✓	▼

Step 2 : Define reservation percentage (%)

	Tier	Duration of tier	% Reserved for group 1	% Reserved for group 2	% Reserved for group 3	% Free-for-All
1	Tier 3	Day 35 and onward	25	25	25	25
2	Tier 2b	Day 28 - 34	25	25	25	25
3	Tier 2a	Day 21 - 27	25	25	25	25
4	Tier 1	Day 1 - 20	25	25	25	25