

# Recording Past Vaccinations in VAMS

## Document Doses in Standard, Mobile, and Pop-Up Clinics

### Record a 1st Dose given Outside of VAMS

**Scenario:** A recipient is receiving their 2<sup>nd</sup> dose at your clinic, but their 1<sup>st</sup> dose was given by a non-VAMS vaccine provider (e.g. CVS pharmacy, MyChart, etc.)

The recipient has a VAMS account. The 1st Dose does not decrement from your inventory.

#### Front Desk

##### Follow these steps:

**Step 1 --** On the **Recipient check-in** screen, click **Search for existing recipient**.

The **Search for recipient** screen opens.

**Step 2 --** Enter search information for the recipient and click **Search**.

**Step 3 --** Confirm name and date of birth in the **Search results**, then click on the checkbox to the left of the correct recipient.

**Step 4 --** Click **Schedule Walk-in**.

**Step 5 --** Select **Yes** for “Has the recipient ever received a COVID-19 vaccine?”

Additional fields will open.

**Step 6 --** Click the radio button corresponding to the vaccine the recipient received in the “*Which vaccine did the recipient receive?*” question and input the date in the *Prior vaccination date* field.

**Step 7 --** Click on **Continue**.

**Step 8 --** Confirm the information and click **Schedule Walk-in**.

The **Walk-in appointment created successfully** screen appears.

**Step 9 --** Click **Back to Clinic Portal**.

**Step 10 --** Complete the check-in process for the recipient.

#### Healthcare Professional

##### Follow these steps:


**Step 1 --** Click on **Recipient management** to find the recipient in the **Today's Checked-In Appointments** section.

**Step 2 --** Click on the recipient's name (blue hyperlink).

**Step 3 --** Once you have confirmed that this is the correct recipient, select **Yes** for “*Have you verified this is the correct Recipient?*” and click **Next**.

The **Recipient** screen will open.

At the top of the screen you will see a message indicating the recipient received their 1<sup>st</sup> Dose outside of VAMS as follows:

 Recipient has indicated that they have received the first dose of the vaccine on outside of VAMS. Recipient is potentially eligible for the second dose of on or after . Please verify the details of their vaccination history with the recipient before administration.

Review, enter, or edit the recipient information on the **Prevaccination Questionnaire**, **Recipient Details**, and **Insurance** screens.

**Step 4 --** On the **Vaccine Administration** tab, click **Log Vaccination** and document the 2<sup>nd</sup> Dose as you would normally.

**Scenario:** A recipient is receiving their 2<sup>nd</sup> dose at your clinic, but their 1<sup>st</sup> dose was given by a non-VAMS vaccine provider (e.g. CVS pharmacy, MyChart, etc.).

The recipient does **NOT** have a VAMS account. The 1st Dose does not decrement from your inventory.

## Front Desk

Follow these steps:

**Step 1 --** On the **Recipient check-in** tab, click on **Add new recipient**.

**Step 2 --** Complete the **Recipient information**. Click **Next**.



**Note:** You can answer if the recipient completed pre-vaccination actions here. This must be responded to as “Yes” to log past vaccination.

**Step 3 --** Confirm the information on the **Review** tab by checking the box, then click **Finish**.

A message appears confirming **Recipient created in VAMS**.

**Step 4 --** Click **Schedule walk-in**.

**Step 5 --** Select **Yes** for “*Has the recipient ever received a COVID-19 vaccine?*”

Additional fields will open.

**Step 6** -- Click the radio button corresponding to the vaccine the recipient received in the “Which vaccine did the recipient receive?” question and input the date in the *Prior vaccination date* field.

**Step 7** -- Click on **Continue**.

**Step 8** -- Confirm the information and click **Schedule Walk-in**.

The Walk-in appointment created successfully screen appears.

**Step 9** -- Click **Back to Clinic Portal**.

**Step 10** -- Complete the check-in process for the recipient.

## Healthcare Professional

Follow these steps:


**Step 1** -- Click on **Recipient management** to find the recipient in the **Today’s Checked-In Appointments** section.

**Step 2** -- Click on the recipient’s name (blue hyperlink).

**Step 3** -- Once you have confirmed that this is the correct recipient, select **Yes** for “Have you verified this is the correct Recipient?” and click **Next**.

The Recipient screen will open.

At the top of the screen, you will see a message indicating the recipient received their 1<sup>st</sup> Dose outside of VAMS as follows:

 Recipient has indicated that they have received the first dose of the vaccine on outside of VAMS. Recipient is potentially eligible for the second dose of on or after . Please verify the details of their vaccination history with the recipient before administration.

Review, enter, or edit the recipient information on the **Prevaccination Questionnaire**, **Recipient Details**, and **Insurance** screens.

**Step 4** -- On the **Vaccine Administration** tab, click **Log Vaccination** and document the 2<sup>nd</sup> Dose as you would normally.

## Record a Past 1st Dose Administered at your Clinic

**Scenario:** A recipient received their 1<sup>st</sup> Dose at your clinic and you need to record that past vaccination in order to administer their 2<sup>nd</sup> Dose at your clinic.

The recipient has a VAMS account. This dose will be taken out of your inventory.



**Note:** You may need to reconcile inventory, since vaccine was actually given, but not decremented from inventory at time of 1<sup>st</sup> Dose.

## Healthcare Professional

### Follow these steps:

**Step 1** -- On the **Recipient Management** tab, click **Record past vaccination**.

**Step 2** -- Enter Healthcare administrator name or email in the search box and select the correct administrator from the results.

**Step 3** -- Click **Search**

**Step 4** -- The system asks, “*Would you like to record vaccinations with this provider as the administrator?*” If the administrator listed is correct, click on **Record vaccination(s)**

**Step 5** -- Enter the recipient’s name in the **Recipient name** field (the recipient must be listed in your clinic) and select the correct recipient from the results.

**Step 6** -- Complete the fields for **Manufacturer**, **Product**, **UoU (vial) lot number**, **Site**, and vaccination **Date** and **Time**.

**Step 7** -- Click **Done**.