

## VAMS Closed Pod Clinics – Educational Sector

Local Health Departments and clinics using VAMS closed Pods for educational sectors will need to make sure that the organizations that are to be part of this closed pods are registered in VAMS. The process for organizations to enroll in VAMS is:

- Complete the organization submission form at <https://dphsubmissions.ct.gov/EmployerEnrollment>
- Organizations can prepare their roster of employees; however, employees should not be uploaded into VAMS until **March 1st**

### Create Clinic Closed Pods

Standard and mobile clinic administrators can limit their clinic's visibility in VAMS to only select organizations, known as limited service groups:

- Clinics can only add organizations that are already registered in VAMS
- A separate clinic portal must be set up for a closed pod and organization(s).
- This clinic cannot have a closed pod and public schedule.
- Clinic schedule/Treatment Stations still need to be set-up.
- The **Available for Scheduling** checkbox needs to be checked.
- A maximum of 10 organizations can be listed in each clinic portal.

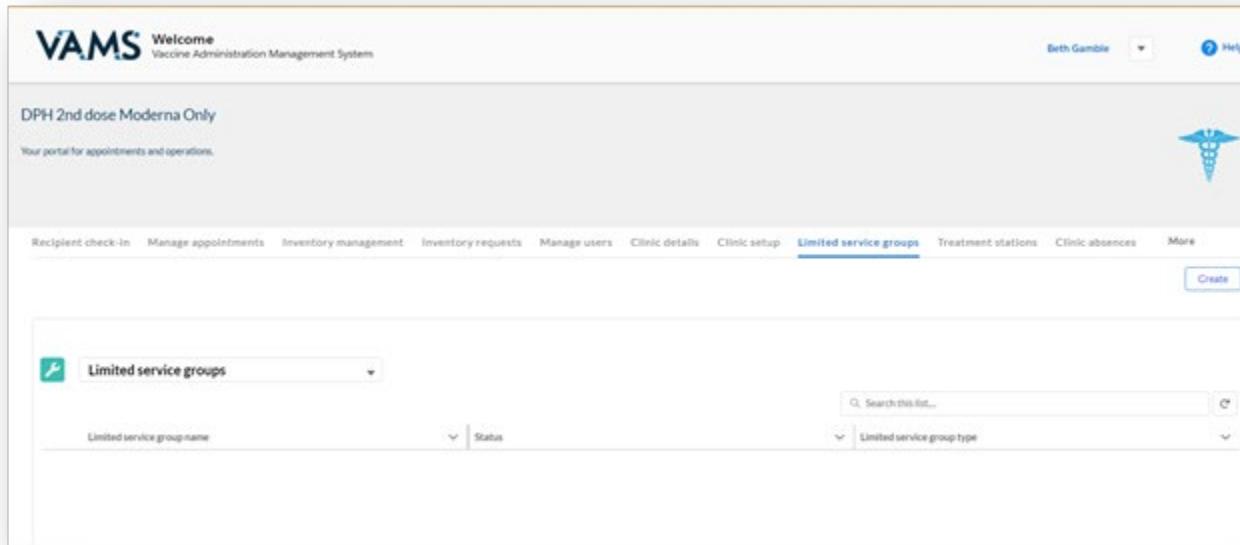
**To create closed pods for your clinic:**

**Follow These Steps:**

**Step 1 --** Click on the **Clinic Portal** where the scheduling will take place for the specific organization(s).

- a. If you need a new clinic set up to accommodate this, complete the [Add VAMS Clinic form](#).
- b. If you are having multiple locations, consider a mobile clinic where you can create the different locations with specific clinic names. You cannot run multiple clinics on the same day though.

**Step 2 --** Click on **Limited service groups** tab to create the service group. Click on the 'Create' button.



**Step 3 --** On the screen, complete the following fields:

- a. In the **Limited service group name**, enter the name of the Education group. This is for your records only to recognize. You will then select the actual Organization name.
- b. From the **Location** dropdown- select which clinic this Organization will be tied to for scheduling.
- c. From the **Limited service group type** dropdown, **Organization** defaults.
- d. For the **Organization**, select the Organization.
  - i. This is not a data entry field. The Organization has to exist in VAMS.
  - ii. You can enter the first few letters of the Organization, which will result in a list of Organizations with those letters which you can choose from.
- e. Click on the checkbox for **Activate this limited service group**
  - i. Uncheck this box when you have completed the scheduling for this group.
- f. Click **Create**.

**VAMS Clinic Portal**  
Vaccine Administration Management System

Clinic Portal > Create new limited service group

**Create new limited service groups**  
Your clinic can choose to service a specific group of recipients by creating a limited service group. When a limited service group is applied to your clinic, only recipients that meet the specific criteria are able to schedule appointments with your clinic.

\* Limited service group name  
ABC Daycare

\* Location  
DPH 2nd dose Moderna Only

\* Limited service group-type  
Organization

\* Organization  
ABC Organization

Status  
You can always change the status of a limited service group later.  
 Activate this limited service group

[Cancel](#) [Create](#)

The Limited service group name appears on the Limited service groups tab with an Active status. Repeat Steps 2 and 3 to add other Organizations.

**VAMS Clinic Portal**  
Vaccine Administration Management System

Beth Gamble [Help](#)

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Your portal for appointments and operations.



Recipient check-in Manage appointments Inventory management Inventory requests Manage users Clinic details Clinic setup **Limited service groups** Treatment stations Clinic absences More [Create](#)

**Limited service groups**

Limited service group name	Status	Limited service group type
ABC Daycare	Active	Organization

[Search this list...](#)

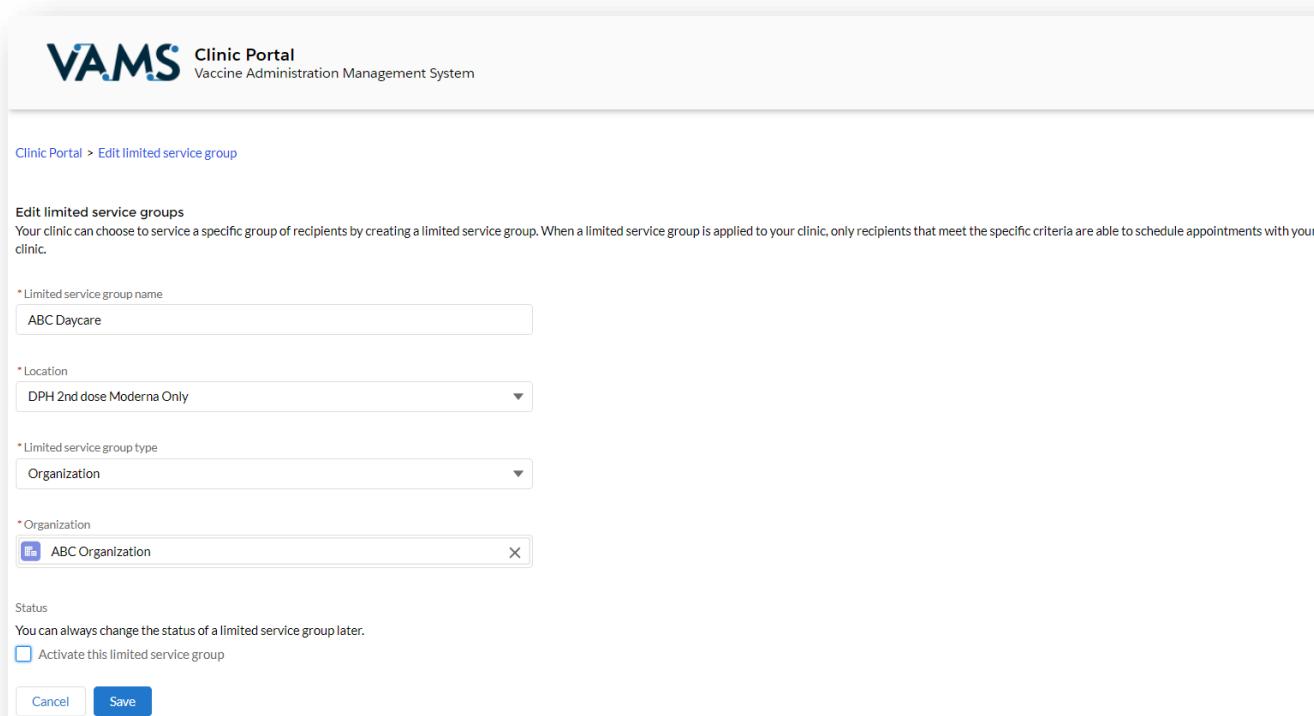
After this set-up is complete, complete the set-up of the clinic schedule. Refer to the [Clinic Schedule Set-up Quick Guide](#). On the **Clinic setup** screen, click on the clinic and make sure the **Available for Scheduling** checkbox is checked. Only members of the Organization you selected will be able to see your clinic when scheduling their appointment in VAMS.

**NOTE:** If a recipient was not uploaded in VAMS by the organization, you can still schedule that recipient for an appointment in this clinic's schedule. The limited service group closed pod is to ensure only recipients uploaded to that Organization are able to see this clinic for scheduling in VAMS.

### Deactivate the Organization (remove the Organization from this portal)

**Step 1--** On the Limited service group tab, click on the blue link for the Organization.

**Step 2--** Uncheck the **Activate this limited service group** checkbox.



**Clinic Portal > Edit limited service group**

**Edit limited service groups**  
Your clinic can choose to service a specific group of recipients by creating a limited service group. When a limited service group is applied to your clinic, only recipients that meet the specific criteria are able to schedule appointments with your clinic.

\* Limited service group name  
ABC Daycare

\* Location  
DPH 2nd dose Moderna Only

\* Limited service group type  
Organization

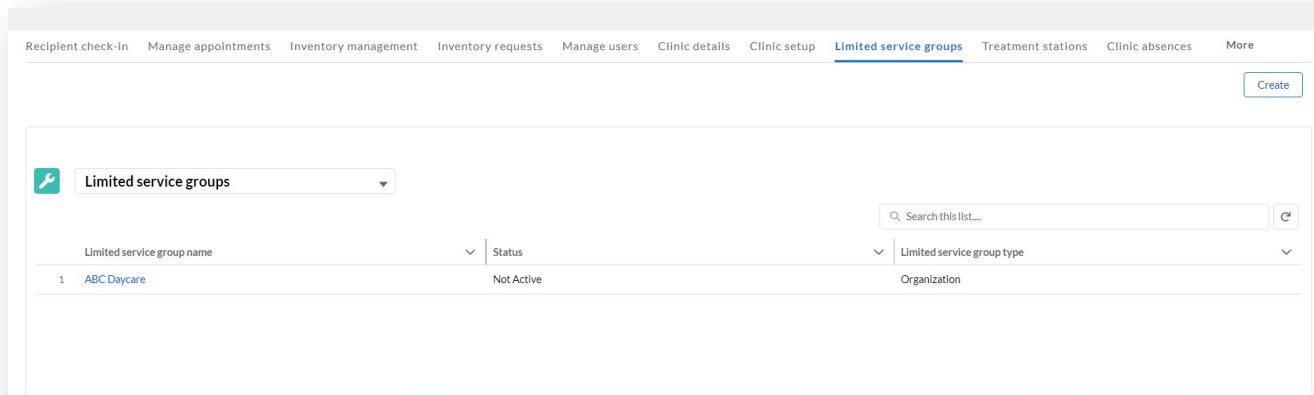
\* Organization  
ABC Organization

Status  
You can always change the status of a limited service group later.

Activate this limited service group

**Cancel** **Save**

This will show a status of **Not Active**.



Recipient check-in		Manage appointments	Inventory management	Inventory requests	Manage users	Clinic details	Clinic setup	<b>Limited service groups</b>	Treatment stations	Clinic absences	More
<b>Create</b>											
	Limited service groups										

**Limited service group name**      **Status**

1 ABC Daycare	Not Active	Organization
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