



Vaccine Administration Management System

VAMS Jurisdiction Users,

VAMS release 1.3 went into production January 22, 2021 and includes the following enhancements that will improve VAMS usability for all users. Please forward this communication to your VAMS clinics and organizations.

Organization Portal Updates

- **Removing the employer and employee language.** All references to “employer” and “employee” will be removed from VAMS.
 - The Organization and Employer Portal will now be called the Organization Portal.
 - Any reference to “employees” has been changed to “members.” E.g., My Employees tab is now called My Members, Employee Imports is now called Member Imports, etc.

Clinic Portal Updates – Third-Party Clinic Enhancements

- **Duplication check.** The system will now perform a duplication check when recipients are added to a third-party clinic, regardless of if they are added individually or via bulk upload. The duplication check will review first and last name and date of birth (DOB) and will not allow two recipients with the same name and DOB to be added.
- **Remove recipient.** Third-party clinic administrators and healthcare professionals can now remove recipients who have not yet received vaccination via the Manage Recipients list view. In this list view, there is a drop-down arrow in the far-right column for each recipient. Click this arrow in the row of the recipient you want to remove, and you will see a Remove button. A pop-up window will ask you to confirm you want to remove the recipient. Click Remove in this window to remove the recipient. You may need to refresh the page to see an updated list. Be diligent when removing recipients from a third-party clinic. At this time, once you remove a recipient from a third-party clinic, you cannot add them back to the same third-party clinic. The VAMS team is looking to adjust this in a future release.
- **New global search feature.** Third-party clinic administrators and healthcare professionals will now see an Other Recipients tab on their Clinic Portal home page. These clinic users can use the Find a Recipient button on this tab to search, view, and add recipients to their clinic. The system will search for all recipients, including those registered in VAMS as recipients and those added to other third-party clinics. To search for a recipient, the clinic user must have the recipient’s first and last name, date of birth, and gender. Email is

optional. The third-party clinic users will be able to add recipients to their clinic who need vaccination but do not have an appointment scheduled.

- **Remove the restriction on when a third-party clinic can record vaccine administration.** Third-party clinic healthcare professionals vaccinating a recipient from either the Manage Recipients tab or Other Recipients tab will see a note near the top of the recipient record informing them of the next dose date recommended by the vaccine protocol for that recipient. This note is there for awareness for the healthcare professional. The system will not prohibit a healthcare professional from administering vaccine in advance of this date.
- **Validation added to ensure correct number of doses administered.** When a third-party clinic healthcare professional begins the vaccination process, the system will now check the vaccine protocol for that recipient. If the number of doses the recipient has received is equal to the number outlined in the protocol, the healthcare professional will receive an error message that no more doses should be administered.

Clinic Portal Updates – Standard Clinic Enhancements

- **Healthcare professionals can now view prior checked in appointments.** Previously, standard clinic healthcare professionals could only view today's checked in appointments. They can now view all checked in appointments, including today's appointments and prior appointments. To switch to the Prior Checked In Appointments view, click the drop-down in the header of the Manage Appointments table and select Prior Checked In Appointments.
- **Improved clinic data tab.** Provided additional instructions on how to use the reporting functions.

Recipient Portal Updates

- **Improvement to recipient scheduling workflow.** If a recipient is checked in for their appointment but the clinic does not take further action on their record in VAMS, the recipient will now be able to schedule a new appointment. The Schedule Appointment button will reappear for recipients once they are checked in and the system will allow them to schedule a new appointment 28 days after their checked in appointment. The system will also auto-cancel anyone still in checked in status after 31 days.

If you have questions about any of these updates, please connect with your onboarding specialist.

Thank you,

VAMS Operations Team