VAMS Clinic Data Reports

About Clinic Data Reports

Available reports depend on both clinic type and a user's assigned role(s). Depending on your clinic type—standard, mobile, or third-party—select clinic users will see up to three types of clinic data reports on the **Clinic Data** page in VAMS. Reports available at standard and mobile clinics will include all three types: Vaccination Administration, Scheduled Appointments, and Inventory-Vaccine Level. Third-party clinic reports will not include the Scheduled Appointments report as they do not use VAMS scheduling functionality.

Access to clinic data reports is also dependent upon a user's assigned role(s) in VAMS. Due to personally identifiable information (PII) and protected health information (PHI) privacy restrictions, only users who have been assigned both the clinic administrator and healthcare professional roles in VAMS can access the Vaccination Administration report. Clinic administrators who have not been assigned the healthcare professional role in VAMS can access the Scheduled Appointment Report and the Inventory-Vaccine Level Report. User access for each report is noted below and to the right of each report section header in this document.

- **Vaccination Administration Report:** Includes a range of data on vaccines administered at your clinic, including recipient information, vaccine administration dates, administering healthcare professional information, and vaccine information. **Accessible to users who have been assigned both the clinic administrator and healthcare professional roles in VAMS** because it contains recipient PII and PHI.
- **Scheduled Appointments Report:** Contains data on scheduled appointments at your clinic, including appointment date/time/status and recipient information. **Accessible to clinic administrators at standard and mobile clinics only.**
- **Inventory – Vaccine Level Report:** Includes data on your clinic's current inventory, including total doses remaining as well as doses remaining by manufacturer and product. **Accessible to all clinic administrators.**

Access the Reports

You can access your clinic's reports from the **Clinic Data** page. Under each report header, click the time frame to view its data and visualizations.

Vaccination Administration Report

✓ Users with **Both** Clinic Administrator and Healthcare Professional Roles Assigned in VAMS at All Clinic Types

This report includes the following **data on vaccines administered at your clinic**:

- Clinic name
- Appointment address
- Recipient name (first, middle, last)
- Recipient date of birth, gender
- Recipient mailing address (state, city, street, etc.)
- Recipient phone number, email address
- Recipient demographic information (race, etc.)
- Date of vaccine administration
- Recipient insurance information (if applicable)
- Administering healthcare professional name
- Vaccine information (CVX code, manufacturer, product, UoU, NDC, dose, lot number, and expiration date)

The Vaccination Administration Report can be **filtered** by **date administered**:
- Today
- Past 7 days
- Past 30 days

VAMS Clinic Data Reports

Scheduled Appointment Report

✓ Clinic Administrators at Standard and Mobile Clinics Only

This report includes the following **data on scheduled appointments at your clinic**:

- Appointment date
- Appointment start time
- Appointment status
- Appointment address
- Recipient name (first, middle, last)
- Recipient date of birth
- Recipient gender
- Recipient mailing address (state, city, street, etc.)
- Recipient phone number
- Recipient email
- Recipient demographic information (race, etc.)
- Recipient dose information (first/second dose, vaccine name, source, etc.)
- Recipient insurance information (if applicable)

The Scheduled Appointment Report can be **filtered** by **scheduled start**:

- Today
- Next 7 days
- Next 30 days

NOTE: This report is not available for third-party clinics because they do not use VAMS scheduling functionality.

Inventory – Vaccine Level Report

✓ Clinic Administrators at All Clinic Types

This report includes the following **data on current clinic inventory**:

- Total manufacturers
- Total doses remaining
- Doses remaining by manufacturer and product

NOTE: Inventory-Vaccine Level reports provide data on **current inventory levels only**.

VAMS Clinic Data Reports

Interact with Report Data

After selecting and viewing a clinic data report, you can interact with the data by **filtering**, **sorting**, and **grouping them** and **creating charts** within the different reports.

- **Filter:** Filter data by clicking the filter icon in the top right corner of the screen. You can filter vaccination administration and scheduled appointment reports by administration date and scheduled start date, respectively.
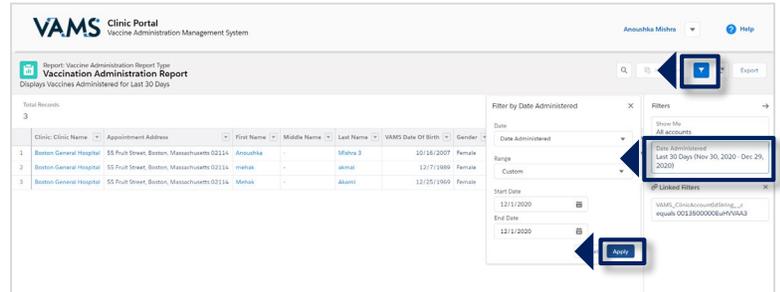
- **Sort:** Sort data by clicking the arrow on the right side of each column header within a report. From the drop-down, you can select how you want to sort the data in the report.
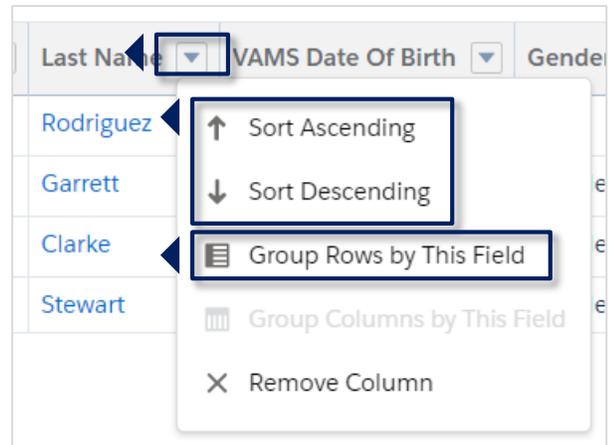
- **Group:** Group data by clicking the arrow on the right side of each column header within a report. From the drop-down, you can select to group the report by the data in that column by selecting "Group Rows by This Field. "

- **Charts:** Create charts to represent data by first grouping the data you want to transition into a chart.
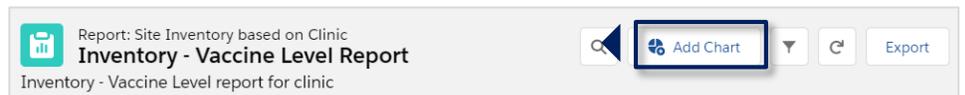
  After grouping your desired data (e.g., doses remaining by manufacturer), you can click **Add Chart** in the top right corner of the screen to create a chart.

- After your chart is created, you can change the chart type by clicking the gear icon on the top right corner of the chart.
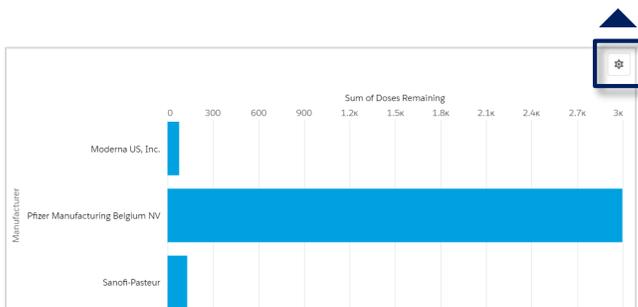
Example charts

VAMS Clinic Data Reports

Export Report Data

Export clinic data reports in **Formatted** or **Details Only** views.

- **Formatted** includes the report header, groupings, and filter settings and can only be exported in Excel (.xlsx) format.
- **Details Only** includes only the detail rows.

To export a report:

1. From the **Clinic Data** tab, select the **report** and **time frame** you want to view (e.g., Vaccination Administration report for the past 30 days).
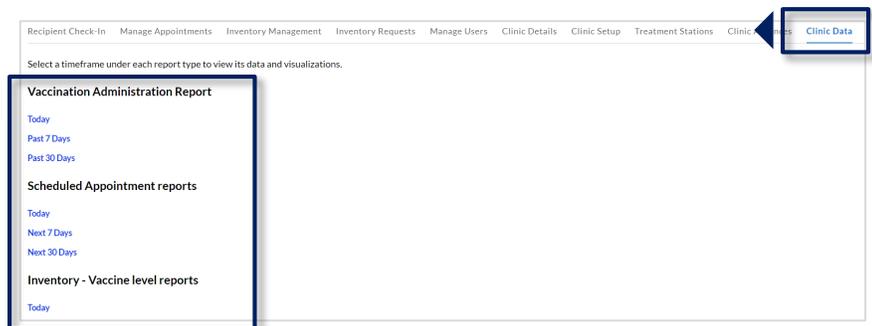
2. Click **Export** in the top right corner of the screen.
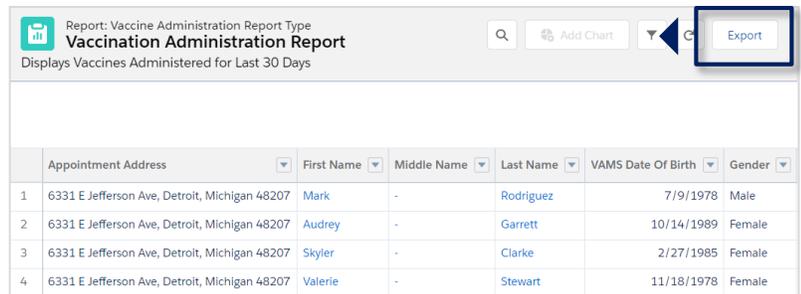
3. Select your desired **export view** (Formatted or Details Only). If choosing a Details Only view, select the file type from the Format drop-down menu (.xls or .csv) and select from the encoding options drop-down menu.

4. Click **Export**.
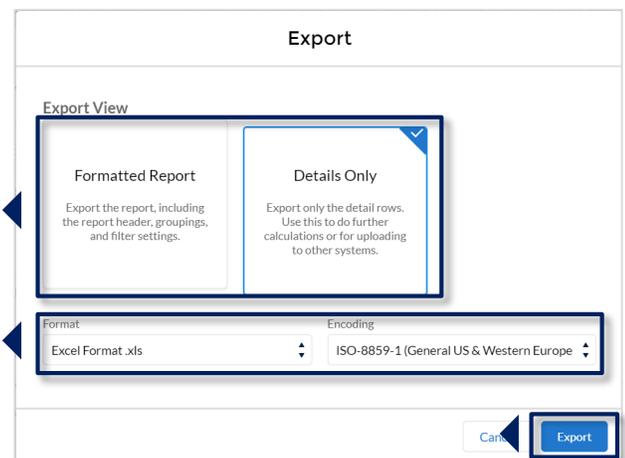
Congratulations! You have successfully exported the report and can access it as a downloaded file on your device.

If you need additional support, contact the **VAMS Help Desk.** *To ensure jurisdictions and clinics are fully supported, VAMS Help Desk support is limited to jurisdiction and clinic personnel only.*

Toll-Free Number | +1 833-957-1100   **Hours of Operation** | 8:00 AM– 8:00 PM EST | Monday–Friday