

# Documenting Vaccinations at Standard & Mobile Clinics

## Step 1: Log vaccine

- Click the **Vaccine Administration** tab.
- Click **Log Vaccination**.
- Respond to the questions shown on the screen, then click **Next**.
  - If you answer **No** to a question, the recipient is ineligible for the vaccine at this time and you are redirected to an unsuccessful vaccination page.
  - Select a reason for the unsuccessful administration from the drop-down menu and click **Next**. On the following page, click **Next** to confirm the cancellation and prompt VAMS to send a reschedule notification to the recipient's preferred method of communication.
- Select the option to enter UoU (i.e., unit of use/vial) information manually.
  - **NOTE:** Current vaccine vials do not have barcodes that can be scanned by 2D barcode scanners. However, this may change, and you may be able to use the Scan UoU barcode option at a later date.
- Select the **manufacturer** from the drop-down menu.
- Select a **product** from the drop-down menu.
- Select a UoU (vial) **lot number**.
- Click **Next**.

## Step 2: Administer vaccine

- Administer vaccine** to the recipient.
- After administering the vaccine, log the vaccination by selecting the **administration site**, **date**, and **time**, then click **Next**.
- Indicate if the vaccine administration was successful, then click **Next**.
- If the vaccine administration was unsuccessful, select **No** and click **Next**.
  - If it is **possible to re-attempt** vaccination, return to the **Log Vaccination** page to enter the vaccine information.
  - If it is **not possible to re-attempt** vaccination, indicate if wastage occurred. If wastage did occur, log waste and click **Next**.
- If necessary, select a reason for **unsuccessful vaccination** from the drop-down and click **Next**.
  - The **recipient will receive an email** from [no-reply@envelope.mail.vams.cdc.gov](mailto:reply@envelope.mail.vams.cdc.gov) prompting them to schedule a new appointment.

## Step 3: Log waste, if necessary

- If wastage occurred** during vaccine administration, click **Yes** and **log the waste**.
- Log vaccine wastage information by following the **same process you follow to log vaccine information**—either manually or by scanning the vial barcode (when available).

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.*

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**Hours of Operation** | 8:00 AM–8:00 PM EST | Monday-Friday