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Document subject to change based on modified system functionality.

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General

The purpose of this document is to provide Georgia Providers step-by-step guidelines on how to use VMS to request the COVID vaccine, as well as navigate the additional functionality offered by VMS. This user guide is broken into sections on general information, the provider portal view, the inventory view, and helpful reminders.

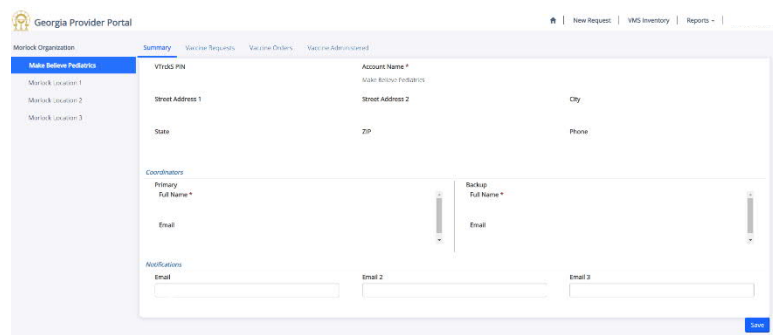
Explaining VMS

What is VMS?

Vaccine Management System (VMS) enables COVID vaccine management and data sharing for the State of Georgia on one central platform.

Providers are able to:

- Access VMS
- Request COVID vaccine
- Manage COVID vaccine inventory



The screenshot shows the 'Georgia Provider Portal' interface. The top navigation bar includes links for 'New Request', 'VMS Inventory', and 'Reports'. The main content area is titled 'Morlock Organization' and contains a 'Summary' tab. The 'Summary' tab is active, displaying a form for 'VMS ID#', 'Account Name *', 'Street Address 1', 'Street Address 2', 'City', 'State', 'ZIP', and 'Phone'. Below this, there are sections for 'Coordination' (Primary Full Name *, Email) and 'Backup' (Full Name *, Email). At the bottom, there are three 'Email' fields under the 'Notifications' section. A 'Save' button is located at the bottom right of the form.

Why VMS?

Vaccine Management System (VMS) provides a flexible approach for requesting and administering vaccines. It will allow the State of Georgia to streamline providers' process for the entire COVID vaccine lifecycle.

Who uses VMS?

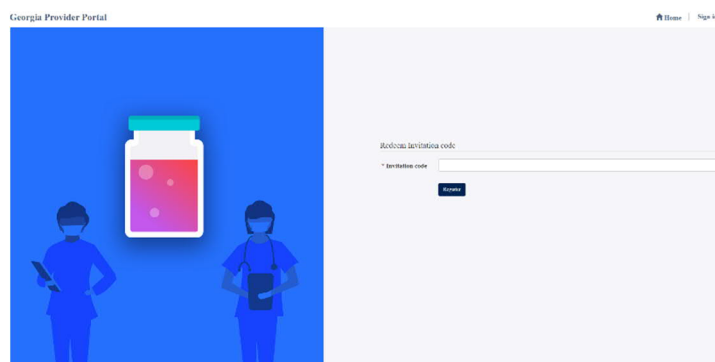
State of Georgia Department of Public Health officials will enroll providers and verify provider eligibility along with verifying site readiness. State of Georgia Support Staff will also receive training on using VMS, so they can support state officials.

Georgia COVID Providers will request vaccines, which includes the type of vaccine, the dose, and the quantity ordered. COVID providers will also use the system for vaccine inventory, transfers, and disposals.

Accessing VMS

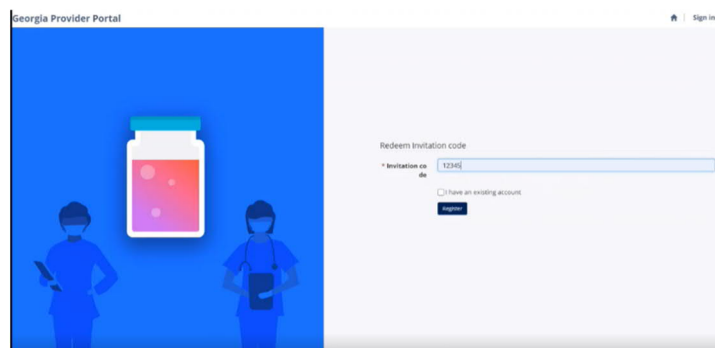
1 Receive the Email Invitation

The Department of Public Health (DPH) sends email invitations to VMS users. Each invitation includes a direct link to the Georgia Provider Portal and an invitation code. The invitation code links a Microsoft account to a vaccine coordinator record inside VMS. The invitation code creates a credential for VMS access.



2 Input the Invitation Code

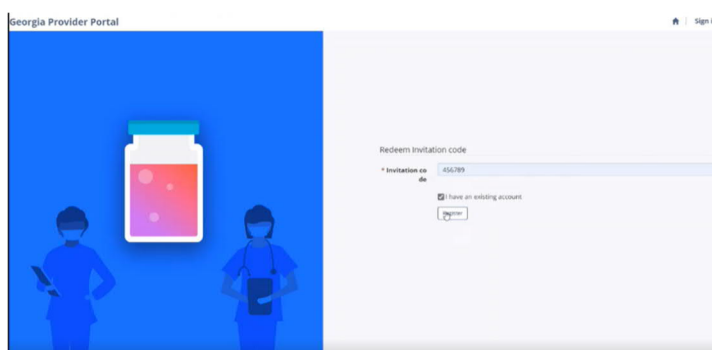
The direct link inside the email invitation directs users to the Georgia Provider Portal and pre-populates the invitation code. NOTE: The invitation code will not pre-populate unless the direct link in the email is used to get to the Georgia Provider Portal.



3 Register a Microsoft Account

An existing personal/business Microsoft account can be used to access VMS. Check the box "I have an existing account." Select Register and sign into VMS with the Microsoft account.

Without an existing personal/business Microsoft account, do not check the box "I have an existing account." Select Register to be taken to Microsoft's sign-up page. Sign up. Then, use the Microsoft account to sign into VMS.

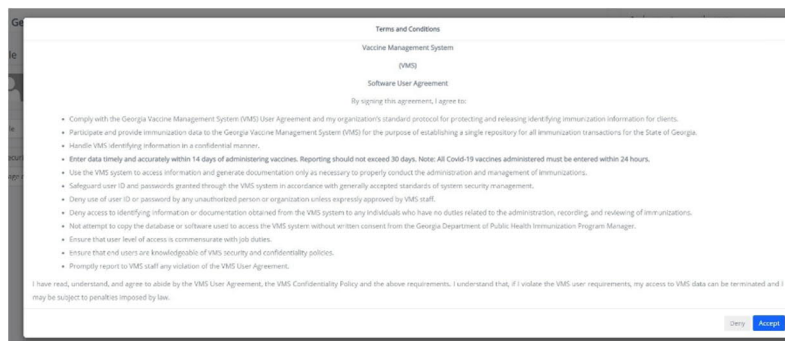


Accessing VMS (continued)

4 Accept VMS Terms and Conditions

Review and accept VMS privacy policy.

NOTE: If the user reviews and denies receipt of the Terms and Conditions, the user will return to the login page. Users cannot enter VMS without accepting the terms and conditions of VMS use.

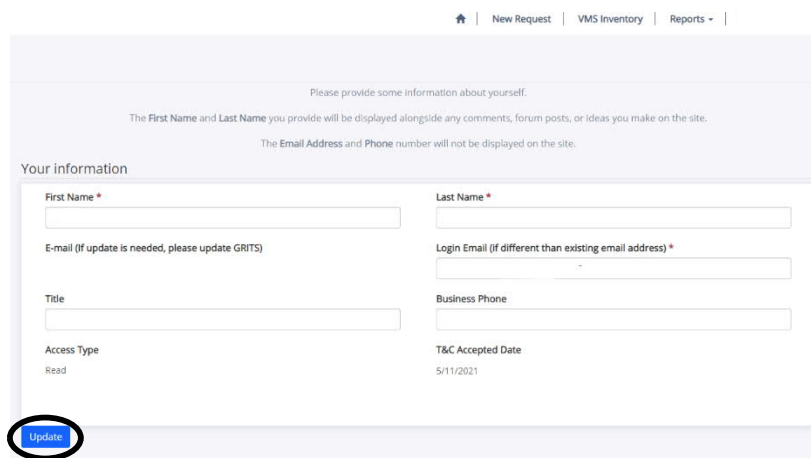


5 Navigated to Provider Portal Profile Page

Page

Ensure the email address is added to the required login email address field if the email is different from the existing email listed in VMS.

NOTE: If users were not sent an invitation code to their Microsoft email address, it is important to enter their Microsoft email address to the required field.



6 Select Update to Enter VMS

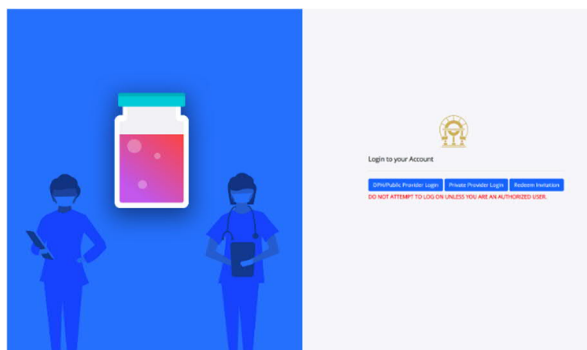
Provider Portal

Updating Provider Contact Information

1 Access VMS using Microsoft

credentials

Access VMS using the personal/business Microsoft account from the initial login.



2 Select the Location

3 Locate Location/Summary

Page

On this page there are the primary and back-up coordinator's names and contacts. This information is not editable. You can click the email address to send an email.

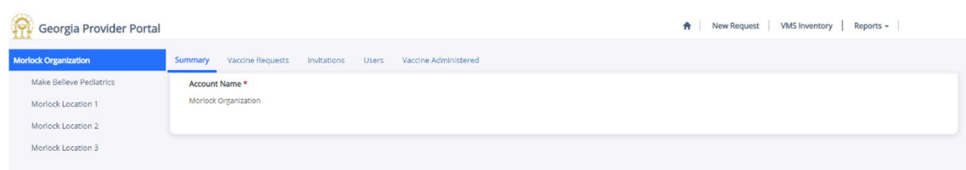
4 Locate the “Notifications” section

Users can input 3 additional email addresses for individuals who need notifications for the respective location(s).

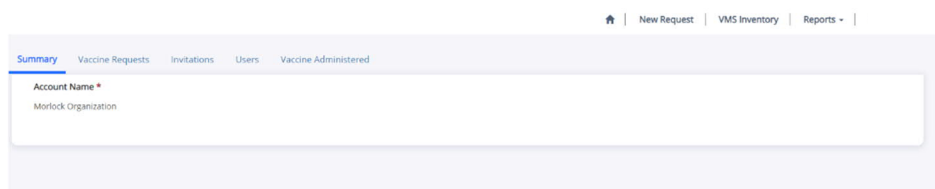
5 Click “Save” to update

View & Manage VMS Users

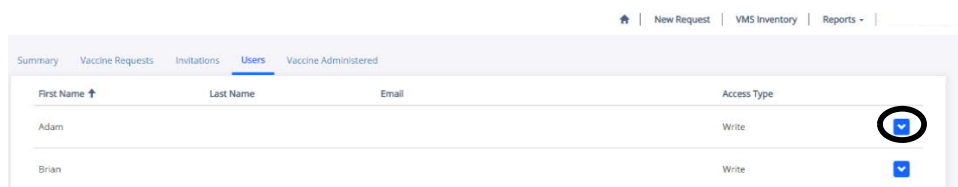
1 Select the Organization on the top left sidebar



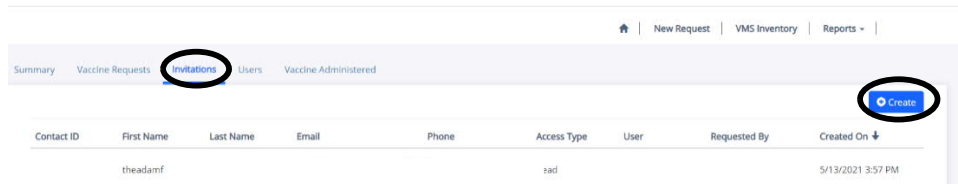
2 Select "Users" at the top
All users and type of access for the user will be displayed. Users are contacts who are associated with your organization. These contacts are included in the "Invitations" Tab.



3 Select the blue arrow on the right of user's contact line
"View/Edit Access Type"
User access can be changed from Read, Write, or Deactivate. Only users with Write access can make edits to the access type.



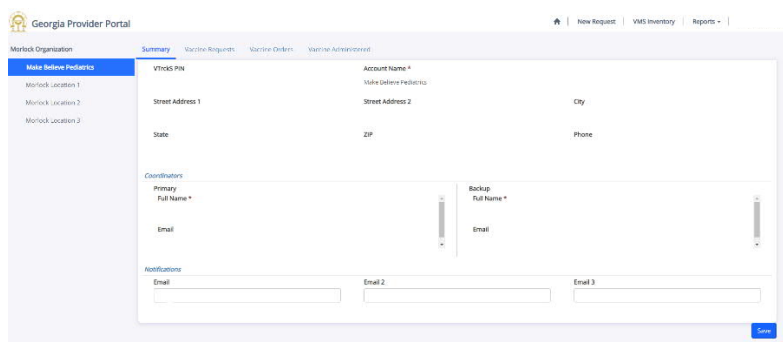
4 Select "Invitations" Tab
Click "Create+" to invite users in your organization to the portal.



Requesting COVID Vaccines

1 Select an organization and/or location

VMS home page displays contact information for pre-assigned organization(s) and location(s). Select the organization or location to review the contact information. The contact information for the selected location is displayed in the main view.



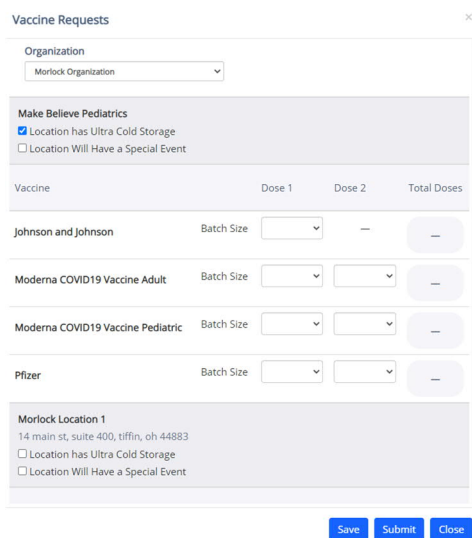
2 Select "New Request"

Select your organization, and the order page will appear.



3 Check if the location has Ultra Cold Storage

Note: If the location does not have ultra-cold storage checked for the location, the dosage amounts will not be available for selection.

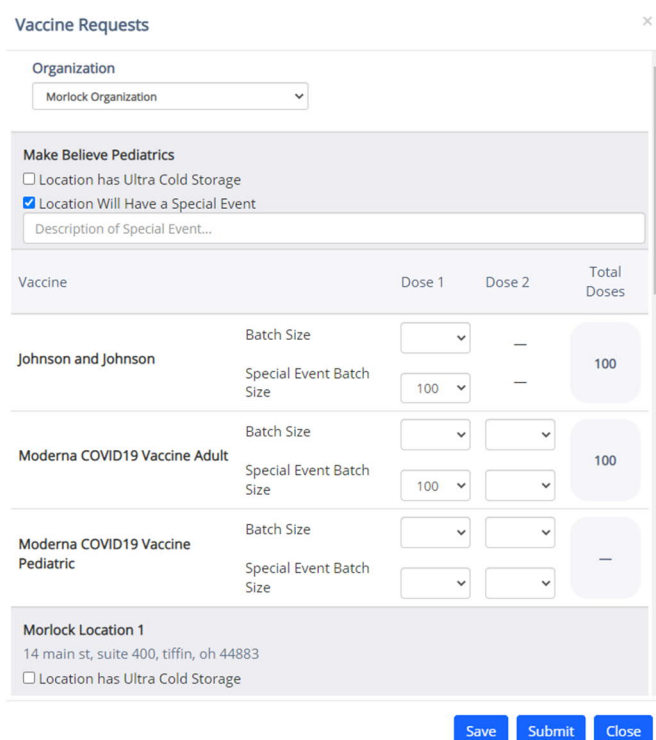


Requesting COVID Vaccines (continued)

4 Check if the order is for a Special Event.

Add a description of the special event. A drop-down option will appear to select the "Special Event Batch Size".

Note: Special Event is only to be used for a unique situation when a provider is hosting a large-scale event. An example is if a provider is offering vaccines at a sports game, selecting Special Event signifies to DPH why the allocation request is so high or why the request should be prioritized. That information is factored into how providers allocate vaccines.



Vaccine Requests

Organization: Morlock Organization

Make Believe Pediatrics

☐ Location has Ultra Cold Storage

☒ Location Will Have a Special Event

Description of Special Event...

Vaccine	Dose 1	Dose 2	Total Doses
Johnson and Johnson	Batch Size	—	100
	Special Event Batch Size	100	
Moderna COVID19 Vaccine Adult	Batch Size		100
	Special Event Batch Size	100	
Moderna COVID19 Vaccine Pediatric	Batch Size		—
	Special Event Batch Size		

Morlock Location 1
14 main st, suite 400, tiffin, oh 44883

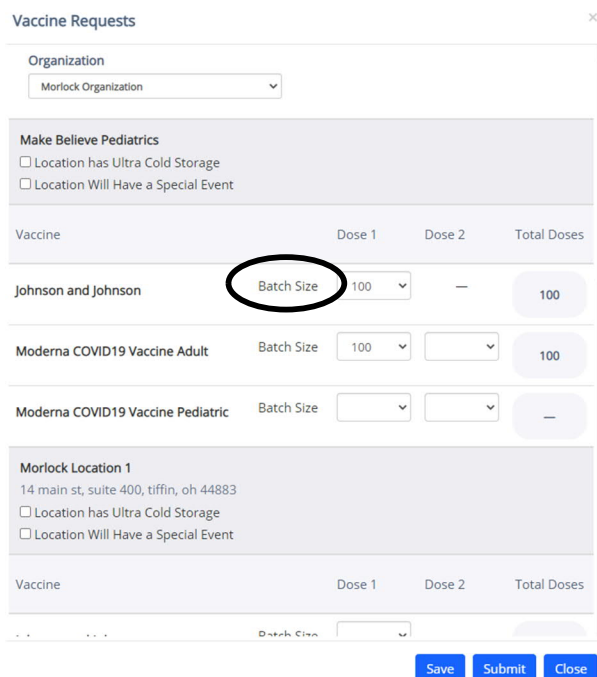
☐ Location has Ultra Cold Storage

Save Submit Close

5 Select the batch size for either the Adult or the Pediatric vaccine type, if available

Batch size options are pre-populated based on the manufacturer. To determine the batch size, refer to the manufacturer's required tray quantity.

Note: The vaccine included in both are the same, but the supporting accessories will be different. The ancillary kit included with the vaccine will support administration for either an adult or a child.



Vaccine Requests

Organization: Morlock Organization

Make Believe Pediatrics

☐ Location has Ultra Cold Storage

☐ Location Will Have a Special Event

Vaccine	Dose 1	Dose 2	Total Doses
Johnson and Johnson	Batch Size	100	100
Moderna COVID19 Vaccine Adult	Batch Size	100	100
Moderna COVID19 Vaccine Pediatric	Batch Size		—

Morlock Location 1
14 main st, suite 400, tiffin, oh 44883

☐ Location has Ultra Cold Storage

☐ Location Will Have a Special Event

Vaccine

Dose 1

Dose 2

Total Doses

Batch Size

Save Submit Close

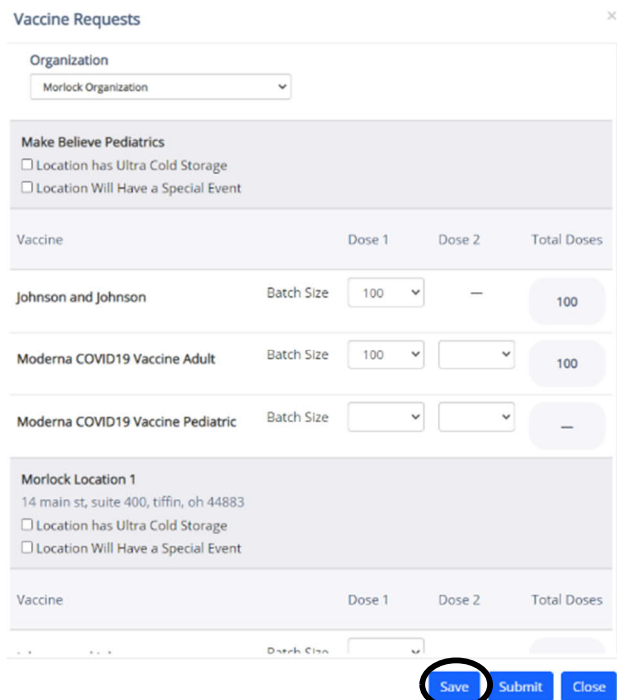
Requesting COVID Vaccines (continued)

6 Save the request

Orders submitted to the Department of Public Health cannot be altered or retrieved and are final. If you are making a request before the submission deadline, it is very important to save vaccine requests before submission.

When a request is saved, the active status will be Draft, instead of Submitted. The new request can be seen on the Vaccine Requests page, with status “draft”, and once submitted it will say “submitted”.

Note: One draft vaccine request is allowed per each location.



The screenshot shows the 'Vaccine Requests' form. At the top, there is a dropdown menu for 'Organization' set to 'Morlock Organization'. Below this, there are two sections for 'Make Believe Pediatrics' and 'Morlock Location 1', each with checkboxes for 'Location has Ultra Cold Storage' and 'Location Will Have a Special Event'. The main part of the form is a table with columns for 'Vaccine', 'Dose 1', 'Dose 2', and 'Total Doses'. The table contains three rows: 'Johnson and Johnson' with a batch size of 100, 'Moderna COVID19 Vaccine Adult' with a batch size of 100, and 'Moderna COVID19 Vaccine Pediatric' with a batch size of 100. At the bottom right, there are three buttons: 'Save', 'Submit', and 'Close'. The 'Save' button is circled in red.

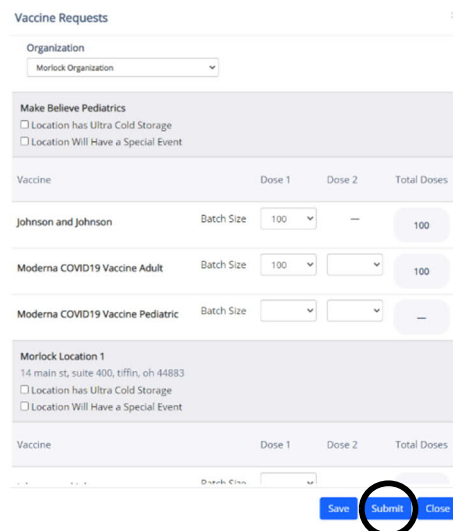
7 Submit the request

To submit a request:

1. Select the drop-down arrow next to the request.
2. Select edit.
3. Select submit.

Note: The vaccine request must say submitted to confirm submission.

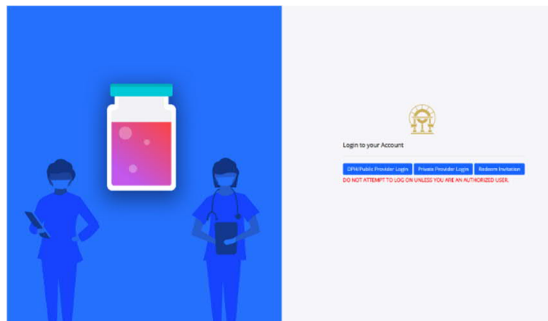
Submitted requests can be found on the Vaccine Requests page in VMS.



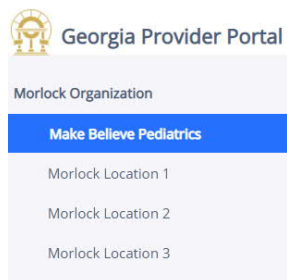
This screenshot is identical to the one above, showing the 'Vaccine Requests' form. However, in this version, the 'Submit' button at the bottom right is circled in red instead of the 'Save' button.

Viewing Vaccine Orders

1 Access VMS using Microsoft credentials
Access VMS using the personal/business Microsoft account from the initial login.



2 Select the specific location on the left



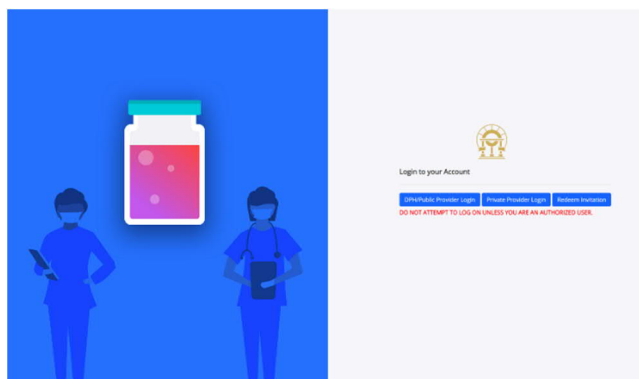
3 Select “Vaccine Orders” to see a list of all previous orders received
You will be able to see information such as order number, vaccine, quantity, order reason, and created on date.

🏠 | New Request | VMS Inventory | Reports ▾

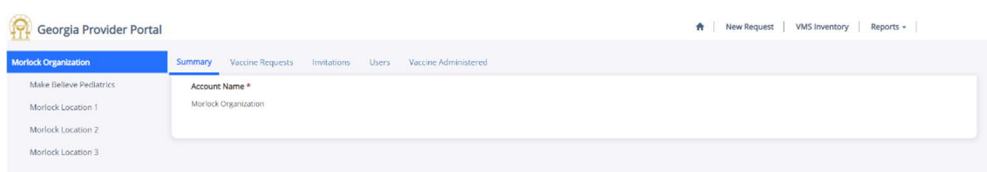
Summary	Vaccine Requests	Vaccine Orders	Vaccine Administered
Order Number	Vaccine	Quantity	Order Reason
1452655234	Johnson and Johnson	100000	Created On 5/12/2021 2:34 PM

View Administered Vaccine Doses

1 Access VMS using Microsoft credentials
Access VMS using the personal/business Microsoft account from the initial login.



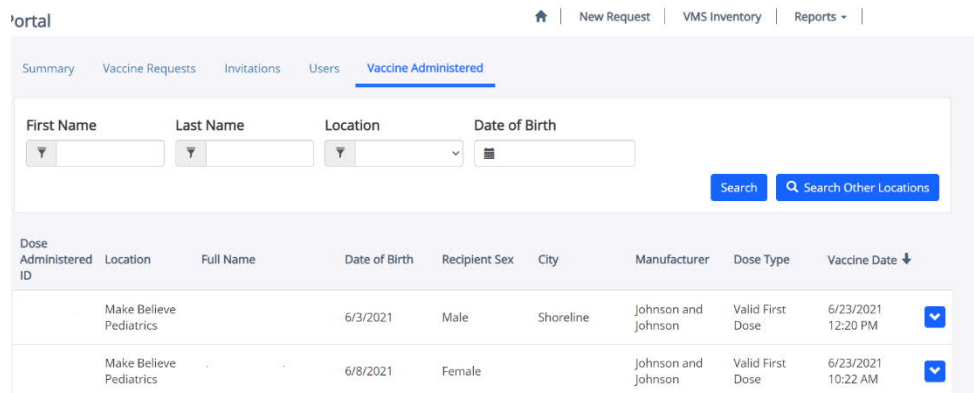
2 Select the Organization



3 Select the “Vaccine Administered” tab.

You will be able to see information such as dose administered ID, location, full name, date of birth, recipient sex, city, manufacturer, dose type, and vaccine date.

To search across your organization, fill out the fields labeled first name, last name, location, and date of birth.



View Administered Vaccine Doses (continued)

4 Select “Search Other Locations” to find results across other organizations in VMS.

Fill out the required fields of first name, last name, and date of birth. Then, click search.

Portal

Home | New Request | VMS Inventory | Reports

Summary Vaccine Requests Invitations Users **Vaccine Administered**

First Name Last Name Location Date of Birth

Search Search Other Locations

Dose Administered ID	Location	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date
	Make Believe Pediatrics		6/3/2021	Male	Shoreline	Johnson and Johnson	Valid First Dose	6/23/2021 12:20 PM
	Make Believe Pediatrics		6/8/2021	Female		Johnson and Johnson	Valid First Dose	6/23/2021 10:22 AM

Search Other Locations

First Name Last Name Date of Birth

Search

Location	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date	Created On
			Male				5/1/2186 12:00 AM	5/12/2021 11:52 AM
			Male				5/1/2186 12:00 AM	5/12/2021 11:53 AM

5 To search across a location, click your location on the left and select “Vaccine Administered”. The vaccines administered at the selected location will appear.

Use the search box to search for specific information about each dose administered at your location.

Georgia Provider Portal

Home | New Request | VMS Inventory | Reports

Morlock Organization Summary Vaccine Requests Vaccine Orders **Vaccine Administered**

Make Believe Pediatrics

Morlock Location 1

Morlock Location 2

Morlock Location 3

Search Create Search Other Locations

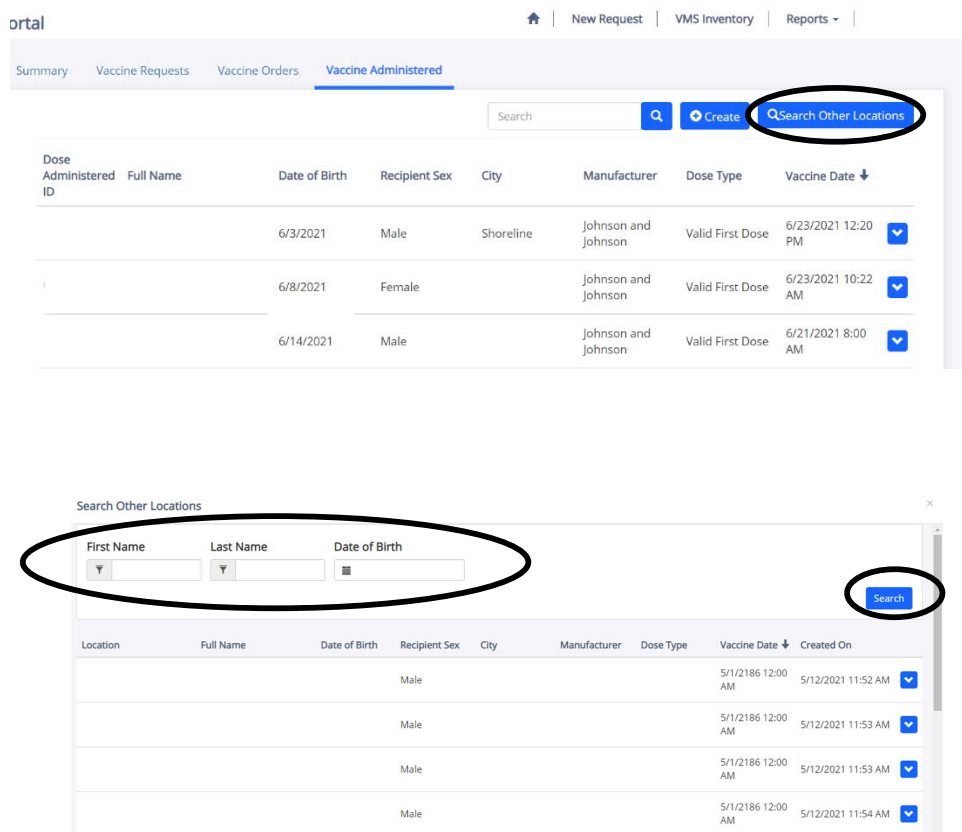
Dose Administered ID	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date
		6/3/2021	Male	Shoreline	Johnson and Johnson	Valid First Dose	6/23/2021 12:20 PM
		6/8/2021	Female		Johnson and Johnson	Valid First Dose	6/23/2021 10:22 AM
		6/14/2021	Male		Johnson and Johnson	Valid First Dose	6/21/2021 8:00 AM

View Administered Vaccine Doses (continued)

6 Select "Search Other

Location"

Search across other locations by first name, last name, or date of birth. Click "search" to find the information.



portal

Home | New Request | VMS Inventory | Reports ▾

Summary | Vaccine Requests | Vaccine Orders | **Vaccine Administered**

Search [] [Q] [Create] [Search Other Locations]

Dose Administered ID	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date
		6/3/2021	Male	Shoreline	Johnson and Johnson	Valid First Dose	6/23/2021 12:20 PM
		6/8/2021	Female		Johnson and Johnson	Valid First Dose	6/23/2021 10:22 AM
		6/14/2021	Male		Johnson and Johnson	Valid First Dose	6/21/2021 8:00 AM

Search Other Locations

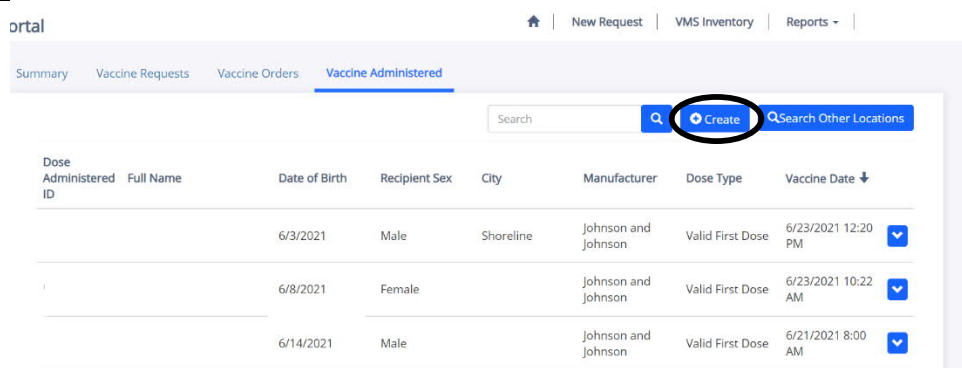
First Name [] Last Name [] Date of Birth []

[Search]

Location	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date	Created On
			Male				5/1/2186 12:00 AM	5/12/2021 11:52 AM
			Male				5/1/2186 12:00 AM	5/12/2021 11:53 AM
			Male				5/1/2186 12:00 AM	5/12/2021 11:53 AM
			Male				5/1/2186 12:00 AM	5/12/2021 11:54 AM

7 Add Vaccine Administered Information

The "+Create" option on the Vaccine Administered page can be used to show when the vaccine has been administered.



portal

Home | New Request | VMS Inventory | Reports ▾

Summary | Vaccine Requests | Vaccine Orders | **Vaccine Administered**

Search [] [Q] [Create] [Search Other Locations]

Dose Administered ID	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date
		6/3/2021	Male	Shoreline	Johnson and Johnson	Valid First Dose	6/23/2021 12:20 PM
		6/8/2021	Female		Johnson and Johnson	Valid First Dose	6/23/2021 10:22 AM
		6/14/2021	Male		Johnson and Johnson	Valid First Dose	6/21/2021 8:00 AM

View Administered Vaccine Doses (continued)

8 Fill out the required fields

Click “Submit” to have the administered dose appear in VMS.

Note: The information providers load into VMS will immediately update in GRITS. VMS imports a file from GRITS daily overnight that includes doses administered logged in GRITS. VMS will only pull COVID dose administration data from GRITS.

Create

Contact Details

First Name *

Middle Name

Last Name *

DOB *

Ethnicity *

Sex *

Race *

Email

Phone

Address

Address 1

Address 2

City

County

ZIP

State

Vaccine Administration Information

Vaccine *

Dose Type *

Serial Number *

Vaccination Date *

Dose Expiry Date

Lot Number *

Administer By *

Dose Route *

Vaccination Location *

Vaccination Event ID

Serology

Refusal

Vaccination Series Complete

Comorbidity

Administration Location Information

Administered at location

Administered at location: type

Responsible Organization

Administration Location Address

Location Street

Location City

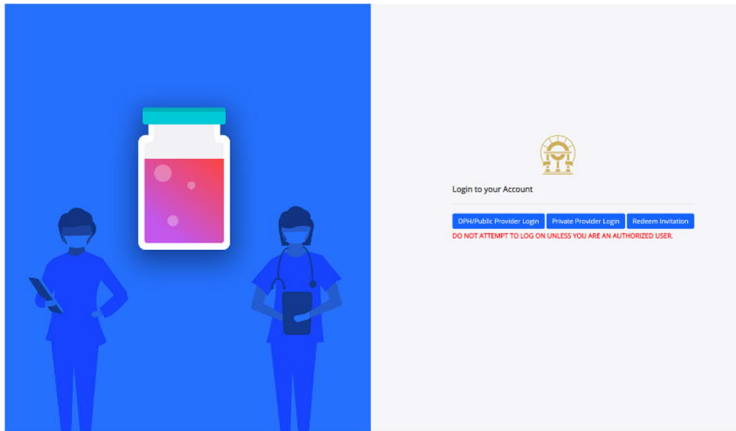
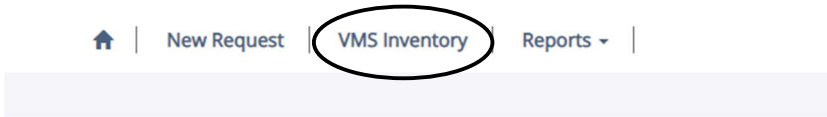
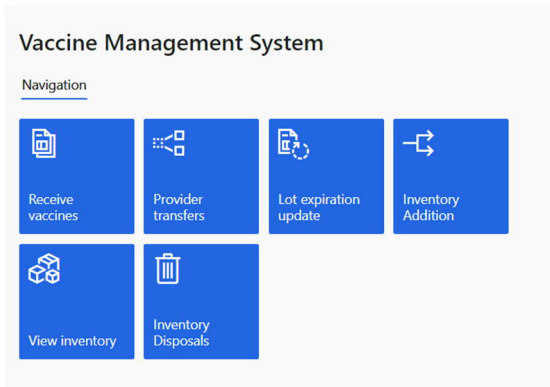
Location County

Location State

Location Zip

Submit

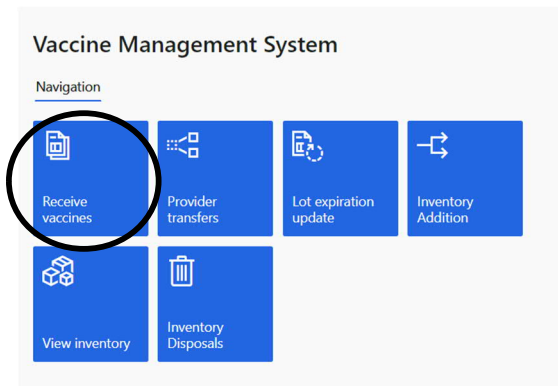
Inventory Application

How to Access VMS Inventory Application	
<p>1 Access VMS using Microsoft Credentials</p> <p>Access VMS using the personal/business Microsoft account from the initial login.</p>	
<p>2 Select VMS Inventory from the top menu bar</p> <p>From the top menu bar click "VMS Inventory". The Microsoft Credentials used to login to the portal will also be used to access VMS Inventory Application.</p>	
<p>3 View VMS Inventory functions</p> <p>All COVID Inventory must be handled in VMS. Information previously in GRITS will be migrated into VMS.</p>	

Receive Vaccine Doses

1 Select "Receive Vaccines"

Providers can receive inventory from other providers and receive vaccine order's in this tile.



2 Receive a transfer from within your organization by selecting the transfer order from the drop down

The location information will populate and the shipment will appear at the bottom highlighted in blue.

Update the quantity you received.

Receive vaccines

RECEIVING PROVIDER GROUP

Provider group

DISTRICT 3-1 COBB/D...

Provider group ID

1003

Transfer Order

TN000000004

Delivery date

6/21/2021

Vaccine order

RECEIVING PROVIDER LOCATION

Location

SMYRNA PUBLIC HEAL...

Location ID

231109

Receiving address

3001 SOUTH COBB DRIVE
SMYRNA, GA 30080
USA

FROM PROVIDER

Location

MARIETTA COMMUNI...

Location ID

231101

Shipping address

1650 COUNTY SERVICES
PARKWAY
MARIETTA, GA 30008
USA

✓	Vaccine name	Transferred ...	Receive quantity	Lot number	Lot expiration date	Vaccine t
	COV-19 (Pfizer), 1170	60.00	0	59266	6/15/2021	59267-1

Receive

Cancel

Receive Vaccine Doses (continued)

3 Receive a vaccine order or transfer from another organization. Select the drop-down arrow in the Vaccine Order field. Then, select the vaccine order for the location where vaccines have been received. The receiving location information will populate, and the order will appear at the bottom highlighted in blue.

Receive vaccines

RECEIVING PROVIDER GROUP

Provider group
DISTRICT 3-1 COBB/D...

Provider group ID
1003

Transfer Order
Delivery date
6/21/2021

Vaccine order
1003-CV0000000007

RECEIVING PROVIDER LOCATION

Location
MARIETTA COMMUNI...

Receiving address
1650 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008
USA

Location ID
231101

FROM PROVIDER

Location
Shipping address

Location ID

Available Batches

Vaccine name	Quantity	Lot number	Lot expiration date	Vaccine type
COV-19 (Pfizer)	1,111.00	Pfz100-5-13		59267-1000-02

Receive Cancel

4 Update the lot expiration date. Under "Available Batches", you will see a field labeled "lot expiration date". Locate the specific vaccine order and click the calendar icon to change the lot expiration date.

Available Batches

Vaccine name	Quantity	Lot number	Lot expiration date	Vaccine type
COV-19 (Pfizer)	1,111.00	Pfz100-5-13		59267-1000-02

Calendar view showing June 2021. The date 21 is selected.

Cancel

Receive Vaccine Doses (continued)

5 Select "Receive" to confirm vaccines have been received
By clicking "Receive" the vaccines are logged into VMS inventory.

Note: When you click receive, this information will be stored in the "View Inventory" section of VMS. DPH will be able to view this information.

Receive vaccines

RECEIVING PROVIDER GROUP

Provider group

DISTRICT 3-1 COBB/D...

Provider group ID

1003

Transfer Order

Delivery date

6/21/2021

Vaccine order

1003-CV000000007

RECEIVING PROVIDER LOCATION

Location

MARIETTA COMMUNI...

Receiving address

1650 COUNTY SERVICES
PARKWAY
MARIETTA, GA 30008
USA

Location ID

FROM PROVIDER

Location

Location ID

Shipping address

Available Batches

✓	Vaccine name	Quantity	Lot number	Lot expiration date	Vaccine type
✓	COV-19 (Pfizer)	1,111.00	Pfz100-5-13	6/21/2021	59267-1000-02

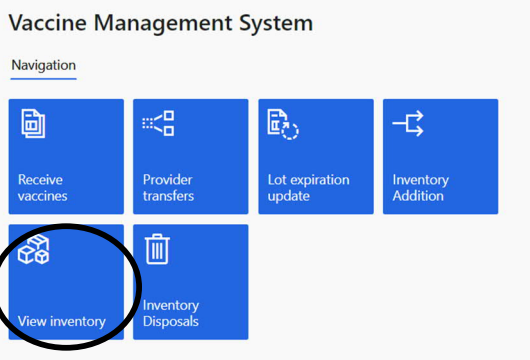
Receive

Cancel

View Inventory

1 Click “View Inventory”

Title

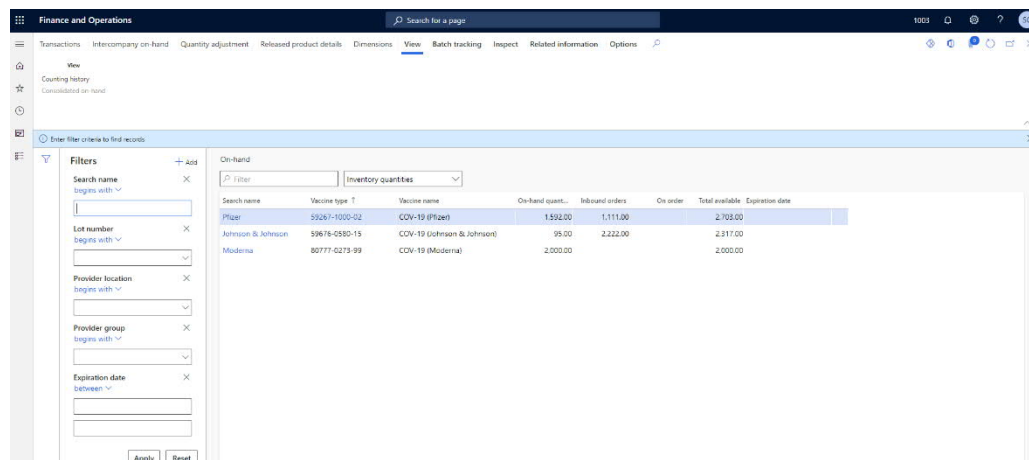


2 View the inventory on hand

On the left, there is the option to filter by Search Name, Lot Number, Provider location, Provider Group, and Expiration Date. Select “Apply” when ready to filter and see all COVID inventory in your organization.

Columns to know:

On-hand inventory is the doses quantity on-hand at all locations. Inbound orders is the total to be received for open orders. On order is open transfers or disposals that have not been completed. Total available is the available quantity in all doses. Expiration Date is the date the vaccines expire.



Finance and Operations

Search for a page

1001

Transactions Intercompany on-hand Quantity adjustment Released product details Dimensions **View** Batch tracking Inspect Related information Options

View

Counting history

Consolidated on-hand

Enter filter criteria to find records

Filters

- Search name begins with
- Lot number begins with
- Provider location begins with
- Provider group begins with
- Expiration date between

On-hand

Inventory quantities

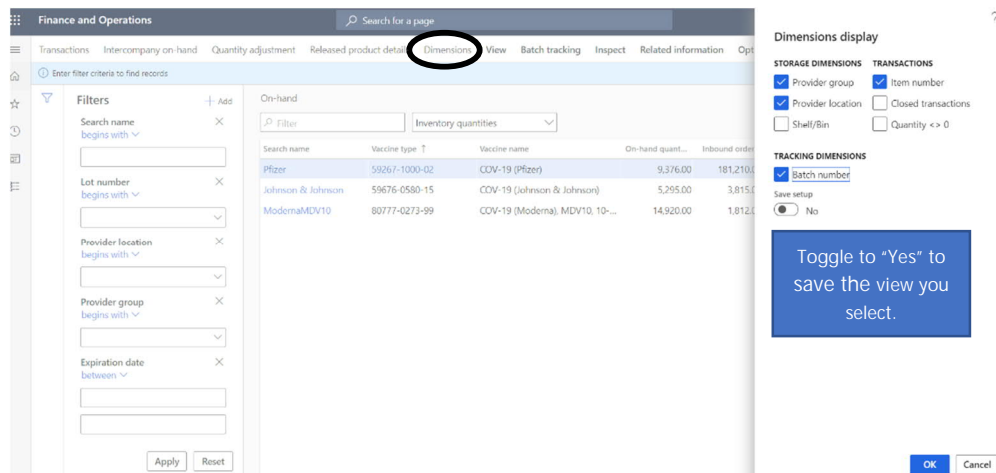
Search name	Vaccine type	Vaccine name	On-hand quant...	Inbound orders	On order	Total available	Expiration date
Pfizer	39247-1000-02	COVID-19 (Pfizer)	1,592.00	1,111.00		2,703.00	
Johnson & Johnson	59616-0580-15	COVID-19 (Johnson & Johnson)	95.00	2,222.00		2,317.00	
Moderna	80777-0273-99	COVID-19 (Moderna)	2,000.00			2,000.00	

Apply Reset

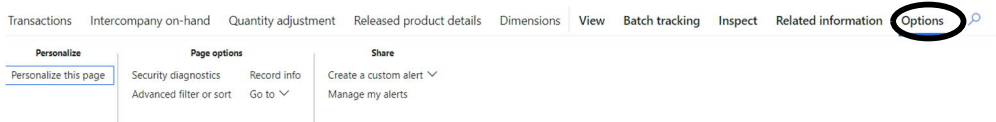
View Inventory (continued)

3 Select 'Dimension' to customize viewable options
For example, select "Provider Location", "Batch number", "Provider Group", and "Item number" checkboxes and click "OK" button to view inventory for a specific location with lot numbers.

NOTE: It is important to select "Provider Location" to see results at the location level if there are multiple locations in your organization.



4 Select "options" on the top
Once your dimensions are selected, you can further customize your inventory view. Select "options" in the top bar, and then select "personalize this page".

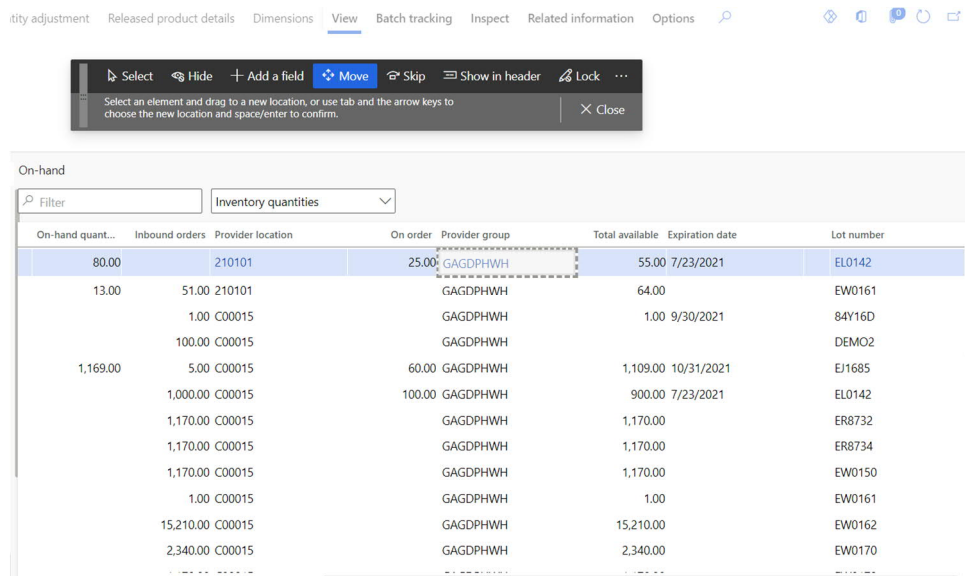


View Inventory (continued)

5 Select “move”

Drag columns to the front of your inventory view page by selecting “move”. Use the bottom bar to scroll across columns, and select the first cell under the column header you want to move. It will appear outlined with a dotted line. Drag the cell to where you want to see it. Once you see the red line appear, that indicates where you will drop the column. Let go and select the “enter” key.

NOTE: You can also select “lock” from the options on the top to keep this view for later.



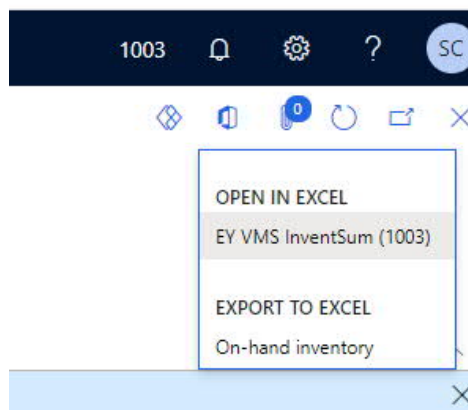
On-hand

Filter: Inventory quantities

On-hand quant...	Inbound orders	Provider location	On order	Provider group	Total available	Expiration date	Lot number
80.00		210101	25.00	GAGDPHWH	55.00	7/23/2021	EL0142
13.00	51.00	210101		GAGDPHWH	64.00		EW0161
	1.00	C00015		GAGDPHWH	1.00	9/30/2021	84Y16D
	100.00	C00015		GAGDPHWH			DEMO2
1,169.00	5.00	C00015	60.00	GAGDPHWH	1,109.00	10/31/2021	EJ1685
	1,000.00	C00015	100.00	GAGDPHWH	900.00	7/23/2021	EL0142
	1,170.00	C00015		GAGDPHWH	1,170.00		ER8732
	1,170.00	C00015		GAGDPHWH	1,170.00		ER8734
	1,170.00	C00015		GAGDPHWH	1,170.00		EW0150
	1.00	C00015		GAGDPHWH	1.00		EW0161
	15,210.00	C00015		GAGDPHWH	15,210.00		EW0162
	2,340.00	C00015		GAGDPHWH	2,340.00		EW0170

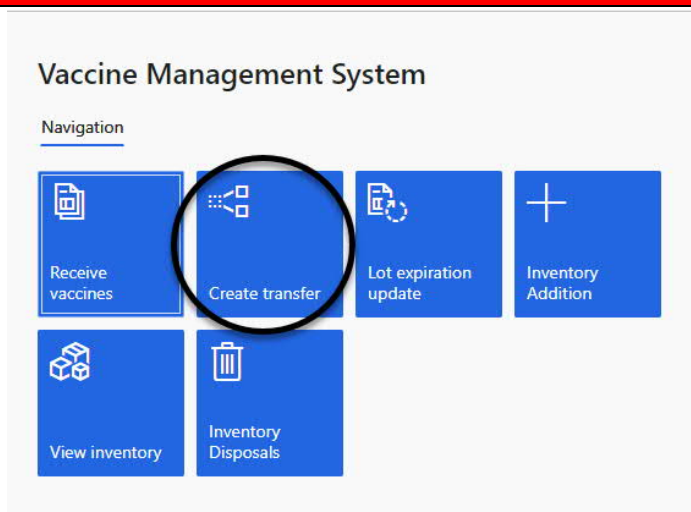
6 Export to excel

To export the Inventory data selected in this screen to Excel, use the “Open in Microsoft Office” button at top, right side of page. Click the “Open in Microsoft Office” icon, Under “Export to Excel”, select “On-hand inventory”. Then, select “Download” for a copy on your desktop.



Provider Transfers

1 Click the “Create transfer” Tile



2 Transfer inventory to a location inside or outside your organization. Date defaults to current date, override to earlier date if desired

To set From Provider Location and To Provider Location, begin typing Location PIN, system will filter the list. Enter complete PIN or scroll and select desired PIN.

Create provider transfer

Transfer order number: 1000457 Date: 8/24/2021

FROM PROVIDER

Location: 220 Address:

Provider location ↑ ▾	Name	Provider group
220101	BANKS COUNTY HEALTH DEPAR...	DPHHC
220102	DAWSON COUNTY HEALTH DEP...	DPHHC
220103	FORSYTH COUNTY HEALTH DEP...	DPHHC
220104	HABERSHAM HEALTH DEPARTM...	DPHHC
220105	HALL COUNTY HEALTH DEPART...	DPHHC
220106	HART COUNTY HEALTH DEPART...	DPHHC
220107	LUMPKIN COUNTY HEALTH DEP...	DPHHC

TO PROVIDER

Location: 500 Address:

Provider location ↑ ▾	Name	Provider group
500011	LOTUS FAMILY WELLNESS CLINI...	GALFWC
500015	CONYERS PEDIATRICS	CONPED
500021	OFFICE OF DR. WILLARD SNYDER	GASJWMD
500022	DEKALB PEDIATRIC CENTER	GADPC
500030	FLOYD PRIMARY CARE PEDIATRI...	FLOYDMD
500031	PEDIATRIC & NEONATAL CLINIC	GAPNCPC
500038	COOPER PEDIATRICS	GACOOOPER

Provider Transfers (continued)

3 Update the transfer quantity

Once the From Provider Location is selected, Lot numbers and quantities available for transfer will be populated in the Transfer line grid. Select the line for the Vaccine and Lot to be transferred and enter Transfer quantity. Current process is to transfer one item and Lot number at a time.

Create provider transfer

Transfer order number: 1000457 Date: 8/24/2021

FROM PROVIDER

Location: 220102 Address: 54 HIGHWAY 53 EAST, DAWSONVILLE, GA 30534-0000, USA

TO PROVIDER

Location: 500038 Address: 3645 HOWELL FERRY RD., DULUTH, GA 30096, USA

<input checked="" type="checkbox"/>	Vaccine name	Available qu...	Transfer quantity	Lot number	Vaccine type ↑
<input checked="" type="checkbox"/>	COV-19 (Pfizer)	1,170.00	55	EW0175	59267-1000-02
<input type="checkbox"/>	COV-19 (Pfizer)	36.00	0	EW0161	59267-1000-02
<input type="checkbox"/>	COV-19 (Pfizer)	120.00	0	ER2613	59267-1000-02
<input type="checkbox"/>	COV-19 (Johnson & Johnson)	104.00	0	1808980	59676-0580-15
<input type="checkbox"/>	COV-19 (Johnson & Johnson)	18.00	0	1805031	59676-0580-15
<input type="checkbox"/>	COV-19 (Moderna), MDV10, 10-...	44.00	0	037B21A	80777-0273-99
<input type="checkbox"/>	COV-19 (Moderna), MDV10, 10-...	100.00	0	014C21A	80777-0273-99
<input type="checkbox"/>	COV-19 (Moderna), MDV10, 10-...	58.00	0	038A21A	80777-0273-99

Post transfer Cancel

4 Post transfer.

Click the Post transfer button at bottom right corner of page. Inventory is decreased and VMS prepares a vaccine transfer order that can be received at the receiving location.

Note: Please check the address in the box is correct before clicking post transfer.

Create provider transfer

Transfer order number: 1000457 Date: 8/24/2021

FROM PROVIDER

Location: 220102 Address: 54 HIGHWAY 53 EAST, DAWSONVILLE, GA 30534-0000, USA

TO PROVIDER

Location: 500038 Address: 3645 HOWELL FERRY RD., DULUTH, GA 30096, USA

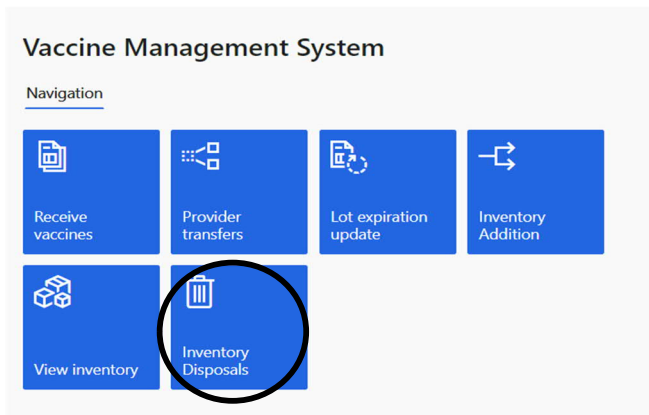
<input checked="" type="checkbox"/>	Vaccine name	Available qu...	Transfer quantity	Lot number	Vaccine type ↑
<input checked="" type="checkbox"/>	COV-19 (Pfizer)	1,170.00	55	EW0175	59267-1000-02
<input type="checkbox"/>	COV-19 (Pfizer)	36.00	0	EW0161	59267-1000-02
<input type="checkbox"/>	COV-19 (Pfizer)	120.00	0	ER2613	59267-1000-02
<input type="checkbox"/>	COV-19 (Johnson & Johnson)	104.00	0	1808980	59676-0580-15
<input type="checkbox"/>	COV-19 (Johnson & Johnson)	18.00	0	1805031	59676-0580-15
<input type="checkbox"/>	COV-19 (Moderna), MDV10, 10-...	44.00	0	037B21A	80777-0273-99
<input type="checkbox"/>	COV-19 (Moderna), MDV10, 10-...	100.00	0	014C21A	80777-0273-99
<input type="checkbox"/>	COV-19 (Moderna), MDV10, 10-...	58.00	0	038A21A	80777-0273-99

Post transfer Cancel

Inventory Disposals

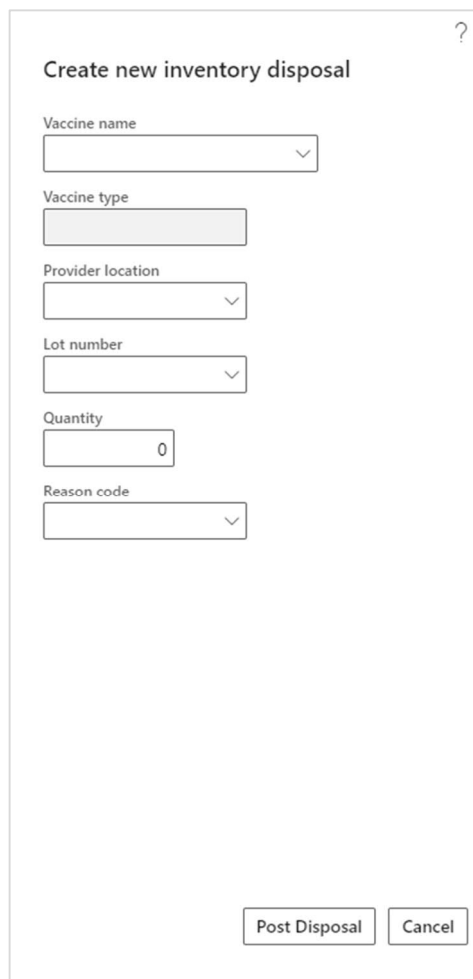
1 Click "Inventory Disposals"

If vaccines are un-used, defective, or broken, vaccines should be logged as wastage to accurately reflect inventory counts.



2 Create a new inventory disposal

Select the inventory to dispose from the drop-down menu under "Vaccine Name".



The screenshot shows a form titled 'Create new inventory disposal' with a question mark icon in the top right corner. The form contains the following fields:

- Vaccine name:** A drop-down menu.
- Vaccine type:** A text input field.
- Provider location:** A drop-down menu.
- Lot number:** A drop-down menu.
- Quantity:** A text input field with the value '0'.
- Reason code:** A drop-down menu.

At the bottom right of the form, there are two buttons: 'Post Disposal' and 'Cancel'.

3 Fill out provider location, Lot Number, Quantity, and Reason Code

4 Select "Post Disposal" to finalize

The Action Center will show the posted vaccines for disposal and users should expect immediate updates to their inventory.

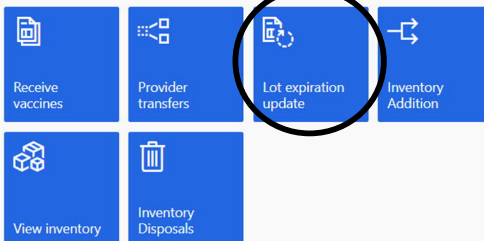
Lot Expiration Update

1 Click the “Lot Expiration Update” tile

This tile will be used to update the lot expiration date if you did not update the date when you received the vaccine order.

Vaccine Management System

Navigation



2 Select the Vaccine Type and Lot Number

Select from the drop down of vaccines. This will populate the Vaccine name. Then, select the lot number you need to change.

Lot expiration update

Vaccine type

Vaccine name

Lot number

Expiration date

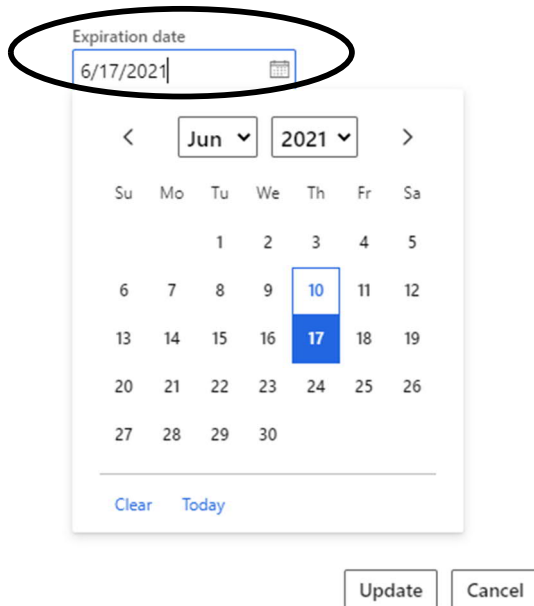
Update

Cancel

Lot Expiration Update (continued)

3 Change the expiration date and click “update”

A calendar view will appear. You can select the correct expiration date and click “update” to finalize. Example: June 17, 2021



Expiration date

6/17/2021

< Jun 2021 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Clear Today

Update Cancel

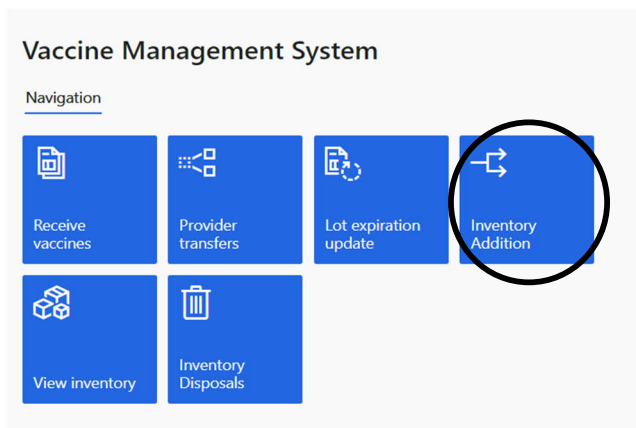
Inventory Addition

1 Click the “Inventory Addition” Tile

This tile is used to increase inventory quantity.

For example, if you accidentally enter 1,000 doses instead of 10 when posting a disposal, you can use inventory addition to increase inventory by 990 to make sure your inventory is correct.

Inventory decrements should be recorded through “Inventory Disposals”



2 Select the vaccine name and the type will populate

Create new inventory correction ?

Vaccine name
Moderna

Vaccine type
80777-0273-99

Provider location
▼

Lot number
▼

Quantity
0

Reason code
▼

Post correction Cancel

Inventory Addition (continued)

3 Choose the provider location, lot number, quantity, and select a reason code.

Create new inventory correction ?

Vaccine name
Moderna

Vaccine type
80777-0273-99

Provider location
231101

Lot number
22JM84

Quantity
20

Reason code
waste

4 Post

Post correction

Cancel

VMS Reporting

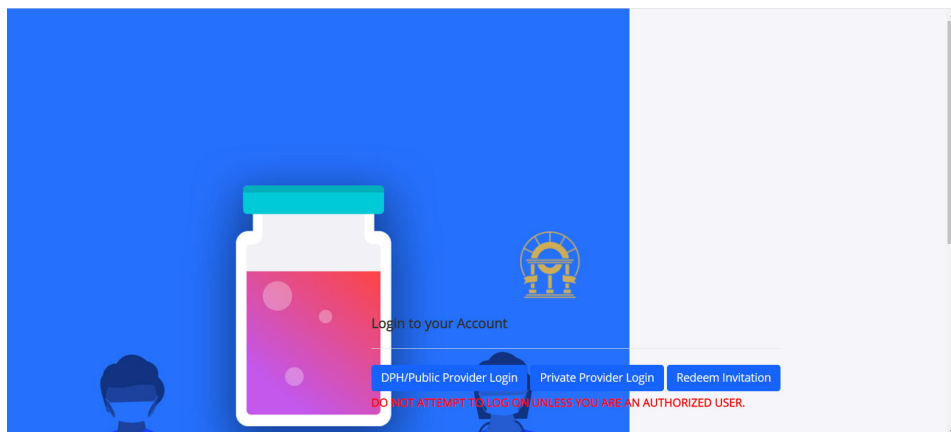
Access Reports

Reports are made available to Vaccine Management System (VMS) users, powered by Microsoft Power BI. Power BI is a powerful tool for visualizing data and gathering and sharing insights across your organization.

The reports available in VMS can be filtered, sorted, and exported to different formats for sharing and analysis.

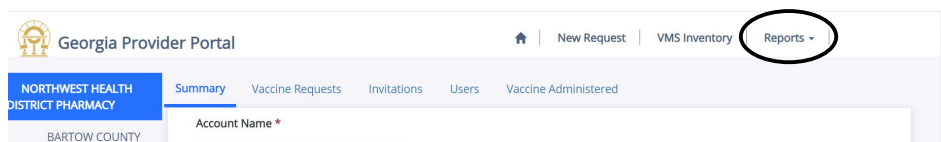
1 Access VMS

Access VMS through your normal login process.



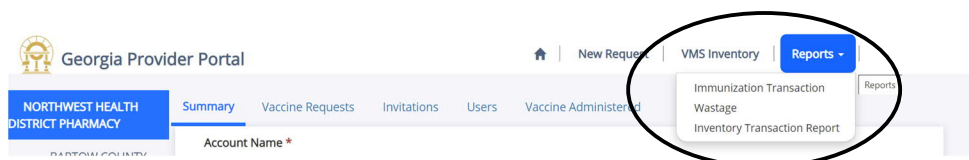
2 Access the 'Reports' Feature

Access the 'Reports' button at the top of your home organization page, next to your name



3 Choose which Report you want to access

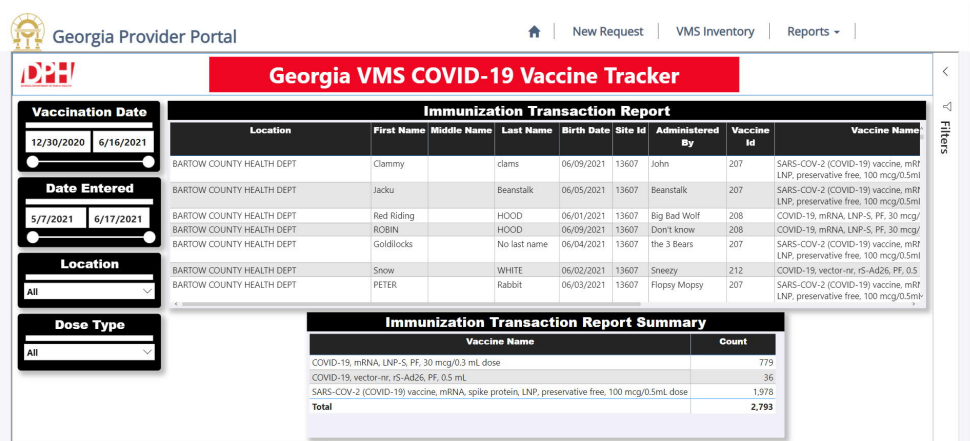
Click between Immunization Transaction, Wastage, and Inventory Transaction.



Access Reports

4 Allow Report to load
The Report you click on will load in the VMS window. You can sort and filter the Report directly in the window.

NOTE: For more information on Reporting and how to use the accessible reports, access the Reporting User guide on the COVID-19 Provider Portal.



Location	First Name	Middle Name	Last Name	Birth Date	Site Id	Administered By	Vaccine Id	Vaccine Name
BARTOW COUNTY HEALTH DEPT	Clammy		clams	06/09/2021	13607	John	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Jacku		Beanstalk	06/05/2021	13607	Beanstalk	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Red Riding		HOOD	06/01/2021	13607	Big Bad Wolf	208	COVID-19 mRNA, LNP-S, PF, 30 mcg/0.3 mL
BARTOW COUNTY HEALTH DEPT	ROBIN		HOOD	06/09/2021	13607	Don't know	208	COVID-19 mRNA, LNP-S, PF, 30 mcg/0.3 mL
BARTOW COUNTY HEALTH DEPT	Goldlocks		No last name	06/04/2021	13607	the 3 Bears	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL
BARTOW COUNTY HEALTH DEPT	Snow		WHITE	06/02/2021	13607	Sneezy	212	COVID-19 vector-nr, rS-Ad26, PF, 0.5 mL
BARTOW COUNTY HEALTH DEPT	PETER		Rabbit	06/03/2021	13607	Floppy Mopsy	207	SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, preservative free, 100 mcg/0.5mL

Vaccine Name	Count
COVID-19 mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	779
COVID-19 vector-nr, rS-Ad26, PF, 0.5 mL	36
SARS-COV-2 (COVID-19) vaccine, mRNA, spike protein, LNP, preservative free, 100 mcg/0.5mL dose	1,978
Total	2,793

Helpful Reminders

VMS Summary

Vaccine Management System (VMS) is a secure solution for COVID vaccine management for the State of Georgia in one central platform. VMS provides a flexible approach for managing, delivering, and administering vaccines. It allows GA to streamline providers' process for the entire COVID vaccine lifecycle. VMS provides an efficient and effective method to replace the current COVID vaccine process.

VMS Support

Questions on the system and its functionality or issues should be directed to the Provider Support Call Center at:

Phone - 888-920-0165

Email - DPH-COVID19vaccine@dph.ga.gov

VMS Reporting

For more information on VMS Reporting, access the VMS Provider User Guide - Reporting Guide through the COVID-19 Provider Portal.