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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.

Explain the 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

In future VMS releases, providers will have access to more information on their vaccines and data.

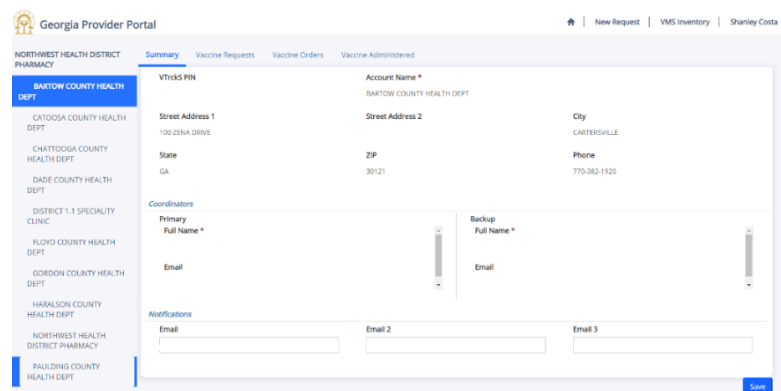
Why VMS?

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. For those that have not received information, communications will circulate on when VMS will be available.

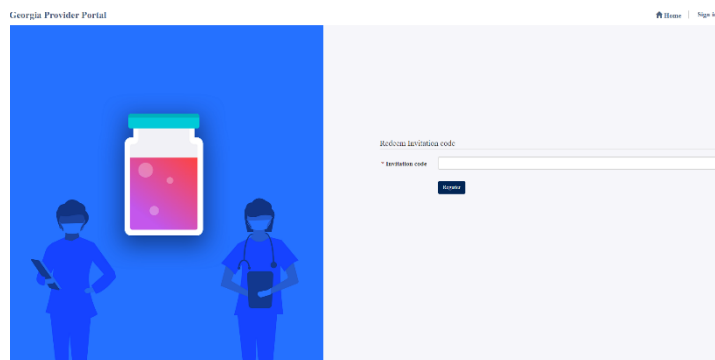


The screenshot shows the 'Georgia Provider Portal' interface. The top navigation bar includes 'New Request', 'VMS Inventory', and 'Shirley Costa'. The main content area is titled 'Vaccine Management System' and contains a form for 'BARTOW COUNTY HEALTH DEPT'. The form is divided into several sections: 'VTRHS PIN', 'Account Name', 'Street Address 1', 'Street Address 2', 'City', 'State', 'ZIP', 'Phone', 'Coordinates', 'Primary Full Name', 'Backup Full Name', 'Email', and 'Notifications'. The 'Notifications' section has three email input fields labeled 'Email', 'Email 2', and 'Email 3'. A 'Save' button is located at the bottom right of the form.

Access the VMS

1 Receive the Email Invitation

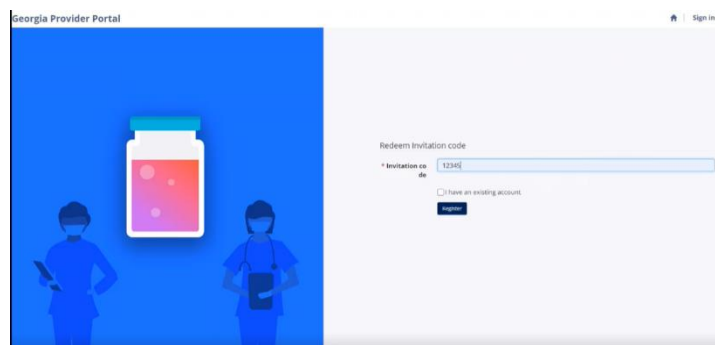
The Department of Public Health (DPH) sends email invitations to VMS users. Each invitation includes a direct link to the Georgia Provider Portal and an invitation code. The invitation code links a Microsoft account to a primary vaccine coordinator record inside VMS. The invitation code creates a credential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

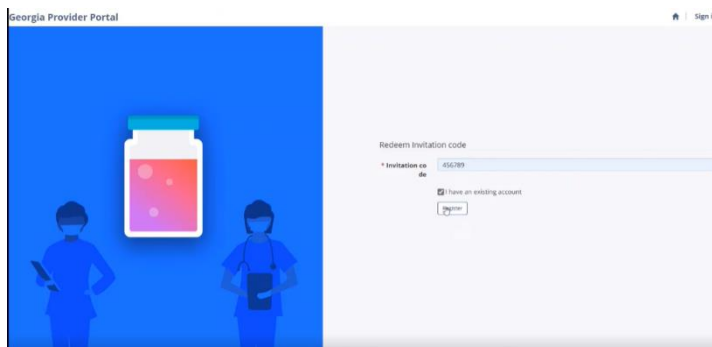
NOTE: The invitation code will not pre-populate unless the direct link in the email is used to get to the Georgia Provider Portal.



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.

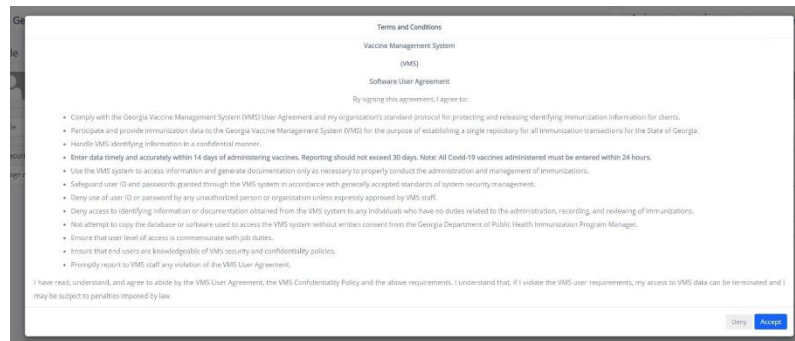


Access the VMS (continued)

4 Accept VMS Terms and Conditions

Review and accept VMS privacy policy.

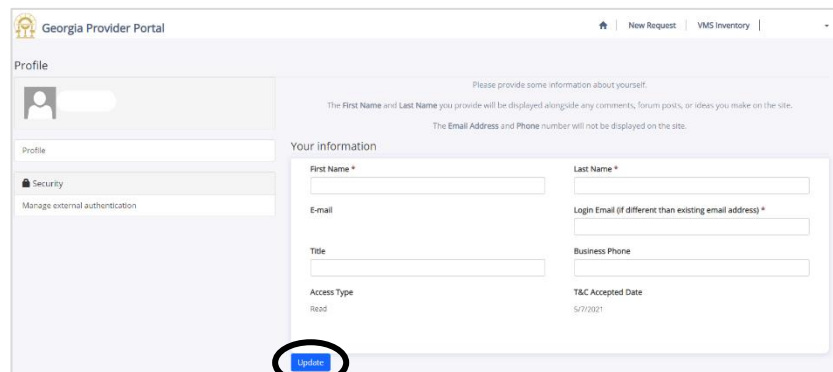
NOTE: If the user reviews and denies receipt of the Terms and Conditions, the user will return to the login page. Users cannot enter VMS without accepting the terms and conditions of VMS use.



5 Navigated to Provider Portal Profile Page

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.



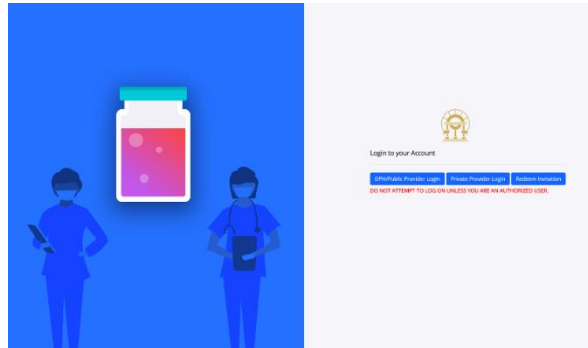
6 Select Update to Enter VMS

Provider Portal

Updating Provider Contact Information

1 Access VMS using Microsoft credentials

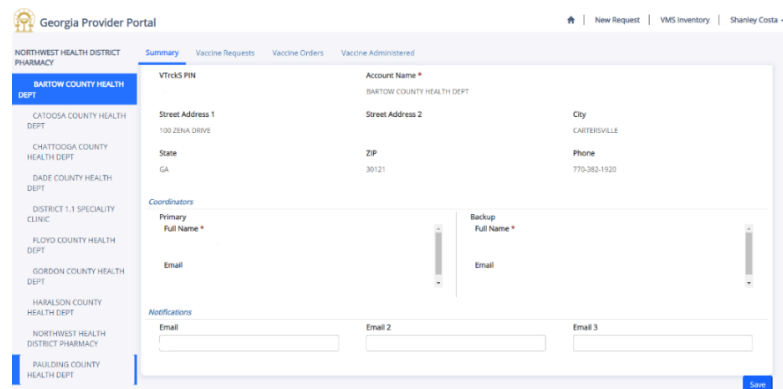
Access VMS using the personal/business Microsoft account from the initial login.



2 Select the Location

3 Locate Location/Summary Page

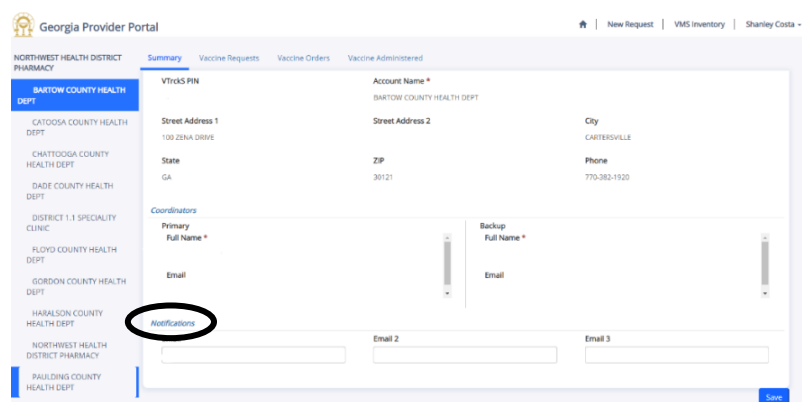
On this page there are the primary and back-up coordinator's names and contacts. This information is not editable. You can click the email address to send an email.



4 Locate the "Notifications" section

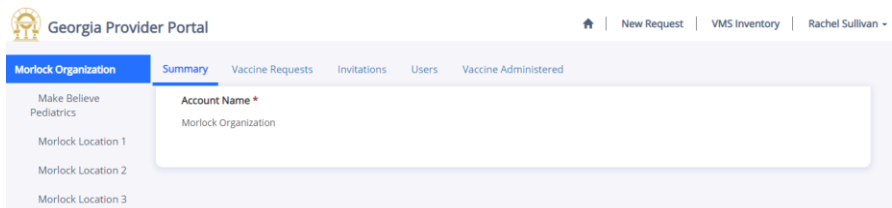
Users can input 3 additional email addresses for individuals who need notifications for the respective location.

5 Click "Save" to update

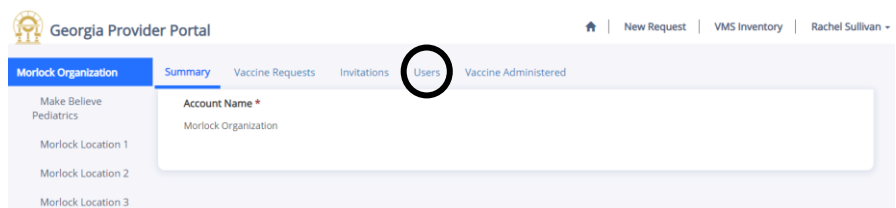


View & Manage VMS Users

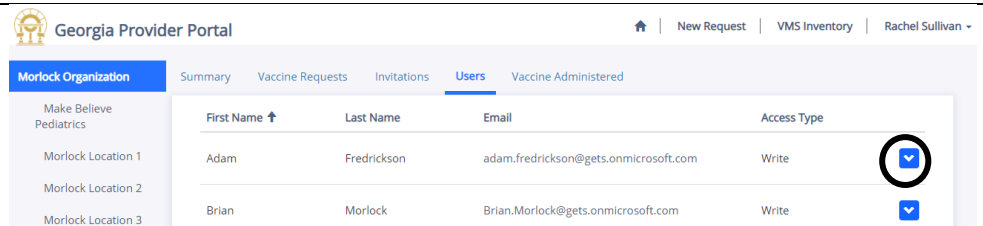
1 Select the District on the top left sidebar



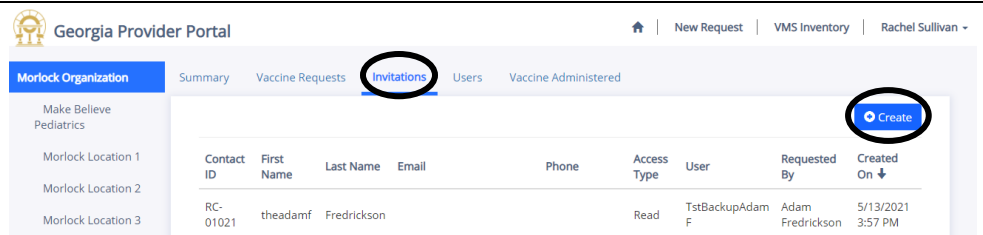
2 Select "Users" at the top
All users and type of access for the user will be displayed. Users are contacts who are associated with your organization. They have not necessarily been invited to the portal. These contacts are included in the "Invitations" Tab.



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



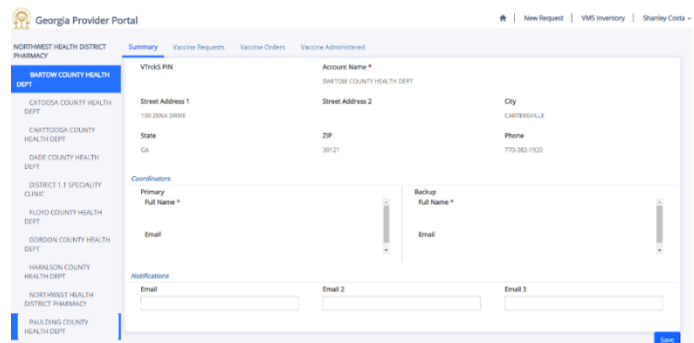
4 Select "Invitations" Tab
Users are contacts who are associated with your organization. You can click "Create+" to invite users in your district to the portal.



Requesting COVID Vaccines

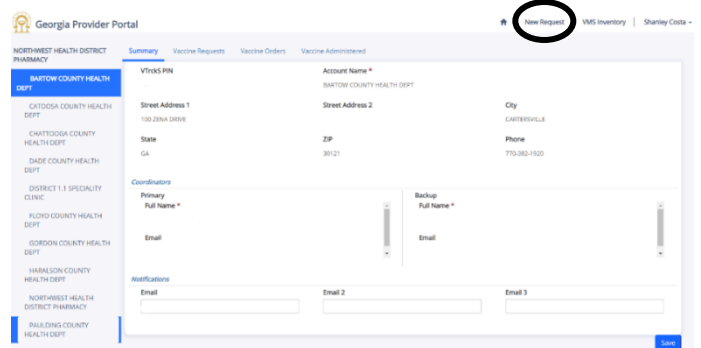
1 Select a district and/or location

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



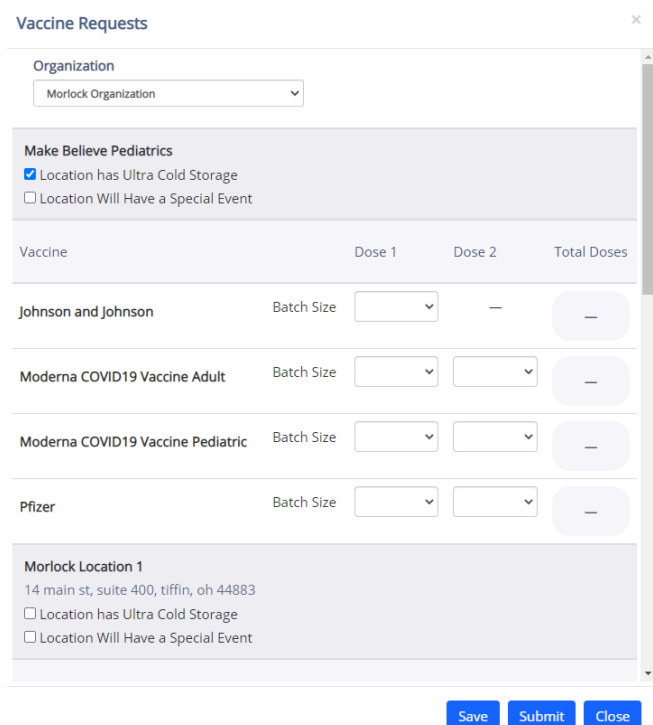
2 Select "New Request"

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 on the location record, the dosage amounts will not be available for selection.



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

Morlock Location 1
 14 main st, suite 400, tiffin, oh 44883
☐ Location has Ultra Cold Storage
☐ Location Will Have a Special Event

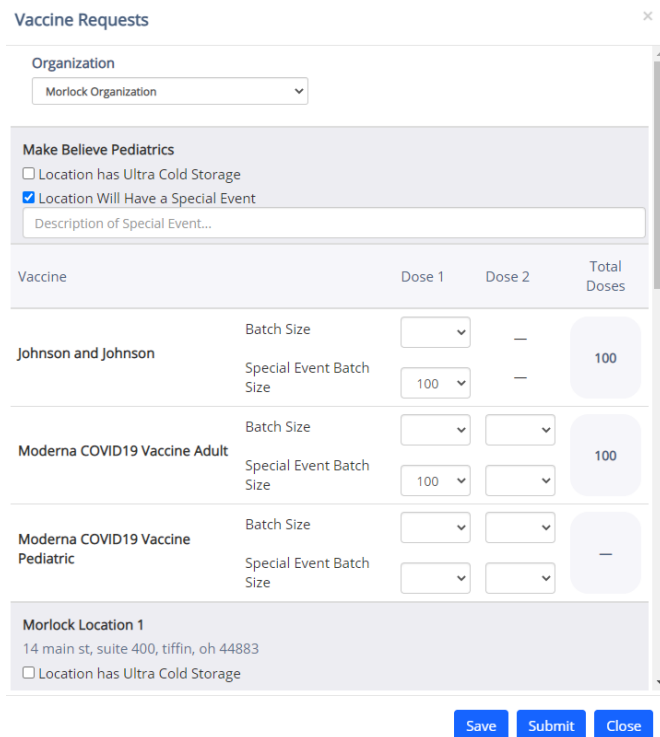
Save Submit Close

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 Braves 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

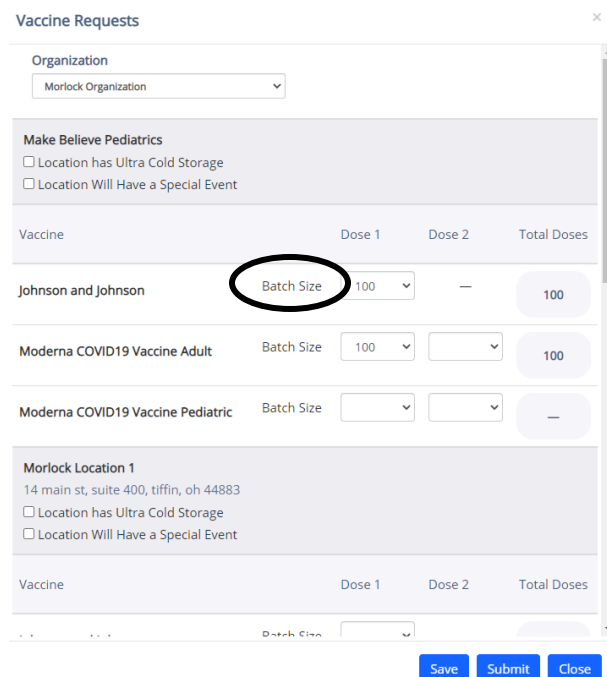
☐ Location has Ultra Cold Storage

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

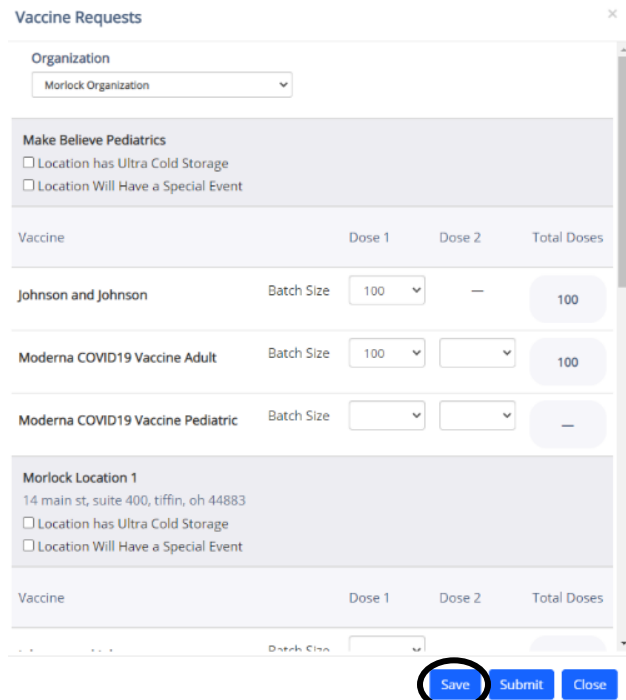
Save Submit Close

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.

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



The screenshot shows the 'Vaccine Requests' form. At the bottom right, there are three buttons: 'Save', 'Submit', and 'Close'. The 'Save' button is circled in red.

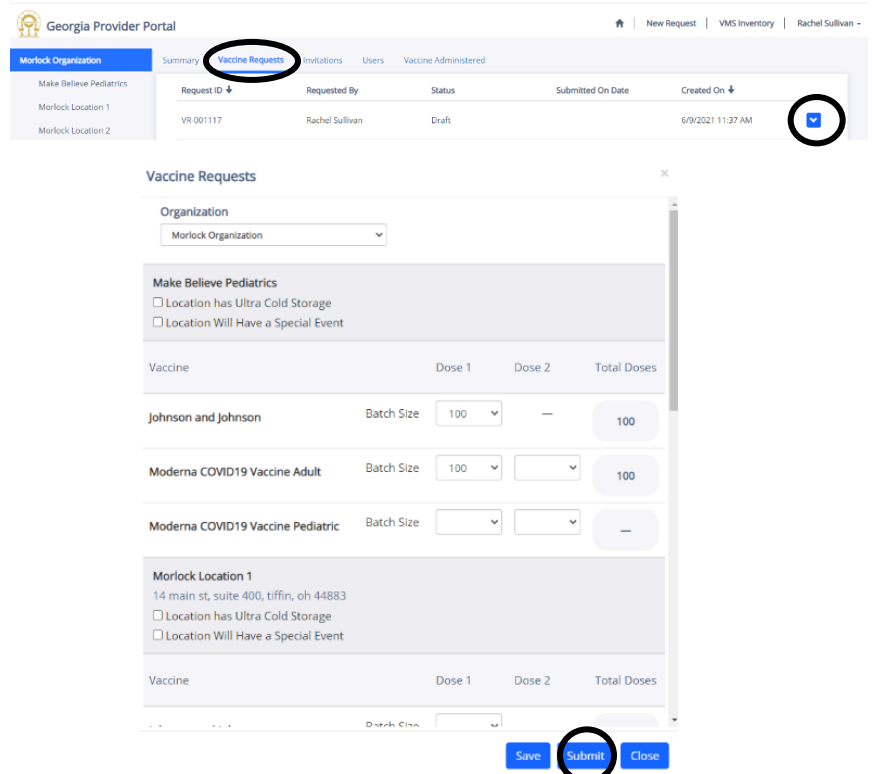
7 Submit the request

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".

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 Order** page in VMS.



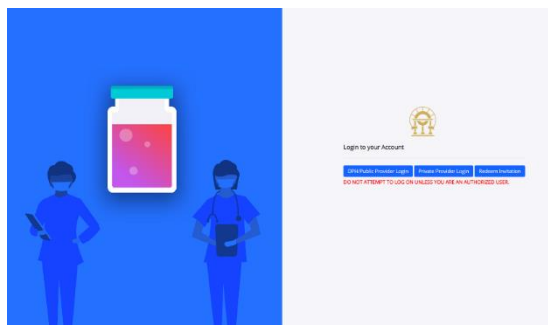
The screenshot shows the 'Georgia Provider Portal' interface. In the top navigation bar, the 'Vaccine Requests' link is circled in red. Below the navigation bar, there is a table with columns: Request ID, Requested By, Status, Submitted On Date, and Created On. The first row shows a request with ID 'VR-001117', requested by 'Rachel Sullivan', with a status of 'Draft', submitted on '6/9/2021 11:37 AM', and created on '6/9/2021 11:37 AM'. A dropdown arrow next to the 'Request ID' is circled in red. Below the table, there is a 'Vaccine Requests' form. At the bottom right of the form, there are three buttons: 'Save', 'Submit', and 'Close'. The 'Submit' button is circled in red.

Viewing Vaccine Orders

1 Access VMS using

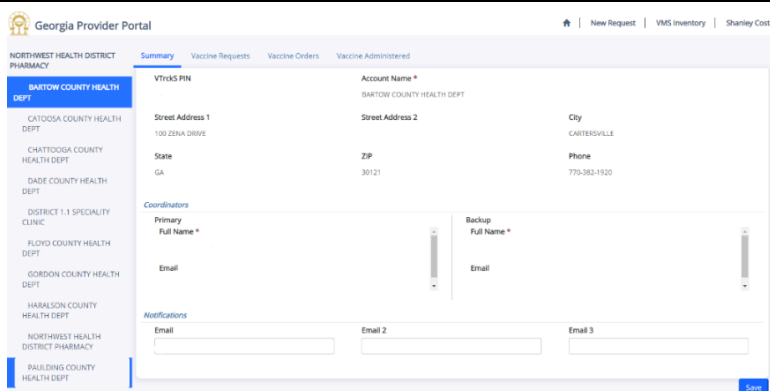
Microsoft credentials

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



2 Select the specific

location on the left



Georgia Provider Portal

Summary Vaccine Requests Vaccine Orders Vaccine Administered

Account Name *
BARTOW COUNTY HEALTH DEPT

Street Address 1
100 ZENA DRIVE

Street Address 2
CARTERSVILLE

City
CARTERSVILLE

State
GA

ZIP
30121

Phone
770-382-1520

Coordinators

Primary Full Name *

Backup Full Name *

Email

Email

Notifications

Email

Email 2

Email 3

Save

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 type, quantity, and created on date.

Note: This information gets pulled from the Inbound Shipment file application. To view the details, users can access VMS Inventory.



Georgia Provider Portal

Summary Vaccine Requests **Vaccine Orders** Vaccine Administered

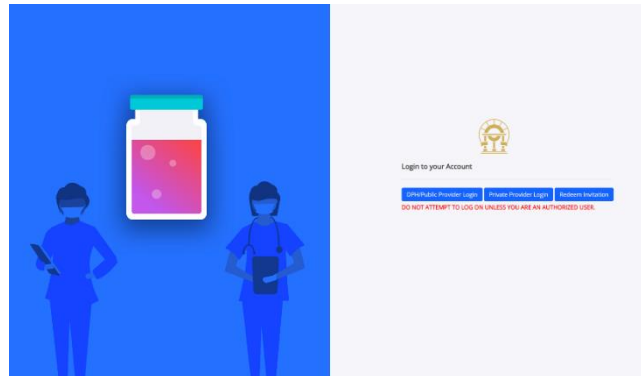
Order Number	Vaccine	Quantity	Created On
1020-CV0000000070	Moderna COVID19 Vaccine	300	5/6/2021 2:54 PM

View Administered Vaccine Doses

1 Access VMS using

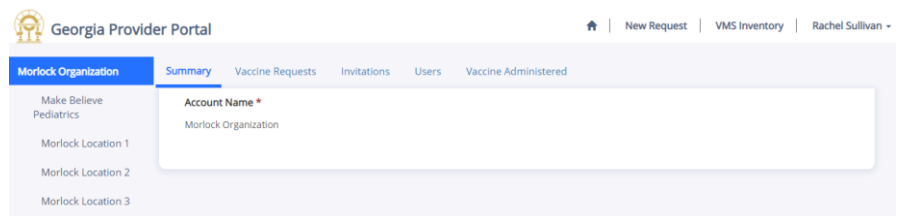
Microsoft credentials

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



2 Select the

Organization/District

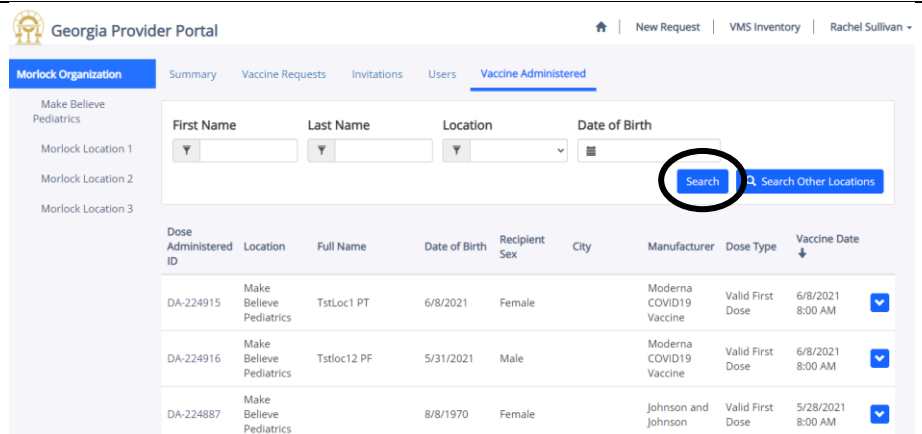


3 Select the “Vaccine

Administered” tab.

You will be able to see information such as dose administered ID, first and last names, vaccine manufacturer, dose type, vaccine date, and created on date.

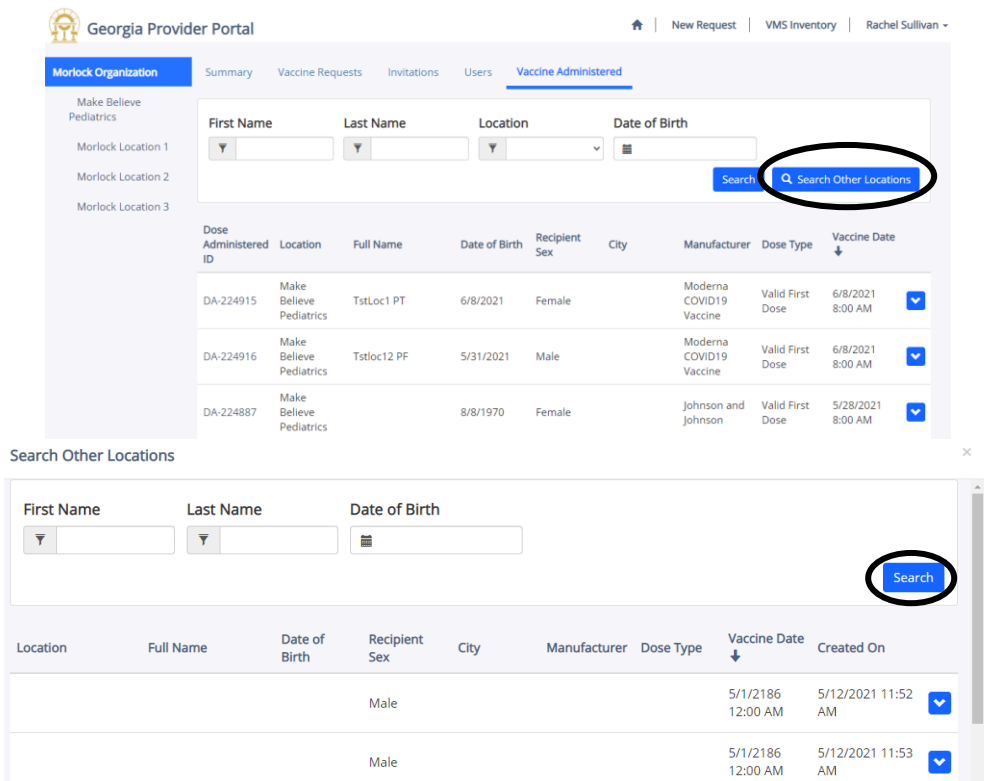
To search across your organization, fill out the fields labeled first name, last name, location, and date of birth.



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.



Georgia Provider Portal

Home | New Request | VMS Inventory | Rachel Sullivan

Morlock Organization Summary Vaccine Requests Invitations Users **Vaccine Administered**

Make Believe Pediatrics

Morlock Location 1

Morlock Location 2

Morlock Location 3

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
DA-224915	Make Believe Pediatrics	TstLoc1 PT	6/8/2021	Female		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224916	Make Believe Pediatrics	Tstloc12 PF	5/31/2021	Male		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224887	Make Believe Pediatrics		8/8/1970	Female		Johnson and Johnson	Valid First Dose	5/28/2021 8:00 AM

Search Other Locations

First Name Last Name Date of Birth

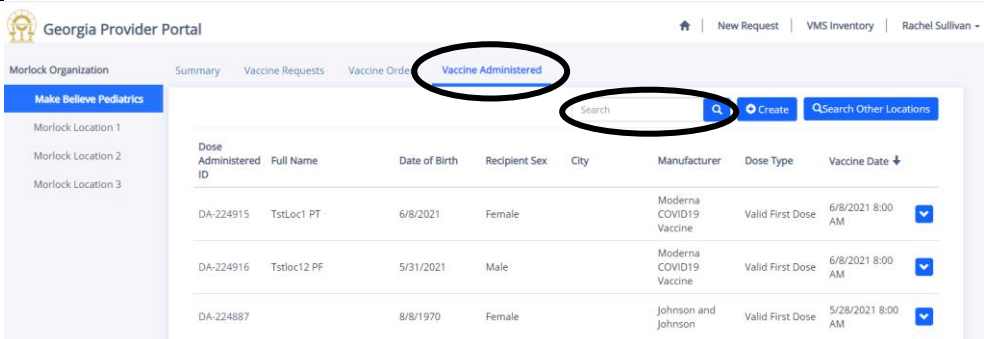
Search

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

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 in your location.



Georgia Provider Portal

Home | New Request | VMS Inventory | Rachel Sullivan

Morlock Organization Summary Vaccine Requests Vaccine Order **Vaccine Administered**

Make Believe Pediatrics

Morlock Location 1

Morlock Location 2

Morlock Location 3

Search Create Search Other Locations

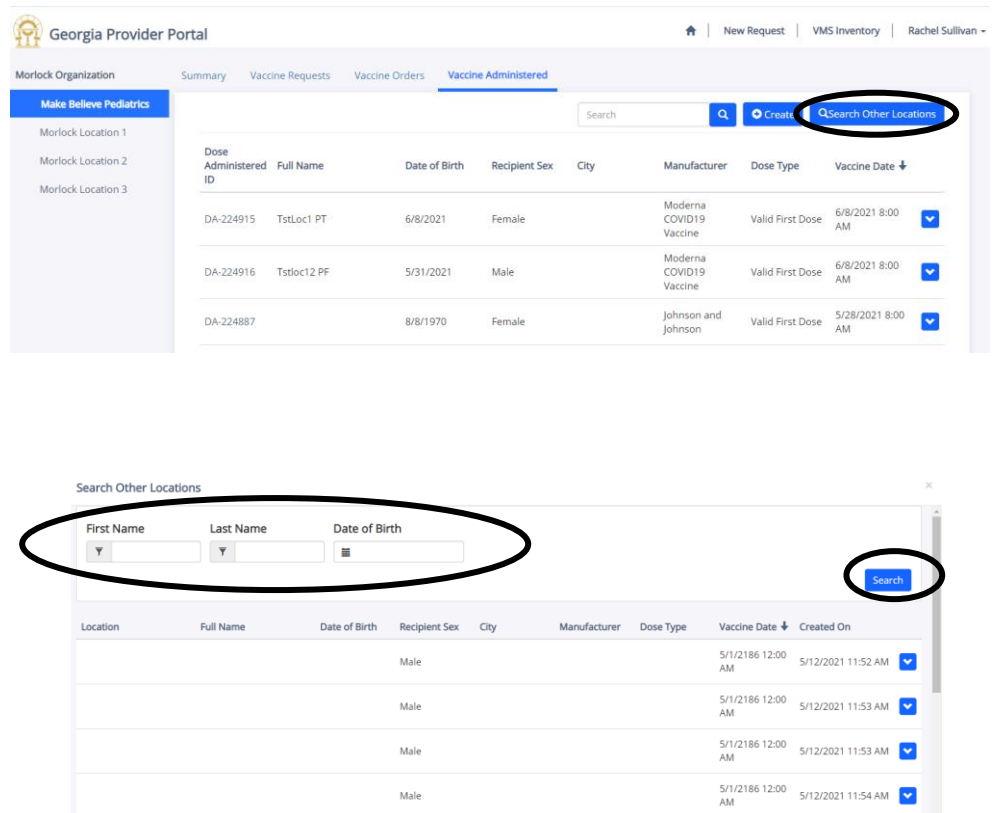
Dose Administered ID	Full Name	Date of Birth	Recipient Sex	City	Manufacturer	Dose Type	Vaccine Date
DA-224915	TstLoc1 PT	6/8/2021	Female		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224916	Tstloc12 PF	5/31/2021	Male		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224887		8/8/1970	Female		Johnson and Johnson	Valid First Dose	5/28/2021 8:00 AM

View Administered Vaccine Doses (continued)

6 Select "Search Other Location"

Location"

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



Georgia Provider Portal

New Request | VMS Inventory | Rachel Sullivan

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
DA-224915	TstLoc1 PT	6/8/2021	Female		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224916	TstLoc12 PF	5/31/2021	Male		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224887		8/8/1970	Female		Johnson and Johnson	Valid First Dose	5/28/2021 8:00 AM

Search Other Locations

First Name Last Name Date of Birth

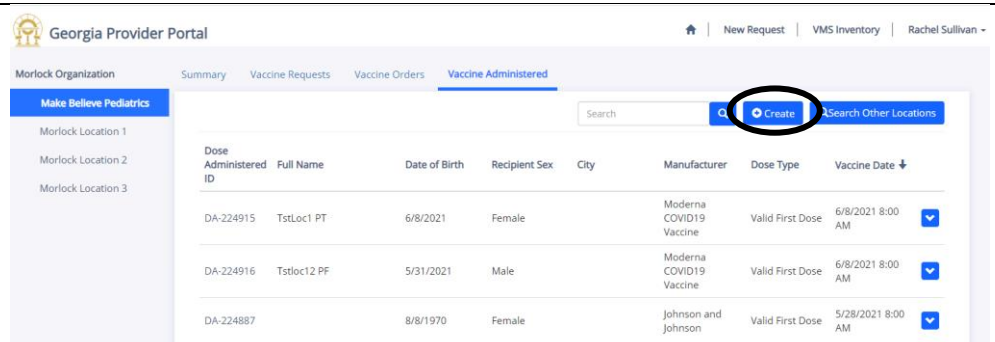
Y Y

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.



Georgia Provider Portal

New Request | VMS Inventory | Rachel Sullivan

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
DA-224915	TstLoc1 PT	6/8/2021	Female		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224916	TstLoc12 PF	5/31/2021	Male		Moderna COVID19 Vaccine	Valid First Dose	6/8/2021 8:00 AM
DA-224887		8/8/1970	Female		Johnson and Johnson	Valid First Dose	5/28/2021 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.

Create

Contact Details

First Name *

Middle Name

Last Name *

DOB *

Ethnicity *

Sex *

Race *

Email

Phone

Address

Enter a location

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

No

Administration Location Information

Administered at location

Administered at location: type

Responsible Organization

Administration Location Address

Enter a location

Location Street

Location City

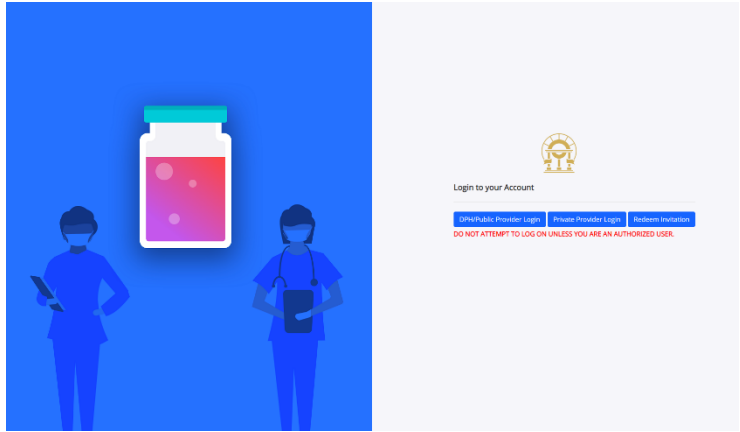
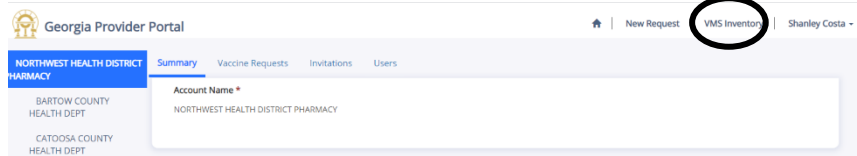
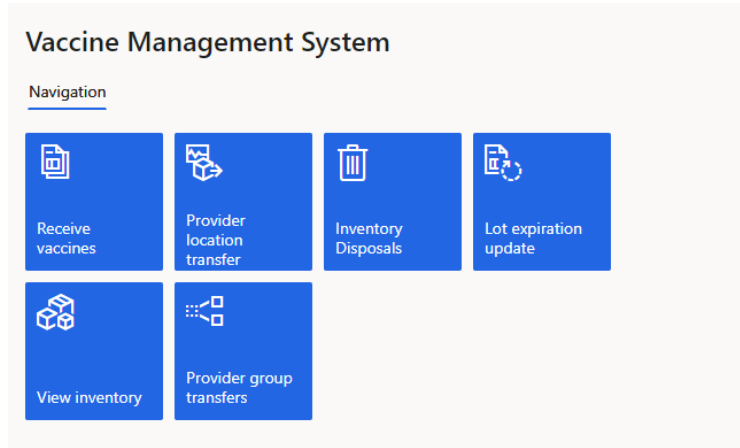
Location County

Location State

Location Zip

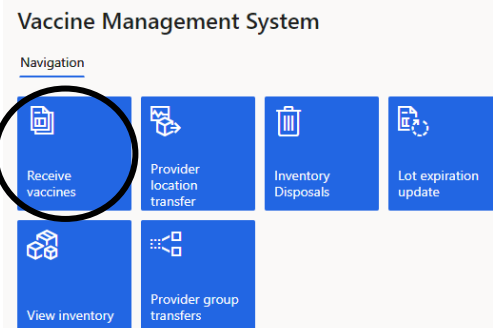
Submit

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 the 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"



2 Input the vaccine order

To input the purchase order, select the drop-down arrow in the **Vaccine Order field**. Then, select the vaccine order for the location where vaccines have been received.

Receive Vaccines

Vaccine order
1003-CV000000000

Vaccine type
59267-1000-02

Product name
COV-19 (Pfizer)

Vendor account
V000000001

Vendor name
Pfizer

Delivery date
6/10/2021

Available Batches

✓	Lot number	Quantity	Lot expiration date
	Pfiz100-5-13	1,111.00	

Receive

Cancel

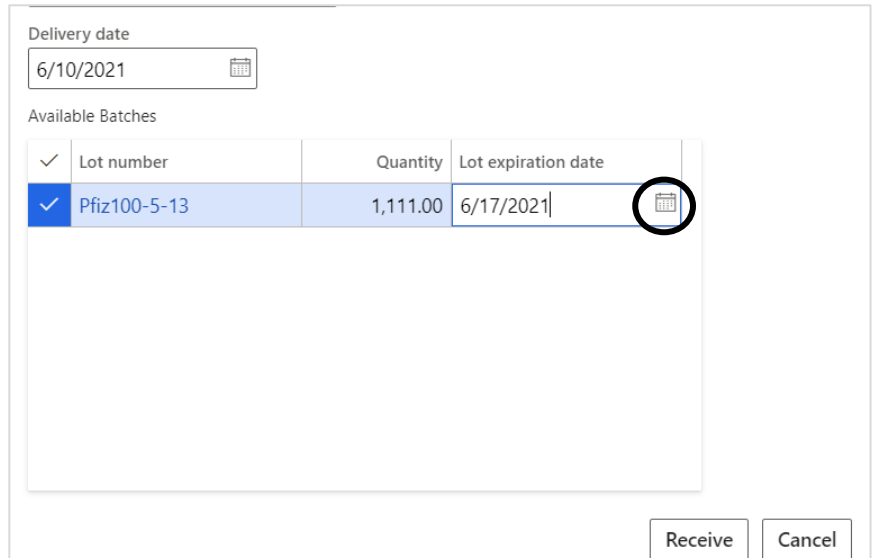
3 Once the Vaccine Order number is selected, the following will auto-populate:


- Item Number
- Vendor Account
- Delivery Date
- Batch Number – Please be sure to add a checkmark here.

Receive Vaccine Doses (continued)

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.



✓	Lot number	Quantity	Lot expiration date
✓	Pfiz100-5-13	1,111.00	6/17/2021 

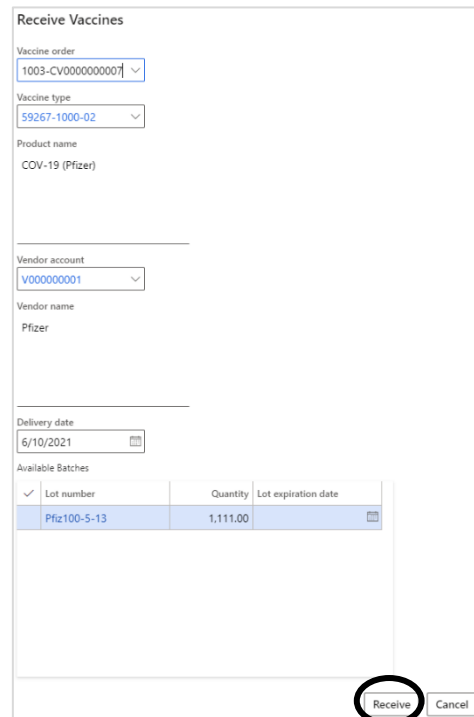
Receive Cancel

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

Vaccine order: 1003-CV0000000007


Vaccine type: 59267-1000-02

Product name: COV-19 (Pfizer)

Vendor account: V000000001

Vendor name: Pfizer

Delivery date: 6/10/2021

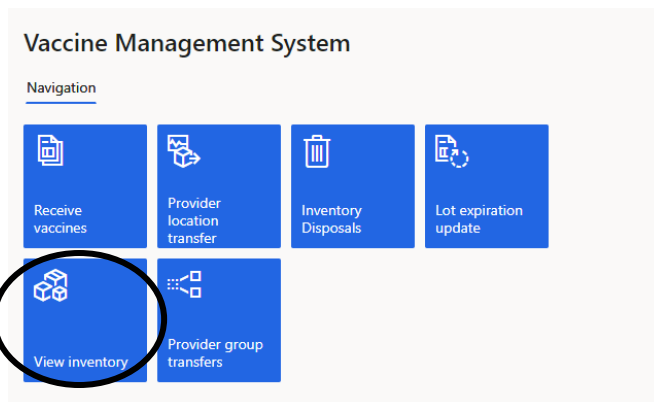
✓	Lot number	Quantity	Lot expiration date
✓	Pfiz100-5-13	1,111.00	

Receive Cancel

View Inventory

1 Click “View Inventory”

Title



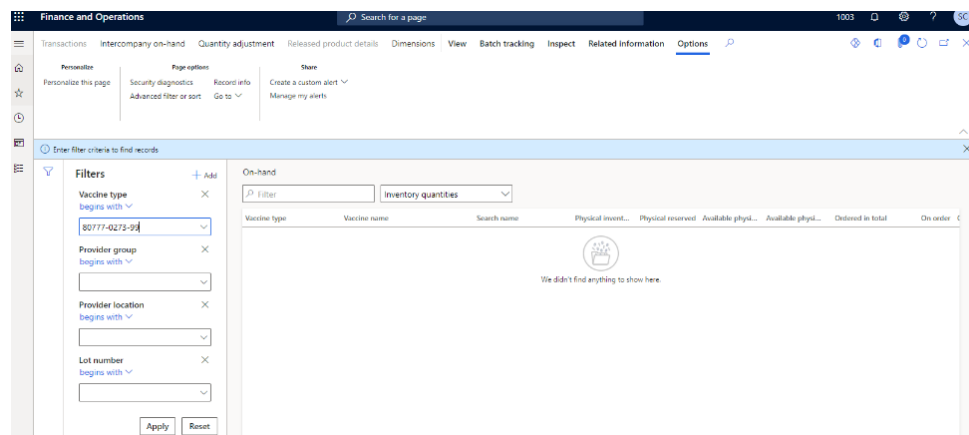
2 View the inventory on hand

On the left, there is the option to filter by Item Number, Site, Warehouse, and Batch number.

Select “Apply” when ready to filter and see all COVID inventory in your organization.

Columns to know:

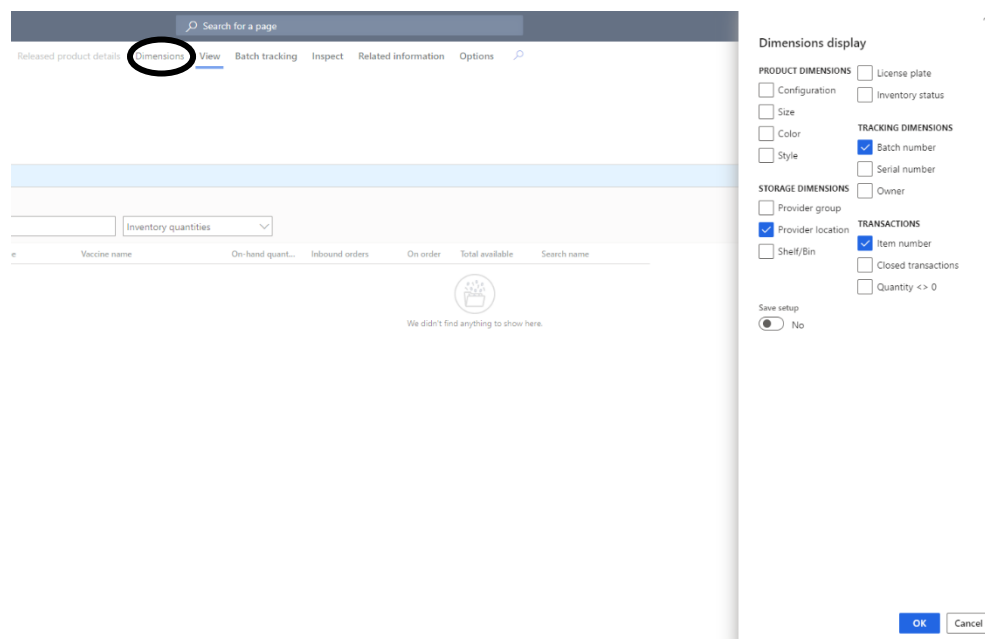
On-hand inventory is the doses quantity on-hand at all locations. **Inbound orders** is the total to be received for open orders. **On order** is open transfers or disposals that have not been completed. **Total available** is the available quantity in all doses.



View Inventory (continued)

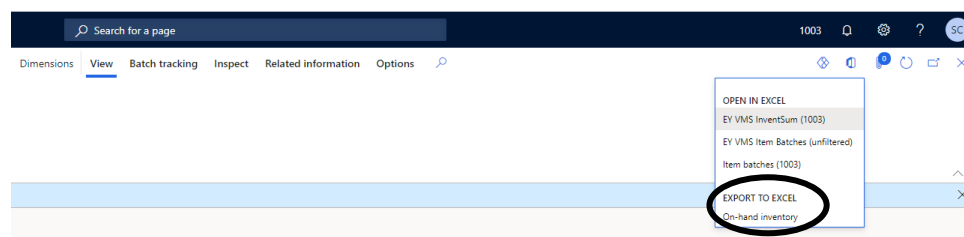
3 Select 'Dimension' to customize viewable options

For example, select "Warehouse", "Batch number" and "Item number" checkboxes and click "OK" button to view inventory for a specific location with lot numbers.



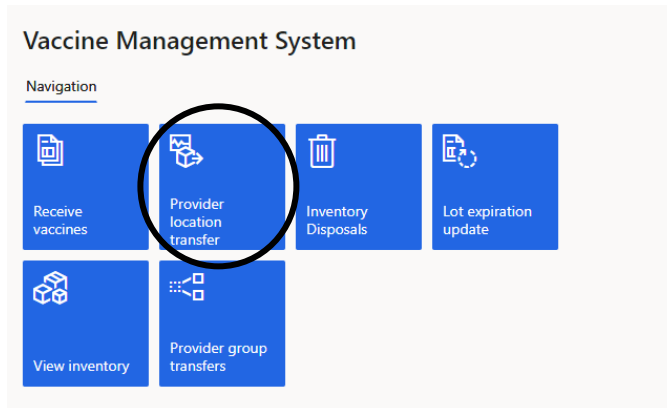
4 Export to excel

To export the Inventory data selected and displayed 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.



Transfer Inventory Inside Organization

1 Click the “Provider Location Transfer” Tile



2 Transfer inventory

Create a new transfer by selecting the vaccine type from the drop-down.

Select the required fields “from provider”, “to provider”, “lot number”, and fill out the “quantity”.

Create new transfer

Vaccine type

Product name

From provider

To provider

Lot number

Quantity

3 Post Transfer

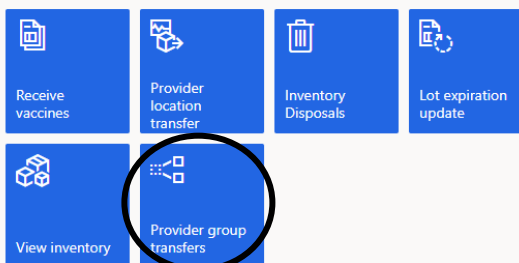
Post transfer once finalized or click cancel.

Transfer Inventory from Organization to Organization

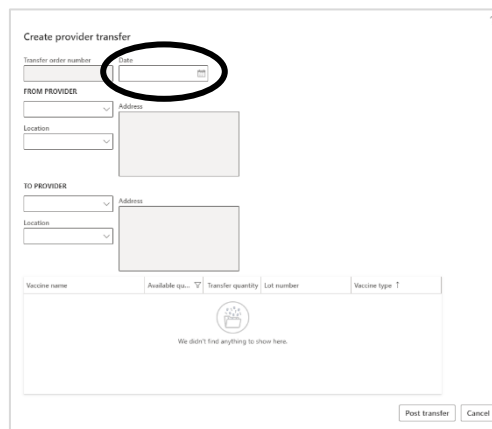
1 Click the “Provider Group Transfer” Tile

Vaccine Management System

Navigation



2 Fill Out Date

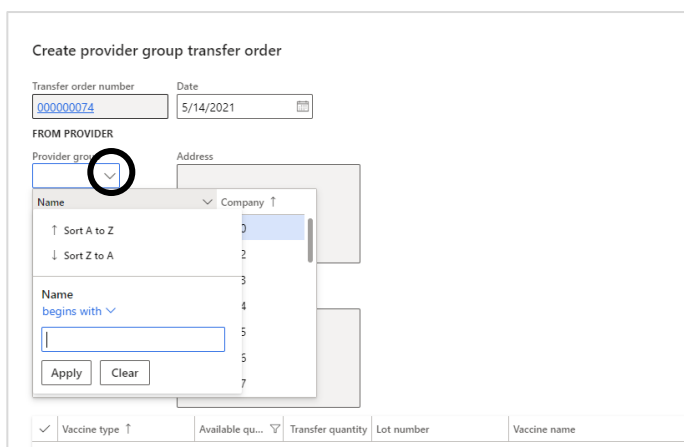


3 Search provider group by name.

Click drop down arrow under “Provider Group.”

Click drop down arrow under “Name”, and enter search value. Click “Apply.”

Select desired provider group.



Transfer Inventory from Organization to Organization (continued)

4 Go to "From provider"

- Select "Provider group", and enter your organization's VMS Organization ID.
- Select "Provider location", when provider group is entered, this will filter only the locations for the selected provider.

Create provider transfer

Transfer order number

Date

FROM PROVIDER


Address

Location

TO PROVIDER

Address

Location

Vaccine name	Available qu...	Transfer quantity	Lot number	Vaccine type ↑
 <p>We didn't find anything to show here.</p>				

Post transfer

Cancel

5 Go to "To provider"

- Select "Provider group", and enter their VMS Organization ID.
- Select "Provider location", when provider group is entered, this will filter only the locations for the selected provider.

Transfer Inventory from Organization to Organization (continued)

6 Select Lot Numbers to transfer

Once the Provider group and location are selected, lots and quantities available for transfer will be populated in the Transfer line grid. For each Lot number to be transferred select "Transfer quantity".

?

Create provider transfer

Transfer order number

Date

FROM PROVIDER


Address

Location

TO PROVIDER

Address

Location

Vaccine name	Available qu...	Transfer quantity	Lot number	Vaccine type ↑
<div>  <p>We didn't find anything to show here.</p> </div>				

Post transfer

Cancel

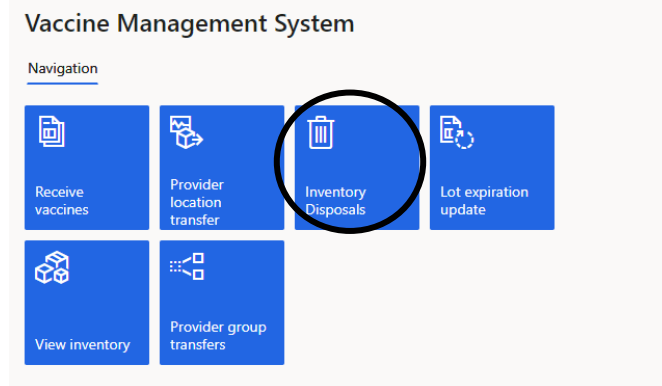
7 Post Transfer

"From provider" inventory is decreased and VMS prepares a vaccine transfer order that can be received at the receiving location.

Inventory Disposals

1 Click “Inventory Disposals”

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



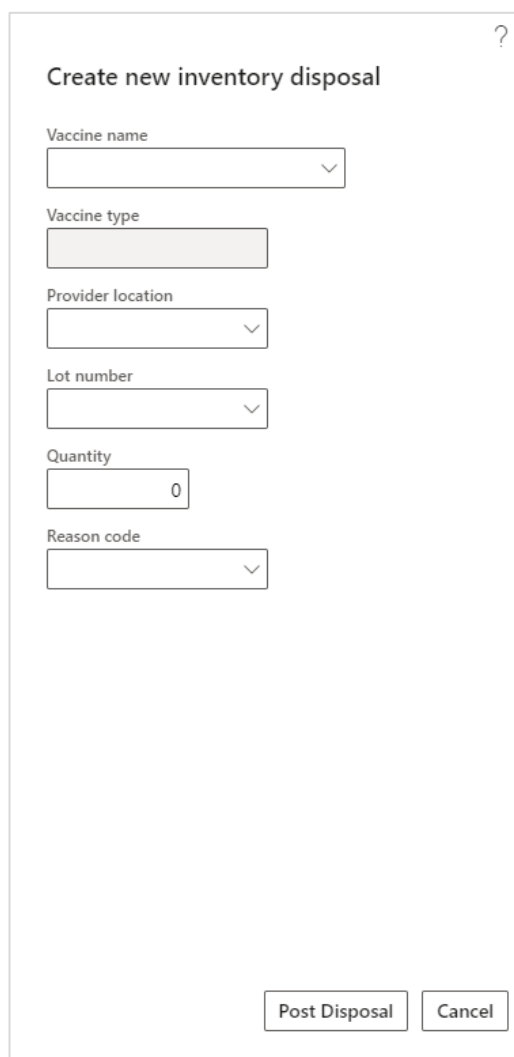
2 Create a new inventory disposal

Select the inventory to dispose from the drop-down menu under “Vaccine Type/NDC”.

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 update.



?

Create new inventory disposal

Vaccine name

Vaccine type

Provider location

Lot number

Quantity

Reason code

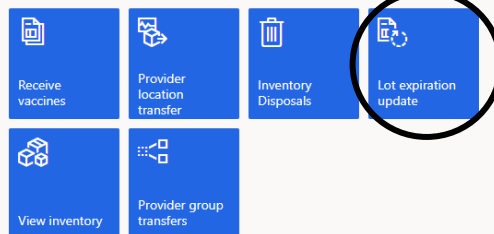
Lot Expiration Update

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 you number you need to change.

?

Lot expiration update

Vaccine type

Vaccine name

Lot number

Expiration date

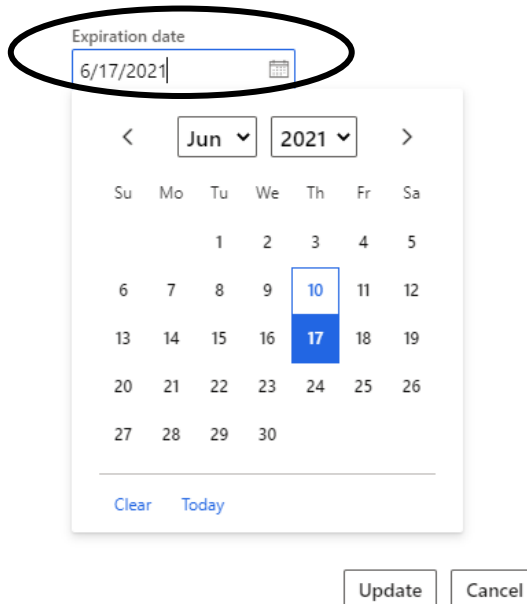
Update

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

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 will allow GA to streamline providers' process for the entire vaccine lifecycle. VMS will provide an efficient and effective method to replace the current COVID 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