



CVMS Provider Portal

Accounting for Extra Doses in the Vaccine Inventory Job Aid

Please follow the instructions below if you need to account for any ‘Extra Doses’ administered from a specific Vaccine Inventory record.

Extra Doses are any additional doses that are administered beyond what the CDC considers as expected for the specific COVID-19 manufacturer’s vial. Extra Doses can be documented for any COVID-19 Vaccine Product.

For example:

- If you receive 20 vials of Moderna COVID-19 vaccine, you enter 200 doses (20 vials x 10 doses per vial per manufacturer = 200 total doses) in the Total Doses field in CVMS.
- If you are able to ultimately administer 1 extra dose for each of the 20 vials, you then will have 20 extra doses (1 extra dose x 20 vials = 20 extra doses) and can enter that in the Extra Doses field.
- In CVMS, the field 'Doses Available' will automatically recalculate to include any Extra Doses you added. You will be able to edit the Extra Doses field when you are initially processing the COVID-19 vaccine shipment AND after the Vaccine Inventory record is created.

Vaccine Inventory Lot 000664 Delivery 02/15/2021					
Account	Total Doses	Extra Doses	Doses Available	Doses Administered	Doses Wasted
Clinic ABC Loc 1	200	20	220	0	0

Only users with a HEALTHCARE LOCATION MANAGER profile can account for Extra Doses.

Extra Doses can be recorded for any COVID-19 Vaccine Type.

There are two ways to account for Extra Doses administered from a specific Vaccine Inventory. Use the option that aligns to your specific scenario:

Scenario 1 – Add Extra Doses at Delivery

Vaccine shipment arrives, and you are ready to receive and record new inventory levels; you know there will be additional extra doses per vial in this vaccine inventory lot.

Scenario 2 – Add Extra Doses during the Vaccine Administration Process

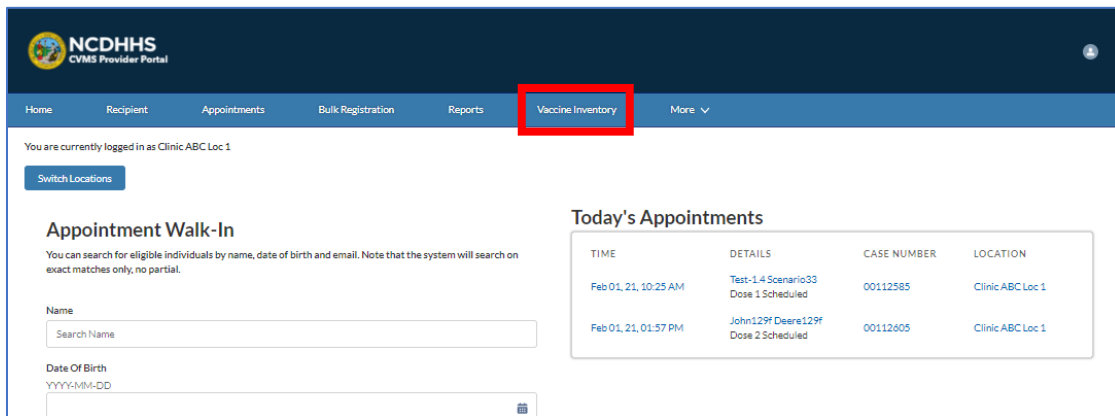
Your location has been administering vaccines from an existing vaccine inventory lot and now the Available Doses field states there are zero available doses. However, you are aware that there are remaining vials / doses available from this inventory lot.

Scenario 1 – Add Extra Doses at Delivery

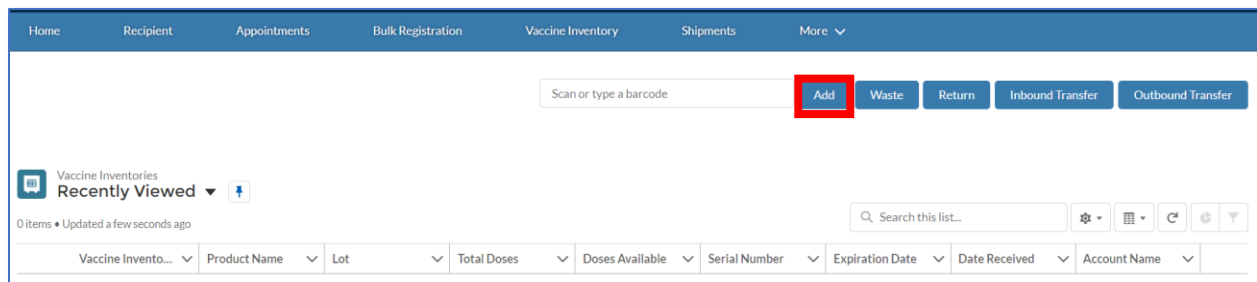
Vaccine shipment arrives, and you are ready to receive and record new inventory levels; you know there will be extra doses per vial in this vaccine inventory lot.

In this scenario, you would account for the extra doses by updating the Extra Doses field for the new vaccine inventory at the time you receive the Vaccine Inventory.

1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab



4. Click **ADD** to add a new vaccine inventory





5. The **NEW VACCINE INVENTORY** pop-up screen will appear. Complete all necessary fields including the **EXTRA DOSES** field to account for any anticipated additional doses per vial.

New Vaccine Inventory: New Vaccine

Fields

<p>* Account ⓘ <input type="text" value="Search Accounts..."/></p> <p>* Expiration Date Date: <input type="text"/> Time: <input type="text"/></p> <p>* Vaccine Product <input type="text" value="Search Vaccine Products..."/></p> <p>* Lot <input type="text"/></p> <p>* Usage (First or Second Doses) ⓘ <input type="text" value="--None--"/></p>	<p>* Vaccine Inventory Name <input type="text" value="Delivery 03/02/2021"/></p> <p>Date Received Date: <input type="text" value="3/2/2021"/> Time: <input type="text" value="11:05 AM"/></p> <p>* Total Doses ⓘ <input type="text"/></p> <p>Extra Doses ⓘ <input type="text"/></p> <p>Federal Allocation? ⓘ <input type="checkbox"/></p>
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Shipment Details

Shipment:

Unable to locate Shipment record ⓘ

Inventory Instructions and Assistance

Extra Dose Instructions

Use the 'Extra Doses' field when you are able to get more doses than expected out of a vial. This field is editable at time of Vaccine Inventory record creation and up until the last dose is administered. For example, if you receive 195 Vials of Pfizer-BioNTech, enter 975 in Total Doses. If you are able to ultimately administer 1175 doses, the Extra Doses will either equal 200 (1175 minus 975) OR will equal 5 (1175 minus 1170), depending upon if the expectation is 5 (pre 2/16/21 Order) or 6 (post 2/16/21 Order) doses per vial. Your 'Doses Available' will automatically recalculate to include any Extra Doses you have added.

6. Click **SAVE**.

7. Review the **VACCINE INVENTORY**



Vaccine Inventory
Delivery 02/16/2021

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
RPA Location 1	5,000	4,997	3	0	0

DETAILS RELATED

▼ Vaccine Inventory Details

Vaccine Product Pfizer-BioNTech (5 doses/vial) (195 MDV) COVID-19 Vaccine	Vaccine Inventory Name Delivery 02/16/2021
Lot 1234567	Account RPA Location 1
Expiration Date 4/30/2021, 12:00 PM	Date Received 2/16/2021, 4:21 PM
Usage (First or Second Doses) First Dose only (100%)	Status Available
Total Vials 1,000	Federal Allocation? <input type="checkbox"/>

▼ Dose Amounts

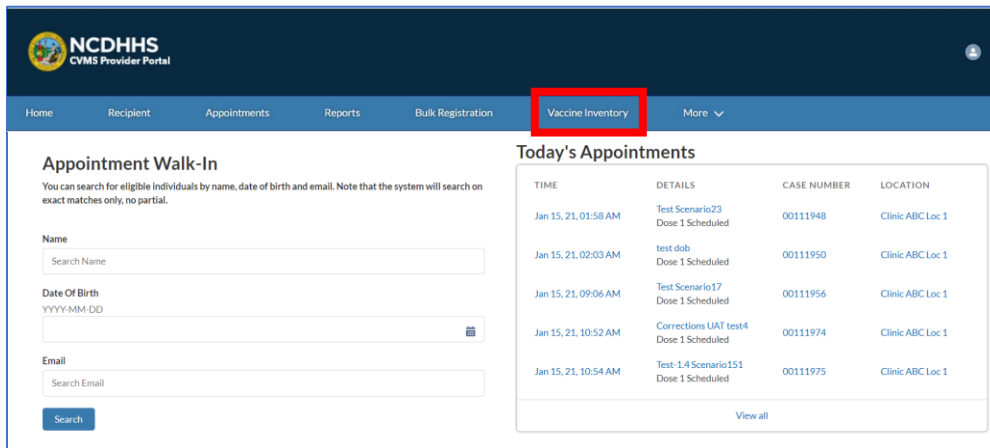
Total Doses 200	Doses Administered 0
Extra Doses 20	Doses Wasted 0
Doses Available 220	Doses Insufficient Quantity 0

Scenario 2 – Add Extra Doses during the Vaccine Administration Process

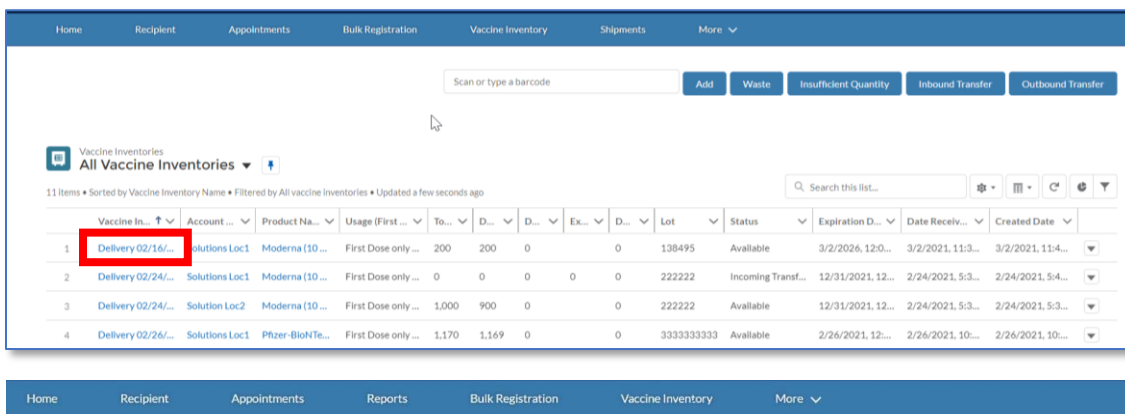
Your location has been administering vaccines from an existing vaccine inventory lot and now the Available Doses field states there are zero available doses. However, you are aware that there are remaining vials / doses available from this inventory lot.

In this scenario, you would account for the extra doses by updating the Extra Doses field for the existing vaccine inventory.

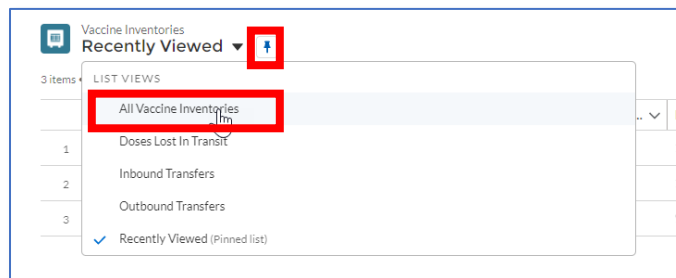
1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab



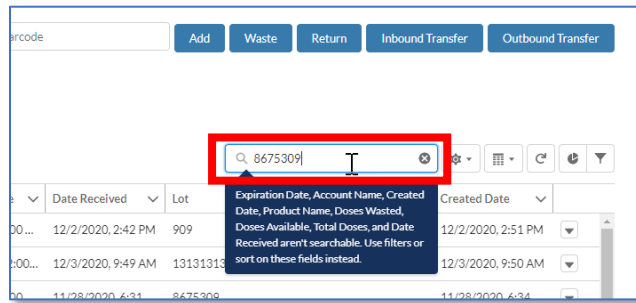
4. Search for the Vaccine Inventory you wish to update and click on the Vaccine Inventory Name




Tip 1: You might have to change the default view. At first connection, the filter selected is 'Recently Viewed'. Switch to 'All Vaccine Inventories' and click on the pin icon to default to that filter in the future.



Tip 2: If you do not see the inventory you are looking for, type the lot number in the Search field.



5. In the Vaccine Inventory record **DETAILS** tab, and click on the **pen icon**  located next to the **EXTRA DOSES**

Vaccine Inventory

Delivery 02/16/2021

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
RPA Location 1	5,000	4,997	3	0	0


DETAILS RELATED

Vaccine Inventory Details

Vaccine Product Pfizer-BioNTech (5 doses/vial) (195 MDV) COVID-19 Vaccine	Vaccine Inventory Name Delivery 02/16/2021
Lot 1234567	Account RPA Location 1
Expiration Date 4/30/2021, 12:00 PM	Date Received 2/16/2021, 4:21 PM
Usage (First or Second Doses) First Dose only (100%)	Status Available
Total Vials 1,000	Federal Allocation? <input type="checkbox"/>

Dose Amounts

Total Doses 200	Doses Administered 0
Extra Doses 20	Doses Wasted 0
Doses Available 220	Doses Insufficient Quantity 0





6. Enter the accurate number of additional doses remaining.

Note: Do not add doses to the Total Doses field when adding Extra Doses

Edit Delivery 02/16/2021

Vaccine Inventory Details

<p>*Vaccine Product <input type="text" value="Pfizer-BioNTech (195 MDV) COVID-19 Vacci..."/></p> <p>*Lot <input type="text" value="123456"/></p> <p>*Expiration Date (MM/DD/YYYY) Date: <input type="text" value="3/31/2021"/> Time: <input type="text" value="12:00 PM"/></p> <p>Total Vials 60</p>	<p>*Vaccine Inventory Name <input type="text" value="Lot 123456"/></p> <p>*Account <input type="text" value="Clinic ABC Loc 1"/></p> <p>Date and Time Received (MM/DD/YYYY) Date: <input type="text" value="1/15/2021"/> Time: <input type="text" value="6:10 PM"/></p> <p>Status Available</p>
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Dose Amounts

<p>Total Doses <input type="text" value="300"/></p> <p>Extra Doses <input style="border: 2px solid red;" type="text" value="6"/></p> <p>Doses Available 300</p>	<p>Doses Administered 20</p> <p>Doses Wasted 0</p> <p>Doses Returned 0</p>
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7. Click **SAVE**.

If you have any questions or issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine and select the "Vaccine Provider" option to submit your question or issue.

If you are in North Carolina, you can also call the Provider Contact Center at (877) 873-6247 and select option 8. The Provider Contact Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET

Saturday – Sunday: 10:00 AM – 6:00 PM ET