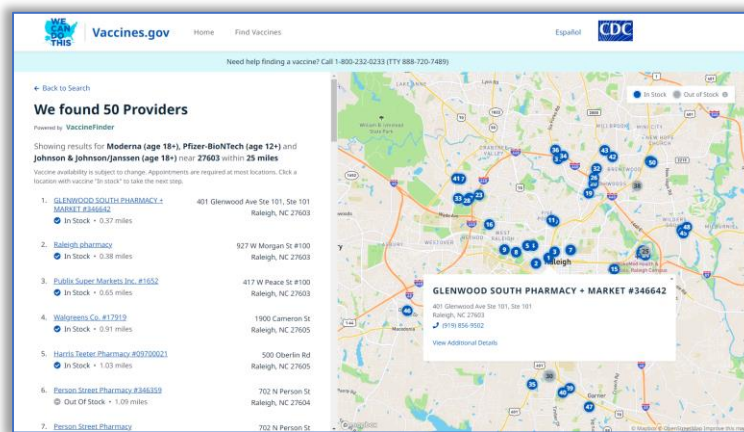




COVID-19 Vaccine Management System (CVMS) Provider Portal

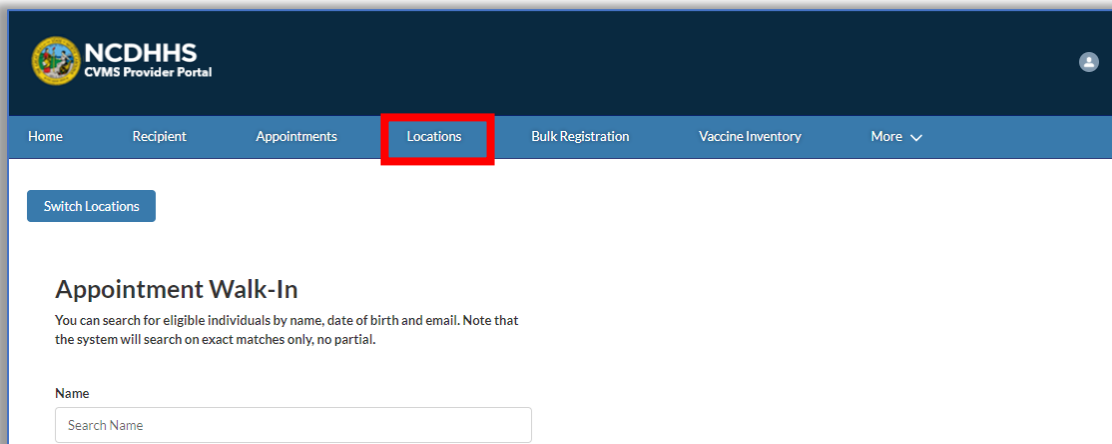
Display a New Community Vaccination Event Location on the Vaccine Site Locator Website Job Aid

Please follow the instructions below if you are a Healthcare Location Manager who wishes to display a new Community Vaccination Event location on the Vaccine Site Locator website (<https://www.vaccines.gov/search/>)



Step-by-step Instructions

1. Navigate to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
2. Login as a Healthcare Location Manager (if you are linked to multiple accounts, click on **SWITCH LOCATIONS**, and select the applicable location first). Click on the **LOCATIONS** tab





3. Click the **NEW** button

The screenshot shows the NCDHHS CVMS Provider Portal interface. The 'New' button is highlighted with a red box. The interface includes a navigation bar with links: Home, Recipient, Appointments, Locations, Bulk Registration, Vaccine Inventory, and More. Below the navigation bar, there are filter fields for Name, Address, Start Date, and Closing Date. A table lists existing locations with columns for Location Name, Account, Address, Start Date, and Closing Date. The table contains three entries: Walmart Store- UAT - Do Not Use, Pop-Up Clinic, and Training Team Vaccine Provider - Site 2.

4. Complete the **Top** section

- **Location Name** - The name that will appear on the Vaccine Site Locator website
- **Account** - The name of the location account as it appears in CVMS
- **Event Type** - Set your event type to Short-Term Community Event if a vaccine event will be organized only a few times at that location or Long-Term Community Event if multiple times

The screenshot shows the 'New Location: Pop-Up Locations' form. The 'Information' section is highlighted with a red box. It contains fields for Location Name (Saturday Health Care), Account (Training Team Vaccine Provider - Site 2), and Event Type (Short Term Community Event). Below the 'Information' section is the 'Scheduling Information' section, which includes a dropdown for 'Display on Vaccine Site Locator' (set to No) and a checkbox for 'CVMS Scheduling'. The form has 'Cancel', 'Save & New', and 'Save' buttons at the bottom.



5. Complete the **Scheduling Information** section

- **Display on Vaccine Site Locator** - This field **MUST** be checked for the Community Vaccination Event to appear on the Vaccine Site Locator website (<https://Vaccines.gov>).
- **CVMS Scheduling** - Indicates that you will use the scheduling feature in CVMS for this Community Vaccination Event location. If selected, also enter **Available Date** – Today's date.
- **Appointment Phone** - The number for recipients to call with questions about appointment scheduling for the Community Vaccination Event.
- **Appointment Scheduling Website** - If you are using your own non-CVMS scheduling tool, enter the public facing website address where people can schedule appointments or learn how to get vaccinated at your Community Vaccination Event location.

New Location: Pop-Up Locations

Scheduling Information

Display on Vaccine Site Locator ⁱ
Yes

CVMS Scheduling ⁱ
☒

Appointment Phone ⁱ
555-555-5555

Appointment Scheduling Website ⁱ


Available Vaccine Brands

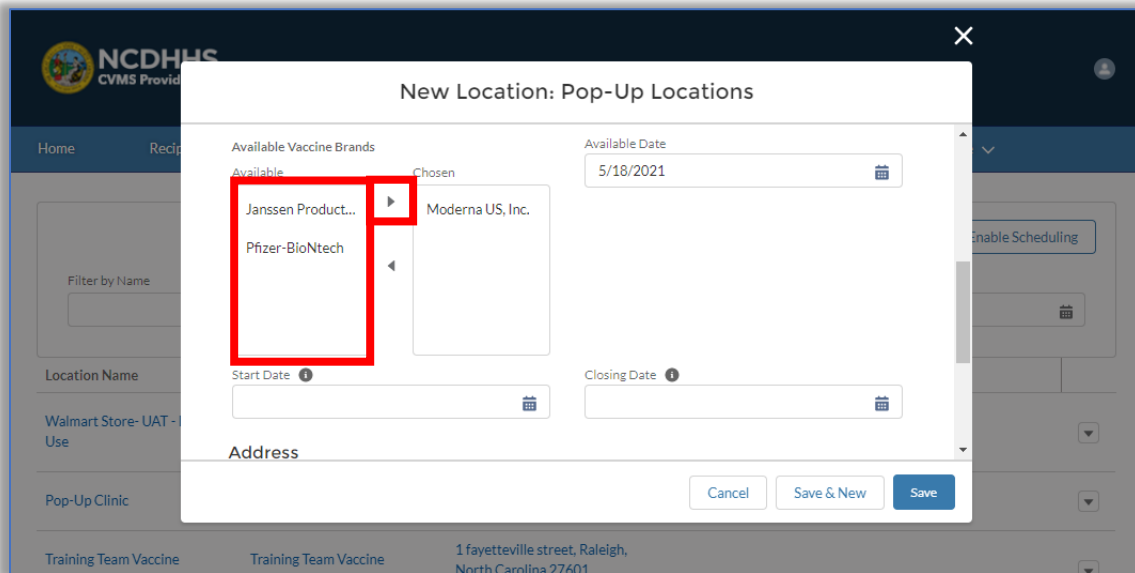
Available	Chosen
Janssen Product...	
Moderna US, Inc.	

Available Date
5/18/2021

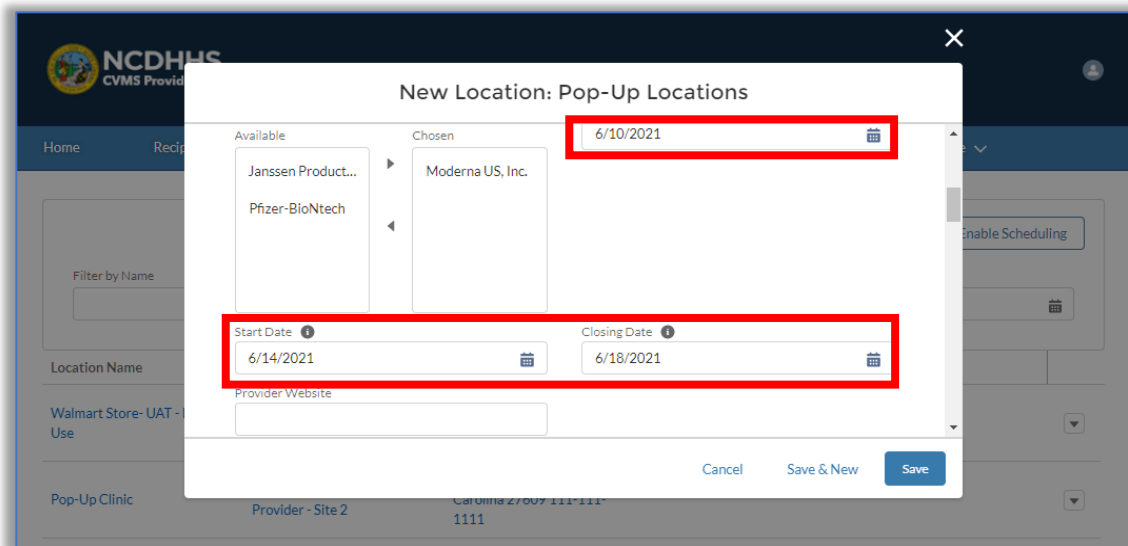
Cancel Save & New Save



7. Select the **Vaccine Brands** in the Available window and click the Arrow  button to list them in the Chosen window
 - **Available Vaccine Brands** – Update the Available Vaccine Brands field to identify which COVID-19 vaccine product brands will be administered during the Community Vaccination Event. At least one brand must be selected to save the location. If no vaccine brand is selected an error message will appear.



7. **If this location is not using scheduling, skip this step.** Enter the **Scheduling Dates** for the location
 - **Available Date** – Enter today's date
 - **Start Date** – The first date for which recipients can book an appointment
 - **Closing Date** – The last date for which recipients can book an appointment





8. Enter the **PROVIDER WEBSITE** where recipients can go to find more information about the vaccination location

The screenshot shows the 'New Location: Pop-Up Locations' form. The 'Available' list contains 'Janssen Product...' and 'Pfizer-BioNtech'. The 'Chosen' list contains 'Moderna US, Inc.'. The 'Start Date' is 6/14/2021 and the 'Closing Date' is 6/18/2021. The 'Provider Website' field is highlighted with a red box. The 'Location Name' is 'Walmart Store- UAT- Use'. The 'Pop-Up Clinic' is 'Provider - Site 2'.

9. Enter the **ADDRESS** for the location where recipients will go to receive their COVID-19 vaccine for the Community Vaccination Event
Note: Do not enter the location's shipping address.

The screenshot shows the 'New Location: Pop-Up Locations' form. The 'Address' section is highlighted with a red box. The 'Street Address' is '123 Test Dr'. The 'City' is 'Raleigh'. The 'State' is 'North Carolina'. The 'County' is 'Wake'. The 'Postal Code' is '27609'. The 'Location Name' is 'Walmart Store- UAT- Use'. The 'Pop-Up Clinic' is 'Provider - Site 2'.



10. Complete the **PROVIDER SURVEY** for your location

The screenshot shows a web application interface for adding a new location. A modal window titled "New Location: Pop-Up Locations" is open. Inside, the "Provider Survey for VaccineFinder Sites" section is highlighted with a red border. This section includes instructions to indicate vaccine appointment hours and a series of questions with dropdown menus: "Do you accept insurance?" (No), "Do you accept walk-ins?" (--None--), "Provide Support for Non-English Speaker?" (No), and "Are you providing in-home vaccinations?" (No). Below these are input fields for "Participant Name", "Participant Email", and "Pre Screen Web Address". At the bottom of the modal are "Cancel", "Save & New", and "Save" buttons.

11. Select the **LANGUAGES** that you support at your location

This screenshot shows the same "New Location: Pop-Up Locations" modal, but with the "Language" section highlighted by a red box. The section is titled "Language" and contains a "Supporting Languages" header. It features two columns: "Available" and "Chosen". The "Available" column lists French, Chinese, Portuguese, German, Japanese, Korean, and Arabic. The "Chosen" column lists English and Spanish. A red arrow points from the "Available" column to the "Chosen" column, indicating the selection process. The "Chosen" column is also highlighted with a red box. The "Cancel", "Save & New", and "Save" buttons are visible at the bottom.



12. Enter the location's **opening hours** for each day of the week

Filter by Name Filter by Address Filter by Start Date Filter by Closing Date

New Location: Pop-Up Locations

Appointment Schedule

Monday Start Time 08:00 AM Monday End Time 05:00 PM

Tuesday Start Time 08:00 AM Tuesday End Time 05:00 PM

Wednesday Start Time 08:00 AM Wednesday End Time 05:00 PM

Thursday Start Time 08:00 AM Thursday End Time 05:00 PM

Friday Start Time 08:00 AM Friday End Time 05:00 PM

Saturday Start Time Saturday End Time

Cancel Save & New Save

13. Review the Community Vaccination Event location's information, and click **SAVE**

A success notification will appear across the top of the page

NCDHHS CVMS Provider Portal

Location "Saturday Health Care" was created.

Home Recipient Appointments Locations Bulk Registration Vaccine Inventory More

Location Saturday Health Care Edit

Details Related Availability

Location Name Account

14. Review your Community Vaccination Event location on the Vaccine Site Locator website (<https://Vaccines.gov>). **Note:** It may take up to two hours for updates to be displayed.

Vaccines.gov

Walgreens Co. #19175

2462 Wyckoff Rd
Raleigh, NC 27607

Find out if you can get a COVID-19 vaccine at this location.

Check appointment availability

Get a free Lyft/Uber Directions 919-781-4070

COVID-19 Vaccines at This Location

Moderna (age 18+) In Stock

Pfizer-BioNTech (age 12+) Out Of Stock

Johnson & Johnson/Janssen (age 18+) In Stock

Last updated: 5 hours ago

More Details

Website Website



15. Once the Community Vaccination Event is over, select **NO** to **DISPLAY ON VACCINE SITE LOCATOR** and click **SAVE** to remove the location from being displayed to the public

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.

You can also call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 1. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday to Friday: 7 am – 7 pm ET

Saturday & Sunday: 10 am – 6 pm ET

Version 5 – June 10, 2021