



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.

For example:

- if you receive 195 Vials of Pfizer-BioNTech, you enter 975 doses (= 195 vials x 5 doses) in the Total Doses field in CVMS.
- If you are able to ultimately administer 1100 doses, the Extra Doses will equal 125 (1100 minus 975).
- 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 1234567					
Account	Total Doses	Extra Doses	Doses Available	Doses Administered	Doses Wasted
Clinic ABC Loc 1	975	125	1,100	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

The screenshot shows the CVMS Provider Portal interface. The navigation bar at the top includes links for Home, Recipient, Appointments, Bulk Registration, Reports, Vaccine Inventory (highlighted with a red box), and More. Below the navigation bar, the user is logged in as 'Clinic ABC Loc 1'. The main content area is divided into two sections: 'Appointment Walk-In' on the left and 'Today's Appointments' on the right. The 'Appointment Walk-In' section has a search form with fields for Name and Date Of Birth. The 'Today's Appointments' section displays a table of scheduled appointments.

TIME	DETAILS	CASE NUMBER	LOCATION
Feb 01, 21, 10:25 AM	Test-14 Scenario33 Dose 1 Scheduled	00112585	Clinic ABC Loc 1
Feb 01, 21, 01:57 PM	John129f Deere129f Dose 2 Scheduled	00112605	Clinic ABC Loc 1

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

The screenshot shows the CVMS Provider Portal interface with the 'Vaccine Inventory' tab selected in the navigation bar. The main content area features a search bar labeled 'Scan or type a barcode' and a row of buttons: Add (highlighted with a red box), Waste, Return, Inbound Transfer, and Outbound Transfer. Below the buttons, there is a section titled 'Vaccine Inventories Recently Viewed' with a dropdown arrow and a plus icon. Below this section, there is a table with columns for Vaccine Inventories, Product Name, Lot, Total Doses, Doses Available, Serial Number, Expiration Date, Date Received, and Account Name. The table currently shows 0 items.

Vaccine Inventories	Product Name	Lot	Total Doses	Doses Available	Serial Number	Expiration Date	Date Received	Account Name
0 items • Updated a few seconds ago								



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.

The form is titled "New Vaccine Inventory: New Vaccine". It contains several sections: "Fields", "Shipment Details", and "Inventory Instructions and Assistance". In the "Fields" section, the "Extra Doses" field is highlighted with a red box and contains the value "125". In the "Inventory Instructions and Assistance" section, the "Save" button is highlighted with a red box.

Fields

* Account ¹
Clinic ABC Loc 1

* Vaccine Inventory Name
Delivery 02/02/2021

* Expiration Date (MM/DD/YYYY)
Date: 2/28/2021 Time: 12:00 PM

Date and Time Received (MM/DD/YYYY)
Date: 2/2/2021 Time: 12:29 PM

* Vaccine Product
TestVaccine1

* Total Doses ¹
975

* Lot
test

Extra Doses ¹
125

Shipment Details

Shipment
Search Shipment...

Unable to locate Shipment record ¹
☐

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.

Cancel Save & New **Save**

6. Click **SAVE**.

7. Review the **VACCINE INVENTORY**

The summary shows the following data:

Account	Total Doses	Extra Doses	Doses Available	Doses Administered	Doses Wasted
Clinic ABC Loc 1	975	125	1,100	0	0

DETAILS RELATED

Vaccine Inventory Details

Vaccine Product: TestVaccine1
Lot: test
Expiration Date (MM/DD/YYYY): 2/28/2021, 12:00 PM
Total Vials ¹: 195

Vaccine Inventory Name: Delivery 02/02/2021
Account ¹: Clinic ABC Loc 1
Date and Time Received (MM/DD/YYYY): 2/2/2021, 12:29 PM
Status: Available

Dose Amounts

Total Doses ¹: 975
Extra Doses ¹: 125
Doses Available ¹: 1,100

Doses Administered ¹: 0
Doses Wasted ¹: 0
Doses Returned ¹: 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


The screenshot shows the CVMS Provider Portal interface. The navigation bar at the top includes links for Home, Recipient, Appointments, Reports, Bulk Registration, Vaccine Inventory (highlighted with a red box), and More. The main content area is divided into two sections: 'Appointment Walk-In' on the left and 'Today's Appointments' on the right. The 'Appointment Walk-In' section contains search fields for Name, Date Of Birth, and Email, along with a 'Search' button. The 'Today's Appointments' section displays a table of scheduled appointments with columns for Time, Details, Case Number, and Location.

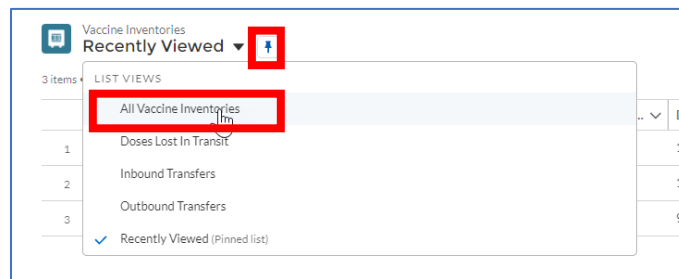
4. Search the Vaccine Inventory you wish to update, Double click on the Vaccine Inventory Name

The screenshot shows the 'Vaccine Inventory' section of the CVMS Provider Portal. It features a search bar and buttons for 'Add', 'Waste', 'Return', 'Inbound Transfer', and 'Outbound Transfer'. Below these is a table titled 'All Vaccine Inventories' with 13 items. The table columns include Vaccine Inventory, Account N..., Product Name, To..., D..., D..., Expiration Date, Date Received, Lot, Stat..., St..., and Created Date. The 'Vaccine Inventory' column is highlighted, and the 'Delivery 01/15/2021' entry is selected.

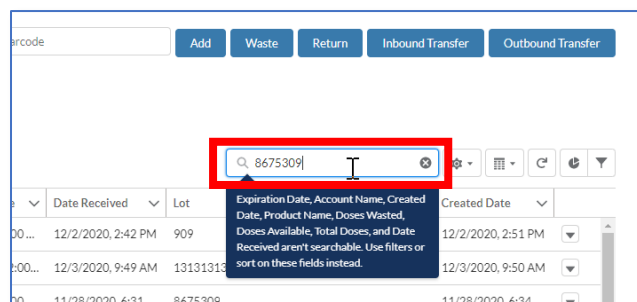
Vaccine Inventory...	Account N...	Product Name	To...	D...	D...	Expiration Date	Date Received	Lot	Stat...	St...	Created Date
1 111Delivery 01/15/2021	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	1	1	0	1/15/2021, 12:00 PM	1/15/2021, 8:20 AM	1	Available		1/15/2021, 8:21 AM
2 ADAInventory	Clinic ABC Loc 1	TestVaccine1	100	87	1	1/6/2022, 12:00 PM	1/12/2021, 3:04 PM	536542...	Available		1/12/2021, 3:05 PM
3 Delivery 01/05/2021	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	100	0	90	1/1/2042, 12:00 PM	1/5/2021, 10:06 AM	1000	Wasted		1/5/2021, 10:07 AM
4 Delivery 01/07/2021	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	111	0	1	1/12/2021, 12:00 PM	1/7/2021, 4:43 PM	1333	Returned		1/7/2021, 4:44 PM
5 Delivery 01/14/2021	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	1	0	0	1/14/2021, 9:00 PM	1/14/2021, 6:59 PM	1	Available		1/14/2021, 6:59 PM
6 Delivery 01/15/2021	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	100	100	0	1/31/2022, 12:00 PM	1/15/2021, 12:17 PM	12345	Available		1/15/2021, 12:18 PM
7 Expiration 1/13/2021 B...	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	100	75	1	1/13/2021, 8:30 AM	1/12/2021, 1:25 PM	100	Available		1/12/2021, 1:26 PM
8 Grace Moderna Inventory	Clinic ABC Loc 1	Moderna (10 MDV) CO...	50	36	2	1/31/2021, 12:00 PM	1/5/2021, 11:08 AM	990	Available		1/5/2021, 11:10 AM
9 Grace Pfizer Inventory	Clinic ABC Loc 1	Pfizer-BioNTech (195 M...	60	21	5	2/28/2021, 12:00 PM	1/12/2021, 11:33 A...	909	Available		1/12/2021, 11:34 A...




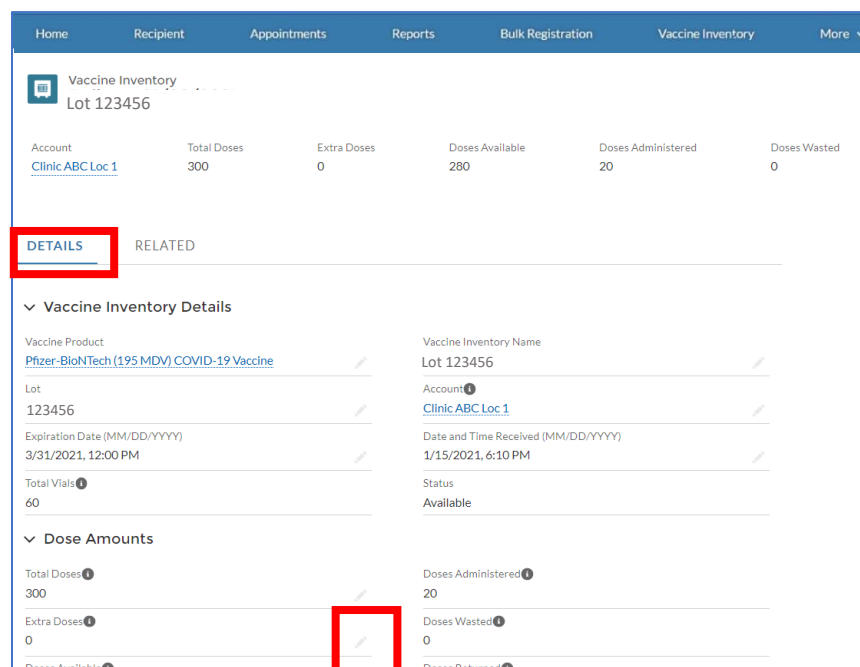
Tip 1: You might have to change the default view. At first connection, the filter selected is 'Recently Viewed'. Switch to 'All Vaccine Inventories' and click on the pin icon  to default to that filter in the future.



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**





6. Enter the accurate number of additional doses remaining.

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

Edit Lot 123456

Vaccine Inventory Details

* Vaccine Product

Pfizer-BioNTech (195 MDV) COVID-19 Vacc... X

* Lot

123456

* Expiration Date (MM/DD/YYYY)

Date

3/31/2021

Time

12:00 PM

Total Vials

60

* Vaccine Inventory Name

Lot 123456

* Account

Clinic ABC Loc 1 X

Date and Time Received (MM/DD/YYYY)

Date

1/15/2021

Time

6:10 PM

Status

Available

Dose Amounts

Total Doses

300

Extra Doses

6

Doses Available

300

Doses Administered

20

Doses Wasted

0

Doses Returned

0

7. Click **SAVE**.

If you are experiencing issues, please visit the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine.

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COVID-19 Vaccine Management System