North Carolina COVID-19 Vaccine Management System (CVMS)

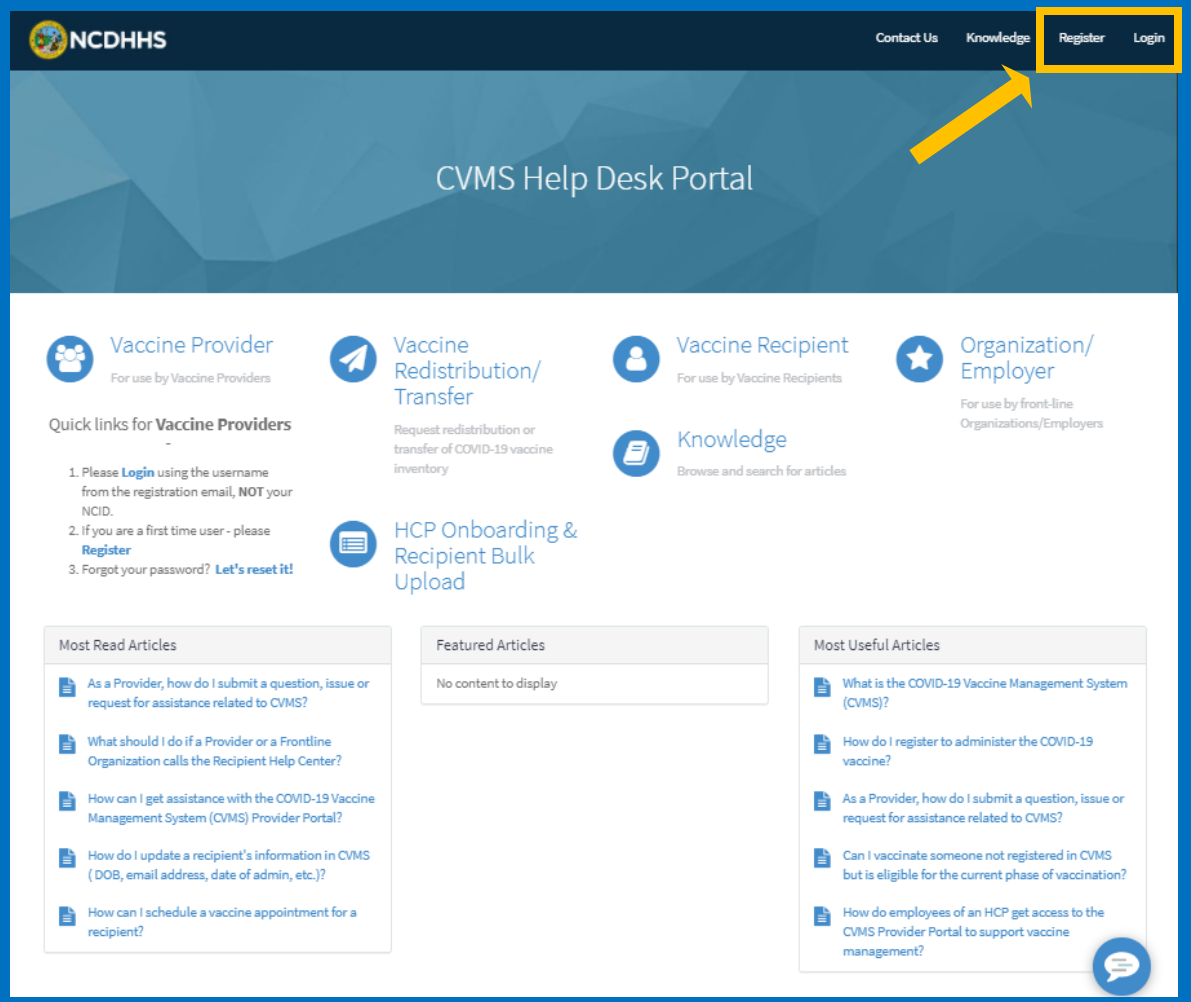
Provider Portal

Vaccine Administration User Guide

Version 11

June 30, 2021

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES



If you have any questions, issues or requests, please go to the CVMS Help Desk Portal* at **https://ncgov.servicenowservices.com/csm_vaccine**

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

* On the home page of the CVMS Help Desk Portal, select Login at the top right-hand corner, then select the "**Vaccine Provider**" option to submit your question, issue, or request.

Providers that are first time users of the CVMS Help Desk Portal will have to follow the steps below:

1. Register for an account on the portal by clicking 'Register' in the top right-hand corner
2. Populate your first name, last name, and business e-mail
3. You will receive an e-mail with your username and temporary password to log into the portal

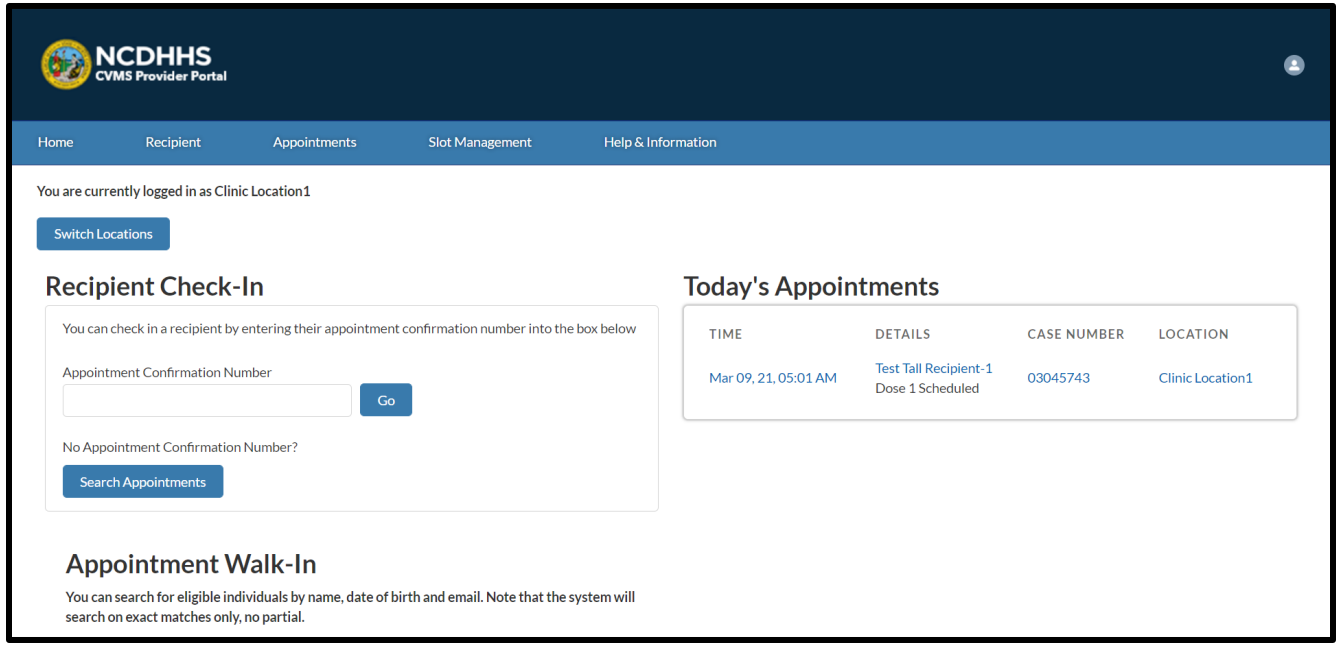
Table of Contents

	Pages
Overview	**4 - 7**
Confirm Location of Operations *(only for Users associated to multiple locations)*	**8 - 12**
Enter Vaccine Administration Record	**13 - 23**
Edit Vaccine Administration Records After Submission	**24 - 45**
Edit Vaccine Administration Details	25 - 33
Edit Vaccine Administration Recipient	34 - 39
Remove Vaccine Administration	40 - 45
Post-Vaccine Administration Reminders	**46 - 47**
Appendix	**48 - 50**

If you are a Provider using the scheduling feature in CVMS, please refer to the Addendum for Scheduling Feature at Point of Care and Vaccine Administration User Guide for additional information on how to book and cancel first and second dose appointments.

Overview

Overview



Administering the COVID-19 vaccine typically involves:

1. Confirming recipient's consent to receive the COVID-19 vaccine
2. Recording the Vaccine Administration details
3. Understanding post-Vaccine Administration reminders

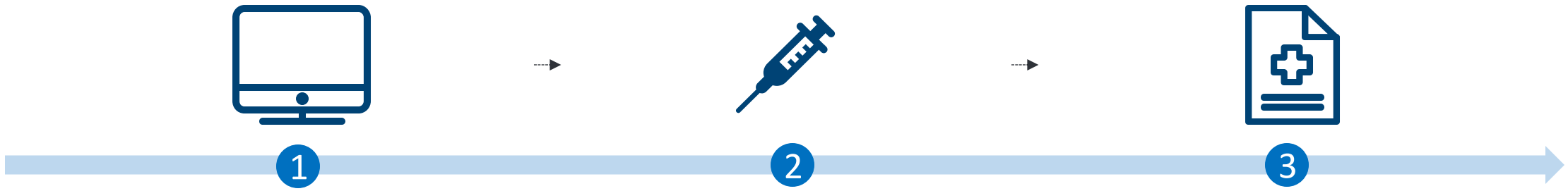
The processes included in this training are for the **Healthcare Provider, Healthcare Location Manager, and Statewide Location Manager** profiles.

You will also need to:

- Use the latest version of Chrome, Edge Chromium, Firefox, or Safari browsers (Internet Explorer or Edge (non-Chromium) browsers are not supported)
- Log into the CVMS Provider portal at https://covid-vaccine-provider-portal.ncdhhs.gov using your NCID username and password.

Now, let's get started!

Vaccine Administration Process



Healthcare Provider creates the Appointment Booking.

Healthcare Provider begins Vaccine Administration process.

Healthcare Provider gives recipient Emergency Use Authorization Fact Sheet.

Recipient receives COVID-19 vaccination.

Healthcare Provider enters Vaccine Administration information and submits Vaccine Administration record.

The Vaccine Administration process is now complete.

Healthcare Provider provides recipient with V-safe Information Sheet and a few reminders on second dosage (if necessary), Proof of Vaccination, and Adverse Event reporting.

If applicable, the Healthcare Provider can assist with booking the second dose appointment.

Key Terms

EUA Fact Sheet

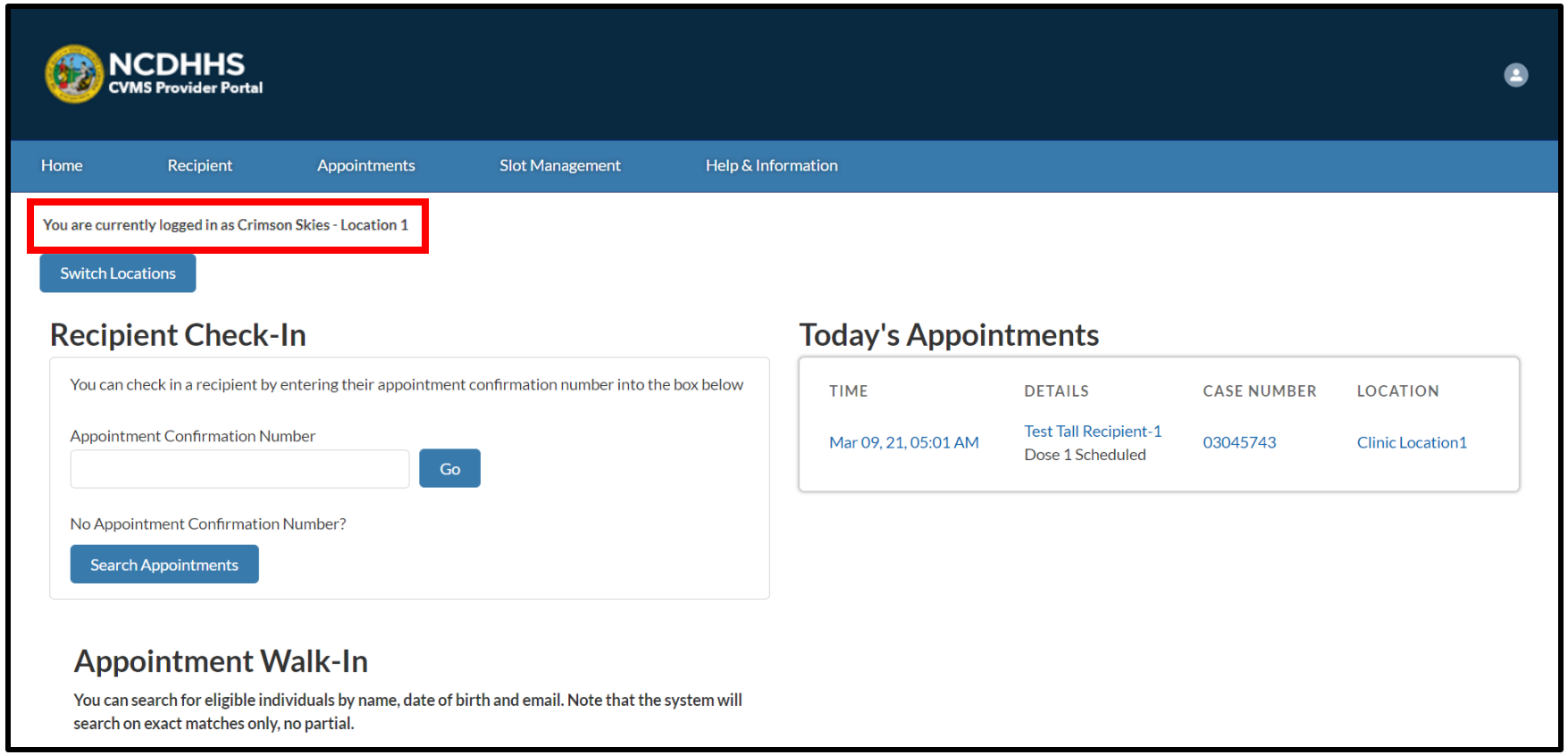
Under section 564 of the Federal Food, Drug, and Cosmetic Act, the FDA Commissioner may allow unapproved medical products or unapproved uses of approved medical products to be used in an emergency to diagnose, treat, or prevent serious or life-threatening diseases or conditions caused by CBRN threat agents when there are no adequate, approved, and available alternatives. This is known as Emergency Use Authorization.

Confirm Location of Operations
(only for Users associated to multiple locations)

Step 1 of 4: Verify Location for Operations

Before you begin logging **VACCINE ADMINISTRATION** details, you will need to verify which location you are operating from.

The current location you are operating from is displayed at the top left of the screen. If the location is correct, no further action is required.



Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

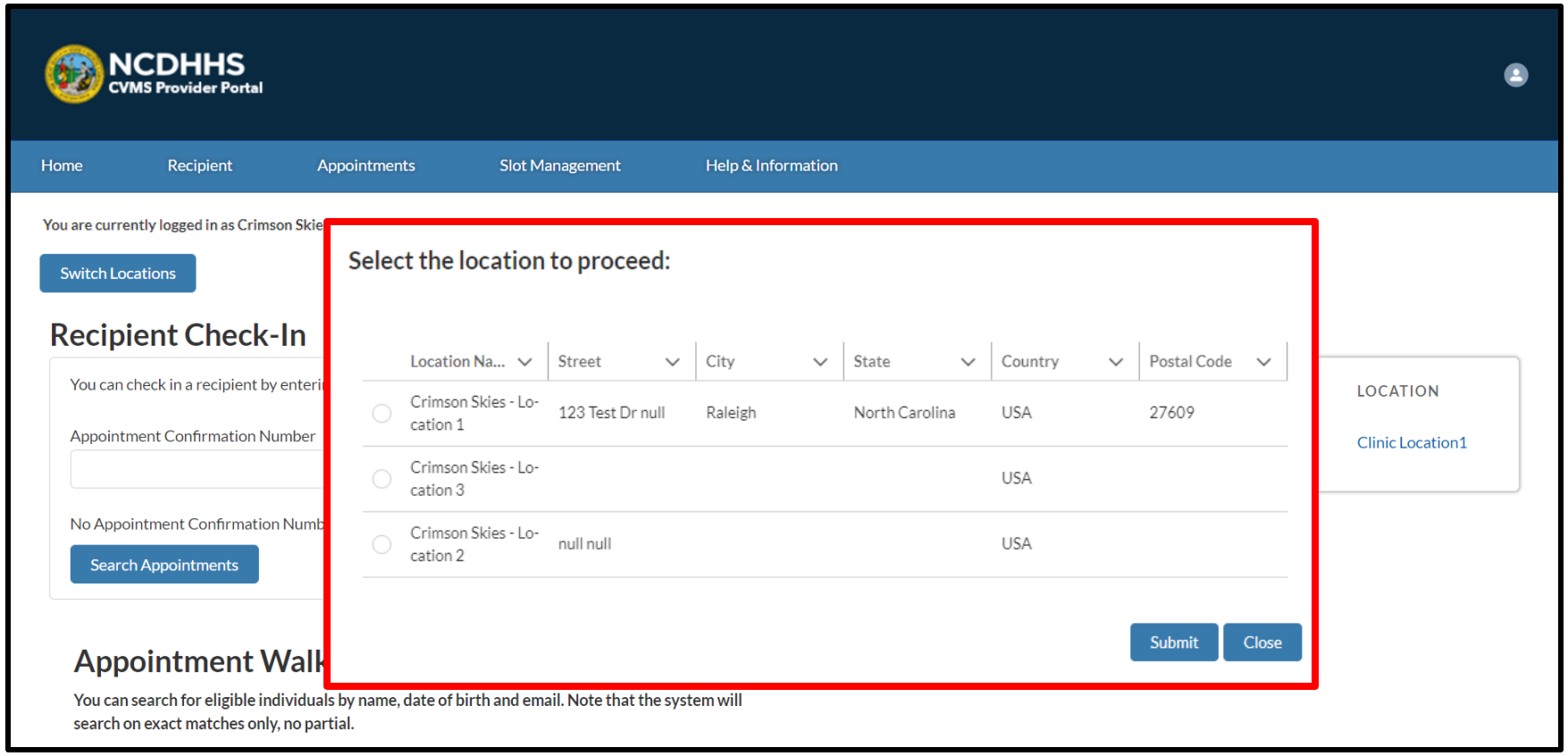
Tips

To learn more about getting access to other locations, speak to your location's **HEALTHCARE LOCATION MANAGER** in charge of setting up user accounts.

Step 2 of 4: Begin Switching Locations

If the location needs to be changed (e.g., you are operating in a different clinic location than the one currently displayed), continue following the instructions in this section.

1. Select the **SWITCH LOCATIONS** button
2. A pop-up window will appear asking you to select the location you would like to be operating in

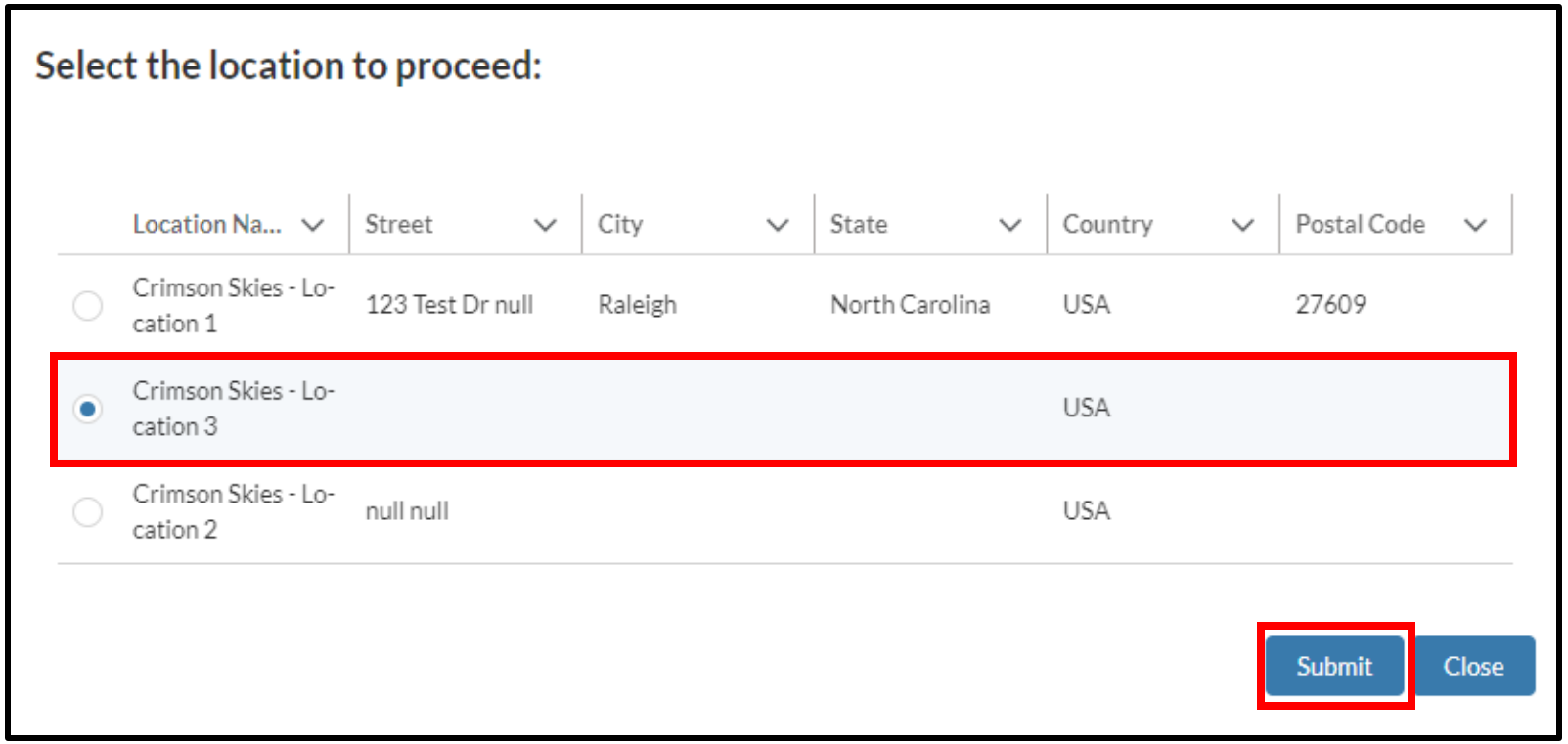


Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Step 3 of 4: Submit New Location To Operate In

1. Select the location that you would like to operate in
2. Verify that the address matches the desired location
3. Click **SUBMIT**



Audience

Healthcare Provider

Healthcare Location Manager

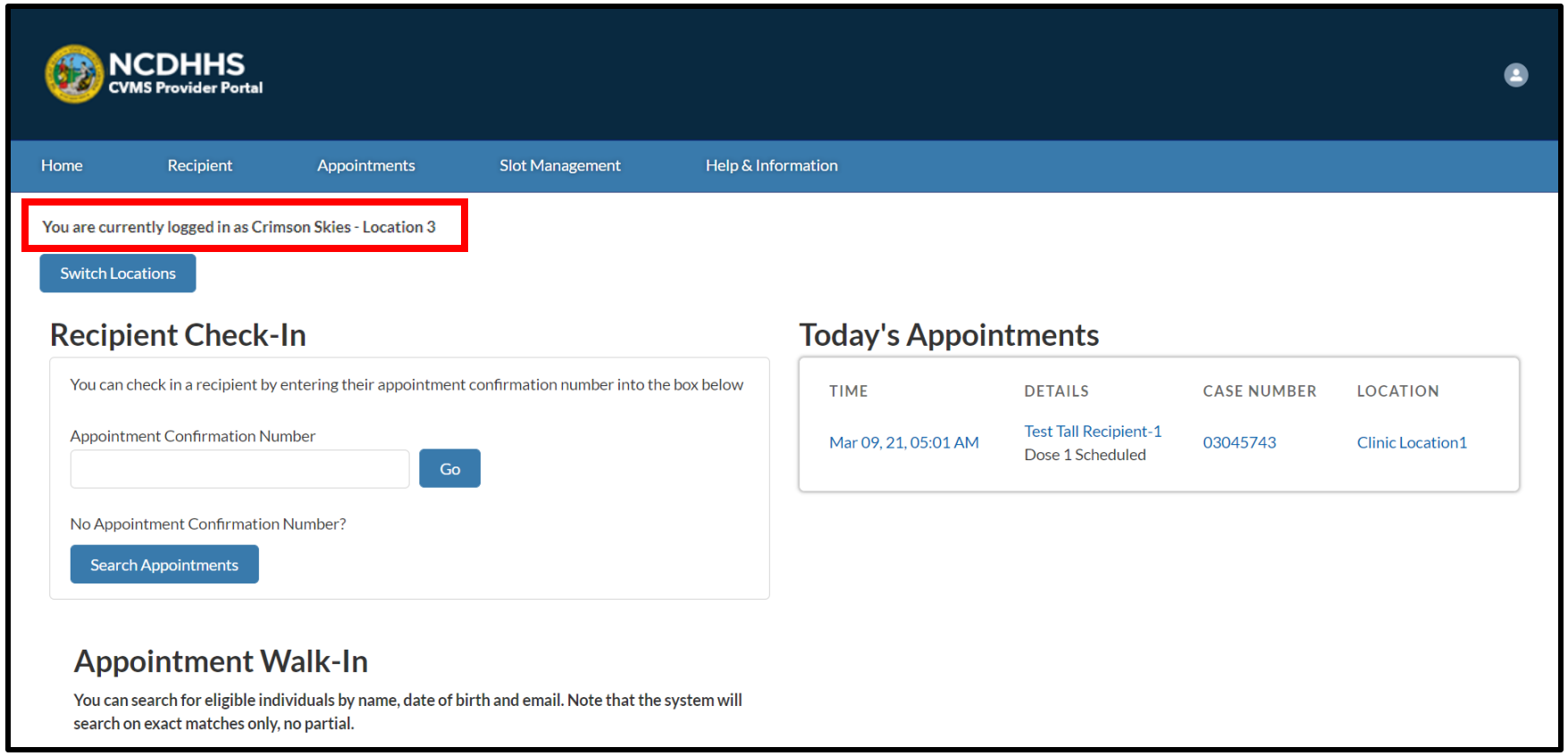
Statewide Location Manager

Tips

To see a list of locations you have access to operate in / can search for, speak to your location's **HEALTHCARE LOCATION MANAGER** or your location's **VACCINE COORDINATOR.**

Step 4 of 4: Confirm Successful Location Switch

Verify that the location successfully switched by checking the display at the top left of the Home Tab.



Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

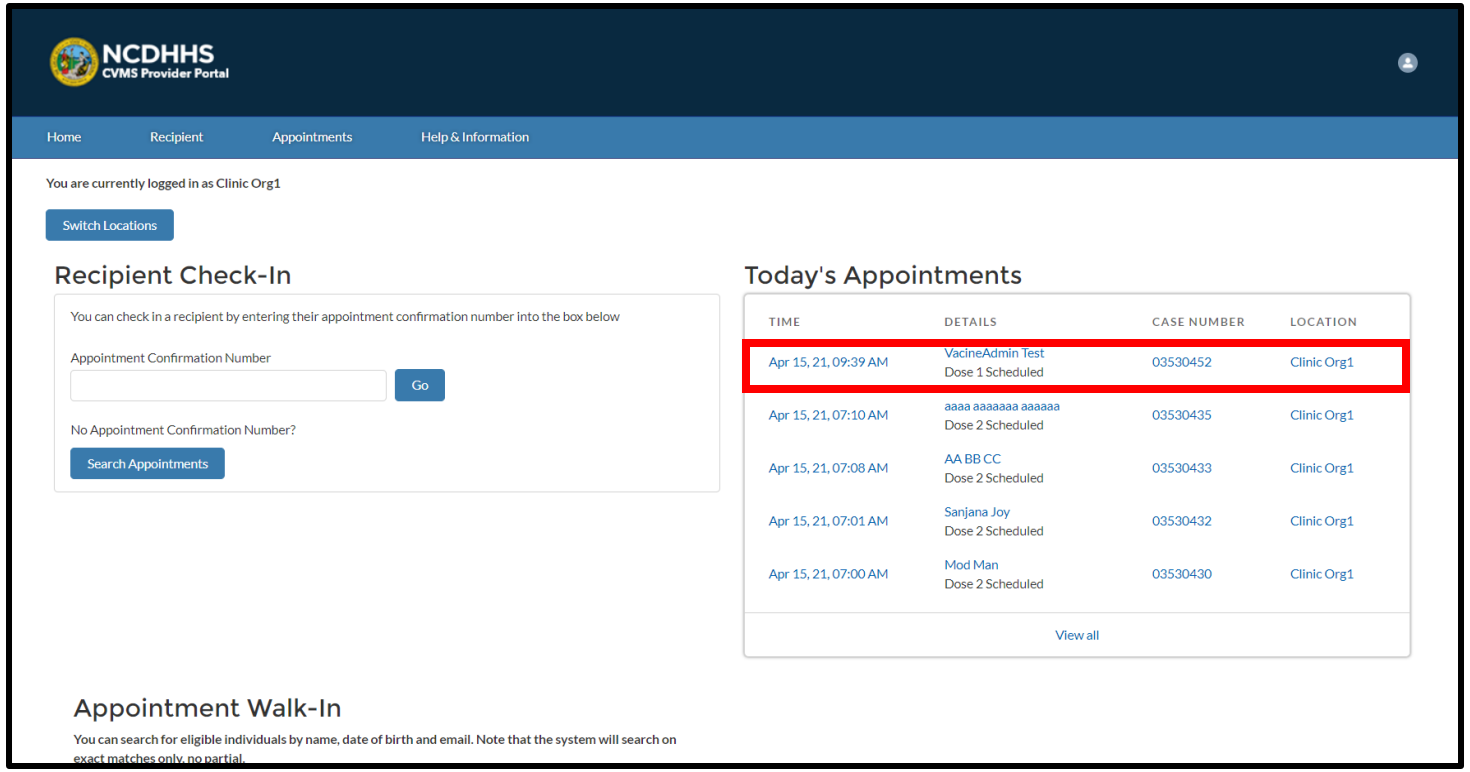
Enter Vaccine Administration Record

Step 1 of 10: Begin Vaccine Administration

There are three methods to begin the **VACCINE ADMINSTRATION** process.

When a **RECIPIENT** walks in to receive their COVID-19 vaccine and they do not have a scheduled appointment, the provider who initially verifies their identity will create an Appointment Booking for the recipient.

The provider who will administer the COVID-19 vaccine will select the recipient under **TODAY'S APPOINTMENTS** on the **HOME PAGE** which will begin the **VACCINE ADMINISTRATION** process.



Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

To review how to check-in a recipient through the Appointment Walk-In tool, review the **CVMS PROVIDER PORTAL RECIPIENT POINT OF CARE** User Guide at [CVMS User Guides, Recorded Trainings and Upcoming Trainings | NC DHHS COVID-19].

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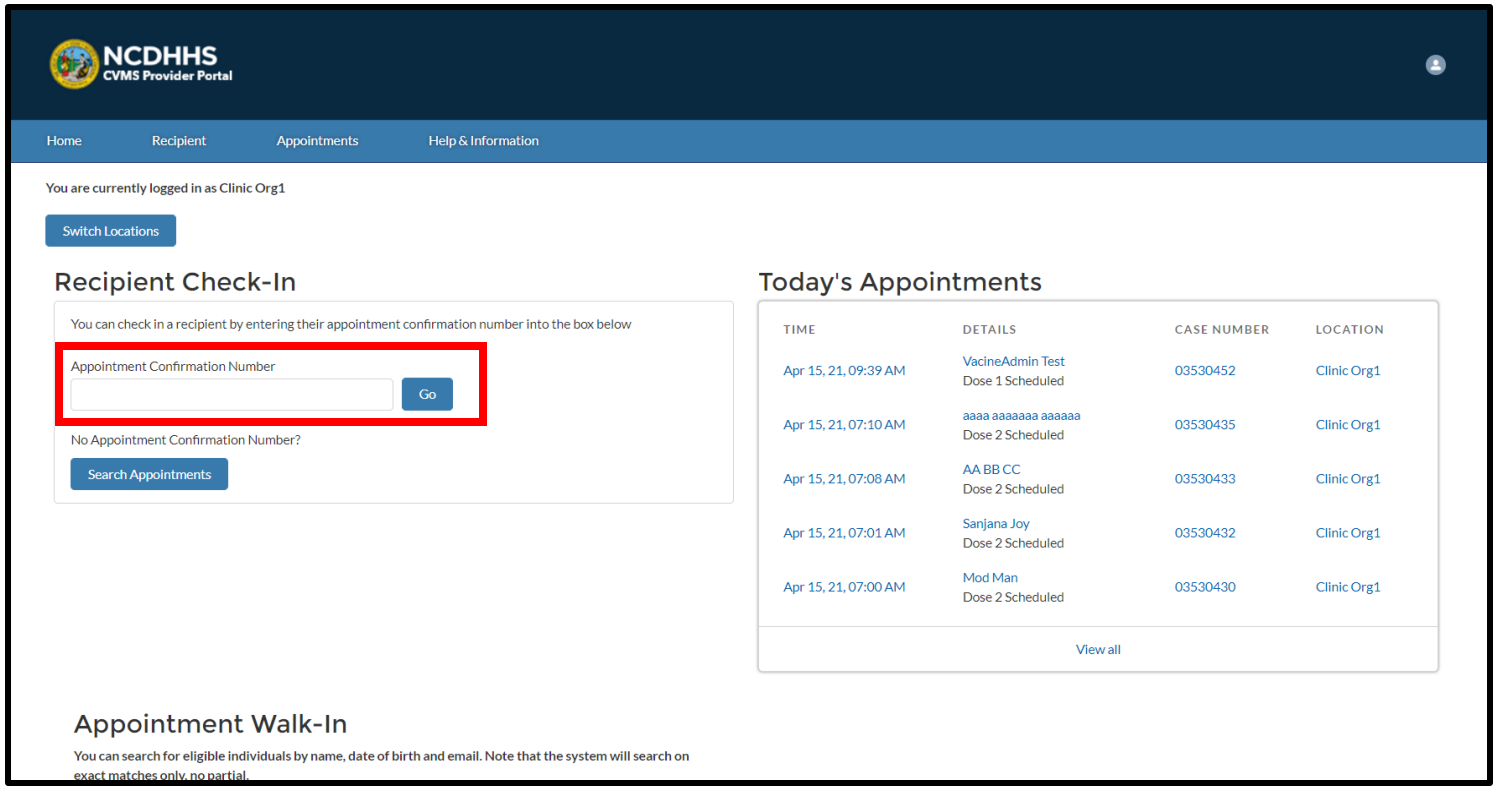
Step 2 of 10: Begin Vaccine Administration

Alternatively, if you are a provider that has signed up for the scheduling feature in CVMS, you can begin the **VACCINE ADMINISTRATION PROCESS** by entering the recipient's **APPOINTMENT CONFIRMATION NUMBER** that they received after scheduling their appointment online using the scheduling feature in CVMS.

1. Enter the **APPOINTMENT CONFIRMATION NUMBER** for the recipient
2. Click **GO**



Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

For information on how sign up for the scheduling feature in CVMS, please refer to the **Manage Appointment Scheduling User Guide** at CVMS User Guides, Recorded Trainings and Upcoming Trainings | NC DHHS COVID-19.

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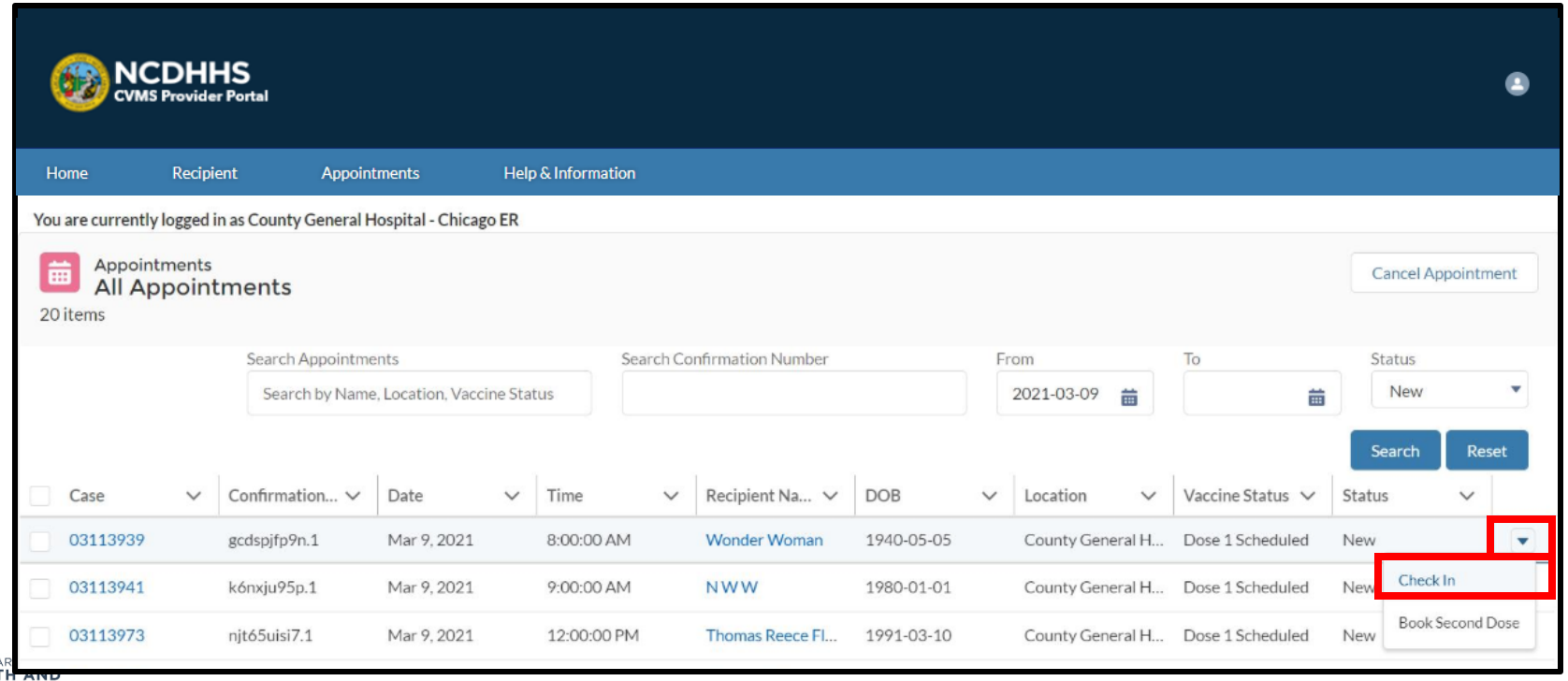
Step 3 of 10: Begin Vaccine Administration

Lastly, for those providers with access to the scheduling feature in CVMS, the **VACCINE ADMINISTRATION** process can also begin from the **APPOINTMENTS TAB.**

1. Navigate to the **APPOINTMENTS TAB**
2. Find the **CORRECT APPOINTMENT BOOKING** for the recipient you would like to begin the Vaccine Administration for
3. Click the drop-down arrow to the right of their name
4. Select **CHECK IN** to begin **VACCINE ADMINISTRATION**



Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

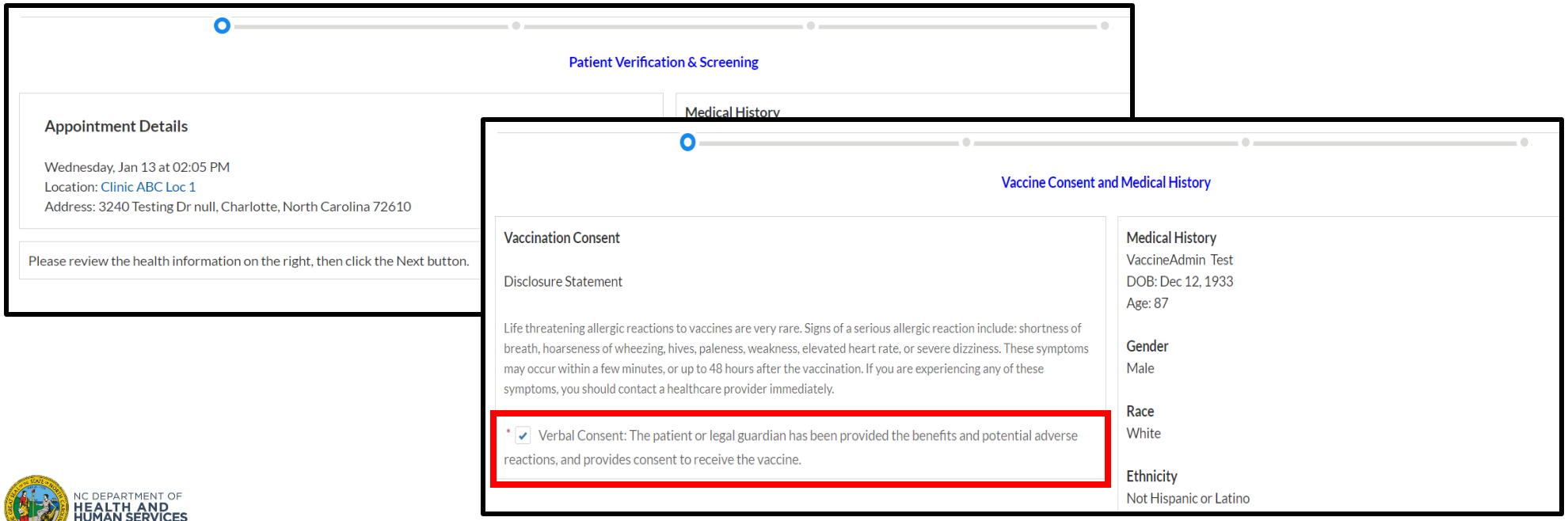
For information on how sign up for the scheduling feature in CVMS, please refer to the **Manage Appointment Scheduling User Guide** at [CVMS User Guides, Recorded Trainings and Upcoming Trainings | NC DHHS COVID-19](#).

Step 4 of 10: Receive Verbal Consent

Beginning the **VACCINE ADMINISTRATION** process takes you to the **PATIENT VERIFICATION & SCREENING** page.

1. Review the recipient's health information on the right-hand side of the screen and click **NEXT**
2. On the **VACCINE CONSENT AND MEDICAL HISTORY** page, read the **DISCLOSURE STATEMENT** to the recipient
3. After you **RECEIVE VERBAL CONSENT**, you can **CHECK** the check box indicating that consent was provided and click **NEXT**

*Note: The recipient's **MEDICAL HISTORY** will be displayed on the right-hand side of the screen throughout the entire Vaccine Administration Process.*



Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Step 5 of 10: Provide the EUA Fact Sheet

Before you administer the COVID-19 vaccine, you must also **PROVIDE** the **EMERGENCY USE AUTHORIZATION (EUA) FACT SHEET** and the **V-SAFE INFORMATION SHEET** to the recipient or guardian.

1. Obtain copies of the EUA Fact Sheet at this website (There will be different EUAs for different vaccines): https://www.fda.gov/media/144414/download (Pfizer EUA)
2. Obtain copies of the V-safe Information Sheet at this website: https://immunize.nc.gov/providers/ncip/pdf/v_safe_poster_508.pdf
3. Provide the recipient or guardian with the EUA Fact Sheet prior to vaccination.
4. Ask the recipient if they have any questions about the risks and benefits of receiving the COVID-19 vaccine.
5. Counsel the recipient on the importance of enrolling in V-safe to report any adverse events following vaccination.

Audience

- **Healthcare Provider**
- **Healthcare Location Manager**
- **Statewide Location Manager**

Step 6 of 10: Review the Vaccine Administration Details

Once you receive the recipient's consent and provide them with the appropriate EUA Fact Sheet, you will continue to the **VACCINE ADMINISTRATION** page. This page is where you will **CAPTURE KEY INFORMATION** about the **COVID-19 VACCINE ADMINISTERED.**

NCDHHS
CVMS Provider Portal

Home | Recipient | Appointments | Help & Information

Vaccine Administration

Vaccination Details

* Injection Site
Left Deltoid

* Dose
First Dose | Second Dose

* Route
Intramuscular (IM) | Subcutaneous (SQ) | Intradermal (ID)

* Date and Time of Vaccination
Date: Jan 13, 2021
Time: 2:18 PM

On Behalf of (Clinician)
-- Select Vaccine Administrator --

123 | Enter vial | Clear

Medical History
VaccineAdmin Test
DOB: Dec 12, 1933
Age: 87

Gender
Male

* Vaccine Product
Pfizer-BioNTech (195 MDV) COVID-19 Vaccine

* Manufacturer
Pfizer-BioNtech

* Available Vaccine Inventory
Expiration 1/13/2021 8:30 (Exp. Date: 1/13/2021) (Lot No: 100)

Lot Number
100

Serial Number
100

NDC
59267-1000-02

Expiration Date
Jan 13, 2021

Notes
No notes to report.

Email Address

Phone Number

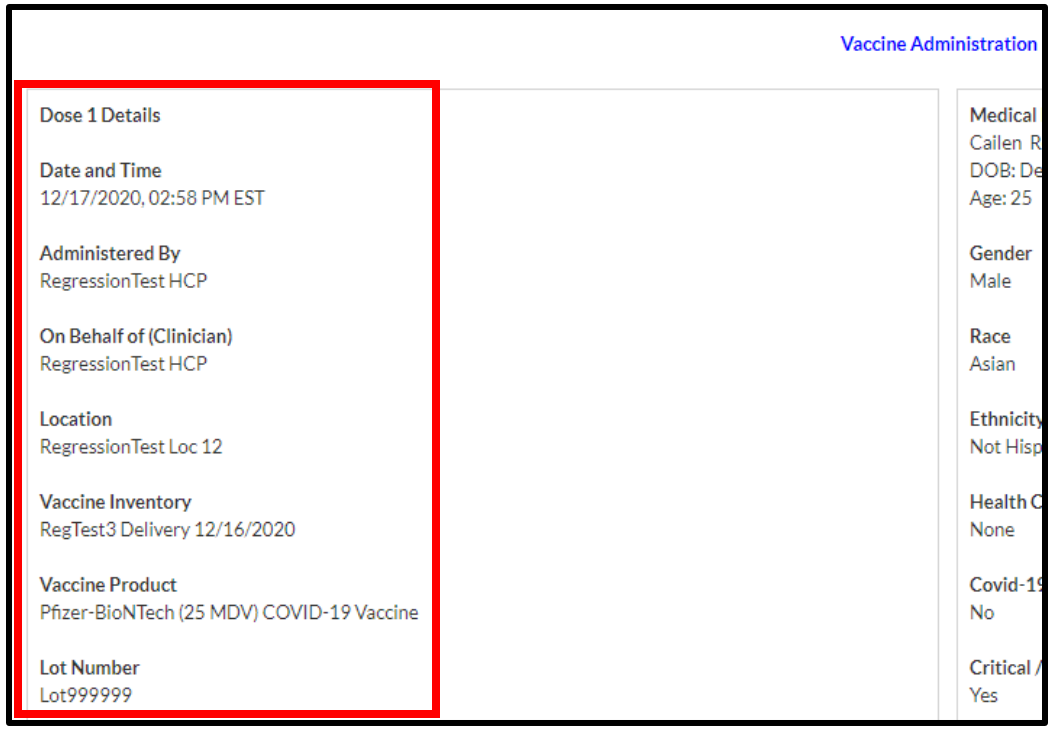
Preferred Communication Channel
None

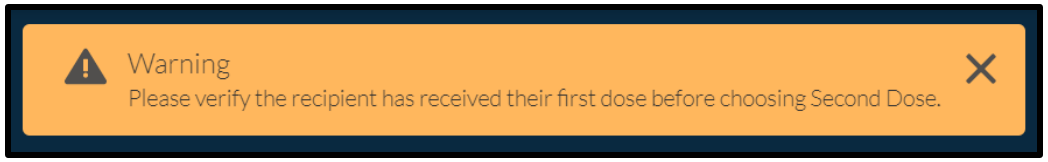
Previous | Next

Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Step 7 of 10: Vaccine Administration Details for the Second Vaccine Dose





If your recipient has already **RECEIVED A FIRST DOSE** of the COVID-19 vaccine, you will see **FIRST DOSE DETAILS** at the top of the **VACCINE ADMINISTRATION PAGE**.

Dose 1 Details will include:

- Date and Time
- Administered By
- On Behalf Of (Clinician)
- Location
- Vaccine Inventory
- Vaccine Product
- Lot Number

Alternately, if a recipient received a first dose outside of CVMS (e.g., out of state, through a Long-Term Care facility), the **FIRST DOSE DETAILS** will not appear. You may still mark the dose as a **SECOND DOSE.** In that instance, a warning label will appear at the top of the screen prompting you to verify that the recipient has received a first dose.

Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

Verify if a prior dose was given to the recipient.

Selecting **SECOND DOSE** will put the recipient into **DOSE 2 ADMINISTERED** status.

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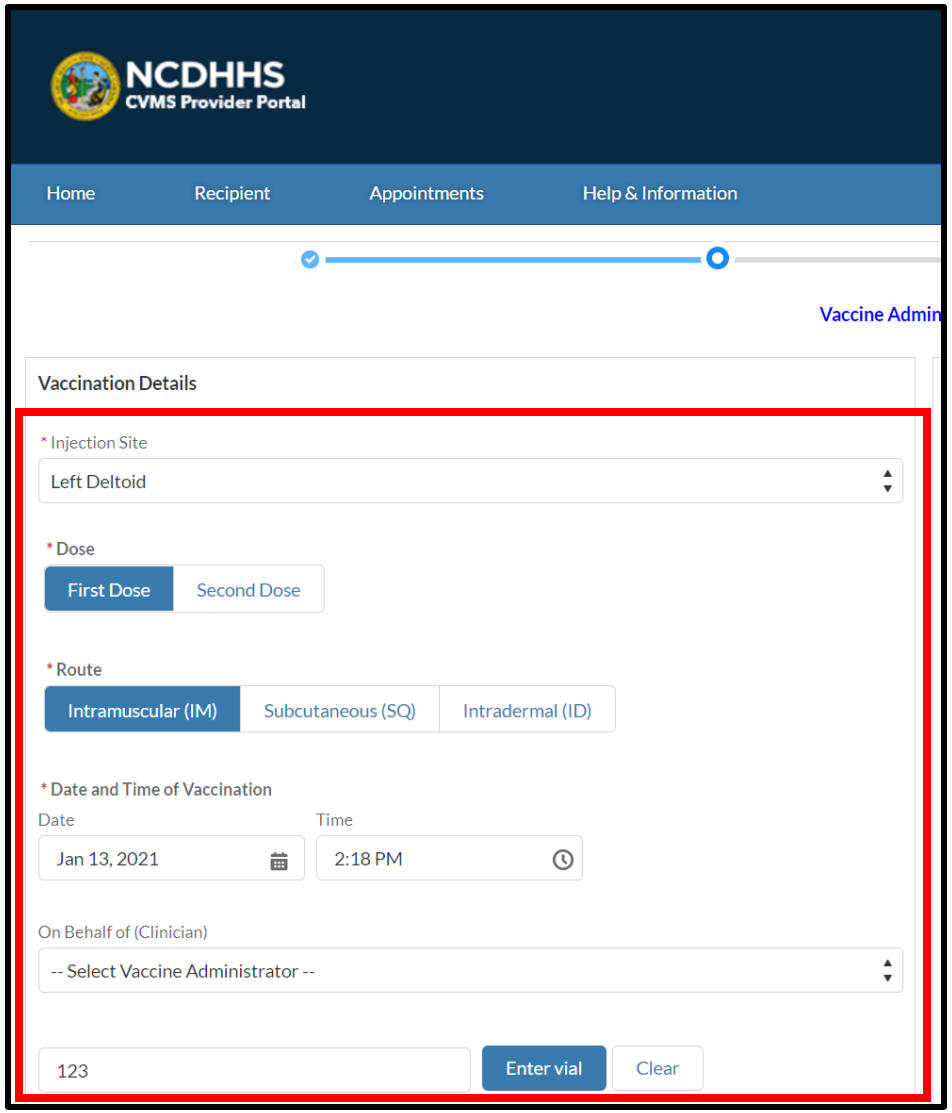
Step 8 of 10: Enter Vaccine Administration Details



On the **VACCINE ADMINSTRATION** page, you will capture all **VACCINE DETAILS**.

1. Populate all **REQUIRED** vaccination details
   - Injection Site
   - Dose
   - Route
   - Date & Time of Vaccination (This field will default to the current date and time, but can be edited to record a vaccine administered in the past)

Note: The field **ON BEHALF OF (CLINICIAN)** allows you to enter information on behalf of another clinician who administered the COVID-19 vaccine.

Audience

Healthcare Provider

Healthcare Location Manager

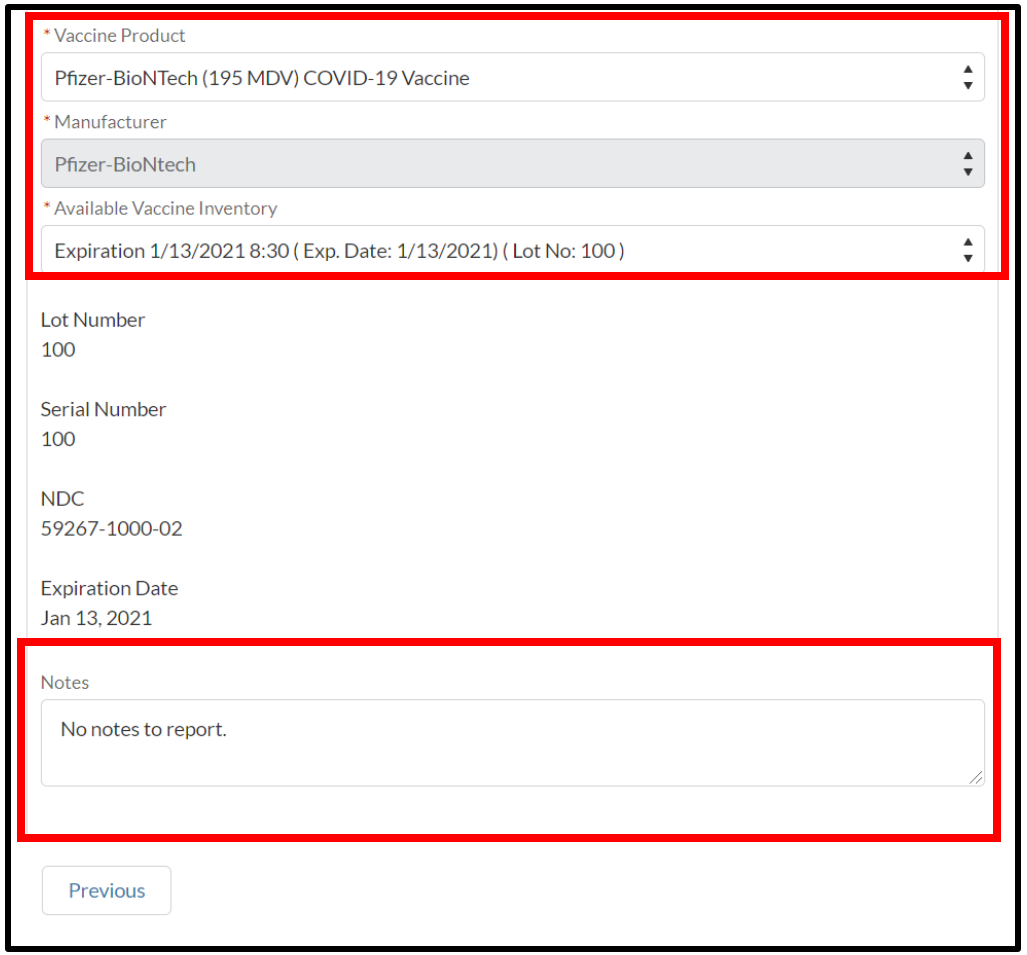
Statewide Location Manager

Tips

Use the drop-down for the **ON BEHALF OF (CLINICIAN)** field and type the first letter of the clinician's name.

If the individual completing the form is the person who administered the vaccine, **DO NOT ENTER** anything in the **ON BEHALF OF (CLINICIAN)** field.

Step 9 of 10: Enter Vaccine Administration Details



1. Continue populating all **REQUIRED** vaccination details
   - Vaccine Product (Vaccine Type)
   - Available Vaccine Inventory (what lot?)

Note: If you select a **SINGLE-DOSE** vaccine product, you must select **FIRST DOSE**, otherwise you will receive an error.

2. Enter any additional notes that are relevant in the **NOTES** text field

3. **REVIEW ALL VACCINE DETAILS**

4. Click **NEXT**

*If you are administering a second COVID-19 vaccine dose, please be sure to confirm the COVID-19 vaccine is from the **SAME MANUFACTURER** as the first COVID-19 vaccine dose.*

Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

MANUFACTURER, LOT NUMBER, SERIAL NUMBER, NDC NUMBER and **EXPIRATION DATE** will **AUTO POPULATE** once you select the Product and Available Vaccine Inventory.

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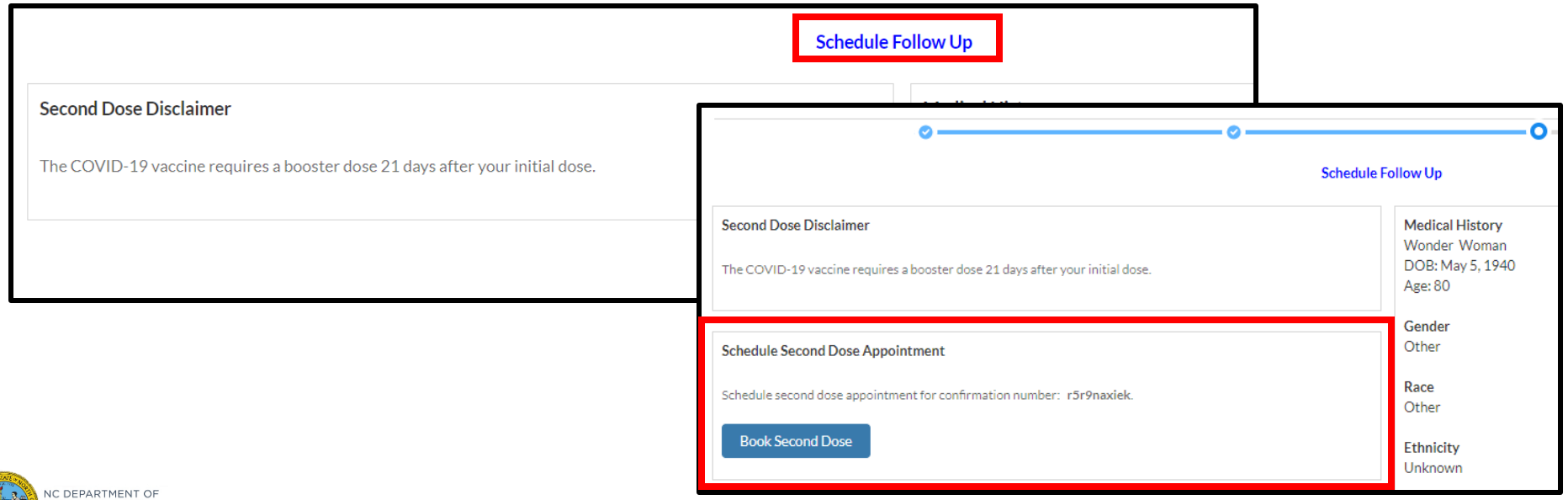
Step 10 of 10: Finish an Appointment

If you have administered a **SINGLE-DOSE** product of this is a second dose appointment, you will be routed back to the **HOME PAGE.**

If you have administered the first dose of a **TWO-DOSE** product, you will be routed to the **SCHEDULE FOLLOW-UP** page. This page will remind you to tell the recipient to schedule their second dose appointment. You can click **FINISH APPOINTMENT** to close the appointment and bring up the **HOME PAGE**.

*If the recipient used the scheduling feature in CVMS to book their first appointment, you will see a button labeled **BOOK SECOND DOSE** on this page. See the **SCHEDULE A SECOND DOSE APPOINTMENT** section for more details on that process.*



Audience

Healthcare Provider

Healthcare Location Manager

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

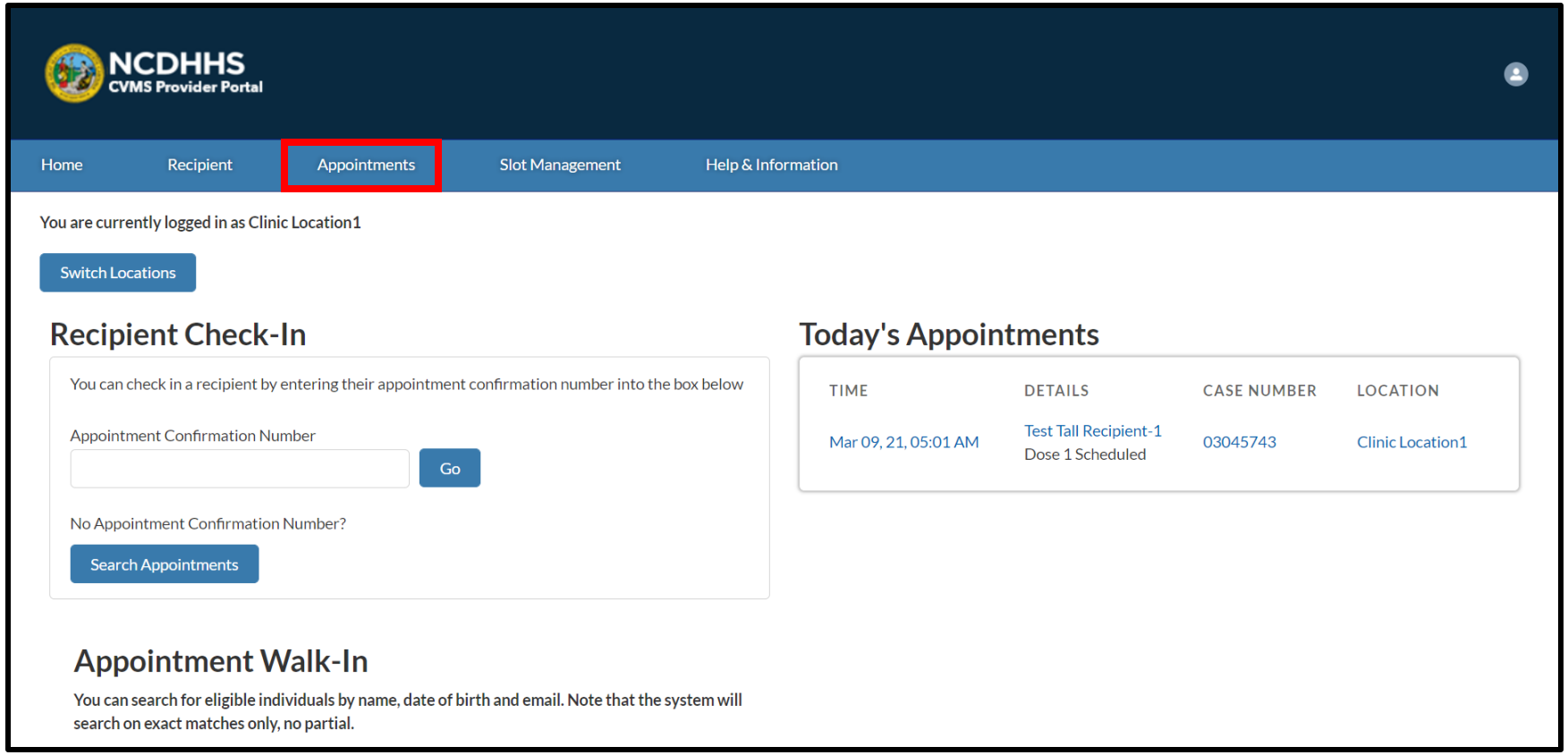
Edit or Remove Vaccine Administration Records After Submission

Edit Vaccine Administration Details

Step 1 of 8: Navigate to Appointments Tab

If a **RECIPIENT** has incorrect details entered during Vaccine Administration, the Healthcare Provider **MUST EDIT** the details to ensure data accuracy.

To begin, navigate to the **APPOINTMENTS** tab.



Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

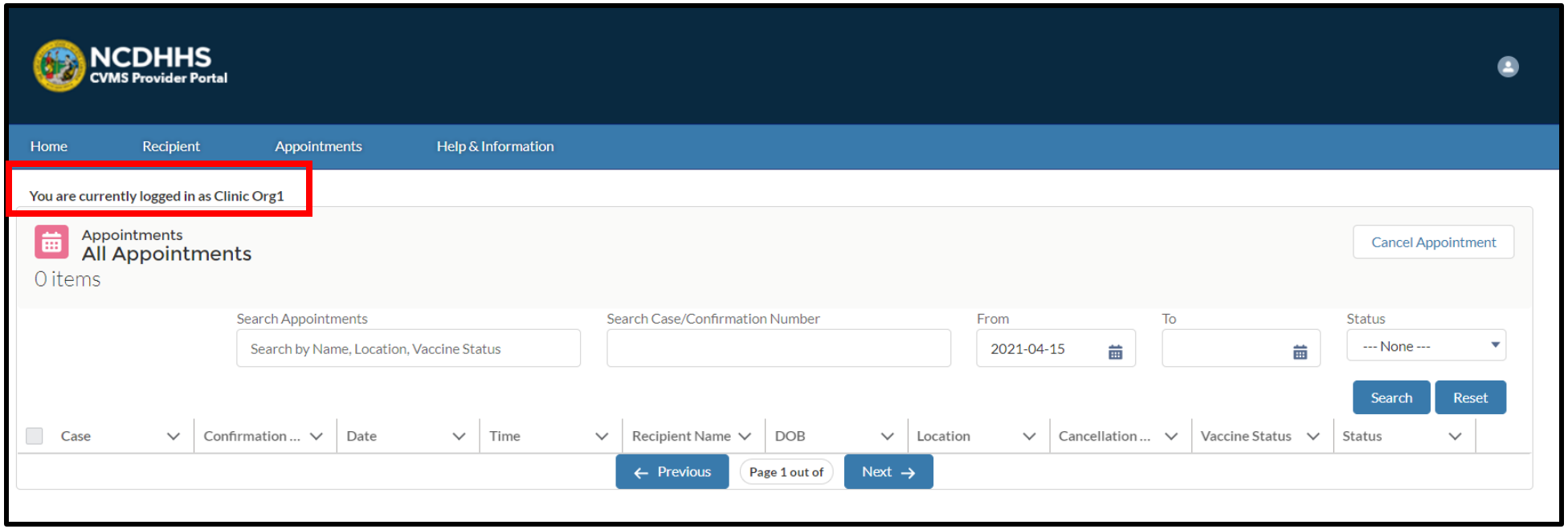
Tips

Healthcare Providers can only update Vaccine Administration details for recipients who received their COVID-19 vaccine through the same location as the Healthcare Provider.

Step 2 of 8: Locate Recipient

Clicking on the Appointments tab takes you to a list view of all Appointments for your location.

Verify that you are currently logged in to the same location that the recipient received their vaccine.



Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

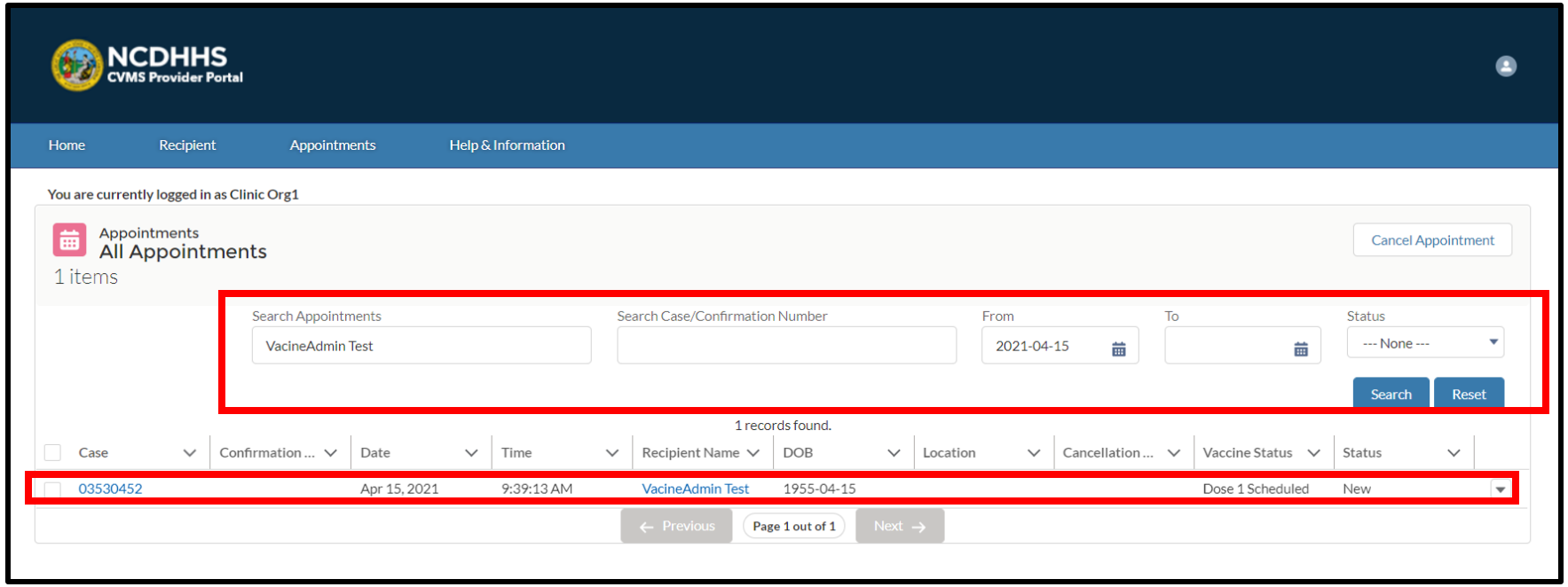
Tips

The **APPOINTMENTS** tab will default to show you appointments that were scheduled for the same day you are logged in.

Step 3 of 8: Select Appointment to be Updated

To begin editing the details of the **VACCINE ADMINISTRATION**, you must first locate the correct **APPOINTMENT RECORD**.

1. Enter the name of the recipient in the Search field, and adjust the date range to capture the date of the appointment that needs updating
2. Click **SEARCH**
3. Click the **CORRECT APPOINTMENT RECORD** for the recipient. The correct record will be the one that shows a **VACCINE STATUS** as either **DOSE 1 ADMINISTERED** or **DOSE 2 ADMINISTERED**



Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

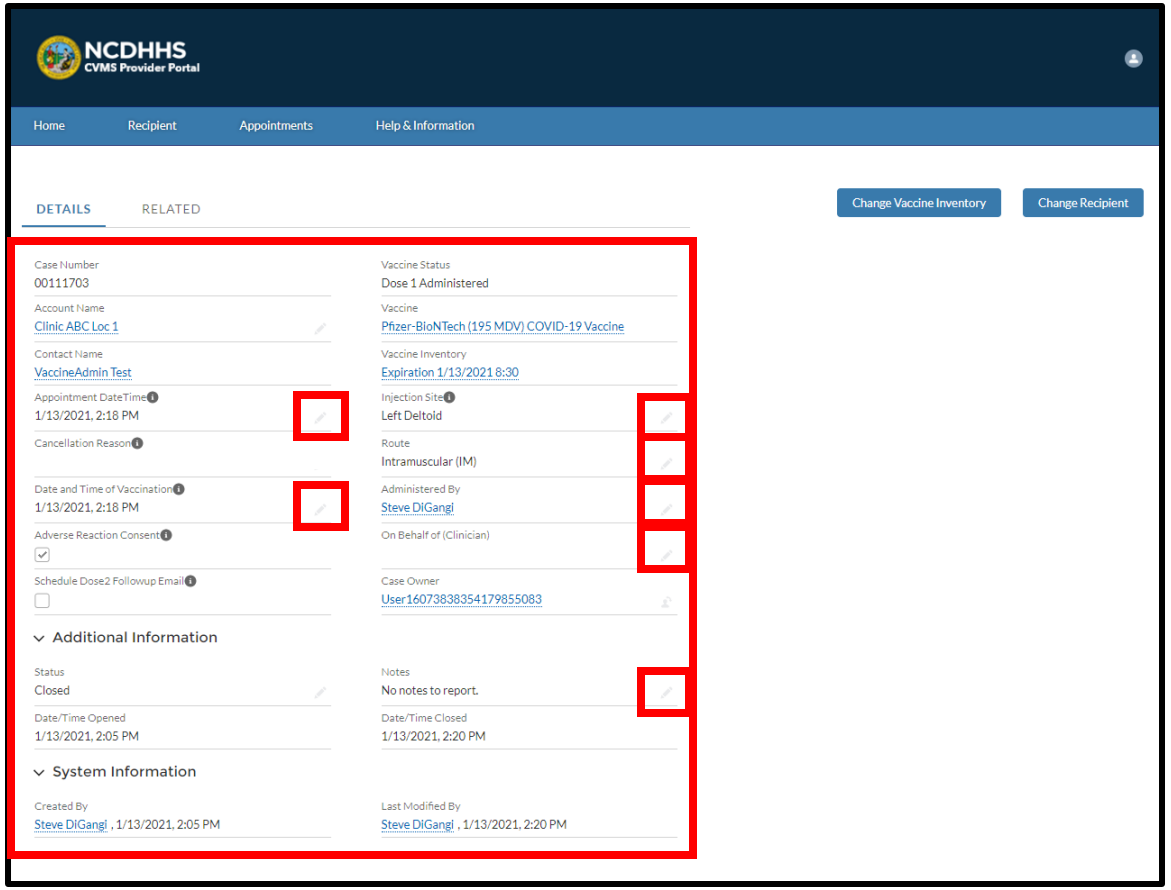
Alternatively, you may search for the recipient via the **RECIPIENT TAB**, locate their recipient record, and click on their Appointment record.

Step 4 of 8: Review Vaccine Administration Details

The **VACCINE ADMINSTRATION** details will display for the recipient.

1. All Vaccination details are visible including:
   - Date and Time
   - Vaccine Product / Inventory
   - Injection Site
   - Route
   - Administered By
   - On Behalf of (Clinician)
   - Notes

2. To begin editing the details of the **VACCINE ADMINISTRATION**, select any **PENCIL ICON** to the right of a field



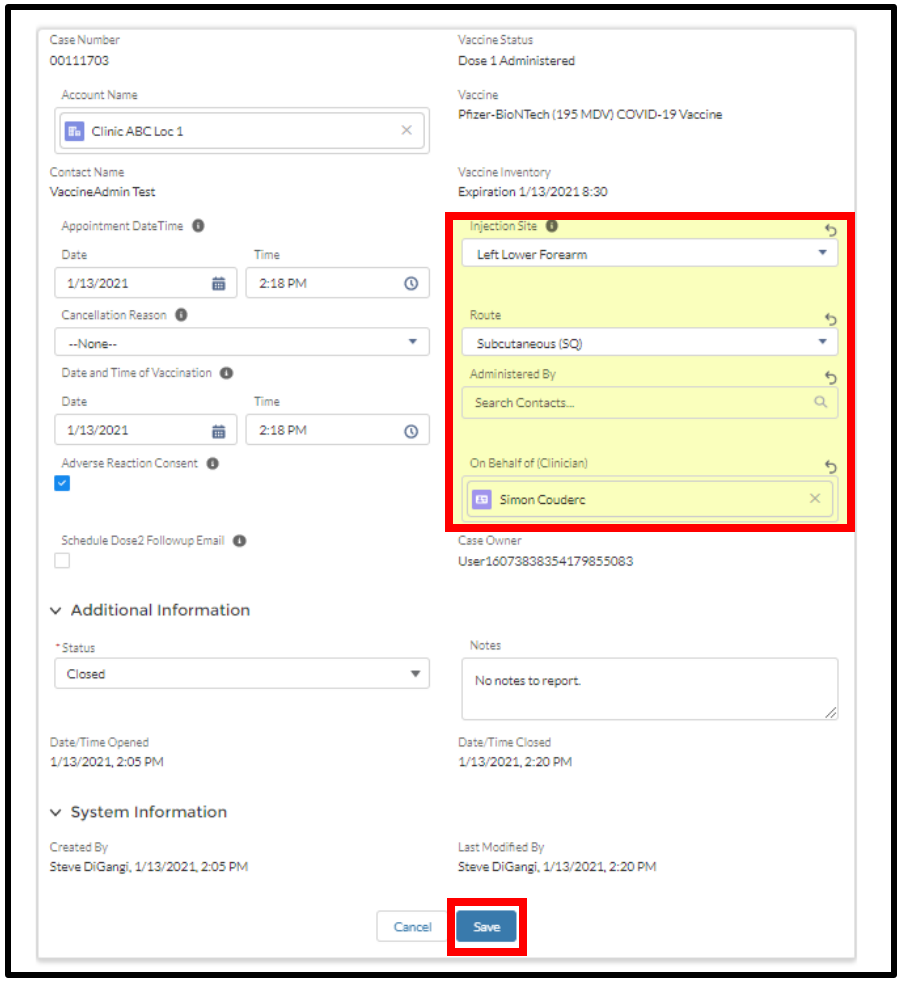
Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Step 5 of 8: Edit Vaccine Administration Details



The **VACCINE ADMINSTRATION** details will now appear as editable fields. As you edit fields, they will highlight yellow to indicate that you've made a change.

1. Edit any of the following fields to the correct information:
   - Date / Time of Vaccination
   - Injection Site
   - Route
   - Administered By
   - On Behalf of (Clinician)
   - Notes

2. Do not edit any of the following fields:
   - Account Name
   - Cancellation Reason
   - Appointment Date / Time
   - Case Owner

3. Click **SAVE**

NOTE: You cannot remove Dosage, Injection Site, or Route, nor can you uncheck the Adverse Reaction Consent checkbox on administered appointments. If you need to remove a vaccine administration, see the Remove Vaccine Administration section of this user guide.

Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

From this screen, you cannot edit the **VACCINE INVENTORY**. To see how to edit Vaccine Inventory, look at the next slide.

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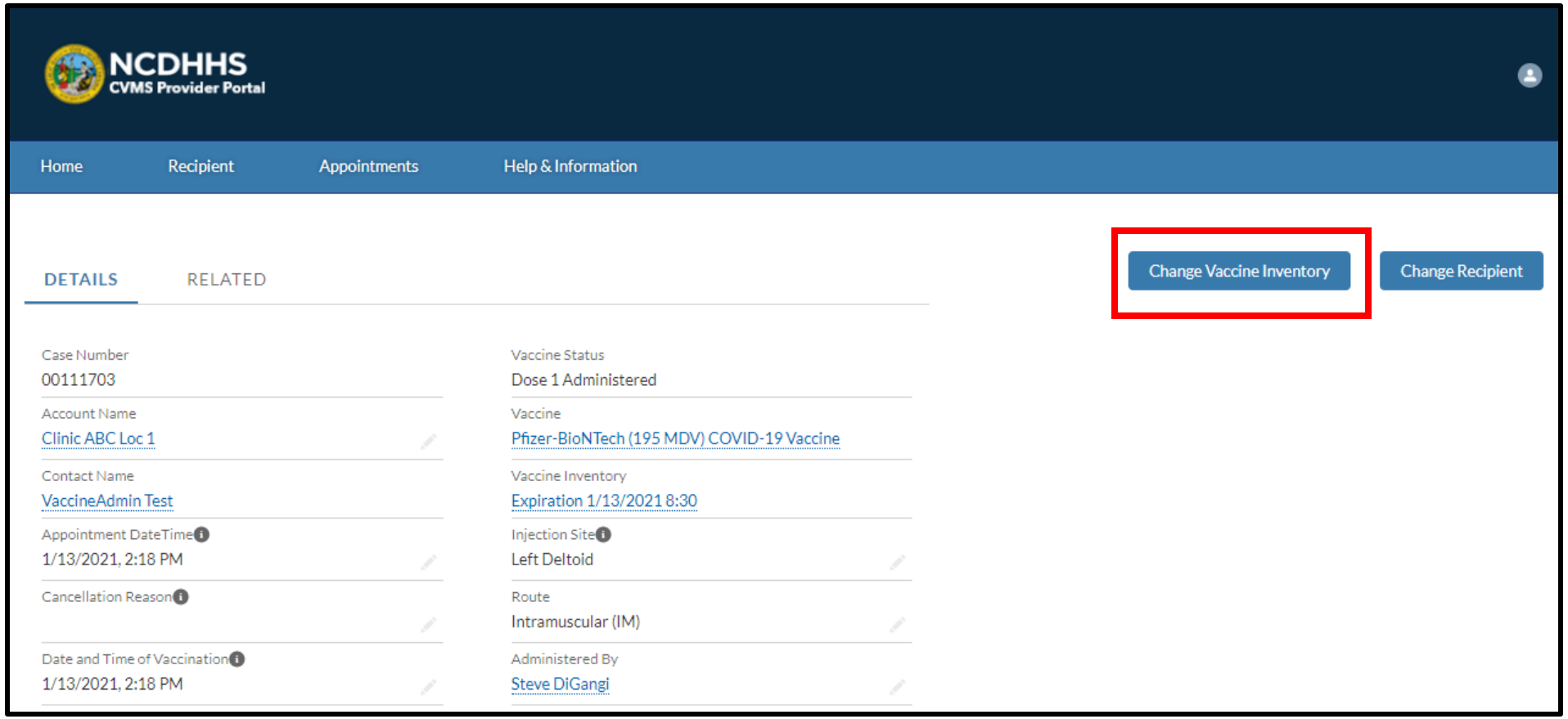
Step 6 of 8: Change Vaccine Inventory

To edit the **VACCINE INVENTORY** field of the **VACCINE ADMINISTRATION**, you must select the **CHANGE VACCINE INVENTORY** button.



Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

Review the next section of this User Guide for instructions on how to use the **CHANGE RECIPIENT** button.

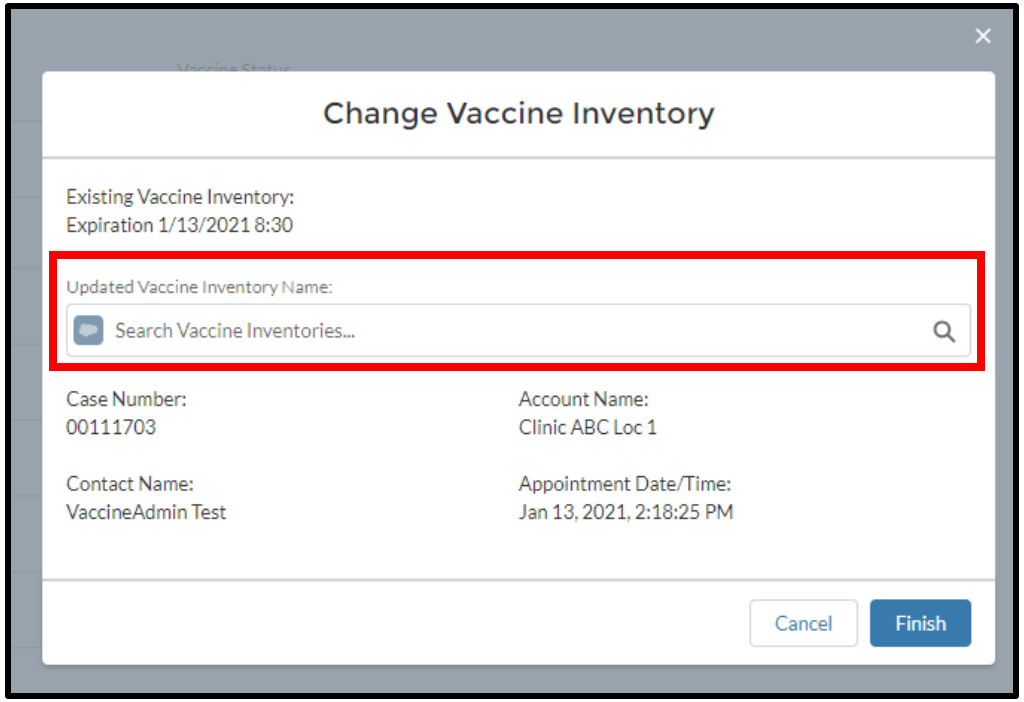
Step 7 of 8: Select an Updated Vaccine Inventory

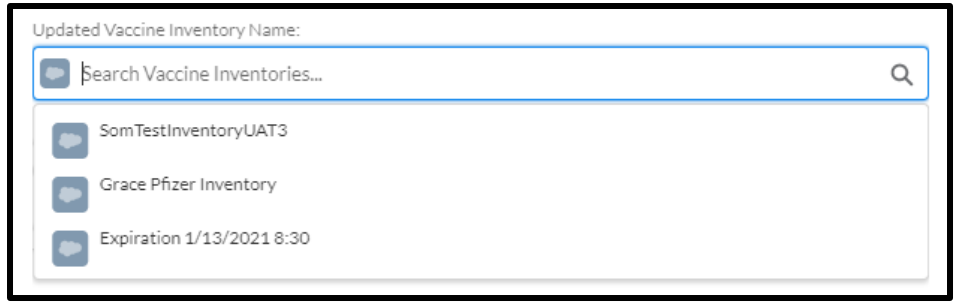
A pop-up window will appear inviting you to Change Vaccine Inventory.

1. Click the **SEARCH VACCINE INVENTORIES** field, which will populate a list of available inventories for your location
2. Locate and click the correct inventory, or type the name of the inventory to quickly find it

   Note: You can not change the Vaccine Inventory from a two-dose vaccine product to a single-dose vaccine product if you are editing a **SECOND DOSE** vaccine administration

3. Click **FINISH**





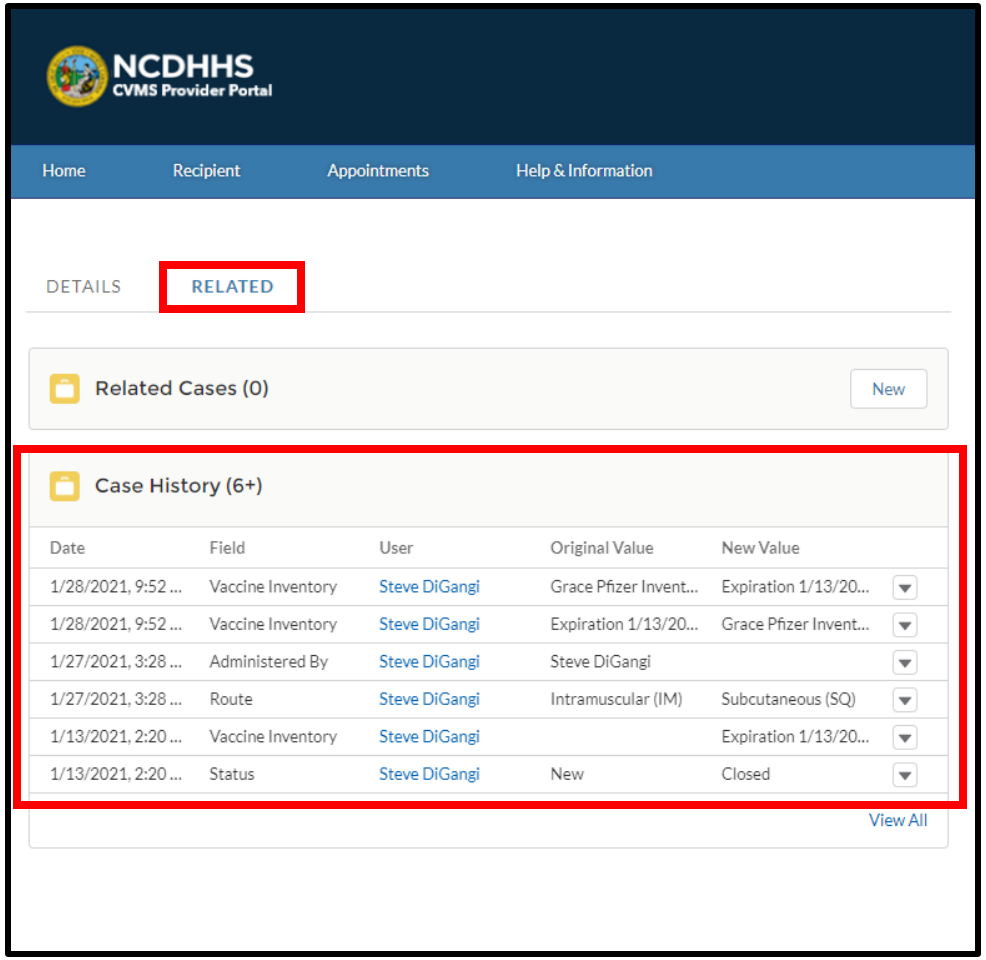
Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Tips

Although **VACCINE PRODUCT** is not an editable field, changing the **VACCINE INVENTORY** to an inventory of a different product will automatically update the **VACCINE PRODUCT** field.

Step 8 of 8: Review the Vaccine Administration Details Change History



At any point, you can review the history of changes made to the Vaccine Administration details.

1. From the Appointment Record, click the **RELATED** tab
2. View **CASE HISTORY** to see the date, time, user, old value, and new value for each individual field that was changed

Audience

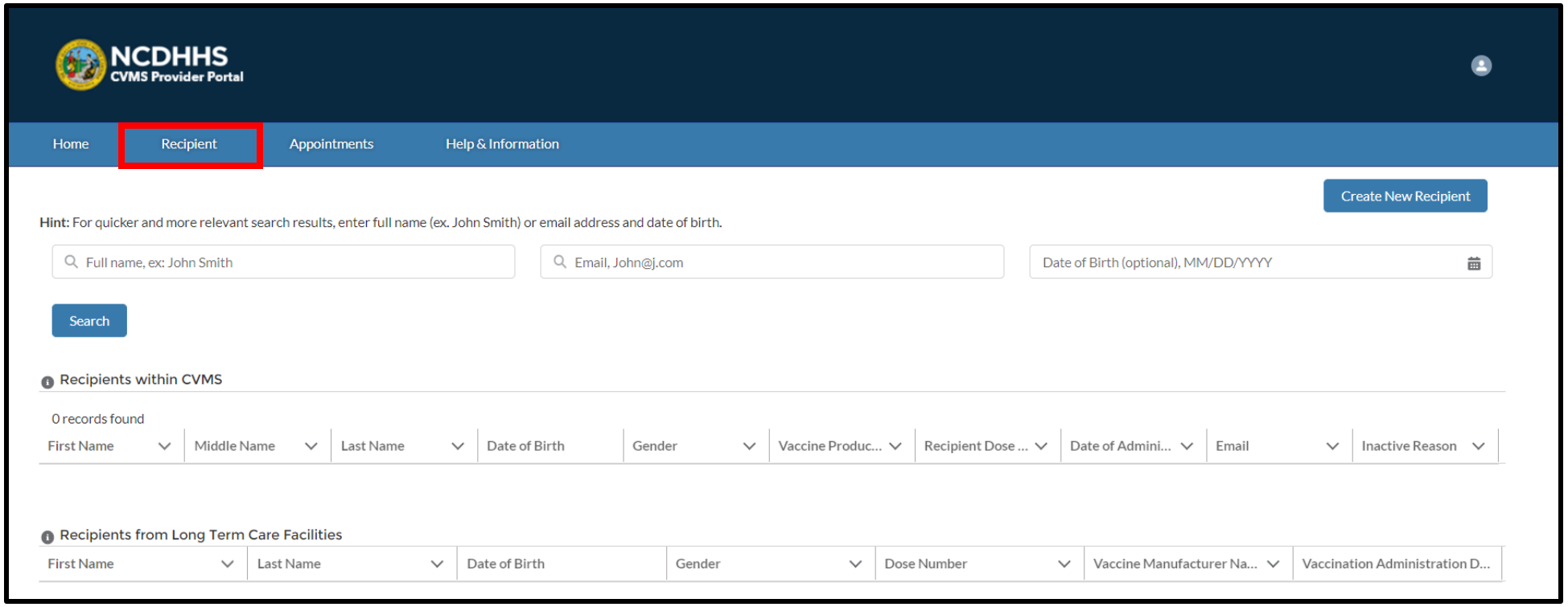
- **Healthcare Provider**
- **Healthcare Location Manager**
- **Statewide Location Manager**

Edit Vaccine Administration Recipient

Step 1 of 5: Navigate to Recipient Tab

When a **HEALTHCARE PROVIDER** enters Vaccine Administration details for the wrong **RECIPIENT**, the Healthcare Provider must change the recipient for the entered Vaccine Administration details.

To begin, navigate to the **RECIPIENT** tab.



Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

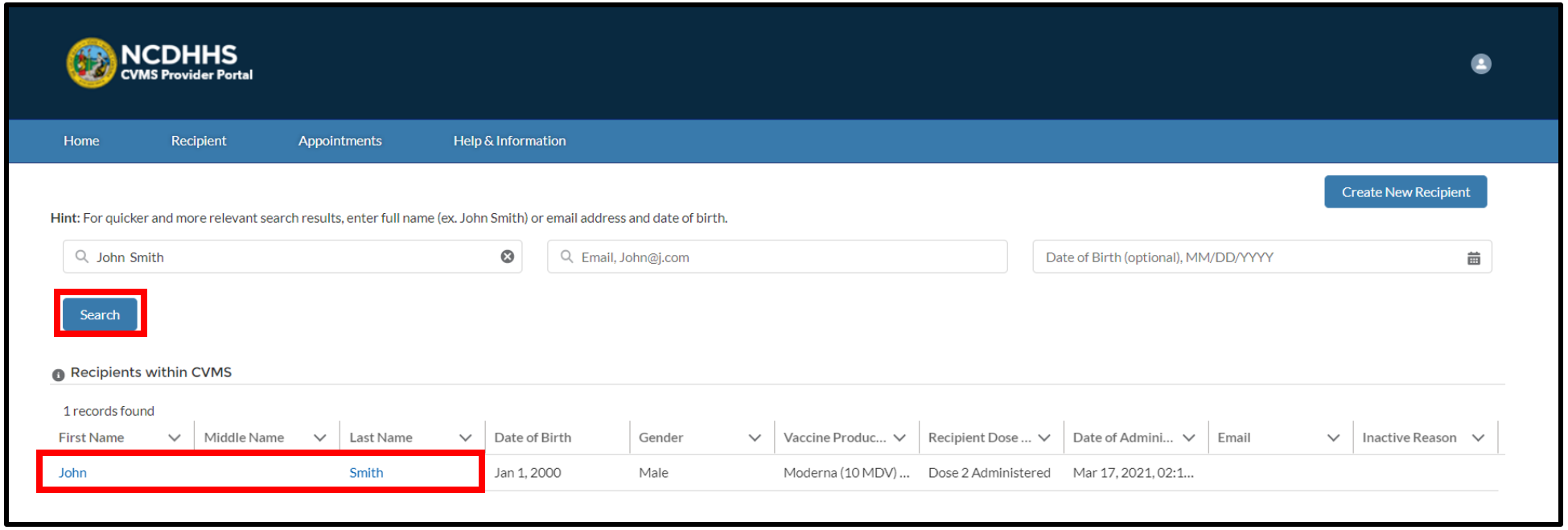
Tips

Healthcare Providers can only change Vaccine Administration recipient for recipients who received their COVID-19 vaccine through the same location as the Healthcare Provider.

Step 2 of 5: Locate Recipient

Clicking on the **RECIPIENT TAB** takes you to a screen to search all recipients in CVMS.

1. Type in the incorrect recipient's name in the search box
2. Click **SEARCH**
3. Select the recipient's name



Audience

Healthcare Provider

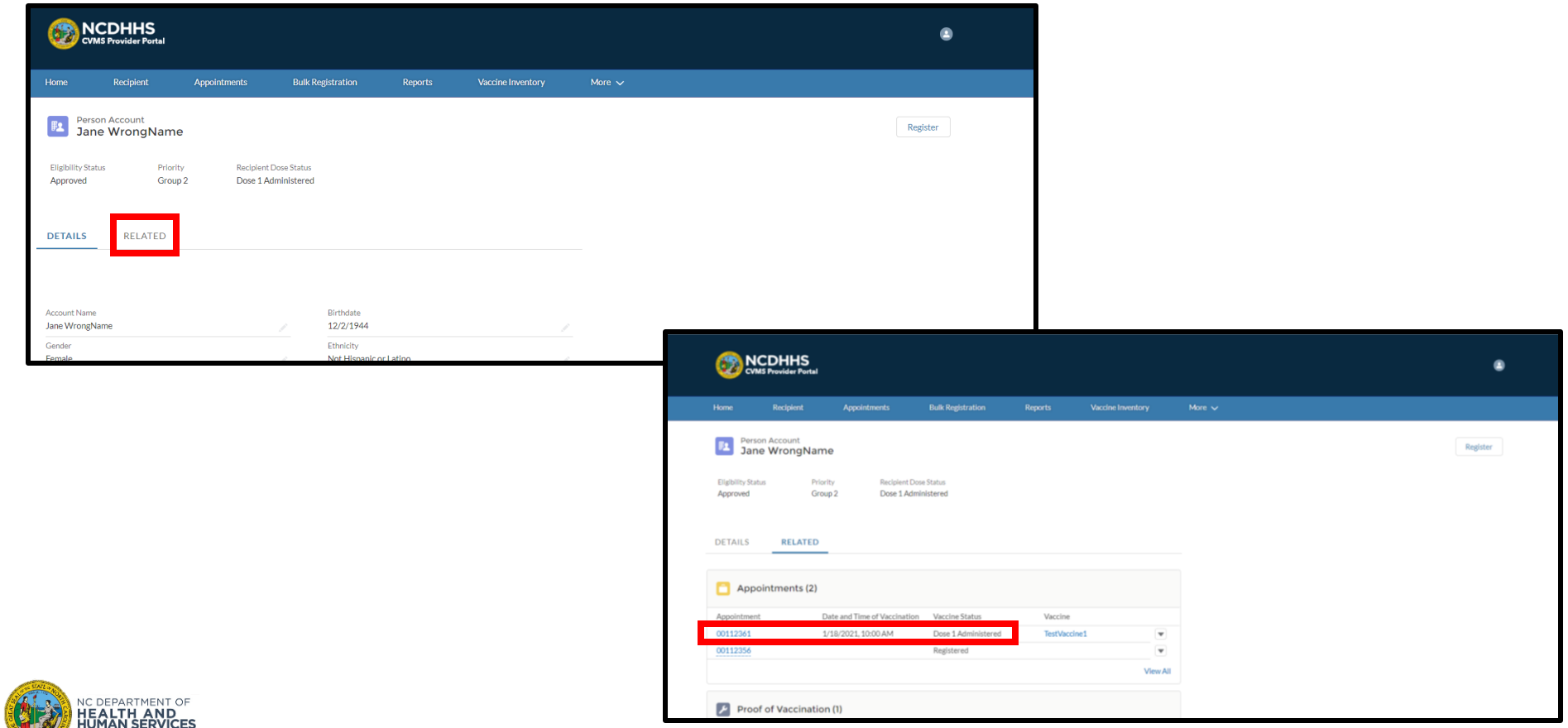
Healthcare Location Manager

Statewide Location Manager

Step 3 of 5: Locate Recipient Details

Clicking on the **RECIPIENT** name takes you to the account details of the recipient.

1. Click on the **RELATED** tab under the recipient's name to view appointment information
2. Select the appointment record that needs to be changed to another recipient (the **VACCINE STATUS** will say either **DOSE 1 ADMINISTERED** or **DOSE 2 ADMINISTERED**)



Audience

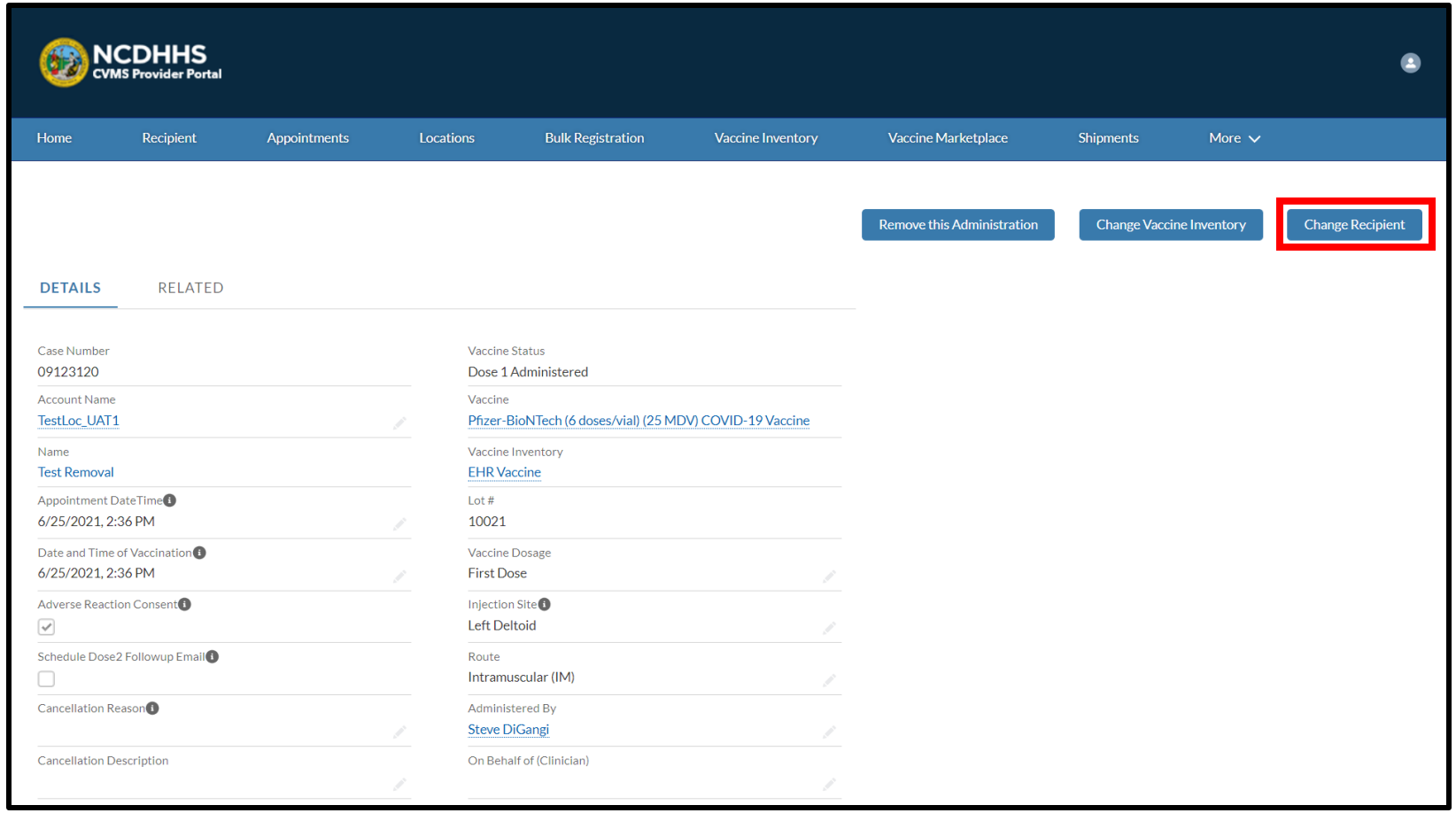
- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Step 4 of 5: Change Recipient

Selecting the appointment record takes you to the appointment details screen.

Click **CHANGE RECIPIENT** in the top right corner to transfer the **VACCINE ADMINISTRATION** details to the correct recipient.



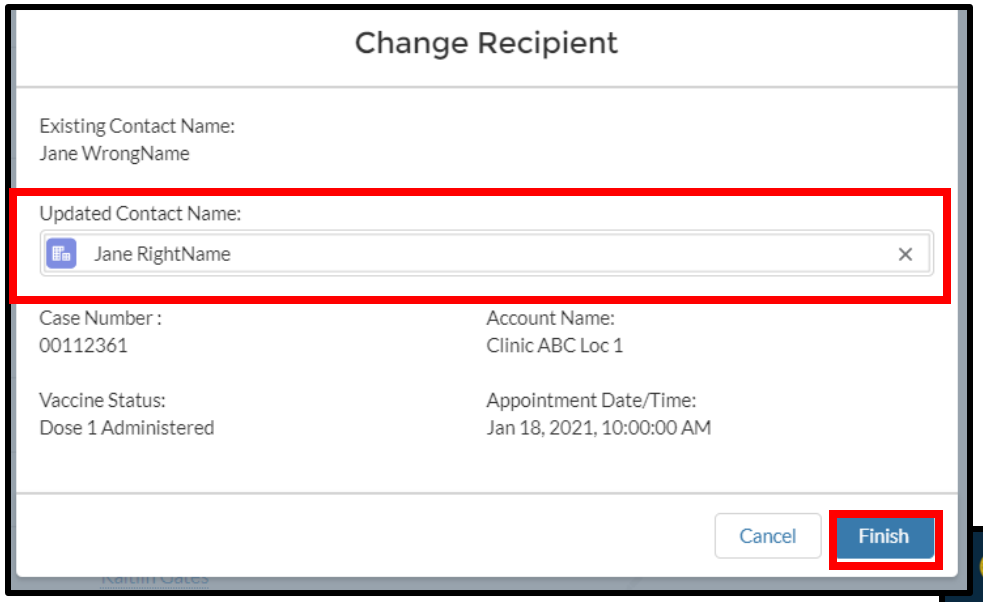
Audience

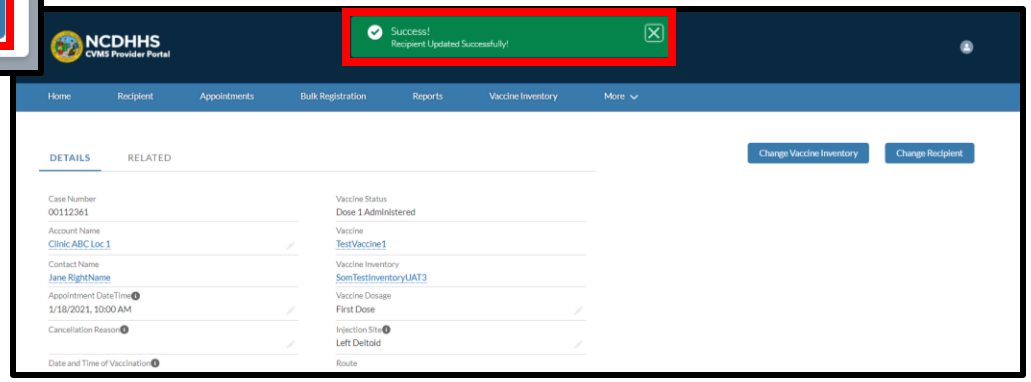
- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Step 5 of 5: Locate Correct Recipient

A Change Recipient pop-up box will appear.

1. Search for the correct recipient in the **UPDATED CONTACT NAME** field
2. Click **FINISH**
3. A Success Confirmation pop-up should appear at the top of the screen
4. 3. A Success confirmation pop-up should appear at the top of the screen





Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

The status of the incorrect recipient will be reverted to their previous status, (e.g., 'Dose 1 Administered' will revert to 'Registered').

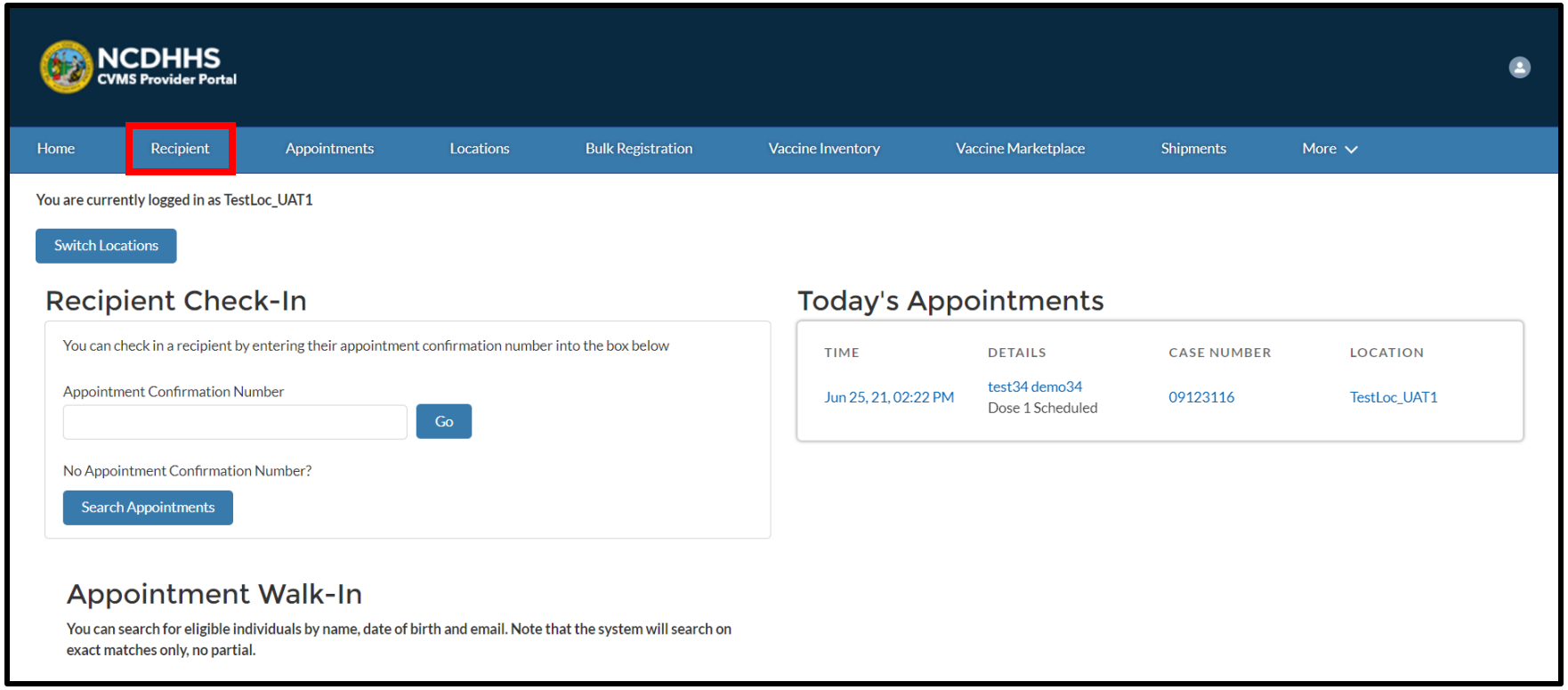
The correct recipient's status will be updated to reflect the administered vaccine (e.g., updated from 'Registered' to 'Dose 1 Administered').

Remove Vaccine Administration

Step 1 of 5: Navigate to Recipient Tab

When a **HEALTHCARE PROVIDER** enters Vaccine Administration details erroneously and the Vaccine Administration needs to be completely cleared from CVMS, the Healthcare Provider must **REMOVE** the Vaccine Administration details.

To begin, navigate to the **RECIPIENT** tab.



Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

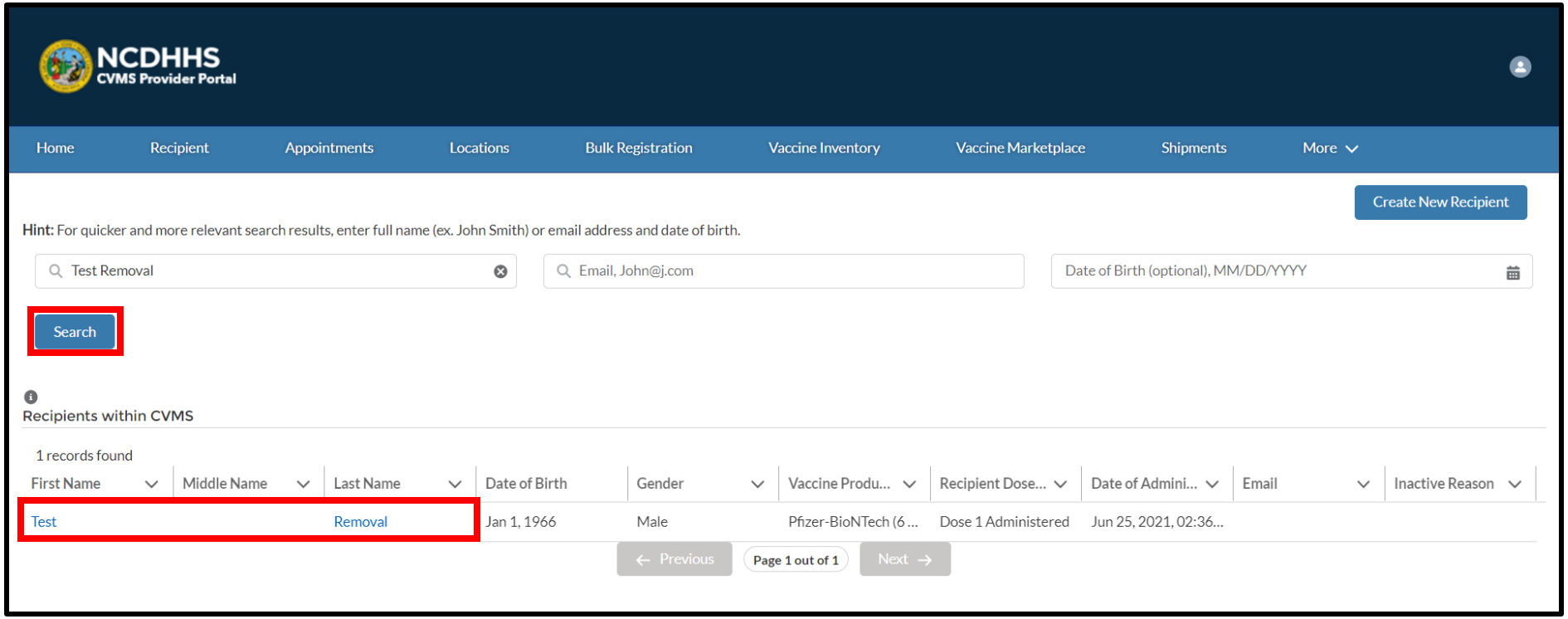
Tips

Healthcare Providers can only remove Vaccine Administration for recipients who received their COVID-19 vaccine through the same location as the Healthcare Provider.

Step 2 of 5: Locate Recipient

Clicking on the **RECIPIENT TAB** takes you to a screen to search all recipients in CVMS.

1. Type in the incorrect recipient's name in the search box
2. Click **SEARCH**
3. Select the recipient's name



Audience

Healthcare Provider

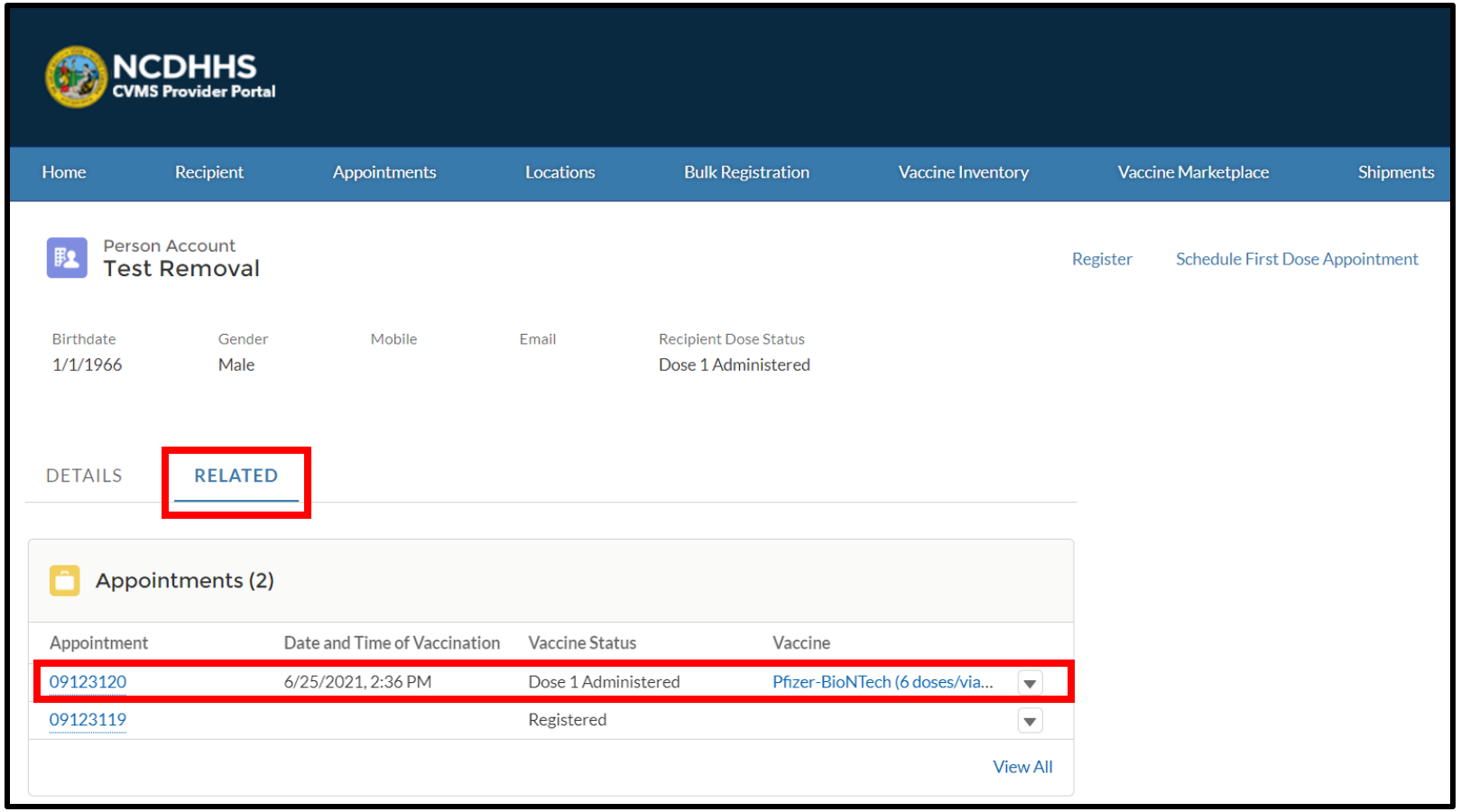
Healthcare Location Manager

Statewide Location Manager

Step 3 of 5: Locate Recipient Details

Clicking on the **RECIPIENT** name takes you to the account details of the recipient.

1. Click on the **RELATED** tab under the recipient's name to view appointment information
2. Select the appointment record that needs to be changed to another recipient (the **VACCINE STATUS** will say either **DOSE 1 ADMINISTERED** or **DOSE 2 ADMINISTERED**)



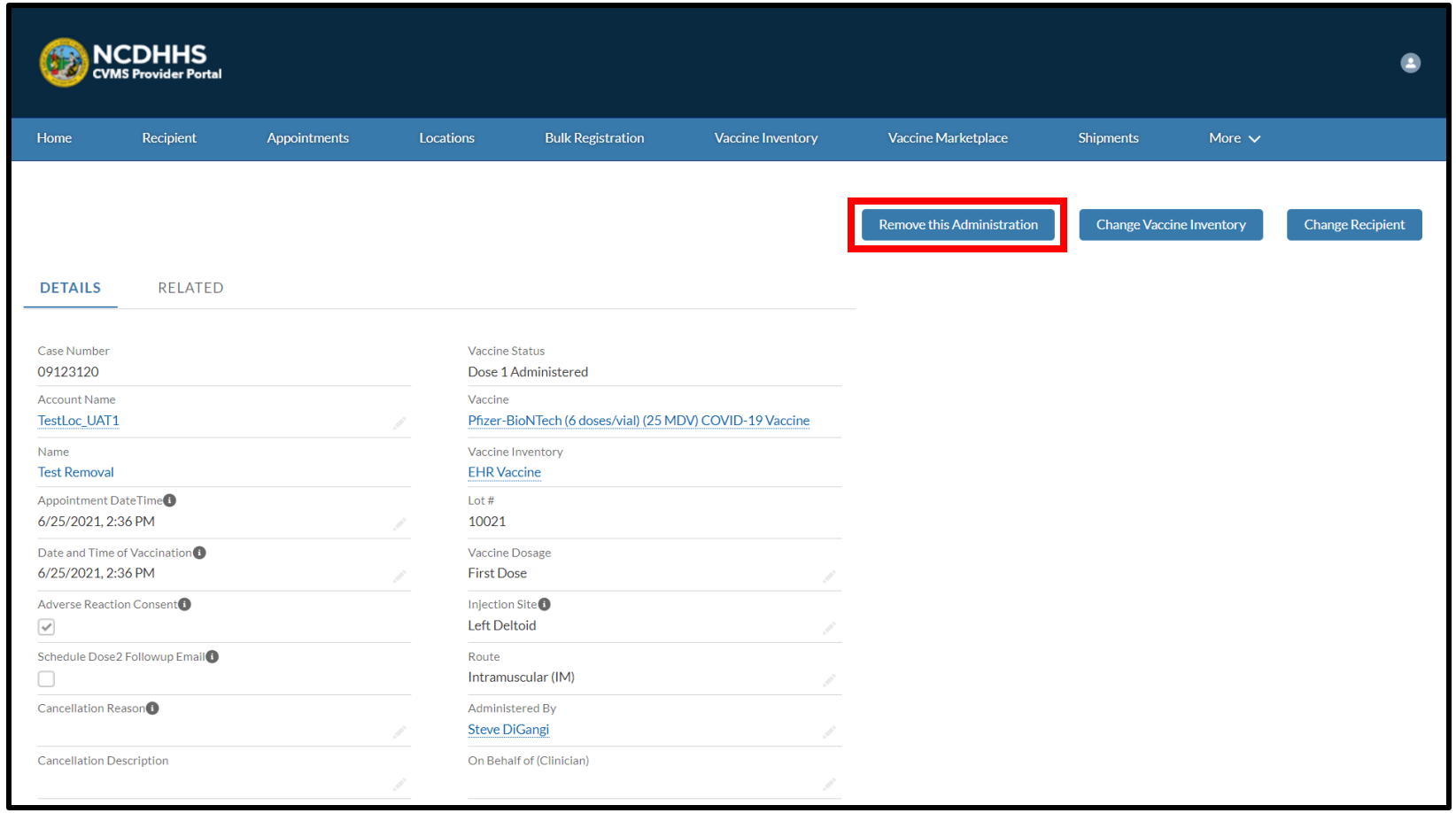
Audience

- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Step 4 of 5: Change Recipient

Selecting the appointment record takes you to the appointment details screen.

Click **REMOVE THIS ADMINISTRATION** in the top right corner to clear the record of the **VACCINE ADMINISTRATION** from CVMS.



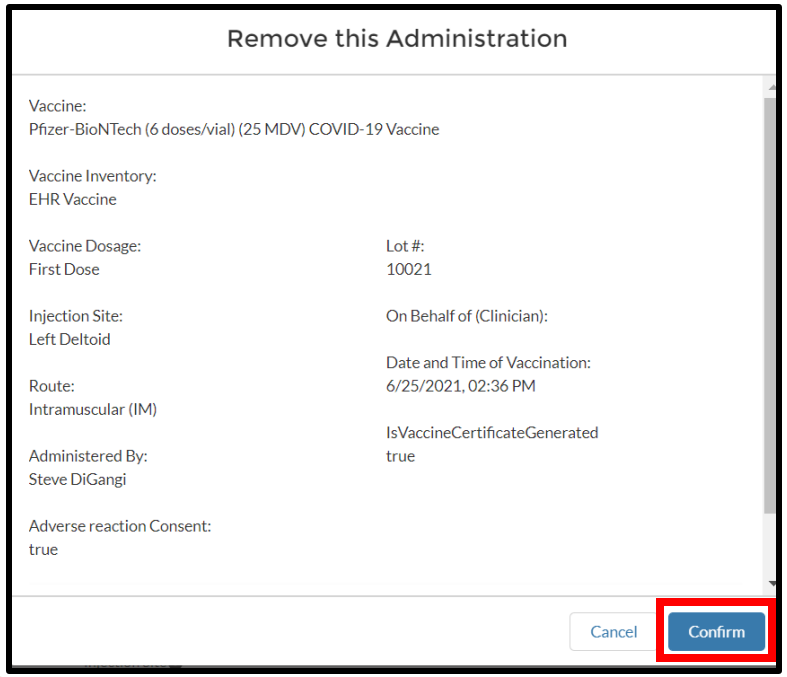
Audience

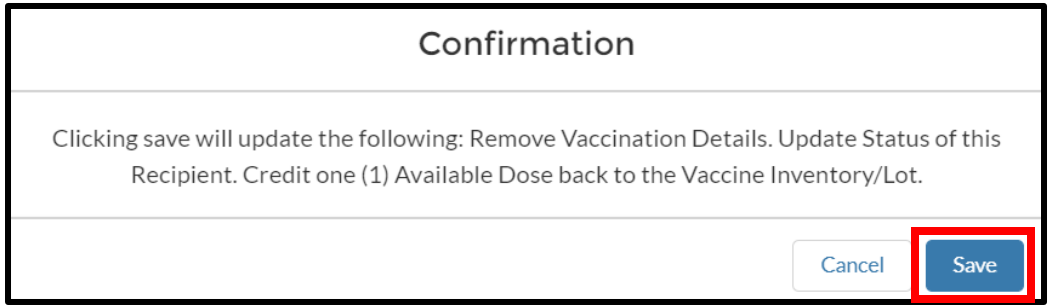
- Healthcare Provider
- Healthcare Location Manager
- Statewide Location Manager

Step 5 of 5: Confirm Vaccine Administration Removal

A pop-up box will appear.

1. Verify the details of the vaccine administration that you intend to remove
2. Click **CONTINUE**
3. A final confirmation screen will appear
4. Select **SAVE**
5. The vaccine administration data will be removed from the recipient, and the vaccine inventory record will be credited by one available dose





Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

The status of the recipient will be reverted to their previous status, (e.g., 'Dose 1 Administered' will revert to 'Dose 1 Cancelled').

Post-Vaccine Administration Reminders

Post Vaccine Administration Reminders

After recipients received a first dose, they will receive **TWO (2) SECOND DOSAGE REMINDER NOTIFICATIONS** of the timing requirements for the second dosage:

1. The first reminder is **24 HOURS** after
2. The second is **ONE WEEK AFTER** the first dosage is administered.

They also will receive a **NOTIFICATION** informing you of your **PROOF OF VACCINATION**. This will be automatically generated for them.

NOTE*:* COVID-19 vaccination record cards should be provided to the recipient or their guardian after the recipient receives their COVID-19 vaccine.

The recipient can request you provide a completed vaccination record card with important information about the COVID-19 vaccine they received (i.e., vaccine manufacturer, lot number, date of first dose administration, and second dose due date).

You can also suggest that they take a picture of their vaccination record so they can remember the type of vaccine they received and their second dose due date.

Audience

Healthcare Provider

Healthcare Location Manager

Statewide Location Manager

Tips

Learn more about viewing a recipient's Proof of Vaccination in the **CVMS Provider Portal Viewing Proof of Vaccination User Guide.**

Recipients who receive a **SINGLE-DOSE** product will not receive any second-dose notifications.

Appendix

Additional Notes

Key Items:

- **Hyperlinks** appear as light blue and will provide additional information or navigation.
- *** Asterisks** are used to denote required information.
- A Toggle can be clicked to see selectable options.
- A Pen can be clicked to make edits to the field.
- Previous Next Navigation Buttons can be clicked on to progress to the "next" or the "previous" step in a task.
- Pause A Pause button can be clicked if you wish to step away / and return to your form later. You will be prompted to review your previously entered data upon your return/ login.

Contact Information:

- All questions should be directed to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine.

Supported Web Browsers:

- Please use the latest version of Chrome, Firefox, Safari, or Edge Chromium browsers to access CVMS.
- For more information on supported browsers, see **https://help.salesforce.com/articleView?id=getstart_browsers_sfx.htm&type=5**
- Note: Internet Explorer and Edge (non-Chromium) browsers are not compatible with CVMS.

User Guide Change Log

Version	Date of Change	Changes Made	Impacted Slides	Author
1	12/18/2020	• Added Patient Verification and Screening page, Removed mention of Adverse Reaction Annotation, clarified On Behalf Of (Clinician), added Schedule Follow-up Page • Updated Process for recipients that are not Eligible yet / Not Approved	9-18, 22	Steve DiGangi
2	1/10/2021	• Removed any mention of the 2 CVMS Vaccine Support emails. Added CVMS Help Desk Portal information	1, 2, 22	Courtney Seward
3	1/13/2021	• Updated screenshots to include updated branding, Appointments tab, Second Dose warning label, and new Vaccine Route • Included information about recipients who may receive a first dose outside of CVMS	5, 9-11, 13-17, 21	Steve DiGangi
4	1/28/2021	• Added Location Switcher button explanation section • Added new section: Edit Vaccine Administration Details After Submission • Added new section: Edit Vaccine Administration Recipient	8-12, 23-31, 32-37	Steve DiGangi Kaitlin Gates
5	3/1/2021	• Added information about single-dose products	21, 22, 30, 39	Steve DiGangi
6	3/4/2021	• Updated information regarding COVID-19 Vaccine Portal • Removed eligibility branding to replace with Vaccine Group	14, 41	Steve DiGangi
7	3/10/2021	• Updated branding to include Recipient Check-In Tool • Added Appointment Confirmation Number usage • Added Book Second Dose Appointment section • Created new section to cover scheduled appointments	5, 6, 9, 10, 12, 14-17, 24-45	Steve DiGangi
8	3/15/2021	• Split CVMS Scheduling sections into a guide addendum	3, 5, 49	Jerilyn MacLaren-Hall
9	4/15/2021	• Updated Screenshots to display new fields for HCP portal home page, appointments tab	14, 15, 27, 28, 36,	Kaitlin Gates
10	5/6/2021	• Removed Vaccine Group Slide from Appendix		Steve DiGangi
11	6/30/2021	• Added Remove Vaccine Administration section • Added note about being unable to blank-out information on a vaccine administration in an effort to remove the record	40-45 30	Steve DiGangi