

COVID-19 Vaccine Management System (CVMS) – Provider Portal

Healthcare Location Manager Profile – Audit and Edit Vaccine Inventories Job Aid

Users that are assigned the Healthcare Location Manager profile in the CVMS Provider Portal can access vaccine inventory records for all locations to which they are assigned. It is imperative that the vaccine inventory records in the CVMS Provider Portal exactly reflect the actual vaccine supply on-hand.

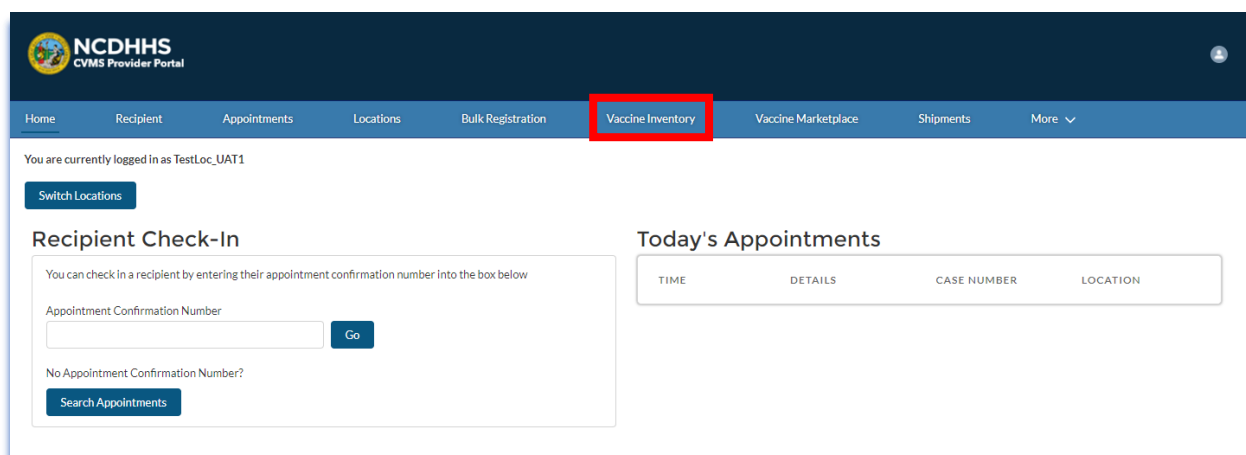
If you are a Healthcare Location Manager, please read these instructions to learn how to:

1. Audit vaccine inventory records
2. Edit vaccine inventories in the CVMS Provider Portal

1 Audit Vaccine Inventory Records

Before beginning this process, collect physical vaccine records to match against system data.

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



NCDHHS
CVMS Provider Portal

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You are currently logged in as TestLoc_UAT1

Switch Locations

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number

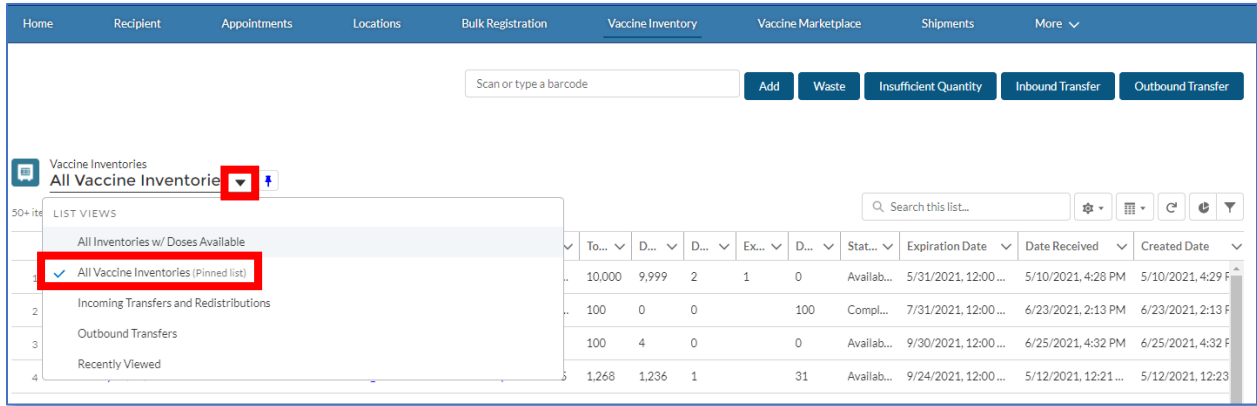
No Appointment Confirmation Number?

Today's Appointments

TIME	DETAILS	CASE NUMBER	LOCATION
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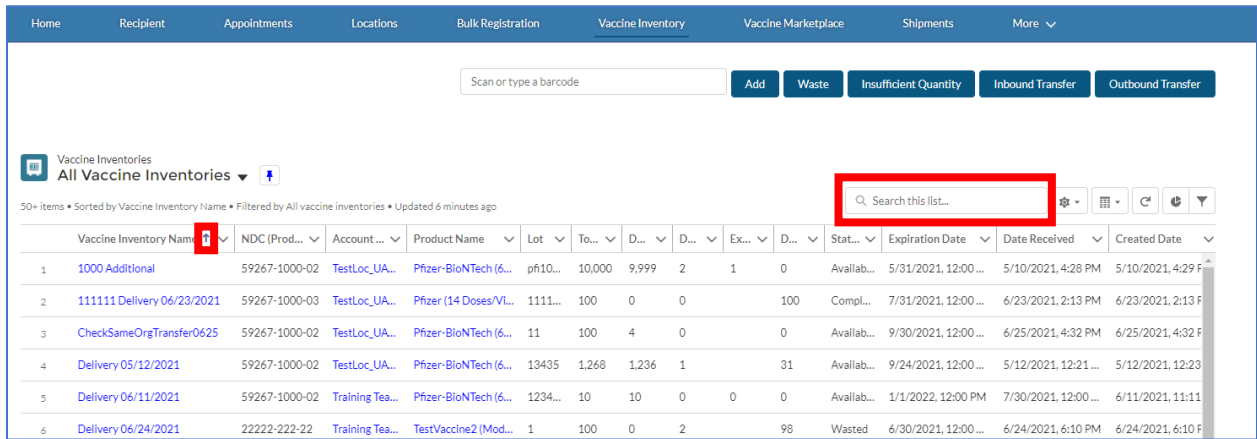
4. In the view dropdown list, select **ALL VACCINE INVENTORIES**

Tip: It is recommended that you pin this as your default view.



The screenshot shows the 'Vaccine Inventories' page with a dropdown menu open. The menu options are: 'All Inventories w/ Doses Available', 'All Vaccine Inventories (Pinned list)', 'Incoming Transfers and Redistributions', 'Outbound Transfers', and 'Recently Viewed'. The 'All Vaccine Inventories (Pinned list)' option is selected and highlighted with a red box.

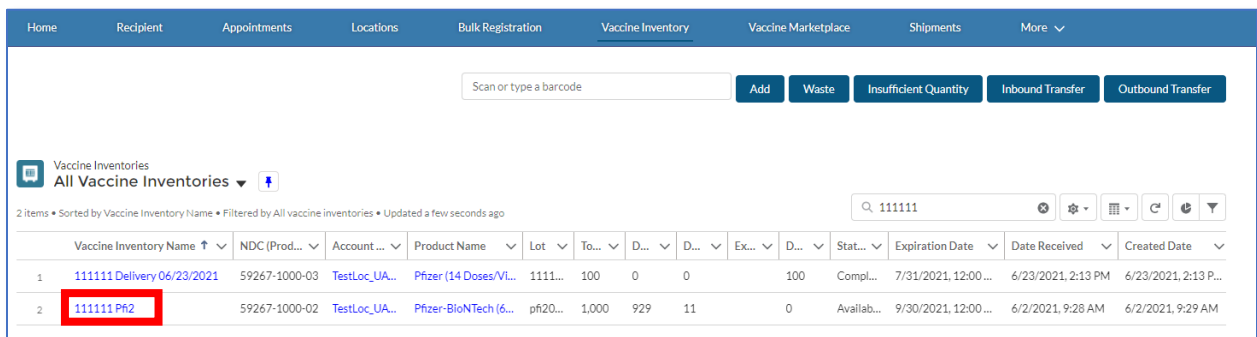
5. Use the search box or sort columns by ascending or descending order to find the applicable vaccine inventory record



The screenshot shows the 'Vaccine Inventories' page with a list of records. A search box is highlighted with a red box. The table below shows the first six records:

Vaccine Inventory Name	NDC (Prod...)	Account...	Product Name	Lot	To...	D...	D...	Ex...	D...	Stat...	Expiration Date	Date Received	Created Date
1000 Additional	59267-1000-02	TestLoc_UA...	Pfizer-BioTech (6...	pf10...	10,000	9,999	2	1	0	Availab...	5/31/2021, 12:00...	5/10/2021, 4:28 PM	5/10/2021, 4:29 F...
111111 Delivery 06/23/2021	59267-1000-03	TestLoc_UA...	Pfizer (14 Doses/VL...	1111...	100	0	0		100	Compl...	7/31/2021, 12:00...	6/23/2021, 2:13 PM	6/23/2021, 2:13 F...
CheckSameOrgTransfer0625	59267-1000-02	TestLoc_UA...	Pfizer-BioTech (6...	11	100	4	0		0	Availab...	9/30/2021, 12:00...	6/25/2021, 4:32 PM	6/25/2021, 4:32 F...
Delivery 05/12/2021	59267-1000-02	TestLoc_UA...	Pfizer-BioTech (6...	13435	1,268	1,236	1		31	Availab...	9/24/2021, 12:00...	5/12/2021, 12:21 ...	5/12/2021, 12:23 ...
Delivery 06/11/2021	59267-1000-02	Training Tea...	Pfizer-BioTech (6...	1234...	10	10	0		0	Availab...	1/1/2022, 12:00 PM	7/30/2021, 12:00...	6/11/2021, 11:11 ...
Delivery 06/24/2021	22222-222-22	Training Tea...	TestVaccine2 (Mod...	1	100	0	2		98	Wasted	6/30/2021, 12:00...	6/24/2021, 6:10 PM	6/24/2021, 6:10 F...

6. Open the desired vaccine inventory record by clicking on the name



The screenshot shows the 'Vaccine Inventories' page with the search box containing '111111'. The table below shows the first two records:

Vaccine Inventory Name	NDC (Prod...)	Account...	Product Name	Lot	To...	D...	D...	Ex...	D...	Stat...	Expiration Date	Date Received	Created Date
111111 Delivery 06/23/2021	59267-1000-03	TestLoc_UA...	Pfizer (14 Doses/VL...	1111...	100	0	0		100	Compl...	7/31/2021, 12:00...	6/23/2021, 2:13 PM	6/23/2021, 2:13 P...
111111 P#2	59267-1000-02	TestLoc_UA...	Pfizer-BioTech (6...	pf20...	1,000	929	11		0	Availab...	9/30/2021, 12:00...	6/2/2021, 9:28 AM	6/2/2021, 9:29 AM



7. From the **DETAILS** tab, scroll down and check each field in the **DOSE AMOUNTS** and match against the physical vaccine inventory on hand

The screenshot shows the 'Vaccine Inventory' page for '111111 Pfi2'. The 'DETAILS' tab is selected and highlighted with a red box. The page displays a summary table with the following data:

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
TestLoc_UAT1	1,000	929	11	0	0

Below the table, the 'DETAILS' tab is highlighted, and a 'Consolidate Available Doses' button is visible.

The 'Dose Amounts' section displays the following values:

Total Doses ⓘ	1,000	Doses Administered ⓘ	11
Extra Doses ⓘ		Doses Wasted ⓘ	0
Doses Available ⓘ	929	Doses Insufficient Quantity ⓘ	0
Incoming Transfer Doses ⓘ		Doses Consolidated (Outbound) ⓘ	0
Doses Lost in Transit ⓘ	0	Doses Transferred ⓘ	60
Inbound Transfer?	<input type="checkbox"/>	Doses Received ⓘ	
		Outbound Transfer?	<input checked="" type="checkbox"/>

2 Edit Vaccine Inventory Records in the CVMS Provider Portal

If you discover any discrepancies between the physical count and the on-hand counts in the CVMS Provider Portal, follow the steps below to edit the vaccine inventory record.

1. From the **DETAILS** tab, click on the pencil tab next to any **VACCINE INVENTOR DETAILS** that require editing

Note: The only details that can be edited for **DOSE AMOUNTS** from this screen are **TOTAL DOSES** (which were entered at the time of record creation) and **EXTRA DOSES**



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Vaccine Inventory
111111 Pf12

Request Transfer/Redistribution Change Status Edit

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
TestLoc_UAT1	1,000	929	11	0	0

DETAILS RELATED Consolidate Available Doses

Vaccine Inventory Details

Vaccine Product Pfizer-BioNTech (6 doses/vial) (195 MDV) COVID-19 Vaccine	Vaccine Inventory Name 111111 Pf12
Lot pf2000	Account TestLoc_UAT1
Expiration Date 9/30/2021, 12:00 PM	Date Received 6/2/2021, 9:28 AM
Total Vials 167	Status Available
Pfizer 6 Dose Vial 'Extra Doses' Warning	State Sponsored Contract

Dose Amounts

Total Doses 1,000	Doses Administered 11
Extra Doses	Doses Wasted 0

2. Enter corrections and click **SAVE**

Vaccine Inventory Details

Vaccine Product Pfizer-BioNTech (6 doses/vial) (195 MDV) COVID-19 Vaccine	Vaccine Inventory Name 111111 Pf12
Lot pf2000	Account TestLoc_UAT1
Expiration Date Date: 9/30/2021 Time: 12:00 PM	Date Received Date: 6/2/2021 Time: 9:28 AM
Total Vials 167	Status Available
Pfizer 6 Dose Vial 'Extra Doses' Warning	State Sponsored Contract

Dose Amounts

Total Doses 1,000	Doses Administered 11
Extra Doses	Doses Wasted 0
Doses Available 929	Doses Insufficient Quantity 0
Incoming Transfer Doses	Doses Consolidated (Outbound) 0
Doses Lost in Transit	Doses Transferred 60

Cancel **Save**



3. Navigate to the RELATED tab

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Vaccine Inventory 111111 Pfi2 Request Transfer/Redistribution Change Status Edit

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
TestLoc_UAT1	1,000	929	11	0	0

DETAILS **RELATED** Consolidate Available Doses

4. Check each section for deprecation events including transfers, vaccine administrations, wastage events, insufficient quantities, and consolidations

Orders (3) New

Order Number	Status	Vaccine Receiver	Dose Transferred
ORD-0017281	Auto-Lapsed (Old)		
ORD-0017443	Received	TestLoc_UAT2	60
ORD-0017444	Draft	DoNotUse - NotRealLoc UAT1	72

[View All](#)

Appointments (6+)

Appointment	Contact Name	Status	Vaccine Status
09211713	Elaine Kagan	Closed	Dose 2 Administered
09202156	Maria D Cates	Closed	Dose 3 Administered
09188649	Deer Park	Closed	Dose 1 Administered
09179347	Phillip Pfizer	Closed	Dose 2 Administered
09175733	Stuey Griffin	Closed	Dose 2 Administered
09175028	Third Dose	Closed	Dose 3 Administered

[View All](#)

Wastage Events (0) New

Insufficient Quantities (0) New

Lot Consolidation (From/Decrement) (0)



5. Select individual events to edit or click **NEW** to add a new event, ensuring that all CVMS Provider Portal records match physical vaccine records and inventory

Appointments (6+)			
Appointment	Contact Name	Status	Vaccine Status
09211713	Elaine Kagan	Closed	Dose 2 Administered
09202156	Maria D Cates	Closed	Dose 3 Administered
09188649	Deer Park	Closed	Dose 1 Administered
09179347	Phillip Pfizer	Closed	Dose 2 Administered
09175733	Stuey Griffin	Closed	Dose 2 Administered
09175028	Thirrd Dose	Closed	Dose 3 Administered

[View All](#)

Wastage Events (0)	
New	

Insufficient Quantities (0)	
New	

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 Desk at (877) 873-6247 and select option 1.

The COVID-19 Vaccine Provider Help Desk is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET

Saturday – Sunday: 8:00 AM – 4:00 PM ET

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