



COVID-19 Vaccine Management System (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.

Extra Doses are any additional doses that are administered beyond what the CDC considers as expected for the specific COVID-19 manufacturer's vial.

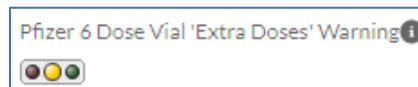
For example:

- If you receive 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.

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 in CVMS. However, the CDC has issued guidance that providers should not extract extra doses from the Pfizer 6-dose vials.

Note: CVMS will not prevent a provider from entering extra doses for Pfizer 6-dose vials but will provide a visual warning to alert the provider when extra Pfizer doses are entered.



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.

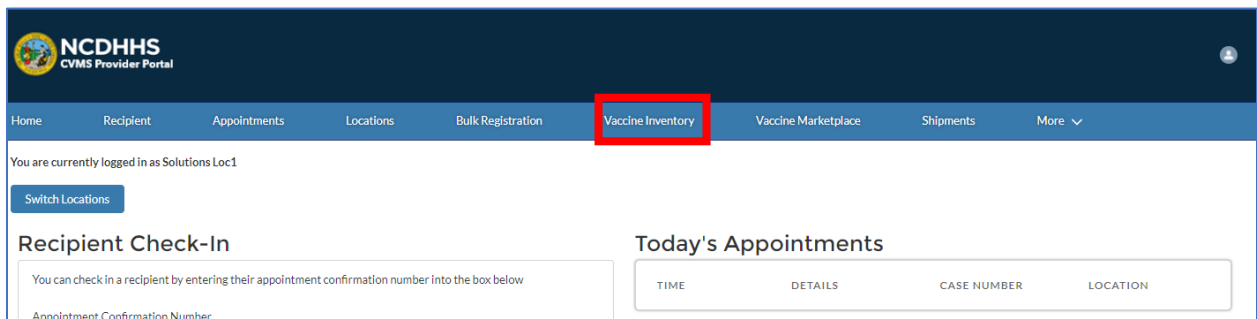


Scenario 1 – Add Extra Doses at Delivery

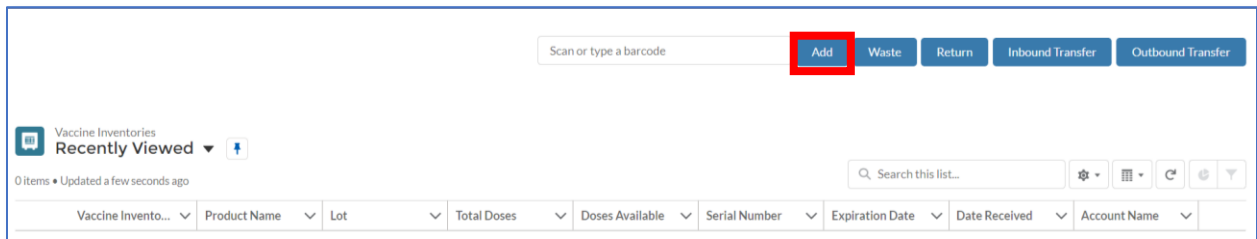
Vaccine shipment arrives, and you are ready to receive and record new inventory levels; you know there will be extra doses per vial in this vaccine inventory lot.

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. Complete all necessary fields including the **EXTRA DOSES** field to account for any anticipated additional doses per vial and then click **SAVE**

New Vaccine Inventory: New Vaccine

Reminder(s)

Moderna Instructions
Moderna can now be shipped in 10 doses/vial (NDC: 80777-273-99) or 14 doses/vial packaging (NDC: 80777-273-98). Please ensure you select the correct Moderna 'Vaccine Product'.

Fields

* Account ⓘ Search Accounts... 🔍	* Vaccine Inventory Name Delivery 09/17/2021
* Expiration Date Date: <input type="text"/> <input type="text"/> Time: <input type="text"/> <input type="text"/>	Date Received Date: 9/17/2021 <input type="text"/> Time: 11:49 AM <input type="text"/>
* Vaccine Product Search Vaccine Products... 🔍	* Total Doses ⓘ <input type="text"/>
* Lot <input type="text"/>	Extra Doses ⓘ <input type="text"/>
	State Sponsored Contract ⓘ <input type="checkbox"/>

Shipment Details

Shipment Search Shipment... 🔍	Unable to locate Shipment record ⓘ <input type="checkbox"/>
----------------------------------	--

Cancel Save & New **Save**



6. Review the VACCINE INVENTORY

Vaccine Inventory
23456 - 1 Delivery 09/17/2021

Account Solutions Loc2	Total Doses 1,000	Doses Available 1,100	Doses Administered 0	Doses Wasted 0	Doses Insufficient Quantity 0
---	----------------------	--------------------------	-------------------------	-------------------	----------------------------------

DETAILS RELATED

▼ Vaccine Inventory Details

Vaccine Product Moderna (10 MDV) COVID-19 Vaccine	Vaccine Inventory Name 23456 - 1 Delivery 09/17/2021
Lot 23456	Account Solutions Loc2
Expiration Date 12/31/2021, 12:00 PM	Date Received 9/17/2021, 11:11 AM
Total Vials 100	Status Available
Pfizer 6 Dose Vial 'Extra Doses' Warning 	State Sponsored Contract <input type="checkbox"/>

▼ Dose Amounts

Total Doses 1,000	Doses Administered 0
Extra Doses 100	Doses Wasted 0
Doses Available 1,100	Doses Insufficient Quantity 0

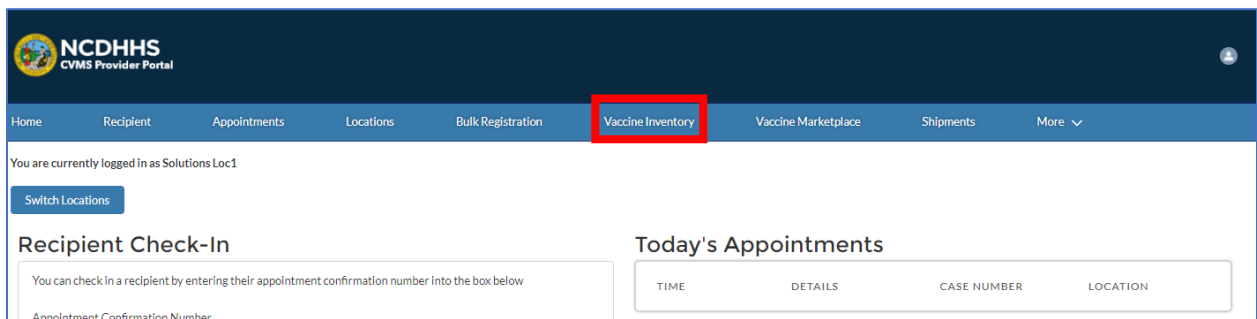


Scenario 2 – Add Extra Doses during the Vaccine Administration Process

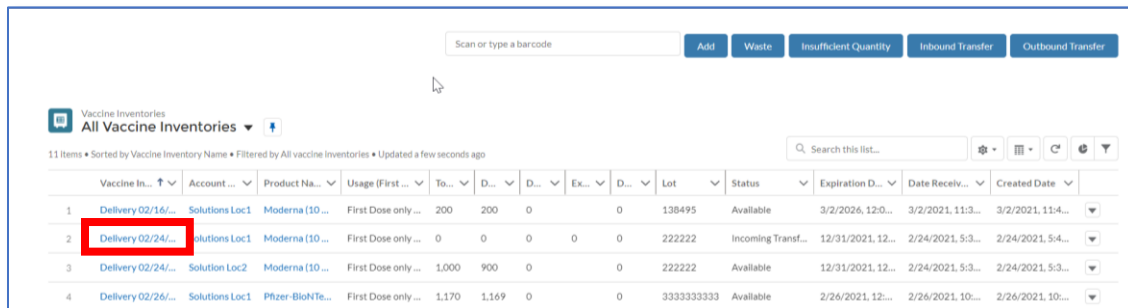
Your location has been administering vaccines from an existing vaccine inventory lot and now the Available Doses field states there are zero available doses. However, you are aware that there are remaining vials / doses available from this inventory lot.


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

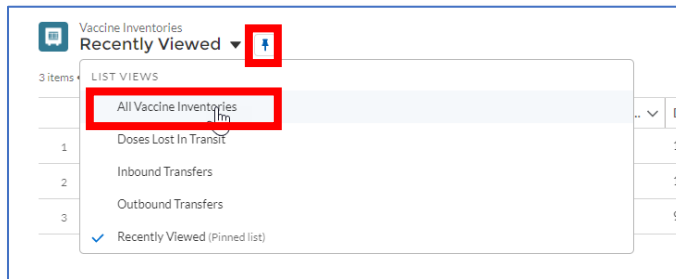
1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab



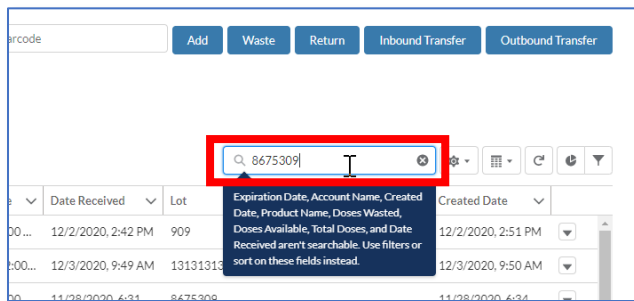
4. Search for the Vaccine Inventory you wish to update and click on the Vaccine Inventory Name




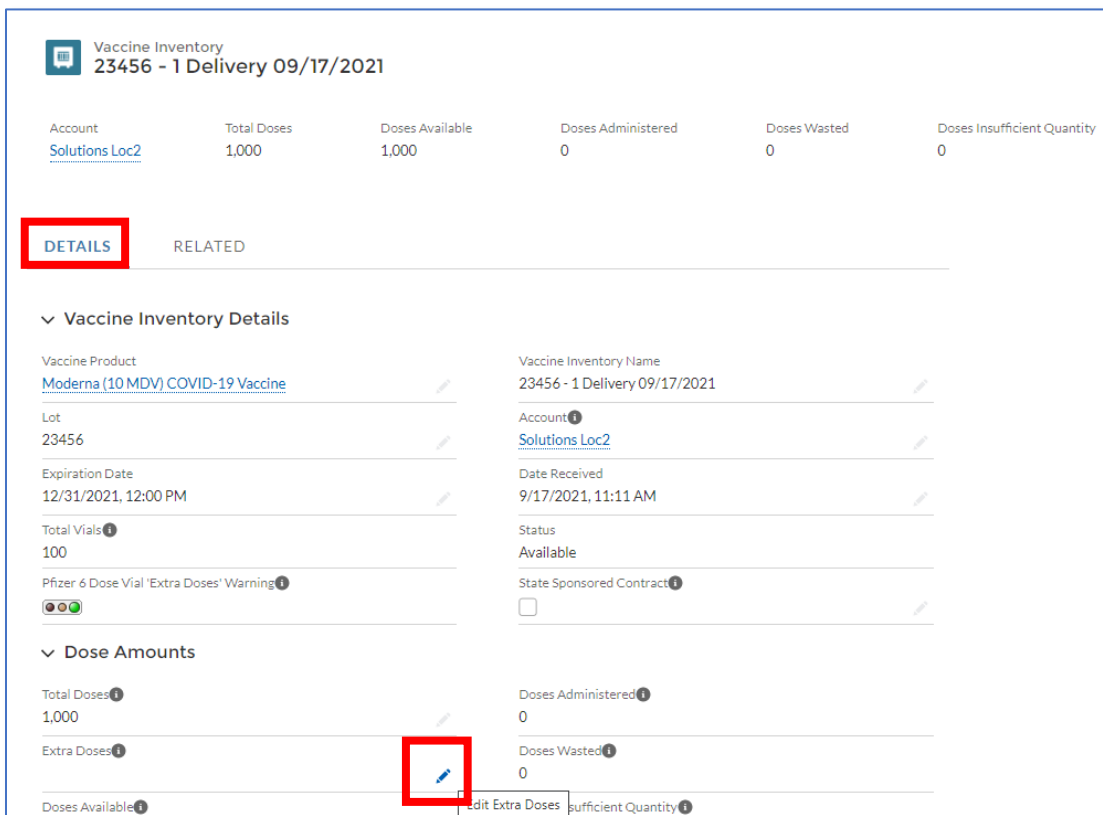
Tip 1: You might have to change the default view. At first connection, the filter selected is 'Recently Viewed'. Switch to 'All Vaccine Inventories' and click on the pin icon  to default to that filter in the future.



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**





6. Enter the number of additional doses.

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

Form fields and values:

- Vaccine Product: Moderna (10 MDV) COVID-19 Vaccine
- Vaccine Inventory Name: 23456 - 1 Delivery 09/17/2021
- Lot: 23456
- Account: Solutions Loc2
- Expiration Date: 12/31/2021 12:00 PM
- Date Received: 9/17/2021 11:11 AM
- Total Vials: 100
- Status: Available
- Total Doses: 1,000
- Doses Administered: 0
- Extra Doses: 100
- Doses Wasted: 0

7. Click **SAVE**.

If you have any questions or issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenow.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 Desk at (877) 873-6247 and select option 8. The Provider Contact Desk is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET

Saturday: 8:00 AM – 4:00 PM ET

Sunday: Closed

Version 3 – September 17, 2021