

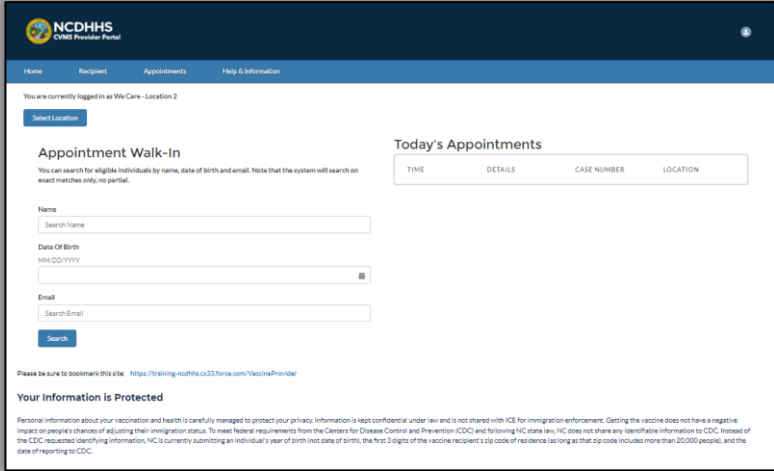
Check-in Recipient and Document Vaccination






Quick Start Guide

The Health Care Provider (HCP) is responsible for the following:

- **Checking-in a Recipient**
- **Vaccinating the Recipient**
- **Documenting the Vaccination**
- **Scheduling the 2nd Dose Appointment (if applicable)**



For detailed information on this process check out the following resources:

-  **1. CVMS Training Repository**
 - [Check- In Recipients and Document Vaccination User Guide](#)
-  **2. Upcoming Live CVMS Training Sessions**
 - [Previously Recorded Training: CVMS Provider Portal 101](#)
-  **3. NC Vaccines Help Desk Portal (search the CVMS Knowledge Base and submit a ticket)**
 - To speak with a Help Desk Agent please call (877) 873-6247 Mon-Fri 7 AM - 7 PM and Sat 8 AM - 4 PM

Note: If your location has enabled the CVMS scheduling feature, this quick start guide will only apply to walk-in appointments.



Checking-in a Recipient

1. **Log in to CVMS** at covid-vaccine-provider-portal.ncdhhs.gov using your NCID username and password
2. **Search for the Recipient**
 - From the [Home Page](#), you will complete a simple [search](#) using the appointment walk-in tool on your home page before the recipient receives the COVID-19 vaccine.
 - After clicking search, you will see your [Recipient Search Results](#) populate underneath the Appointment Walk-In Tool. You will be able to view the Recipient's [Name](#), [Date of Birth \(DOB\)](#), [Email](#), [Vaccine Product Name](#) (if they have already received a dose), [Vaccine Dose Status](#), and [Date Of Administration](#) (if they have already received a dose).

4. Create Appointment Booking

Please be sure to bookmark this site: <https://uat-ncdhhs.cs33.force.com/VaccineProvider>

- Select the [Correct Recipient Record](#)
- Click [Appointment Booking](#) (you may also click the arrow to the right to select which specific appointment this is for)
- Confirm Appointment and Click [OK](#)

TIME	DETAILS	CASE NUMBER	LOCATION
Apr 12, 21, 01:11 PM	Walkin Example Dose 1 Scheduled	03499186	Clinic Org1



Document Vaccination

1. Receive Verbal Consent

- 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.
- Beginning the [Vaccine Administration](#) process takes you to the [Patient Verification & Screening](#) page. Confirm the recipient's health information.
- On the [Vaccine Consent And Medical History](#) page, read the [Disclosure Statement](#) to the recipient and receive Verbal Consent. Check the checkbox.
- Before you administer the COVID-19 vaccine, you must also provide the [Vaccine Information Sheet Or Emergency Use Authorization \(EUA\) Fact Sheet](#) and [The V-SAFE Information Sheet](#) to the recipient or guardian.

[Vaccine Consent and Medical History](#)

<p>Vaccination Consent</p> <p>COVID-19 Vaccine Emergency Use Authorization (EUA)</p> <p>For each COVID-19 vaccine authorized under an Emergency Use Authorization (EUA), the Food and Drug Administration (FDA) requires that vaccine recipients or their caregivers are provided with certain vaccine-specific EUA information to help make an informed decision about vaccination.</p> <p><input type="checkbox"/> * Consent: The individual receiving the vaccine or their authorized representative was provided information consistent with the "Fact Sheet for Recipients and Caregivers" and consent was obtained prior to receiving the COVID-19 vaccine. Consent may be verbal, except written consent from a parent or legal guardian is required for a minor to receive a vaccine that is under emergency use authorization for the minor's age group.</p>	<p>Medical History</p> <p>VaccineAdmin Test DOB: Dec 12, 1933 Age: 87</p> <p>Gender Male</p> <p>Race White</p> <p>Ethnicity Not Hispanic or Latino</p>
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Document Vaccination (continued)

2. Capture Vaccine Administration Details

- Once you receive the recipient's consent and provide them with the appropriate Vaccine Information Sheet / EUA Fact Sheet, you will continue to the [Vaccine Administration](#) page. This page is where you will capture key information about the administered COVID-19 vaccine.

The screenshot displays the 'Vaccine Administration' form. At the top, there is a 'Vaccination Log' section with several dropdown menus: Dose Details, Date & Time, Administered By, On Behalf Of (Cli..., Location, Vaccine Inventory, Vaccine Product, and Lot Number. Below this is the 'Vaccination Details' section, which includes a dropdown for 'Injection Site' (currently showing '--Select Injection Site--'), three buttons for 'Dose 1', 'Dose 2', and 'Additional Dose', and radio buttons for 'Route' (Intramuscular (IM), Subcutaneous (SQ), and Intradermal (ID)). There is also a 'Date and Time of Vaccination' section with 'Date' and 'Time' dropdowns, and buttons for 'Dose 1', 'Dose 2', and 'Additional Dose/Booster'. To the right of these fields is the 'Medical History' section, which lists recipient information: Joey Recipient, DOB: Jan 1, 1955, Age: 66, Gender: Male, Race: White, Ethnicity: Not Hispanic or Latino, and Address: 123 Main St, Raleigh, North Carolina 11111.

- Populate all [Required](#) vaccination details
- Review all [Vaccine Details](#) before clicking Next

3. Remind Recipient to Book Second Dose Appointment (if applicable)

- 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.

