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.
Quick Start Guide (continued)

Checking-in a Recipient

1. **Log in to CVMS at** [covid-vaccine-provider-portal.ncdhhs.gov](http://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**
   - 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**
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.
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.

- 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.