

# Third Party Clinic Guidance

## What is a Third-Party Clinic?

### Key Differences Between Standard and Third-party Clinics in VAMS

<p><b>Standard Clinic</b>   Healthcare setting providing outpatient care with one permanent location for vaccination</p> <ul style="list-style-type: none"><li>• <b>Have 4 roles:</b> clinic administrators, inventory managers, front desk personnel, and healthcare professionals</li><li>• <b>Schedule is set up in VAMS</b></li><li>• <b>Vaccine recipients use VAMS</b> to record their medical history, search for a vaccination clinic and schedule an appointment, and view their vaccination certificate.</li><li>• <b>Vaccine recipients receive reminders from VAMS</b> on when they should schedule an appointment based on their next-dose eligibility</li></ul>	<p><b>Third-Party Clinic</b>   Clinics in a setting that will be responsible for administering vaccine to recipients</p> <ul style="list-style-type: none"><li>• <b>Have 2 roles:</b> clinic administrators and healthcare professionals.</li><li>• <b>No schedule is set up</b> because recipients won't schedule appointments</li><li>• <b>Vaccine recipients do not use VAMS.</b></li><li>• <b>Third-party clinics do not appear</b> in vaccination clinic search results</li><li>• <b>Third-party clinic administrators and/or healthcare professionals track</b> vaccine recipients' next-dose eligibility</li></ul>
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## Instructions for using your Third-Party Clinic

- 1. Activate your account (if you already have a VAMS account, skip to Step 2)**
  - a. Find your registration email from [VAMS@cdc.gov](mailto:VAMS@cdc.gov). Click the registration link.
  - b. Verify your information
  - c. Create a password
  - d. Confirm your information as the clinic POC and your clinic's information
- 2. Add clinic staff as VAMS users**
  - a. Log in to your VAMS account
  - b. In your Third-Party Clinic Portal, click the Manage Users tab
  - c. Click "New"
  - d. Enter the email address of the person you are adding to your clinic
  - e. Select the appropriate user roles
  - f. Repeat for all clinic users
- 3. Log Inventory**
  - a. Click the Inventory Management tab
  - b. Click "Manually Log Inventory"
  - c. Enter the product information and the number of **vials** you received
- 4. Add vaccine recipients in VAMS**

To add recipients via bulk upload:

- a. On the Manage Recipients tab, click “Import Recipients”
- b. Click “Recipient Import Template” to download the bulk upload template
- c. Enter recipient information onto the template. Ensure all required fields are complete (designated with an asterisk)
  - i. Required fields are First Name, Last Name, Gender, Date of Birth, Ethnicity, Race, Street Address, City, State, Zip Code, and Has informed consent been obtained (Columns B, D, and E – M)
- d. Save template as a CSV
- e. On the VAMS screen, click “Upload File” and select the template you just saved. You will see a green notification at the top of the page indicating your upload was successful
- f. Go to the Recipient Import tab
- g. To verify all recipients were successfully added, click the Import Recipients tab
- h. Click the “Import ID” for the file you just uploaded
- i. Click the “ResultLog for BulkUpload”. This will open a copy of the template you uploaded with a new Status column at the end.
- j. In the Status column, you will see “Success” or the reason that the recipient could not be added. See example below

	A	B	C	D	E	F	G	H
1	First Name	Middle name	Last Name	Status				
2	Joan		Crawford	Success				
3	Emmanuel		Rowland	Success				
4	Kelsey		Bridges	Insert failed due to blank values				
5								

- k. If there were any errors. Make the required corrections. Delete all records that were uploaded successfully to avoid recipients being added twice.
- l. Repeat steps D-J
- m. The recipients you uploaded will now appear on the Manage Recipients tab

**To add recipients manually:**

- a. On the Manage Recipient tab, click “Add Recipient”
- b. Enter all vaccine recipient information
  - i. Required fields are First Name, Last Name, Gender, Date of Birth, Ethnicity, Race, Street Address, City, State, Zip Code, and Has informed consent been obtained
- c. The recipient you added will now appear on the Manage Recipients tab

**5. Log Vaccination**

- a. On the Manage Recipients tab, click the name of the recipient whose vaccination you are logging
- b. Review the Recipient Details. If anything is incorrect, click “Edit Recipient Details”