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 record.

*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.
- In CVMS, the field 'Doses Available' will automatically recalculate to include any Extra Doses you added. You will be able to edit the Extra Doses field when you are initially processing the COVID-19 vaccine shipment AND after the Vaccine Inventory record is created.

Only users with a HEALTHCARE LOCATION MANAGER profile can account for Extra Doses.

Extra Doses can be recorded for any COVID-19 Vaccine Type.

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.**

2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab

![CVMS Provider Portal](image)

4. Click **ADD** to add a new vaccine inventory
5. The **NEW VACCINE INVENTORY** pop-up screen will appear. Complete all necessary fields including the **EXTRA DOSES** field to account for any anticipated additional doses per vial.

![New Vaccine Inventory Screen]

6. Click **SAVE**.
7. Review the **VACCINE INVENTORY**

![Vaccine Inventory Table]

**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.**

2. Connect using your NCID username and password
3. Navigate to the **VACCINE INVENTORY** tab
4. Search the Vaccine Inventory you wish to update, Double 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 accurate number of additional doses remaining. 
   Note: Do not add doses to the Total Doses field when adding Extra Doses

   ![Edit Lot 123456](image)

6. Enter the accurate number of additional doses remaining. 
   Note: Do not add doses to the Total Doses field when adding Extra Doses

7. Click SAVE.

If you are experiencing issues, please visit the CVMS Help Desk Portal at