



Vaccine Readiness, Distribution and Communication

Date: January 4, 2021
To: West Hawaii Region Employees, Ancillary Staff & COVID Vaccine Clinic Recipients
From: Lisa Downing, RN, Infection Prevention & Employee Health
David Frazier and ICT Vaccine workgroup
Subject: Memo 7 – VAMS System Updates – Name Changes Capabilities Added

Please be aware that the CDC has updated the Vaccine Administration Management System – VAMS release 1.2.5 includes enhanced name changing capabilities:

- Employer/Organization Point of Contact's (POCs) can now edit the first name and last name for individuals in the organization.
 1. POC's cannot change the name for an individual who has already registered their account
 2. The recipient (or employee) can edit their own First Name and Last name during the registration process and once their account is registered. They cannot change their email address.

Refresher on VAMS (CDC's electronic tracking tool):

- VAMS will not work in the Internet Explorer browser. You must cut & past URL into Chrome, Edge, Firefox or Safari to access the system.
- Departments need to assign a super user(s) to learn the registration and appointment scheduling process.
- Super users will assist co-workers with registration, scheduling an appointment, and completing the online questionnaire.
- The COVID-19 VAMS on-line questionnaire should be completed **prior to clinic appointment** (see attached example with screenshots)
- VAMS will send follow up notification to schedule appointments for 2nd vaccine. Please note the date in the notification may be incorrect. Do not schedule your second appoint before the 21 day period.