

COVID-19 Vaccine Provider Checklist

Last Updated 7/1/2021



TEXAS
Health and Human
Services

Texas Department of State
Health Services

The Provider Journey



1. Enroll to be a COVID-19 Vaccine Provider

- Providers enroll through **Syntropi**



2. Gain Access to VAOS

- Providers receive an email from IdentityManagement@hpsc.state.tx.us with log in credentials, and an email from COVID19VacMgmt@dshs.Texas.gov with instructions to log into **VAOS**.



3. Place a Vaccine Order

- Place a vaccine order in **VAOS** for the quantity and presentation that best serves your patient population



4. Confirm Receipt of Vaccine Shipment

- Approximately 2 weeks after placing a vaccine order, providers will receive their shipment
- Providers can track the status of their order and track their shipment through **VAOS**



5. Transfer

- If needed, use **VAOS** to initiate a request to transfer vaccine doses between 2 facilities



6. Administer Vaccines

- Providers maintain proper storage & handling requirements for their vaccine presentation
- Providers administer vaccine to their patient populations



7. Report

- Administration in **ImmTrac2** within 24 hours
- Wasted doses in **VAOS**
- Adverse Effects in VAERS and v-safe
- If desired, review and export reports from **VAOS**

Vaccine Management Process Overview

1

2

3

4

5

Enroll



Apply

Required to receive and administer COVID-19 vaccines

Get VAOS Access



Approved



Unencrypt



Reset

Navigating VAOS

Order



Dashboard



Transfer



Waste



Confirm

Administering Vaccines

Receive



Store



Give



Dispose



Store

Dispose

Vaccine Reporting



Administration



Waste



Safety

Core steps of Vaccine Management Process

Information Needed

- Vaccine Coordinators
- CMO/CEO Approval
- Delivery Address
- Estimated patient population

- Coordinator email inboxes
- New password

- Quantity on hand
- Population Served
- Receiving Provider
- Lot ID #s

- Storage & Handling requirements
- Ancillary kits
- [Provider Support Resources](#)

- Patient information
- Lot ID #s

System

- [Syntropi](#)

- Your email inbox
- [VAOS](#)

- [VAOS](#)

- N/A
- [V-safe](#)

- [ImmTrac2](#)
- [VAOS](#)
- [VAERS](#)

Steps/Process, and Resources

- Fill out application on the [Enroll Texas website](#)
- Watch our [Basics & Beginners COVID-19 Vaccine Provider Webinar recording](#)

- [Access VAOS](#)
1. Receive email
 2. Unencrypt Email
 3. Change password
 4. Log into [VAOS](#)

- [Order Vaccines](#)
- [Access Data Dashboard](#)
- [Confirm Shipments](#)
- [Transfer Vaccines](#)
- [Generate Reports](#)

- [Store and prepare vaccines](#)
- [Administer vaccines](#)
- [Report Waste according to CDC Guidelines](#)
- Tell your patients to sign up for [v-safe](#) (Spanish version [here](#))

- [Record doses administered into ImmTrac2](#)
- [Report Dose Waste into VAOS](#)
- Adverse effects into [VAERS](#)