Staff/Non-Patient COVID-19 Vaccination Tracking Guidance

There are three ways health centers are separately documenting vaccinations for staff and non-patients within their electronic health records. By tracking this data separately, you are preventing non-patient data from mixing up with your patient data for reporting purposes, such as UDS reports.

1. **Vaccine Administration Management System (VAMS)**: VAMS, developed by the Centers for Disease Control and Prevention (CDC), is an easy-to-use, secure online tool to manage vaccine administration from the time the vaccine arrives at a clinic to when it is administered to a recipient. VAMS is free for public-health-approved clinics, and can be used on computers, tablets, and other mobile devices. It is not a smartphone app, and no installation or download is required for this web-based platform. It supports planning and execution for temporary, mobile, or satellite COVID-19 vaccination clinics, as well as traditional medical practices that do not have existing IT systems for vaccination clinic management. As part of the overall IT infrastructure to support COVID-19 vaccination, VAMS connects with Immunization Information Systems (IISs) via federal and jurisdictional data reporting systems and sends data to IISs through the IZ Gateway or COVID-19 Data Clearinghouse. Click here for more information.

2. **Shadow Clinic in NextGen:** If your health center uses NextGen, you can create a "shadow clinic" within your system to input employee and non-patient data. This solution allows the data to stay inside of your EHR, but separated from your patient data. The solution will require your health center to purchase extra licenses, which can be costly. It would also require your health center to staff to log into your "shadow clinic" when administering non-patient and staff vaccinations, which can be cumbersome to your workflow.

3. **Structured Fields:** Within NextGen and eClinicalWorks, you can create structured fields to help track vaccinations for non-patients and staff. This will allow you to filter out this data when creating reports. Within your eClinicalWorks structured data section, you can add a custom question to determine if the patient is a non-patient or staff. Within NextGen, you can use the defined field section to create a "check box" when inserting non-patients and staff into the system. This will allow you to filter these patients out during reporting. If you are unsure how to create these structured fields within your EHR, please reach out to your EHR representative for assistance.

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