

# Access Vaccination Certificates in VAMS

## About Vaccination Certificates

A vaccination certificate is created in VAMS after a healthcare professional logs a COVID-19 vaccine dose for a recipient in VAMS. The certificate will include information about the date(s) of vaccine administration and second-dose due date (if applicable), vaccine manufacturer, lot number, and clinic name. After the recipient receives the required number of vaccine dose(s) to complete the vaccination schedule, the certificate can serve as a recipient’s vaccination record documented in VAMS. Recipients can access their vaccination certificate in the Recipient Portal at any time.

Select clinic users can also access vaccination certificates in VAMS depending on their assigned role(s) in the system. Clinic user access is noted to the right of each section subheader in this document. A user’s clinic type (standard and mobile or third-party) will dictate how the clinic users can access vaccination certificates in VAMS. This quick reference sheet provides guidance on how to locate, download, and print vaccination certificates in the system.

**Note:** Clinics are still required to provide a completed COVID-19 vaccination record card to every vaccine recipient/parent/legal representative.

### Key Considerations:

- The recipient’s vaccination certificate only reflects the dose(s) documented in VAMS.
- VAMS automatically updates vaccination certificates if healthcare professionals make applicable edits to the recipient vaccination records in VAMS.

## Standard and Mobile Clinics

### During a Vaccination Appointment

✓ Healthcare Professionals

- After clicking **Submit** on the final screen, a new window will appear, notifying you when the recipient is eligible to receive their next dose of COVID-19 vaccine, if applicable.
- To **view** the vaccination certificate, click the hyperlinked text on the confirmation page. From here, you can also download the certificate as a PDF.
- To **print** the vaccination certificate, click **Download PDF**, then click the **print icon**.

### After a Vaccination Appointment – Option 1

✓ Healthcare Professionals

- Click **Search Past Vaccinations** on the **Manage Appointments** tab.
- Search for the recipient using one of two search options:
  - Enter one of these fields: email address or VAMS ID, or
  - Enter all of these fields: first name, last name, and date of birth.
- Once you’ve found the correct recipient, click their **name** in the search results table to advance to the recipient record. **Note:** Clicking View Record will take you to the vaccination record.

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## Standard and Mobile Clinics *(continued)*

### After a Vaccination Appointment – Option 1 *(continued)*

✓ Healthcare Professionals

- To **view** the vaccination certificate, click the hyperlinked text in the next dose section below the recipient's DOB. From here, you can also download the certificate as a PDF.
- To **print** the vaccination certificate, click **Download PDF**, then click the **print icon**.

### After a Vaccination Appointment - Option 2

✓ Users with **Both** Clinic Administrator and Healthcare Professional Roles Assigned in VAMS

- Click the **Clinic Data** tab.
- Under **Vaccination Administration Report**, click the **time frame** needed to access your desired recipient record. **Note:** Once in the Vaccination Administration Report, you can edit your time frame by clicking the **Filter** icon, **Date Administered**, then changing the **Range** to your desired time frame.
- Click the **First Name** or **Last Name** of the recipient record you want to access.
- Once in the recipient record, click **View Vaccination Certificate**. From here, you can also download the certificate as a PDF.
- To **print** the vaccination certificate, click **Download PDF**, then click the **print icon**.

## Third-Party Clinics

### During a Vaccination Appointment

✓ Healthcare Professionals

- After clicking **Submit** on the final screen, a new window will appear, notifying you when the recipient is eligible to receive their next dose of COVID-19 vaccine, if applicable.
- To **access** the vaccination certificate:
  - Click the hyperlinked text on the confirmation page, or
  - Download the certificate, as a PDF.
- To **print** the vaccination certificate click **Download PDF**, then click the **print icon**.

### After a Vaccination Appointment

✓ Healthcare Professionals

- On the **Manage Recipients** tab, click the recipient record you want to access.
- Once in the recipient record, click **View Vaccination Certificate**.
- To **print** the vaccination certificate, click **Download PDF**, then click the **print icon**.

If you need additional support, contact the **VAMS Help Desk**. *To ensure jurisdictions and clinics are fully supported, VAMS Help Desk support is limited to jurisdiction and clinic personnel only.*

**Toll-Free Number** | +1 833-748-1979 **Hours of Operation** | 8:00 AM–8:00 PM EST | Monday-Friday