

COVID-19 Vaccine Inventory and Administration Reporting Tool-Kit

Web-Based Training

- [Vaccine Ordering Management Systems \(VOMS\) in MIIX](#)
- [Reminder/Recall in MIIX](#)
(Providers can use their own reminder/recall system if they have one in place) Printable Training Guides)
- [How to Create an Order in MIIX](#)
- [How to Receive and Order in MIIX](#)
- [How to Create a Transfer in MIIX](#)
- [Vaccine Wastage and Disposal Form](#)
Not sure what to return and what to waste? See our [Nonviable Vaccine Returns](#) guide.
- [MIIX Reconciliation Video](#) (YouTube)

Documenting and Reporting Vaccine Administration Requirements

All vaccine administration must be documented in MIIX within 24 hours of administration.

If your facility's electronic health record (EHR) is directly linked to MIIX, the vaccine administration will be populated through EHR entry; otherwise, manual entry will be required.

Vaccine Administration Record (VAR) must be completed and signed acknowledging that the VIS was given and received. Vaccine Administration could also be used to hand record the administration. However, the information must also be entered into MIIX within 24 hours.

Entering Patients and Vaccinations in MIIX

1. Log into [MIIX](#)
2. You may be prompted to select an Organization, Facility, School, VFC PIN, or appropriate category for your agency.
3. Follow these instructions: [Search / Add Patients & Add Vaccinations](#)
4. Follow these instructions if you need to: [Add / Edit Vaccinations in MIIX](#)

Reporting Duplicate Patients in MIIX

Follow these instructions to: [Report Duplicate Patients in MIIX](#)

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How to submit facility information for COVID-19 vaccination clinics to CDC's Vaccine Finder

Providers are **required** to register their clinics/facilities with [Vaccine Finder](#).

You will receive an onboarding email from vaccinefinder@auth.castlighthealth.com . Please add this to your address book and check your junk/spam mail to ensure the email is not missed.

- Onboarding emails will come from: vaccinefinder@auth.castlighthealth.com
- Technical support team: vaccinefinder@castlighthealth.com