

# COVID-19 Vaccination Document Checklist

## Employee Health

### Utilizing Vaccine Administration Management System (VAMS)

*Purpose of form is to serve as a worksheet to ensure required vaccination documentation components are captured.*

*This form is not intended for placement in medical file.*

- COVID-19 Vaccine **Screening Questionnaire** completed
- COVID-19 Vaccine Emergency Use Authorization (**EUA**) or Vaccine Information Statement (**VIS**) provided
- COVID-19 Vaccination **Employee Record** form completed
  - Completion of **IHS-810 Release of Information** form for Employees who are also Native American/Alaskan Native Beneficiaries at the facility and request immunization documentation in their Patient Health Record\**
- COVID-19 Vaccination **Card** completed and provided to patient
- COVID-19 Vaccination documented in **Vaccine Administration Management System (VAMS)**
  - \*Document vaccination in Patient Health Record as **HISTORIC** immunization for employees who are also Beneficiaries and have completed IHS-810 to release immunization to Patient Health Record*
- COVID-19 Disclosure of the Vaccination to VAMS documented on the IHS-505 form
- COVID-19 Disclosure of the Vaccination Card to Employee documented on the IHS-505 form
- If IHS-810 completed for disclosure to patient record, document vaccine as a historical record in RPMS
- Place forms in **Employee Medical File**