



# VaxMaX

## Provider Redistribution

The [COVID-19 Vaccine Redistribution Survey](#) is intended to assist the Virginia Department of Health track distributed doses across providers. This survey is intended to be submitted any time that you will be distributing doses that have been shipped directly to your facility.

A recorded demo of the solution is available [here](#) and provides a similar overview to what is included in this document.

As a reminder, all providers must have completed the CDC Enrollment Process in order to receive vaccines. If they have not completed this process, they will not be eligible to receive the COVID-19 vaccine.

The below are brief instructions for navigating the system and initiating your redistributions. The instructions include:

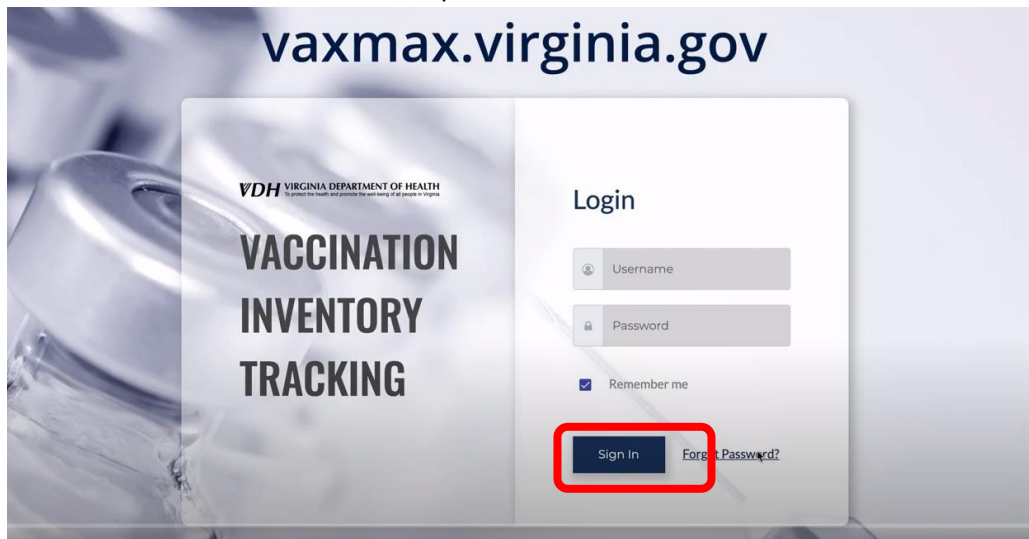
- I. [Activate and Create Account](#)
- II. [Register for Redistribution](#)
- III. [Report Redistribution](#)
- IV. [Navigating Historical Redistribution](#)



# VaxMaX Provider Redistribution

## I. Activate and Create Account

1. Navigate to [vaxmax.virginia.gov](http://vaxmax.virginia.gov)
2. Select 'Forgot Password' to reset or create a new password



**vaxmax.virginia.gov**

**VDH VIRGINIA DEPARTMENT OF HEALTH**  
To protect the health and promote the well-being of all people in Virginia

**VACCINATION  
INVENTORY  
TRACKING**

**Login**

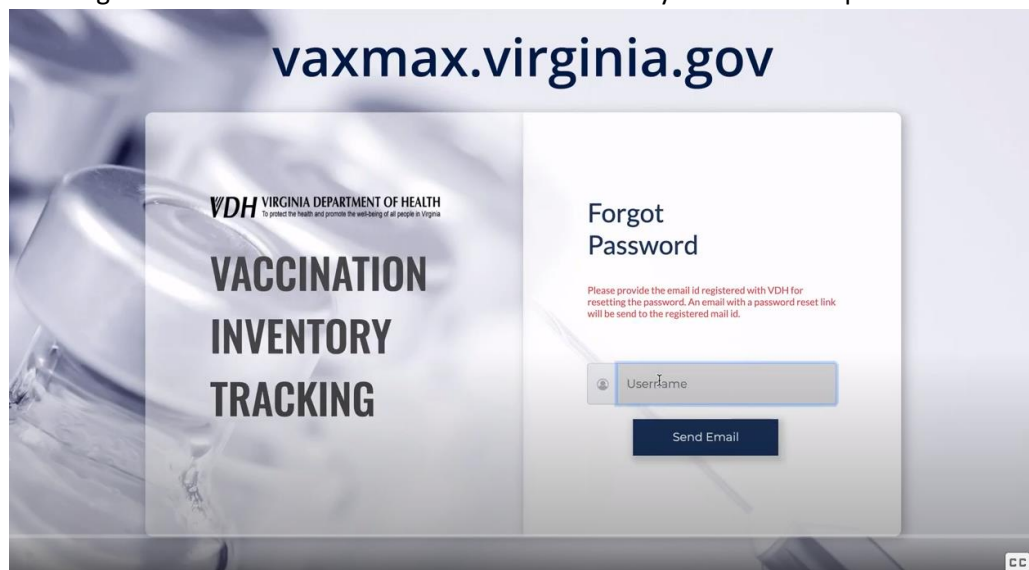
Username

Password

Remember me

Sign In Forgot Password?

3. Enter the email ID registered with VDH and a link will be emailed to you to create a password



**vaxmax.virginia.gov**

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**VACCINATION  
INVENTORY  
TRACKING**

**Forgot  
Password**

Please provide the email id registered with VDH for resetting the password. An email with a password reset link will be send to the registered mail id.

Username

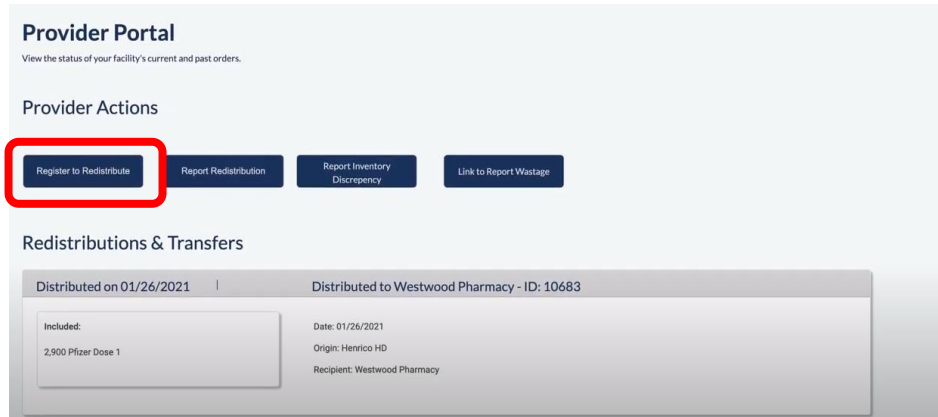
Send Email



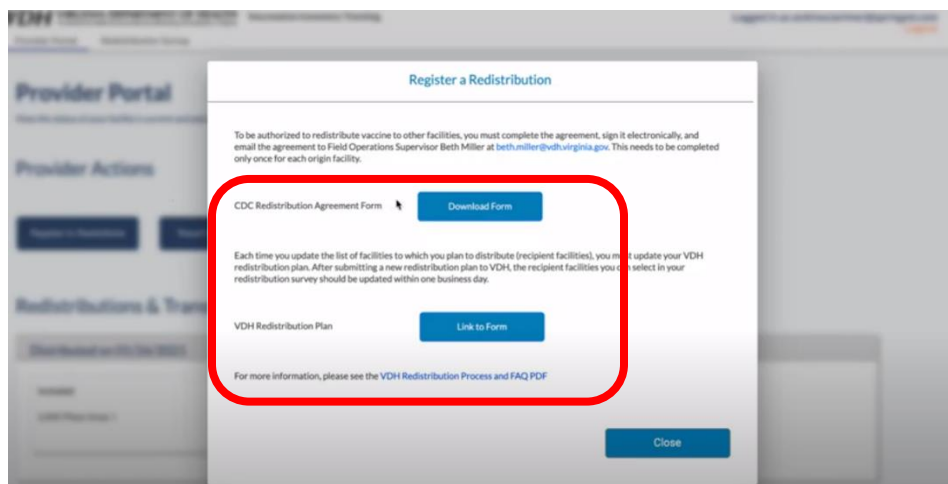
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## II. Register for Redistribution

1. Select **Register to Redistribute** from 'Provider Actions'



2. To be authorized to redistribute vaccine to other facilities, a CDC Redistribution Agreement form must be completed
  - a. Download and complete the CDC Redistribution Agreement Form (you will only need to complete this once for each origin facility)
  - b. Submit completed to [beth.miller@vdh.virginia.gov](mailto:beth.miller@vdh.virginia.gov)
3. To update the list of facilities to which you plan to distribute, an update must be made to your VDH redistribution plan
  - a. Update 'VDH Redistribution Plan' using the appropriate link
  - b. Updated facilities will be reflected in system within 1 business day



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### III. Report Redistribution

#### 1. Select **Report Redistributions** from 'Provider Actions'

The screenshot shows the VDH Virginia Department of Health Vaccination Inventory Tracking Provider Portal. The user is logged in as andrew.larimer@sprt. The page title is 'Provider Portal' and the subtitle is 'Redistribution Survey'. Under the 'Provider Actions' section, four buttons are visible: 'Register to Redistribute', 'Report Redistribution' (highlighted with a red box), 'Report Inventory Discrepancy', and 'Link to Report Wastage'. Below this, the 'Redistributions & Transfers' section shows a summary for a distribution on 01/11/2021 to Patient First - ID: 10683, including 200 Moderna Dose 1 vaccines.

#### 2. Enter the *Origin Provider Information*

- 'Origin VTrcks Number'
- Origin Point of Contact Name
- Origin Point of Contact Email
- Origin Point of Contact Phone Number
- Date of Exchange

The screenshot shows the 'Origin Provider Information' form. It includes a dropdown menu for 'Origin VTrcks Number' with two options: 'HENRICOHD-WEST - 10683' (selected) and 'RICHMOND CITY HEALTH DISTRICT - 10351'. There are input fields for 'Origin Provider Point of Contact Name', 'Origin Provider Point of Contact Email', and 'Origin Provider Point of Contact Phone Number'. A 'Date of Exchange' field is set to 'mm/dd/yyyy'. At the bottom, there are radio buttons for 'Planned' (selected) and 'Unplanned', and an '+ Add a Recipient' button.



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3. Select if exchange is planned or unplanned
  - Planned – A standard redistribution (most common)
  - Unplanned – Unplanned distribution of vaccine another facility for the purpose of preventing excess supply or waste
    - i. Note: all facilities must have a completed COVID Provider Agreement to receive vaccines
4. Select '+Add a Recipient' to capture redistributions
  - Recipient Provider
  - Vaccine Manufacturer
  - Vaccine Dose Number
  - Quantity

The screenshot shows a web form for recording a vaccine exchange. At the top, there is a date picker set to 03/15/2021. Below that, a question asks 'Was this exchange planned or unplanned?' with radio buttons for 'Planned' (selected) and 'Unplanned'. The form then lists 'Recipient # 1' with a dropdown menu for 'Recipient Provider' currently showing 'Select'. A note below the dropdown states: 'If you do not see the provider you wish to redistribute to, please reference them in your VDH Redistribution Plan. To submit an updated plan, return to the Provider Portal and select Register to Redistribute.' Below this, there are three input fields: 'Vaccine Manufacturer Type' (dropdown, 'Select'), 'Vaccine Dose Number' (dropdown, 'Select'), and 'Quantity' (text input) with a 'Doses' label. At the bottom of the form, there is a '+ More vaccine' link and a blue '+ Add a Recipient' button.

5. Add *Additional Recipients* as necessary
6. Select **Submit Form** when provider recipients have been updated

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### IV. Navigating Historical Redistribution

1. A historical record of past redistributions and transfers can be viewed with:
  - Date of distribution
  - Manufacturer and Dosage information
  - Quantity
  - Origin and Recipient information

Redistributions & Transfers	
Distributed on 01/11/2021	Distributed to Patient First - ID: 10683
Included: 200 Moderna Dose 1	Date: 01/11/2021 Origin: Henrico HD Recipient: Patient First
Distributed on 03/02/2021	Distributed to HealthTrust Supply Chain - Richmond Shared Services - ID: 10683
Included: 600 Pfizer Dose 1	Date: 03/02/2021 Origin: Henrico HD-West Recipient: HealthTrust Supply Chain - Richmond Shared Services
Distributed on 02/09/2021	Distributed to MCV/VCU Health System - ID: 10683
Included:	Date: 02/09/2021

2. A historical record of past shipments that have received are captured with:
  - Date of shipment
  - Manufacturer and Dosage Information
  - Quantity
  - Recipient Information
  - Tracking ID and Link

Shipments	
Shipped on 02/04/2021	Distributed to HENRICO HD-WEST - ID: 10683
Included: 1,500 Moderna Dose 2	Tracking Link: <a href="#">1Z126W010101437802</a>
Shipped on 02/20/2021	Distributed to HENRICO HD-WEST - ID: 10683
Included: 500 Moderna Dose 2	Tracking Link: <a href="#">1Z126W010101525292</a>
Shipped on 02/07/2021	Distributed to HENRICO HD-WEST - ID: 10683
Included: 1,000 Moderna Dose 1	Tracking Link: <a href="#">1Z126W010101572906</a>

