



# VaxMaX Provider Portal

The [Virginia Vaccine Management and Allocation Exchange](#) serves as a portal for providers to place order requests, review reports, and facilitate redistributions. Detailed activities, such as how to facilitate redistributions, can be viewed through associated training manuals.

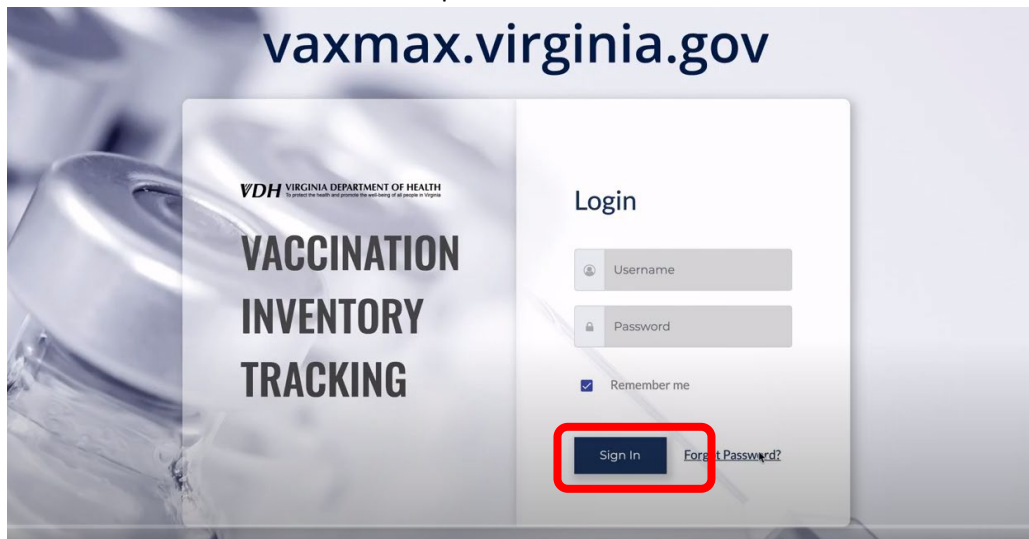
The below are brief instructions for navigating the system and reviewing inventories in the system. The instructions include:

- I. [Activate and Create Account](#)
- II. [Navigate Provider Portal](#)
- III. [Navigating Historical Redistribution](#)

# VaxMaX Provider Portal

## 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**

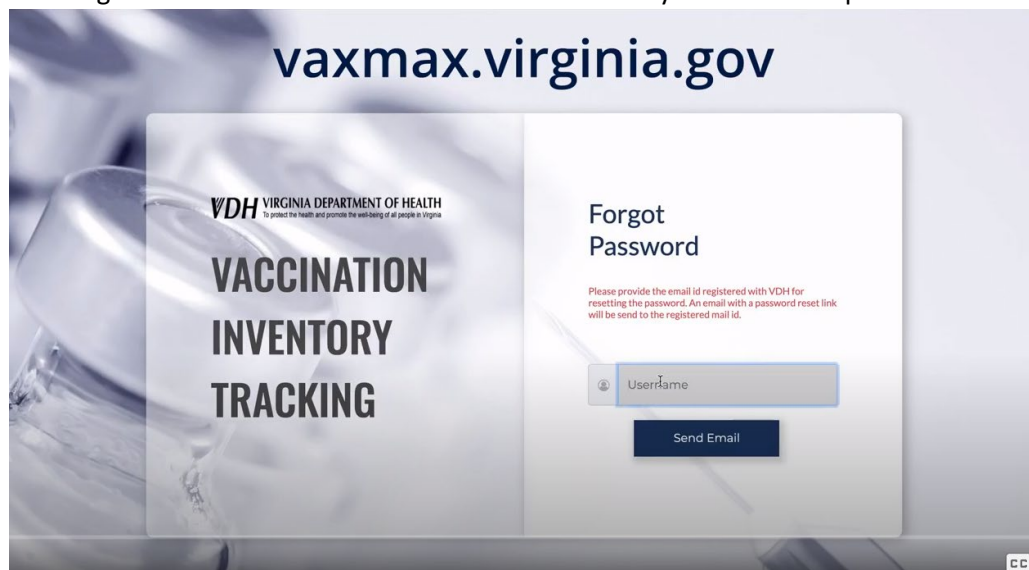
Username

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 sent to the registered mail id.

Username

**Send Email**



# VaxMaX Provider Portal

## II. Navigate Provider Portal

1. Navigate to 'Provider Portal' tab
2. Several buttons at the top of the page can help to navigate to the different Provider Actions
  - **Register to Redistribute:** register for redistribution across providers
  - **Report Redistribution:** report redistributions between providers
  - **Report Inventory or Delivery Error:** capture and communicate data issues or delivery errors in the reports
  - **Link to Report Wastage:** link to access COVID Vaccine Wastage form

### Provider Actions

Register to Redistribute

Report Redistribution

Report Inventory or  
Delivery Error

Link to Report Wastage

3. Navigate to bottom of page to view Provider Inventories Reports by Provider  
*Note: Health Districts and Channels will view aggregated views of respective providers*
  - **Cumulative Inventory Reports**
    - **Total Distributed:** cumulative historical distributed doses
    - **Total Administered:** cumulative historical administered doses
    - **Administered %:** percentage of total administered of total distributed

| BON SECOURS ST. MARY'S HOSPITAL |        | Vaccine    | Supply | 7-Day Usage | VF Supply | VF Days Stale |
|---------------------------------|--------|------------|--------|-------------|-----------|---------------|
| Total Distributed               | 18,968 | Pfizer D1  | 4,458  | 2           | 1,446     | 9             |
| Total Admin.                    | 8,495  | Pfizer D2  | 1,401  | 120         |           |               |
| Admin %                         | 44.8   | Moderna D1 | 2,862  | 0           | 290       | 9             |
|                                 |        | Moderna D2 | 1,752  | 0           |           |               |
|                                 |        | J&J        | 0      | 0           | 0         | 25            |



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- Inventory Reports by Manufacturer:** the following data has been aggregated for each manufacturer and dose type
  - Supply:** calculated on-hand inventory based on order, administered, and redistribution data
  - 7-Day Usage:** rolling 7 day average usage
  - VF Supply:** reported inventory based on Vaccine Finder inputs
  - VF Days Stale:** expected days on hand inventory based on Vaccine Finder inventory and historical usage

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### III. Navigating Historical Redistribution (for Providers only)

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

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

3. 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:<br>1,500 Moderna Dose 2 | Tracking Link: <a href="#">1Z126W010101437802</a> |
| Shipped on 02/20/2021             | Distributed to HENRICO HD-WEST - ID: 10683        |
| Included:<br>500 Moderna Dose 2   | Tracking Link: <a href="#">1Z126W010101925392</a> |
| Shipped on 02/07/2021             | Distributed to HENRICO HD-WEST - ID: 10683        |
| Included:<br>1,000 Moderna Dose 1 | Tracking Link: <a href="#">1Z126W010101572906</a> |

