

Objective:

This job aid guides users through the process of editing vaccine and administration procedure codes for a community event that is already linked in VASE+.

Review Linked Event in VASE+

1. Log in to VASE+.
2. Navigate to **Create Sites and Clinics** and click on your **clinic schedule** icon

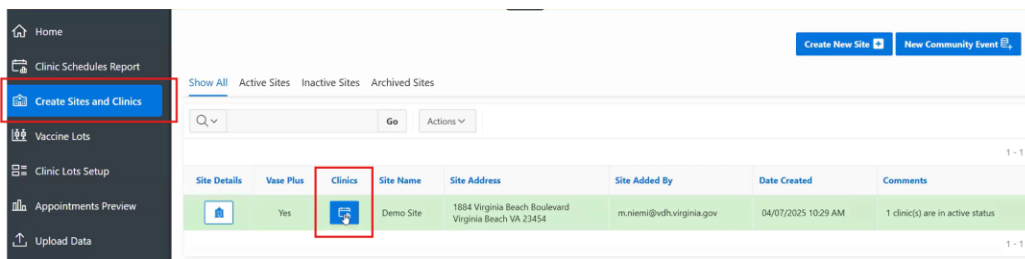


Figure 1 – VASE+ Homepage

3. Click **Edit** next to the clinic to view associated procedures

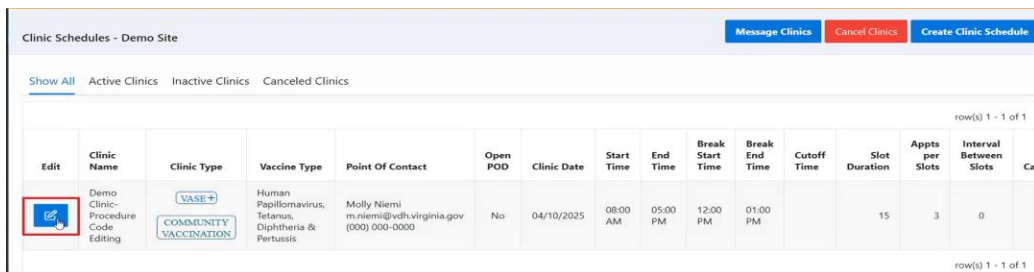


Figure 2 – Clinic Schedules Page

4. **Confirm** current vaccine procedure details

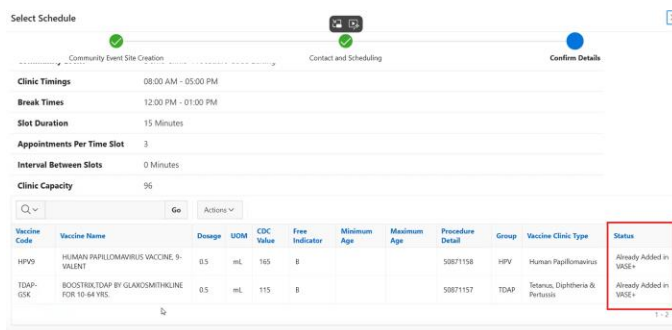


Figure 3 – Currently linked procedure codes appear as "Already Added in VASE+"

Add Vaccine Procedure in WebVISION

1. Log in to WebVISION.
2. Select your community **Event ID** and click on **CE Details**
 - Example: Event ID 71172

Community Event

- CESSearch/New Old
- CESSearch/New
- Update CE. Old
- Update CE.
- CE Details. Old
- **CE Details**
- CE Regn. Old
- VASE+ Queue
- CE Regn.
- Demographics. Old
- Client Procedures
- Client Procedures (Last, First Name)
- Demographics.
- Client Procedures/New-Apex
- Mcaid Info.
- Community Event Wait

Organization Id:133384698 Name:VIRGINIA BEACH DEPARTMENT OF PUBLIC HEALTH
CE Id: 71172 Type: IMMUNIZATION Topic: IMMUNIZATION Status: PLANNED Begin Date :04/10/2025
Payment Type: PER PROCEDURE * TOTAL ATTENDEES

Community Events List

This is a non production environment. Environment DEVELOPMENT

Q v

Go

Actions v

+ New

Event Id(**)	Event Type (**)	Event Topic	Event Status (**)	Start Date (**)	End Date (*)	Expected Participants	Actual Participants	VASE+ Event	VASE+ Lock Date	VASE+ Event Status
71173	IM	IMMUNIZATION	PLANNED	04/07/2025		0	0	Y		Pending
71172	IM	IMMUNIZATION	PLANNED	04/10/2025		0	0	Y	04/07/2025	Pending
71072	IM	IMMUNIZATION	PLANNED	12/13/2024		0	0	Y	12/10/2024	Pending

Figure 4 – WebVISION Homepage

3. Click **New** to add a vaccine procedure.

Organization Id:133384698 Name:VIRGINIA BEACH DEPARTMENT OF PUBLIC HEALTH
CE Id: 71172 Type: IMMUNIZATION Topic: IMMUNIZATION Status: PLANNED Begin Date :04/10/2025
Payment Type: PER PROCEDURE * TOTAL ATTENDEES

CE Procedure Detail Lists

This is a non production environment. Environment DEVELOPMENT

!

This event is VASE+, Only Vaccines on the same group of the currently associated ones can be added.

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+ New

	Procedure Date	Quantity	Procedure Status	Sub Prog Code	Procedure Code	Price Code	Procedure Fee	Vaccine Code
	04/10/2025	1	PENDING	IM	90715	A	36.38	TDAP-GSK
	04/10/2025	1	PENDING	IM	90651	FF	212.67	HPV9
	04/10/2025	1	PENDING	IM	90471	FF	20.88	

1 - 3

Figure 5– CE Procedure Details Page

4. Enter the **new procedure code**.

- *Example: Add Adacel TDAP*

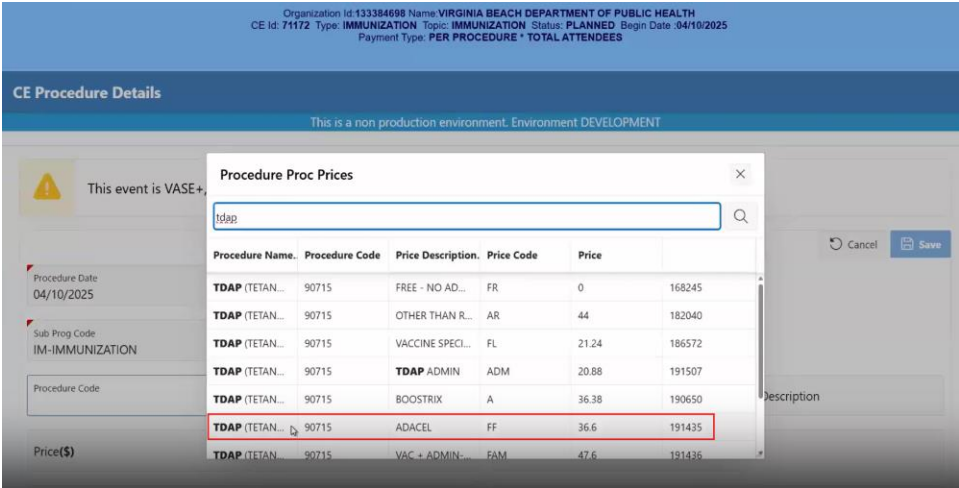


Figure 6 – CE Procedure Details Page

5. **Alert message** appears:

- Only procedures from the same vaccine group already associated can be added.
- You can't add unrelated procedures (e.g., Meningitis if not already linked).

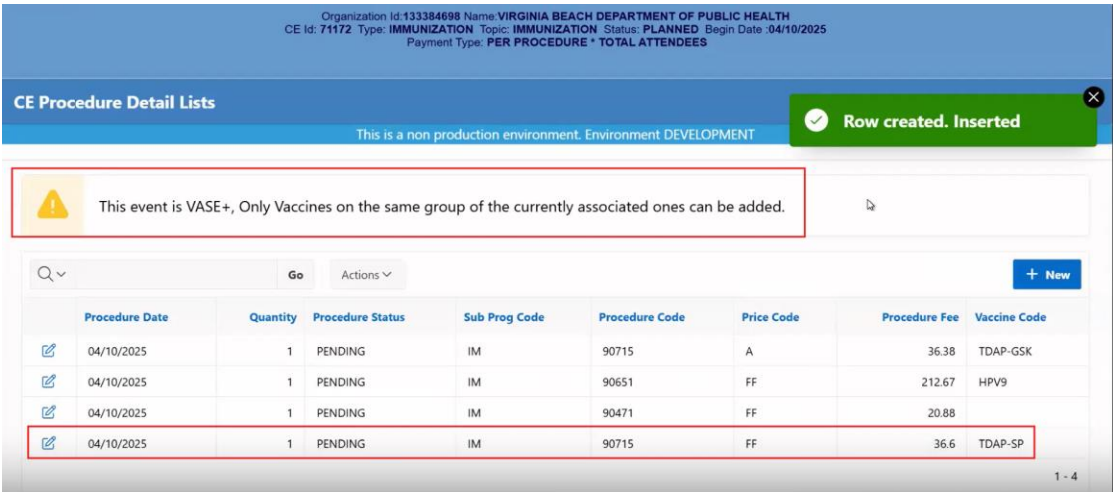


Figure 7 – New TDAP procedure code has been inserted

Add Admin Procedure Codes

- Still in WebVISION, **add additional administration procedure codes** as needed.
 - Example: Add **90472** alongside **90471**
- Admin codes can be added **until the event is closed in WebVISION**.

Organization Id:133384698 Name:VIRGINIA BEACH DEPARTMENT OF PUBLIC HEALTH
CE Id: 71172 Type: IMMUNIZATION Topic: IMMUNIZATION Status: PLANNED Begin Date :04/10/2025
Payment Type: PER PROCEDURE * TOTAL ATTENDEES

CE Procedure Detail Lists

This is a non production environment. Environment: DEVELOPMENT

Row created. Inserted

This event is VASE+, Only Vaccines on the same group of the currently associated ones can be added.

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Actions

+ New

	Procedure Date	Quantity	Procedure Status	Sub Prog Code	Procedure Code	Price Code	Procedure Fee	Vaccine Code
	04/10/2025	1	PENDING	IM	90715	A	36.38	TDAP-GSK
	04/10/2025	1	PENDING	IM	90651	FF	212.67	HPV9
	04/10/2025	1	PENDING	IM	90471	FF	20.88	
	04/10/2025	1	PENDING	IM	90715	FF	36.6	TDAP-SP
	04/10/2025	1	PENDING	IM	90472	FF	12.96	

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Figure 8 – New Admin procedure code has been inserted

Sync Changes Back in VASE+

- Go back to **VASE+**.
- Navigate to the event via:
Create Sites and Clinics ➡ **Clinic Schedules Icon** ➡ **Edit**

Home
Clinic Schedules Report
Create Sites and Clinics
Vaccine Lots
Clinic Lots Setup
Appointments Preview
Upload Data

Create New Site
New Community Event

Show All Active Sites Inactive Sites Archived Sites

Q Go Actions

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Site Details	Vase Plus	Clinic	Site Name	Site Address	Site Added By	Date Created	Comments
	Yes		Demo Site	1884 Virginia Beach Boulevard Virginia Beach VA 23454	m.niem@vdh.virginia.gov	04/07/2025 10:29 AM	1 clinic(s) are in active status

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Figure 9 – VASE+ Homepage

Clinic Schedules - Demo Site

Manage Clinics Cancel Clinics Create Clinic Schedule

Show All Active Clinics Inactive Clinics Canceled Clinics

row(s) 1 - 1 of 1

Edit	Clinic Name	Clinic Type	Vaccine Type	Point Of Contact	Open POD	Clinic Date	Start Time	End Time	Break Start Time	Break End Time	Cutoff Time	Slot Duration	Apppts per Slots	Interval Between Slots	Cat
	Demo Clinic- Procedure Code Editing	VASE+ COMMUNITY VACCINATION	Human Papillomavirus, Tetanus, Diphtheria & Pertussis	Molly Niemi m.niem@vdh.virginia.gov (800) 695-0000	No	04/10/2025	08:00 AM	03:00 PM	12:00 PM	01:00 PM		15	3	0	

Figure 10 – Clinic Schedules Page

3. Scroll down to **see the newly added vaccine procedure.**

- It will be marked as **"New From WebVISION"**

Select Schedule

Community Event Site Creation Contact and Scheduling Confirm Details

Break Times 12:00 PM - 01:00 PM

Slot Duration 15 Minutes

Appointments Per Time Slot 3

Interval Between Slots 0 Minutes

Clinic Capacity 96

Go Actions

Vaccine Code	Vaccine Name	Dosage	UOM	CDC Value	Free Indicator	Minimum Age	Maximum Age	Procedure Detail	Group	Vaccine Clinic Type	Status
HPV9	HUMAN PAPILLOMAVIRUS VACCINE, 9-VALENT	0.5	mL	165	B			50871158	HPV	Human Papillomavirus	Already Added in VASE+
TDAP-SP	ADACELTDAP BY SANOFI PASTEUR, FOR 10-64 YRS.	0.5	mL	115	B			50871162	TDAP	Tetanus, Diphtheria & Pertussis	New from WebVision
TDAP-GSK	BOOSTRIX, TDAP BY GLAXOSMITHKLINE FOR 10-64 YRS.	0.5	mL	115	B			50871157	TDAP	Tetanus, Diphtheria & Pertussis	Already Added in VASE+

1 - 3

Figure 11 – Newly added vaccine procedure code

4. Click **Apply Changes** to reflect changes made in WebVISION to VASE+.

Select Schedule

Community Event Site Creation Contact and Scheduling Confirm Details

Break Times 12:00 PM - 01:00 PM

Slot Duration 15 Minutes

Appointments Per Time Slot 3

Interval Between Slots 0 Minutes

Clinic Capacity 96

Go Actions

Vaccine Code	Vaccine Name	Dosage	UOM	CDC Value	Free Indicator	Minimum Age	Maximum Age	Procedure Detail	Group	Vaccine Clinic Type	Status
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1 - 3

Public URL:
https://kobe.vdh.virginia.gov/vacbeta/?p=535:205::205:P205_REG_ID,P205_CLINIC_DETAILS_ID,P205_SCHEDULE_ID,P205_CONFIRM_NUMBER,P205_OLD_CONFIRM_NUMBER,P105_APP_I

Copy

Cancel Apply Changes Delete Community Event Refresh

Figure 12 – Apply Changes will update newly added procedure codes

- Once refreshed, the status changes from **"New from WebVISION"** to **"Already Added in VASE+"**

Select Schedule

Community Event Site Creation

Contact and Scheduling

Confirm Details

Community Event Site Creation

00:00 AM - 00:00 PM

Contact and Scheduling

00:00 AM - 00:00 PM

Confirm Details

00:00 AM - 00:00 PM

Break Times

12:00 PM - 01:00 PM

Slot Duration

15 Minutes

Appointments Per Time Slot

3

Interval Between Slots

0 Minutes

Clinic Capacity

96

Q

Go

Actions

Vaccine Code	Vaccine Name	Dosage	UOM	CDC Value	Free Indicator	Minimum Age	Maximum Age	Procedure Detail	Group	Vaccine Clinic Type	Status
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TDAP-GSK	BOOSTRIX.TDAP BY GLAXOSMITHKLINE FOR 10-64 YRS.	0.5	mL	115	B			50871157	TDAP	Tetanus, Diphtheria & Pertussis	Already Added in VASE+

1 - 3

Figure 13 – Newly added vaccine procedure code

Important Reminders

- You can **only add vaccine procedures from the same group as those already linked to the event.**
- You must **add vaccine procedure codes by the day before the event start date.**
- Admin codes have more flexibility** and can be added until the event is closed.