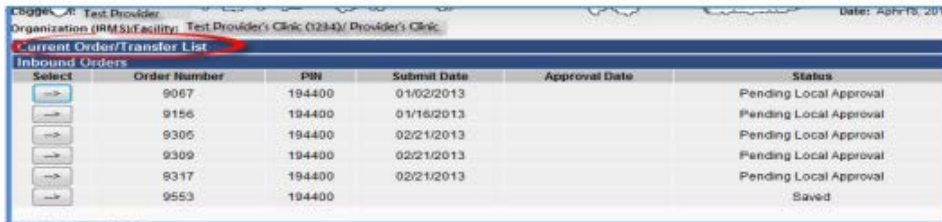


Create, Submit, and Receive Vaccine Orders


Creating a Vaccine Order

1. Log onto the system using your username and password. Using the Navigation Menu, click on the **Orders/Transfers** tab and click **Create/View Orders** to show the Current Order/Transfer List.

Select	Order Number	PIN	Submit Date	Approval Date	Status
<input type="checkbox"/>	9067	194400	01/02/2013		Pending Local Approval
<input type="checkbox"/>	9156	194400	01/16/2013		Pending Local Approval
<input type="checkbox"/>	9305	194400	02/21/2013		Pending Local Approval
<input type="checkbox"/>	9309	194400	02/21/2013		Pending Local Approval
<input type="checkbox"/>	9317	194400	02/21/2013		Pending Local Approval
<input type="checkbox"/>	9553	194400			Saved

2. Click the Create Order button, at the bottom right corner of the screen, to open the new order screen.



Select	Order Number	PIN	Submit Date	Approval Date	Status
<input type="checkbox"/>	9067	194400	01/02/2013		Pending Local Approval
<input type="checkbox"/>	9156	194400	01/16/2013		Pending Local Approval
<input type="checkbox"/>	9305	194400	02/21/2013		Pending Local Approval
<input type="checkbox"/>	9309	194400	02/21/2013		Pending Local Approval
<input type="checkbox"/>	9317	194400	02/21/2013		Pending Local Approval
<input type="checkbox"/>	9553	194400			Saved

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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3. Review your vaccine delivery information (Delivery Address, Contact, Delivery Days and Times). **NOTE: Notify the VFC program immediately if your delivery address is incorrect – Do not continue with your order.** Update your clinic's Contact Name, Delivery Days or Times if they have changed.

Enter the following information:

- a. **Doses Used Last Month**- required for **all** products
- b. **Physical Inventory**- required for **all** products
- c. **Order Quantity**- required for products you want to order
- d. **Comments**- (if desired) used to notify your LHJ of things relating to your vaccine order quantity. Your LHJ may also add comments for you.



Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
Tdap	Boostrix®	50	0	0	100	<input type="checkbox"/>	--select--	
HiB-PRP-T	AdHIB®	60	0	0	100	<input type="checkbox"/>	--select--	
IPV	IPOL®	20	0	0	100	<input type="checkbox"/>	--select--	
Tdap	Adacel®	45	0	0				

4. Double check your entries and click the **Submit Order** button to send the order to your LHJ. Once an order is submitted, it **cannot** be changed. Contact the VFC program immediately if you need to make changes.

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Create, Submit, and Receive Vaccine Orders

Things to Note:

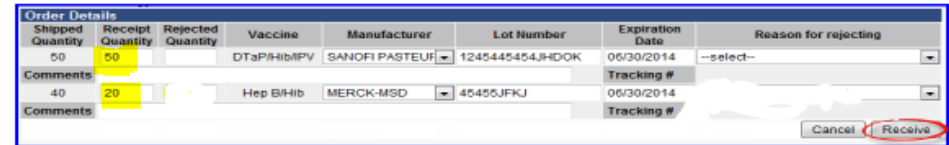
- An error message will display if your order contains invalid entries. Correct the mistakes and re-submit.
- A dialogue box will open if your order is outside your assigned frequency, timing, or recommended order quantity. Select an **Exception Comment** from the dropdown menu and click the **Submit** button to continue.
- The **Save Order** button saves, but **does NOT** submit the order. Saved orders are listed in your **Inbound Order** screen and can be re-opened, deleted, or submitted at any time.
- The **Cancel** button cancels the order and it will no longer be listed in your **Inbound Order** screen. Nothing will be submitted or saved.



Current Order/Transfer List						
Inbound Orders						
	Order Number	PI#	Submit Date	Approval Date	Status	
	55	8808	07/14/2014	07/14/2014	Approved	
	56	8808	07/14/2014	07/14/2014	Approved	

Backordered Orders				
Select	Order Number	PI#	Submit Date	Backorder Date

3. Add all vaccine products to your inventory:
 - i. Verify the accuracy of all lot numbers, expiration dates, and manufacturers. Update any missing or incorrect information.
 - ii. Enter the **Receipt Quantity** for each vaccine shipped.
 - iii. Click the **Receive** button.



Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
50	50		DTaP/HiB/IPV	SANOFI PASTEUR	1245445454JHDOK	06/30/2014	--select--
40	20		Hep B/HiB	MERCK-MSD	45455JFKJ	06/30/2014	

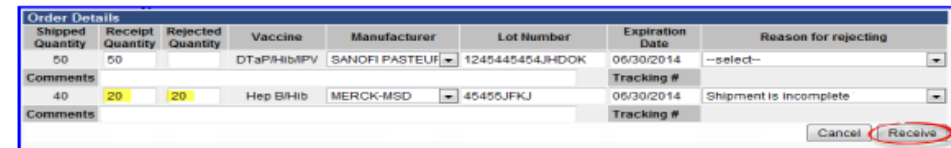
Receiving a Vaccine Order

Once vaccines physically arrive at your office, they must be received (added) to you inventory in the system. To prevent duplicate entries, **do not** manually add vaccines to your inventory when using the **receive function**.

1. Click on the **Orders/Transfers** tab. Click **Create/View Orders**, to show the list of your inbound orders.
2. Select the desired vaccine order you want to receive. **NOTE:** You can only receive orders that have a status of either **Approved** or **Shipped**.

If Your Shipment is Complete

1. Enter the **Receipt Quantity** and **Rejected Quantity** so that total doses equal the original order **Shipped Quantity**.
2. Reject the missing products by selecting "**Shipment is incomplete**" from the **Reason for Rejecting** drop down menu.



Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
50	50		DTaP/HiB/IPV	SANOFI PASTEUR	1245445454JHDOK	06/30/2014	--select--
40	20	20	Hep B/HiB	MERCK-MSD	45455JFKJ	06/30/2014	Shipment is incomplete

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Create, Submit, and Receive Vaccine Orders

- Click the **Receive** button. The system updates your inventory with only the received doses. A new order number is created for the rejected vaccines. Order numbers are chronological and have the same date as the original order. Use this new order number to receive your vaccines when they arrive.

Frozen Vaccines

If your order contains frozen vaccines and your frozen vaccine has not arrived yet (frozen vaccines are typically shipped after non-frozen orders):

- Add **Receipt Quantity** that arrived to your inventory.
- Reject the frozen products by selecting **"Shipment is Incomplete"** from the **Reason for Rejecting** drop down menu.

Order Details							
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
200	200		HPV, quadrivalent	--select--			--select--
Comments			Tracking #				
200	200		Mening. (MCV4P)	--select--			--select--
Comments			Tracking #				
200	0	200	MMR/varicella	ABBOT-AB			Shipment is incomplete
Comments			Tracking #				

- Click the **Receive** button. The system updates your inventory with only the received doses. A new order number is created for the rejected frozen vaccine products. Order numbers are chronological and have the same date as the original order. Use this order number to receive your frozen vaccine order when those products arrive.

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If your shipment arrives **DAMAGED** or **SPOILED**:

- Accept and sign for the package from the shipper. Store vaccines in the proper storage unit. **DO NOT** receive the order.
- Contact your LHJ immediately for return and replacement instructions.

Transferring Vaccines to another Organization

These steps can be used to transfer vaccine(s) to another organization/facility.

- Using the navigation menu, click on the **Orders/Transfers** tab and then click on **Create/View Orders** to show the Current Order/Transfer List.
- Click on the **Create Transfer** button.

Inbound Transfers							
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility			
Outbound Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility			
→	22	100015	09/03/2014	TENNESSEE PEDIATRICS / DR. JOEY SMITH			
→	24	2013	09/05/2014	TN TEST ORG / TN TEST FACILITY 1			
Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
<input type="button" value="Create Order"/> <input type="button" value="Create Transfer"/>							

- Select the organization/facility you wish to send the vaccine to, from the drop down list.

Create Transfer	
Sending Organization (IRMS)	KNOX COUNTY HEALTH DEPARTMENT-MAIN
Sending Facility	
Submitter	CATHY LEE (CLEE)
Receiving Organization (IRMS)	TENNESSEE PEDIATRICS (1001)
Receiving Facility	DR. JOEY SMITH

Create, Submit, and Receive Vaccine Orders

- Find the vaccine and lot number in the list.
- Enter the number of doses you wish to transfer. There is no need in entering zeroes in the blank quantity fields.

Transfer Details						
Transfer Quantity	Vaccine	Lot Number	Quantity Available	Public	Expiration Date	Transfer Reason
0	DTaP (Infanrix®)	112233	10	Y	01/01/2016	
0	DTaP (Infanrix®)	123456	9	N	01/01/2016	
0	Hep A 2 dose - Ped/Adol (Havrix® / Vaxta®)	01/01/2016	21	Y	01/01/2016	
0	Hep B Ped/Adol - Preserv Free (Recombivax® / Engerix-B®)	MM112233	25	N	02/28/2016	
10	Td Adult, Preserv Free (Decavac® / Tenivac®)	123	15	Y	01/01/2016	employee
0	Td Adult, Preserv Free (Decavac® / Tenivac®)	JB059P33	20	Y	02/28/2015	
0	Tdap (Boostrix® / Adacel®)	TDAP13876GSK	10	N	10/21/2014	
0	Varicella (Varivax®)	123456	50	Y	01/01/2017	
0	Varicella (Varivax®)	LL001122	52	Y	02/28/2016	

- Click **Create Transfer**

NOTE: The Immunization Program will approve all transfers.

Receiving Transferred Vaccines

Receiving transferred vaccines from another organization is much like receiving inventory from an online order.

- Using the navigation menu, click on the **Orders/Transfers** tab and then click on **Create/View Orders** to show the Current Order/Transfer List.

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date
Inbound Transfers				
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
→	22	TNA471001	09/03/2014	KNOX COUNTY HEALTH DEPARTMENT-MAIN
Outbound Transfers				
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility

- Select arrow next to the order you are receiving.
- Enter the Receipt Quantity, Rejected Quantity (if applicable), and the Reason for Rejecting. Click the **Receive** button and the inventory will be added.

Transfer Details								
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for rejecting
9	6	3	DTaP CSL	123456	01/01/2016		Creating a New Lot	Shipment is incomplete

NOTE: The Immunization program will approve all transfers.

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