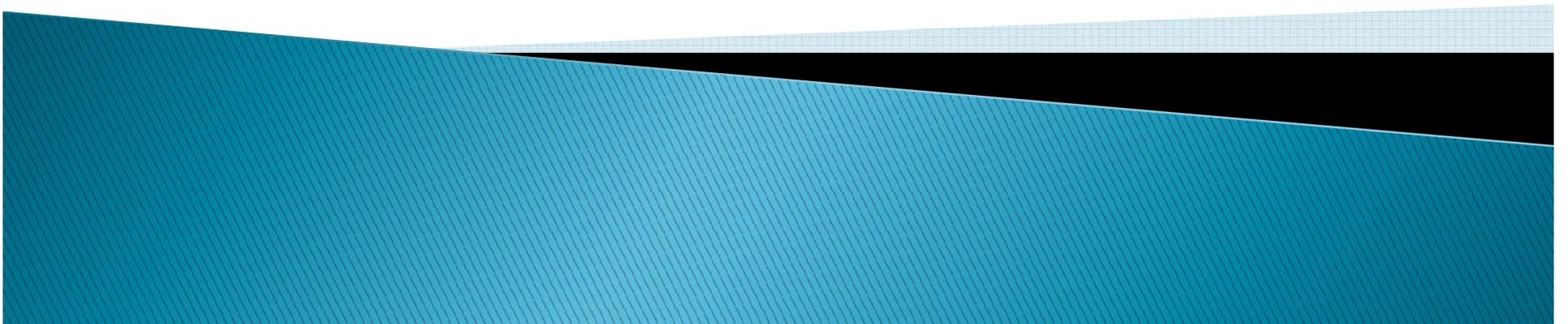
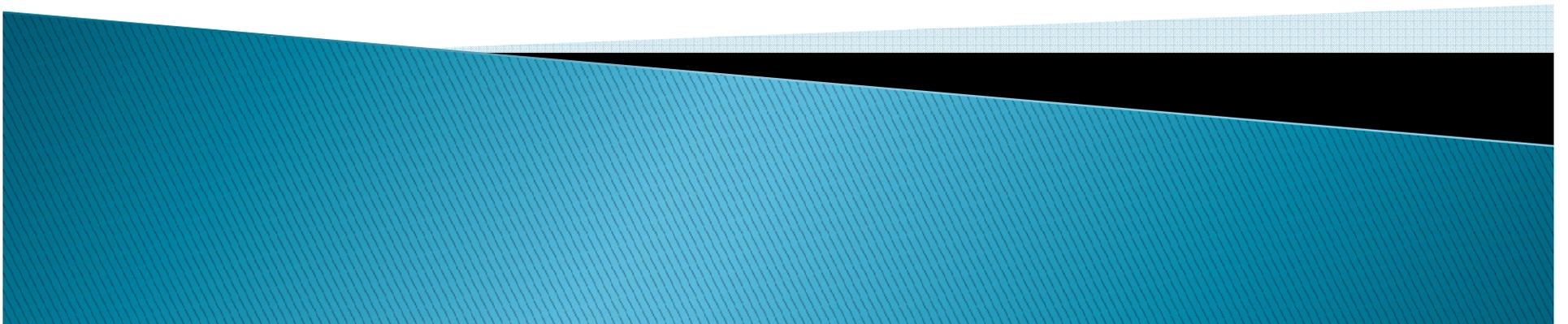


# Vaccine Ordering Management System (VOMS)



# CHIRP Reconciliation



# Old Method – Reconcile Inventory

Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP (Infanrix®)	DFGS9556	12/31/2014	100	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 509 1816 548" type="button" value="+"/>
DTaP (Infanrix®)	Z34622	10/31/2014	95	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 565 1816 604" type="button" value="+"/>
DTaP/Hep B/IPV (Pediarix®)	J34555	12/31/2014	150	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 620 1816 659" type="button" value="+"/>
HPV, quadrivalent (Gardasil®)	DSF9665	12/31/2014	150	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 675 1816 714" type="button" value="+"/>
Hep B/Hib (Comvax®)	ABA464666	06/30/2015	150	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 730 1816 769" type="button" value="+"/>
IPV (IPOL®)	JJ9989	12/31/2014	149	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 786 1816 824" type="button" value="+"/>
MMR/Varicella (Proquad®)	HJH11922	12/31/2014	199	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 841 1816 880" type="button" value="+"/>
Pneumococcal, PCV-13 (Pevnar 13®)	AC66442	09/30/2014	50	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 896 1816 935" type="button" value="+"/>
Tdap (Boostrix® / Adacel®)	HH3466	06/30/2015	200	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1766 951 1816 990" type="button" value="+"/>

Inventory Last Submitted: 07/18/2014

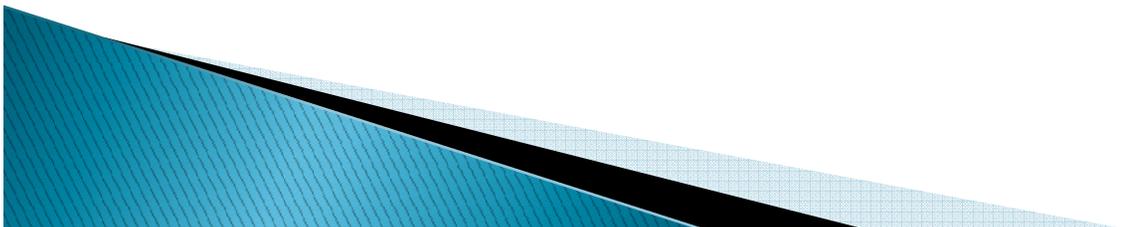
**Legend**

- Public Lots
- Private Lots
- Expired Vaccines
- Expires in 30 days or less



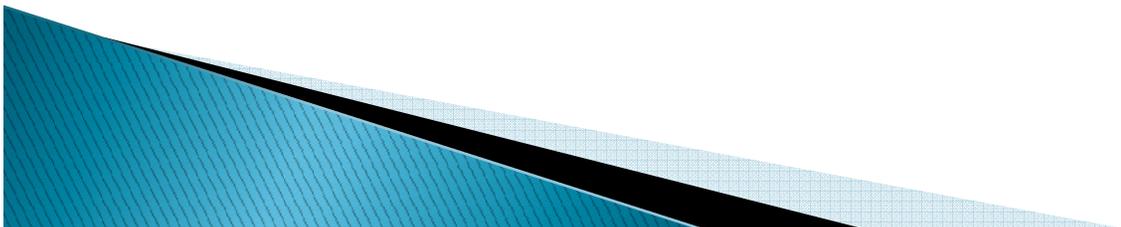
# Old Method – Reconcile Inventory

- ▶ Enter the Physical Inventory
- ▶ Adjustment (+ / -) defaults based on entry
- ▶ Select the appropriate Category and Reason for the adjustment
- ▶ Exp. doses with quantity of 0 can be inactivated.
  - Exp doses do not automatically inactivate
  - By doing this, the inventory can load faster
- ▶ Add a row for additional reconciliation reasons

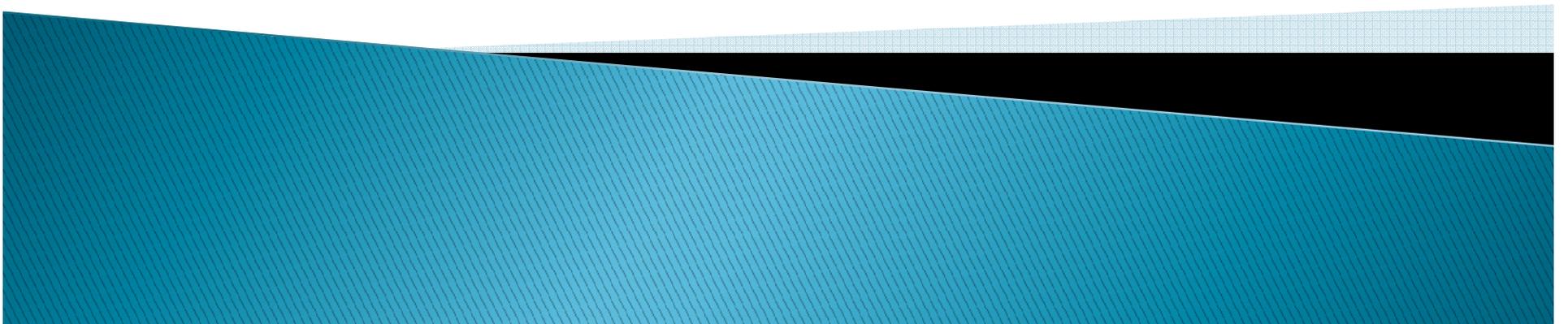


# Old Method – Reconcile Inventory

- ▶ Limitations
  - ▶ Providers could make these changes to the inventory without ever linking this to an administered dose
  - ▶ Limited accountability on where the public doses have gone in an office

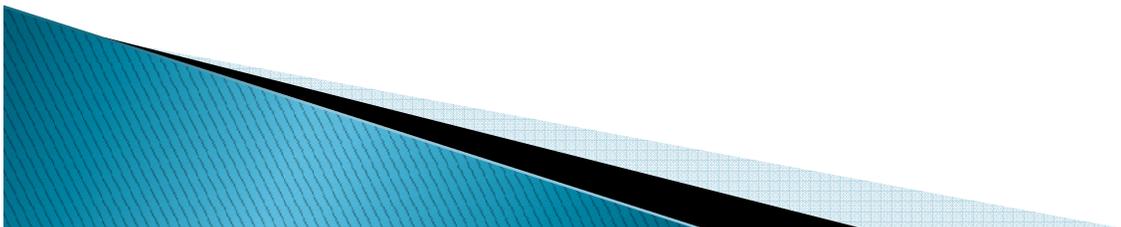


# Accountability Verification Process



# New Method – Accountability Verification Process

- ▶ Print a copy of the CHIRP Reconciliation page and use the form to complete a physical inventory of all public doses in your storage unit
- ▶ Compare this to your inventory in CHIRP
  - If your physical inventory matches your inventory in CHIRP, you can proceed to submit your inventory and then place your monthly order
  - **If the totals are different, DO NOT make changes to the Reconciliation page**



# New Method – Accountability Verification Process

- ▶ For any vaccine that is off, go in and view the Lot Log under Search/Add in CHIRP.
  - Search for the vaccine and click on the lot number in question.

Lot Number Maintenance [Detail]	
<b>Manufacturer:</b>	MERCK
<b>Vaccine:</b>	Hep B, adolescent or pediatric
Lot Number Code:	840983
<b>Lot Number:</b>	L019298
Facility:	[REDACTED]
Doses Used:	18
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	2
Doses Total:	20
<b>Expiration Date:</b>	06/22/2017
<b>Funding Source</b>	PUB
Product:	RECOMBIVAX HB; 00006-4981-00; SDV; 10-pack
NDC Number:	(00006-4981-00)
Inactive:	
Inactive Reason:	

[View Lot Log](#)      [Back](#)   [Edit](#)   [View Offsite Log](#)

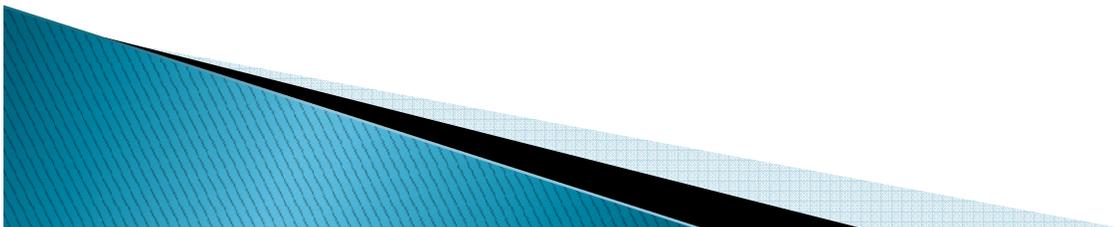


# New Method – Accountability Verification Process

- ▶ Run a Patient Detail Report for non-decrementing vaccinations from the date the vaccine was added to your inventory.
  - Choose the following:

**REPORTS > REPORTS MODULE > PATIENT DETAIL**

Reports	
Vaccinations	Patients
Vaccination Totals	Daily Patient Immunization List
Vaccinations Breakdown	Patient Detail
Lot Number Summary	Patient Totals
Lot Usage and Recall Report	Recall for Inactivation
Vaccine Deferrals	Updated Patients Labels
Vaccine Lots to Expire	Clinical Notes
Daily Inventory Report	Contraindication Report
Reminder/Recall Success	Aggregate Contraindication report



# New Method – Accountability Verification Process

- ▶ Run the report for the specific vaccine, not just publicly supplied and choose ‘Non-decremented doses only’ in the Doses Decrement report area at the bottom of the page.

The screenshot shows a software interface for vaccine selection. It features a 'Vaccines' section with a list of vaccine types, a 'Selected' list, and a 'Doses Decrement' dropdown menu. The 'Doses Decrement' dropdown is highlighted with a red circle and shows 'Non-decremented doses only' selected.

Vaccines	Unselected	Selected
	MMV, bivalent	Hep B, adolescent or pediatric
	HPV, quadrivalent	
	HPV9	
	Hep A, IG	
	Hep A, adult	
	Hep A, ped/adol, 2 dose	
	Hep A, ped/adol, 3 dose	
	Hep A, pediatric, unspecified formulation	
	Hep A, unspecified formulation	
	Hep A-Hep B	
	Hep B 2 dose - Adol/Adult	
	Hep B Ped/Adol - Preserv Free	
	Hep B, adolescent/high risk infant	
	Hep B, adult	
	Hep B, dialysis	
	Hep B, unspecified formulation	

Vaccinator: --select--

Lot Number: Select from the list below:

Doses Decrement: Non-decremented doses only

# New Method – Accountability Verification Process

Report Criteria  
Run By: By Ownership

Report Date: May 19, 2016

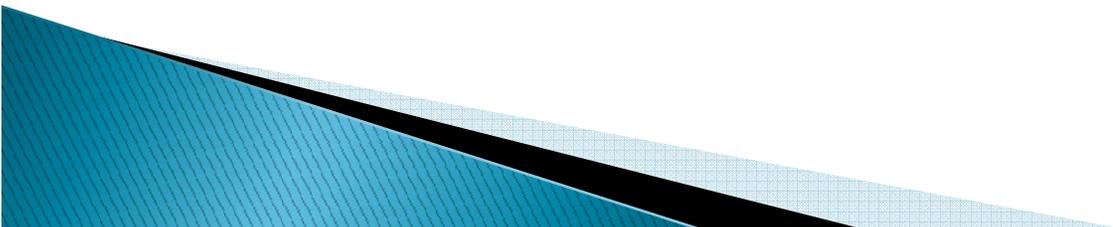
Organization (RMS): [REDACTED]  
 Patients Status: Active patients only  
 Patient VFC Eligibility: All  
 Physician: All  
 Health Plan: All  
 Race: All  
 Lot Number: All  
 District/Region: All  
 High Risk Category: All  
 Funding Type: All  
 Doses Decrement: Non-decremented doses only

Facility: [REDACTED]  
 Vaccination Date Range: 10/29/2015 through 05/18/2016  
 Vaccine VFC Eligibility: All  
 Program: All  
 Zip Code: All  
 State: All  
 Patient County: All  
 School: All  
 Sort Criteria: Last Name  
 Vaccinator: All

Vaccine: Hep B, adolescent or pediatric  
 Birth Date Range: All  
 VFC PIN: [REDACTED]

Total Patients Having Vaccines: 09    Total Patients With All Vaccines Deleted:    Deleted vaccinations are shown with a line through them.

Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	[REDACTED]					
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
	Hep B, adolescent or pediatric	10/29/2015		MSD	L025738	PRVT	UNK	N	N	[REDACTED]	[REDACTED]	10/29/2015	02/02/2012
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	[REDACTED]	[REDACTED]				
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
	Hep B, adolescent or pediatric	11/16/2015	Full	MSD	L018500	PRVT	NO	N	N	[REDACTED]	[REDACTED]	11/16/2015	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	[REDACTED]	[REDACTED]				
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
	Hep B, adolescent or pediatric	05/02/2016		MSD	L048236		UNK	N	N	[REDACTED]	[REDACTED]	05/02/2016	02/02/2012



# New Method - Accountability Verification Process

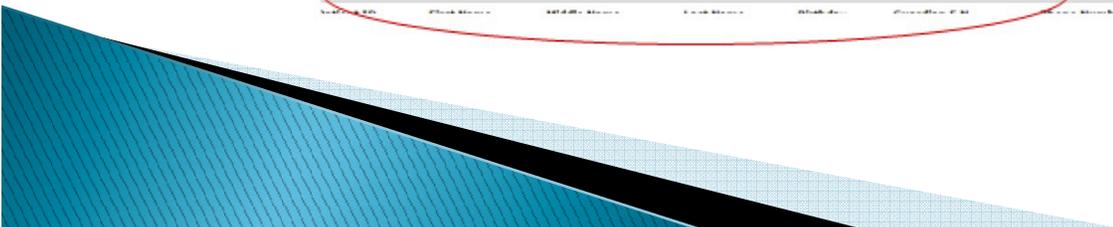
High Risk Category: All  
 Funding Type: All  
 Doses Decrement: Non-decremented doses only

Sort Criteria: Last Name  
 Vaccinator: All

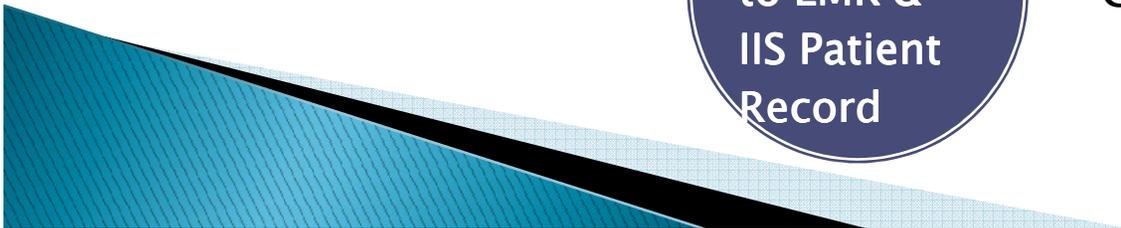
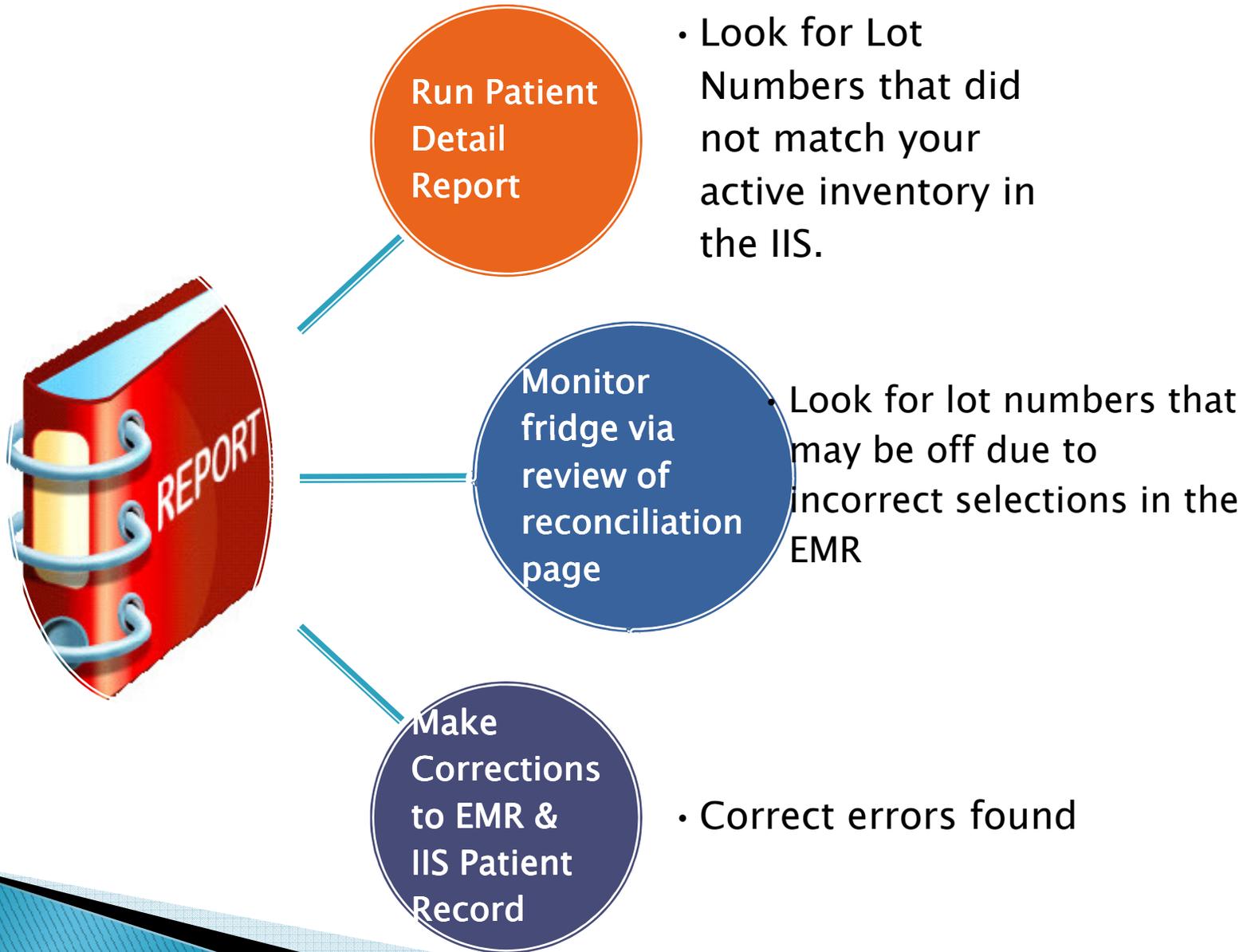
1928 1 of 3

Total Patients Having Vaccines: 09 Total Patients With All Vaccines Deleted: Deleted vaccinations are shown with a line through them.

Patient ID	First Name	Middle Name	Last Name	BirthDay	Guardian F.N.	Phone Number	VFC Eligible NO	Facility					
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
	Hep B, adolescent or pediatric	10/29/2015		MSD	L025738	PRVT	UNK	N	N			10/29/2015	02/02/2012
	Hep B, adolescent or pediatric	11/16/2015	Full	MSD	L018500	PRVT	NO	N	N			11/16/2015	
	Hep B, adolescent or pediatric	05/02/2016		MSD	L048236		UNK	N	N			05/02/2016	02/02/2012
	Hep B, adolescent or pediatric	10/29/2015	Full			PRVT	UNK	N	N			10/29/2015	
	Hep B, adolescent or pediatric	12/01/2015	Full	MSD	L018500	PRVT	NO	N	N			12/01/2015	
	Hep B, adolescent or pediatric	05/02/2016	Full	MSD	L09298		YES	N	N			05/02/2016	
	Hep B, adolescent or pediatric	11/03/2015		MSD	L029631	PRVT	UNK	N	N			11/03/2015	02/02/2012
	Hep B, adolescent or pediatric	04/15/2016		MSD	L048236		UNK	N	N			04/15/2016	02/02/2012
	Hep B, adolescent or pediatric	04/20/2016	Full				UNK	N	N			04/20/2016	
	Hep B, adolescent or pediatric	03/02/2016		MSD	L044694		UNK	N	N			03/02/2016	02/02/2012
	Hep B, adolescent or pediatric	05/04/2016	Full	Phac	L09298		YES	N	N			05/04/2016	
	Hep B, adolescent or pediatric	11/04/2015	Full	MSD	L025738	PRVT	UNK	N	N			11/04/2015	02/02/2012
	Hep B, adolescent or pediatric	05/16/2016	Full	MSD	L09298		NO	N	N			05/16/2016	



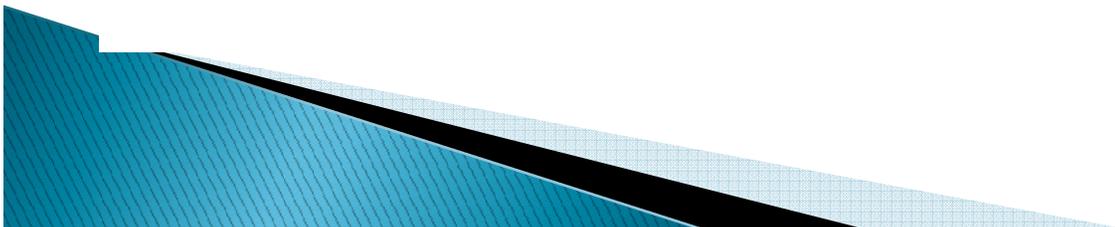
# How to Find Errors



# Common Reasons for Vaccines not Decrementing

- ▶ Lot number was mistakenly entered with a letter (LQ19298) instead of a number (L019298). CHIRP could not find a Hep B vaccine with this lot number in the inventory so it did not decrement.

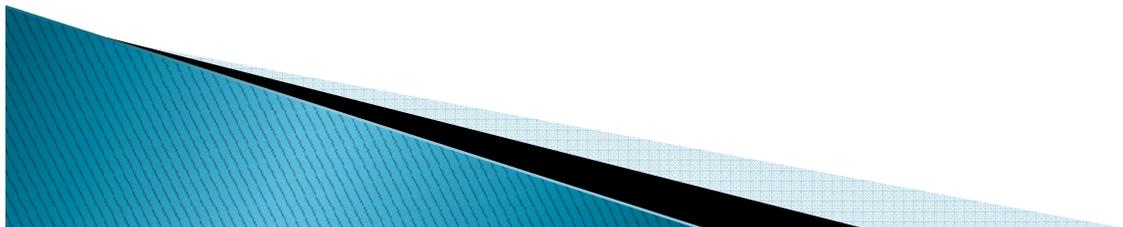
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form
Hep B, adolescent or pediatric	10/29/2015	Full	MSD	L018500	PRVT	UNK	N	N			10/29/2015
Hep B, adolescent or pediatric	12/21/2015	Full	MSD	L018500	PRVT	NO	N	N			12/21/2015
Hep B, adolescent or pediatric	05/02/2016	Full	MSD	L019298		YES	N	N			05/02/2016
Patient ID: [redacted] First Name: [redacted] Middle Name: [redacted] Last Name: [redacted] Birthday: [redacted] Guardian F.N.: [redacted] Phone Number: [redacted] VFC Eligible: YES Facility: [redacted]											
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form
Hep B, adolescent or pediatric	11/03/2015		MSD	L029631	PRVT	UNK	N	N			11/03/2015
Patient ID: [redacted] First Name: [redacted] Middle Name: [redacted] Last Name: [redacted] Birthday: [redacted] Guardian F.N.: [redacted] Phone Number: [redacted] VFC Eligible: NO Facility: [redacted]											
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form
Hep B, adolescent or pediatric	04/15/2016		MSD	L048236		UNK	N	N			04/15/2016
Hep B, adolescent or pediatric	04/20/2016	Full				UNK	N	N			04/20/2016
Patient ID: [redacted] First Name: [redacted] Middle Name: [redacted] Last Name: [redacted] Birthday: [redacted] Guardian F.N.: [redacted] Phone Number: [redacted] VFC Eligible: YES Facility: [redacted]											
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form
Hep B, adolescent or pediatric	03/02/2016		MSD	L044694		UNK	N	N			03/02/2016
Hep B, adolescent or pediatric	05/04/2016	Full	PMC	L019298		YES	N	N			05/04/2016
Patient ID: [redacted] First Name: [redacted] Middle Name: [redacted] Last Name: [redacted] Birthday: [redacted] Guardian F.N.: [redacted] Phone Number: [redacted] VFC Eligible: YES Facility: [redacted]											



# Common Reasons for Vaccines not Decrementing

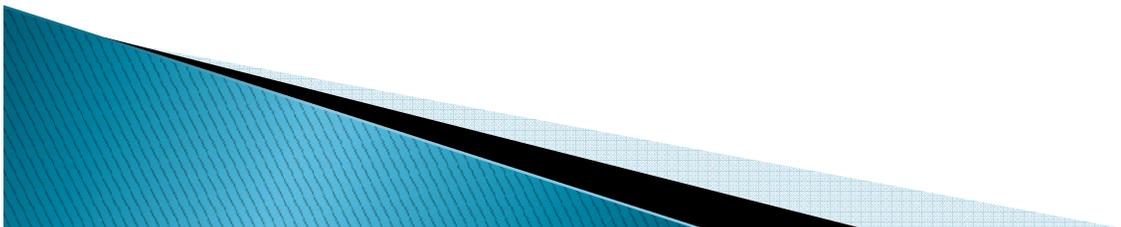
- ▶ The manufacturer was listed wrong. It was PMC instead of MSD. Again, CHIRP could not find a Hep B vaccine with this manufacturer and lot number in the inventory so it did not decrement.

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator
Hep B, adolescent or pediatric	10/29/2015	Full	MSD	LO18500	PRVT	UNK	N	N	
Hep B, adolescent or pediatric	12/21/2015	Full	MSD	LO18500	PRVT	NO	N	N	
Hep B, adolescent or pediatric	05/02/2016	Full	MSD	LO19298		YES	N	N	
<b>Patient ID</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Birthday</b>	<b>Guardian F.N.</b>	<b>Phone Number</b>			
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator
Hep B, adolescent or pediatric	11/03/2015		MSD	L029631	PRVT	UNK	N	N	
<b>Patient ID</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Birthday</b>	<b>Guardian F.N.</b>	<b>Phone Number</b>			
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator
Hep B, adolescent or pediatric	04/15/2016		MSD	L048236		UNK	N	N	
Hep B, adolescent or pediatric	04/20/2016	Full				UNK	N	N	
<b>Patient ID</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Birthday</b>	<b>Guardian F.N.</b>	<b>Phone Number</b>			
8790400	ZAYDEN		BOXLER	03/02/2016	GABRIELLA	047809380			
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator
Hep B, adolescent or pediatric	03/02/2016		MSD	L044694		UNK	N	N	
Hep B, adolescent or pediatric	05/04/2016	Full	PMC	LO19298		YES	N	N	



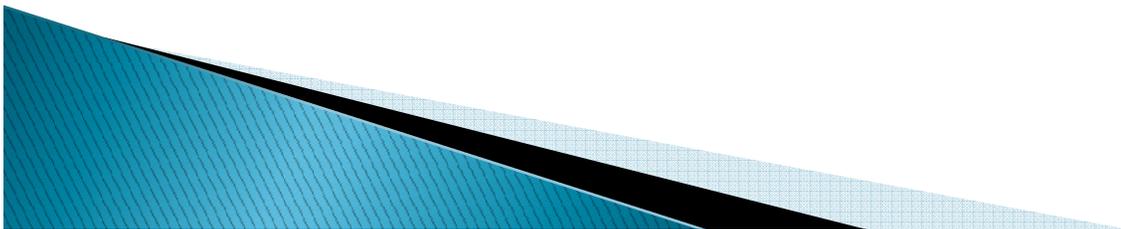
- ▶ The VFC eligibility was marked as “No”. Since this Hep B dose was a public dose lot number, CHIRP could not match the lot number with this funding so it did not decrement.

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.				
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrementec	
Hep B, adolescent or pediatric	11/04/2015	Full	MSD	L025738	PRVT	UNK	N	N	
Hep B, adolescent or pediatric	05/16/2016	Full	MSD	L019298		NO	N	N	



# Other Possible Reasons for Vaccines not Decrementing

- ▶ Wrong Vaccine (i.e. should be DTaP and the vaccine/lot # is under Hep A)
- ▶ Transposed numbers
- ▶ Leaving off letters/numbers
- ▶ Adding extra letters/numbers
- ▶ Using vial lot # instead of box lot #



# Other Possible Reasons for Vaccines not Decrementing

- ▶ Inventory not received/entered in CHIRP before dose was administered
- ▶ VFC or insurance not properly recorded (i.e. eligibility is listed as Unknown)
- ▶ Vaccine pulled from the wrong supply
- ▶ Duplicate vaccine administered to same patient (i.e. may be due to twins or siblings having records inappropriately merged in CHIRP).





# New Method – Accountability Verification Process

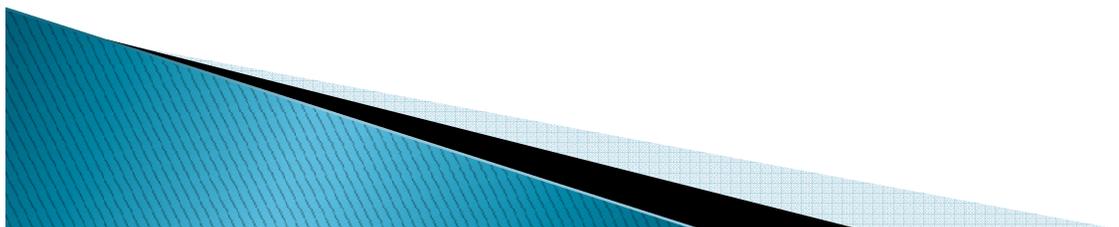
- ▶ At this point you will need to go back in and make the necessary corrections to your EMR and/or CHIRP.
  - It is important that you **DO NOT MAKE ADJUSTMENTS TO THE RECONCILIATION PAGE** before completing this step. If this is done, then the doses will double-decrement.
  - If you had previously reconciled the totals, you will need to make sure that you add the 3 doses back into the inventory so that when the corrections are made at the patient level, you have the doses in your inventory.

(83) Hep B, adolescent or pediatric - CVX (8) Hep B.	L019298	06/22/2017	2	3	1.0	Entry Error	Inventory Entry Error	PUB	<input type="checkbox"/>
---	---------	------------	---	---	-----	-------------	-----------------------	-----	--------------------------

# New Method – Accountability Verification Process

- ▶ For each non-decremented dose, the patient record will need to be corrected. Again, this can be done in your EMR and/or in CHIRP
  - Choose the following:  
**PATIENT>SEARCH/ADD>PATIENT SEARCH>CLICK ON PATIENT>VACCINATIONS>VIEW/ADD>CLICK ON DATE OF VACCINE IN QUESTION**

Vaccine	1	2
DTaP-Hib-IPV (Pentacel)	05/04/2016	<input type="text"/>
Hep B, adolescent or pediatric	03/02/2016	05/04/2016



# New Method – Accountability Verification Process

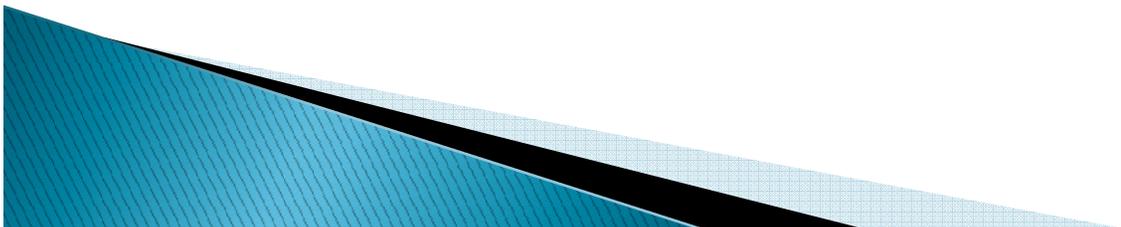
- ▶ Hit Edit Record

Vaccination Detail	
<b>Vaccine:</b>	Hep B, adolescent or pediatric - CVX (8)
<b>Date Administered:</b>	05/04/2016
Historical:	No
Manufacturer:	SANOPI PASTEUR
Lot Number:	L019298
Lot Facility:	
Funding Source:	
Vaccinator:	
Organization (IRMS):	██
Facility: (Facility SIIS ID)	██
Facility Display Name:	██
Anatomical Site:	
Anatomical Route:	
Dose Size:	Full
Volume (CC):	0.5
VFC Status:	Medicaid
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	05/04/2016
Ordering Provider:	
Comments:	
Entered By (username):	██
Entered By:	██
Entry Date:	05/04/2016 03:25:13 PM
Last Updated By:	██
Last Update:	05/04/2016 03:25:13 PM

# New Method – Accountability Verification Process

- ▶ Update VFC Eligibility and then make the necessary changes to the record. In this case, the manufacturer was entered incorrectly in the EMR.

Vaccination Detail Edit	
<b>Vaccine:</b>	Hep B, adolescent or pediatric - CVX (8)
<b>Date Administered:</b>	05/04/2016
Historical:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer:	SANOFI PASTEUR <a href="#">Click to select</a>
<b>Lot Number:</b>	<input type="text"/>
Lot Facility:	<input type="text"/>
Funding Source:	<input type="text"/>



# New Method – Accountability Verification Process

- ▶ A new list of possible vaccines will populate with the available vaccines in your inventory.
  - These are the different lots for Hep B that have been added to your inventory previously.

Select Lot Number							
Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	MERCK	L014418		PRVT	04/13/2017	1	
-->	MERCK	L018500		PRVT	04/13/2017	3	
-->	MERCK	L019298		PUB	06/22/2017	2	
-->	MERCK	L023387		PRVT	06/22/2017	1	
-->	MERCK	L027733		PUB	09/13/2017	10	
-->	MERCK	L038018		PRVT	09/13/2017	11	
-->	MERCK	L039660		PUB	02/04/2018	10	
-->	MERCK	L040458		PRVT	02/04/2018	5	
-->	MERCK	L040458		PUB	02/04/2018	10	
-->	MERCK	L048236		PRVT	03/31/2018	20	
-->	MERCK	M000442		PRVT	03/31/2018	20	

Cancel Clear

# New Method – Accountability Verification Process

- ▶ Click Select – click on the button the left of the vaccine that is the correct one. This information will then auto-populate into the record

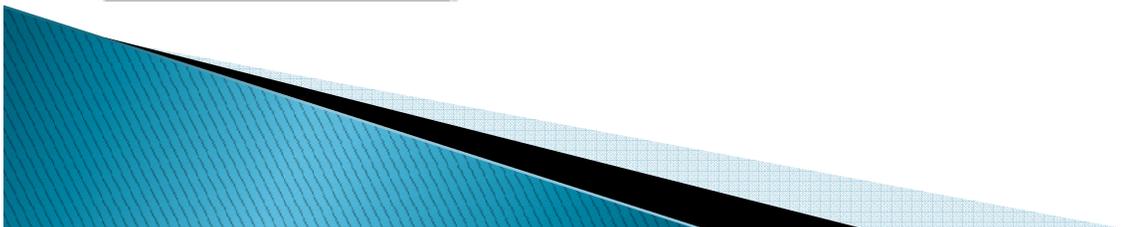
Select Lot Number							
Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	MERCK	L014418		PRVT	04/13/2017	1	
-->	MERCK	L018500		PRVT	04/13/2017	3	
-->	MERCK	L019298		PUB	06/22/2017	2	
-->	MERCK	L023387		PRVT	06/22/2017	1	
-->	MERCK	L027733		PUB	09/13/2017	10	
-->	MERCK	L038018		PRVT	09/13/2017	11	
-->	MERCK	L039660		PUB	02/04/2018	10	
-->	MERCK	L040458		PRVT	02/04/2018	5	
-->	MERCK	L040458		PUB	02/04/2018	10	
-->	MERCK	L048236		PRVT	03/31/2018	20	
-->	MERCK	M000442		PRVT	03/31/2018	20	

Cancel Clear

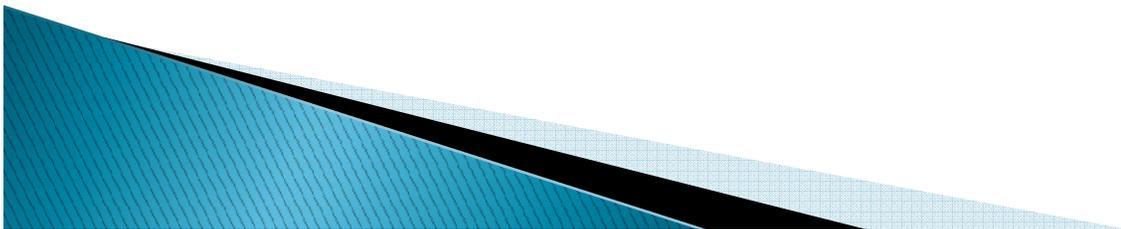
# New Method – Accountability Verification Process

- ▶ Choose the correct vaccine, manufacturer, lot number and funding source. The changes will then be added to the record
  - Once the data is corrected and your import has provided the update, the doses should properly decrement and now match your physical inventory

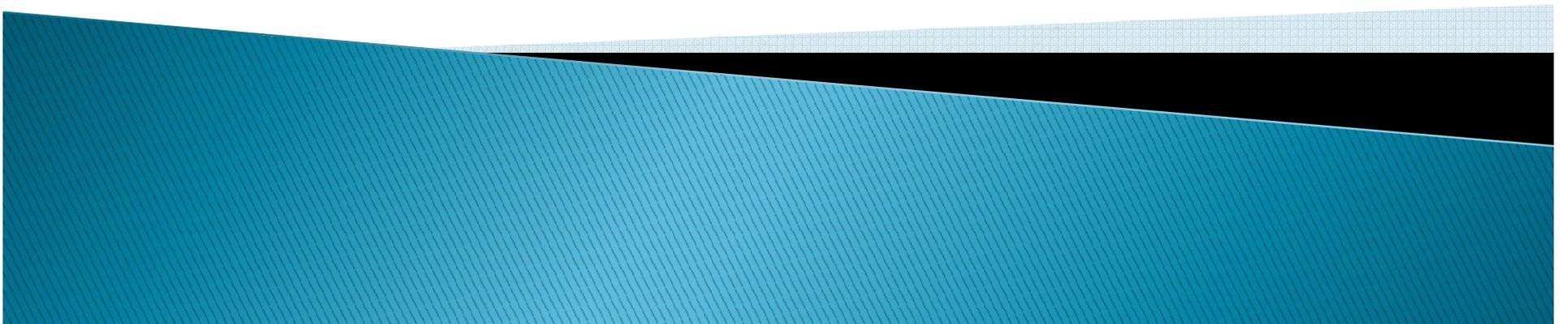
Vaccination Detail Edit	
<b>Vaccine:</b>	Hep B, adolescent or pediatric - CVX (8)
<b>Date Administered:</b>	05/04/2016
Historical:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufacturer:	MERCK <a href="#">Click to select</a>
<b>Lot Number:</b>	L019298
Lot Facility:	[REDACTED]
Funding Source:	PUB



# New Method – Accountability Verification Process



# Placing an Vaccine Order in VOMS



# Create Vaccine Order

- ▶ Using the Navigation Menu, choose the following:  
**Orders/Transfers Menu > Create/View Orders > Current Order/Transfer**
  - Click the Create Order button

**Navigation Menu:**

- Main
  - Home
  - Logout
  - Select Application
  - Select Organization (IRMS)
  - Select Facility
  - Select VFC Pin
- Message
- Favorites
- Patient
- Vaccinations
- Exec. Dashboard
- Organization (IRMS)
- Facilities
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers**
  - Alerts
  - Create/View Orders
  - Search History
  - Modify Order Set
  - Cold Storage

**Current Order/Transfer List**

Select	Order Number	PIN	Submit Date	Approval Date	Status
--------	--------------	-----	-------------	---------------	--------

**Inbound Orders**

Select	Order Number	PIN	Submit Date	Backorder Date
--------	--------------	-----	-------------	----------------

**Denied Orders**

Select	Order Number	PIN	Submit Date	Denial Date
-->	621	P00129	04/01/2016	04/04/2016

**Inbound Transfers**

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	Status
--------	-----------------	-----	-------------	--------------------------------------	--------

**Outbound Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Status
--------	-----------------	-----	-------------	--	--------

**Rejected Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
--------	-----------------	-----	-------------	--	-------------	-------------	--------

**Create Order Button:**

# Final Step of Accountability Verification Process

- ▶ If the inventory has not been updated in the last 14 days, VOMS will take you straight to the Reconciliation screen in CHIRP

Reconcile Inventory										
Vaccine ▲	Lot Number	Exp Date ↕	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DTaP - CVX (20)	354K7	08/29/2017	3	3	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP - CVX (20)	42NL4	12/09/2017	10	10	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP - CVX (20)	CY2SN	10/16/2017	10	3	-7.0	--select--	--select--	PUB	<input type="checkbox"/>	+
DTaP-Hep B-IPV (Pediarix) - CVX (110)	437M5	09/03/2018	10	10	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-Hep B-IPV (Pediarix) - CVX (110)	B2435	04/13/2018	8	8	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-Hib-IPV (Pentacel) - CVX (120)	C5070AB	06/19/2017	4	3	-1.0	Entry Error	Inventory Entry Error	PUB	<input type="checkbox"/>	+
DTaP-Hib-IPV (Pentacel) - CVX (120)	C5078AB	07/16/2017	20	20	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-IPV (Kinrix) - CVX (130)	4F49N	11/13/2017	12	12	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-IPV (Kinrix) - CVX (130)	9KZ2F	12/02/2017	10	9	-1.0	Wasted	Broken/Dropped/Spilled	PUB	<input type="checkbox"/>	+
DTaP-IPV (Kinrix) - CVX (130)	JD797	11/13/2017	10	10	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Hep A, ped/adol, 2 dose - CVX (83)	2427S	06/18/2018	30	30	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Hep A, ped/adol, 2 dose - CVX (83)	97KL2	08/25/2018	50	50	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Hep A, ped/adol, 2 dose - CVX (83)	C7252	06/16/2018	38	38	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Hep B, Ped/Adol - Preserv Free - CVX (8)	CB544	04/26/2018	0	0	0.0	--No Category Required--	--No Reason Required--	PUB	<input checked="" type="checkbox"/>	+
Hep B, adolescent or pediatric - CVX (8)	73X43	05/27/2018	20	20	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

# Final Step of Accountability Verification Process

- ▶ Make any necessary adjustments to the inventory and then hit the Submit Monthly Inventory button in the lower right hand corner

Td (adult) preservative free - CVX (113)	U5411AA	06/30/2018	5	<input type="text" value="5"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Td (adult) preservative free - CVX (113)	U5280AA	03/16/2018	3	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	PRVT	<input type="checkbox"/>	+
Tdap - CVX (115)	2729X	09/15/2017	4	<input type="text" value="4"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Tdap - CVX (115)	7RJ9B	11/18/2018	50	<input type="text" value="50"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Tdap - CVX (115)	E735A	09/24/2017	20	<input type="text" value="20"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Tdap - CVX (115)	GS5BR	05/14/2017	12	<input type="text" value="12"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
Tdap - CVX (115)	54LS7	05/14/2017	17	<input type="text" value="17"/>	0.0	--No Category Required--	--No Reason Required--	317	<input type="checkbox"/>	+
varicella - CVX (21)	L048468	12/02/2017	19	<input type="text" value="19"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
varicella - CVX (21)	M009767	02/23/2018	30	<input type="text" value="30"/>	0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 07/05/2016

**Legend**

- Public Lots
- Private Lots
- Expired Vaccines
- Expires in 30 days or less

# Create Vaccine Order

- ▶ Now you can proceed with placing your monthly vaccine order
  - There are some important points that must be reviewed prior to the submission of the order.

**Create Order**

<b>Organization (IRMS):</b> NM PEDIATRICS		<b>First Name:</b> SARA
<b>Facility:</b> NM PEDIATRICS		<b>Middle Name:</b>
<b>Phone Number:</b> (569)325-4102		<b>Last Name:</b> ADAMS
<b>Phone Extension:</b>	<b>Address:</b> 1005 SOMEWHERE ST	
<b>Email:</b>	<b>City:</b> SANTA FE	
	<b>State:</b> NM	
	<b>Zip:</b> 87508	

<b>Monday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾	<b>Tuesday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾
		12:00 ▾	17:00 ▾			12:00 ▾	17:00 ▾
<b>Wednesday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾	<b>Thursday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾
		12:00 ▾	17:00 ▾			12:00 ▾	17:00 ▾
<b>Friday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾				
		12:00 ▾	17:00 ▾				

<b>PIN:</b> 100801	<b>Instructions:</b>
<b>Order Date:</b> 04/28/2014	<b>Order Status:</b> In Progress
<b>Submitter:</b> LINDA PURSLEY (LINDA_RC)	
<b>Comments:</b>	
<b>Inventory Last Submitted:</b> 04/28/2014	
<b>Order Set:</b> VFC ORDER SET 1 / Distributor ▾	
<input type="button" value="Inventory Transaction Report"/> <input type="button" value="Lot Number Summary"/> <input type="button" value="Edit Temperature"/>	
<b>Order Frequency:</b> Twice Monthly <b>Order Timing:</b> 16th to End of Month	
<b>Order Schedule:</b>	

**Order Details**

Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	DAPTACEL®	1	9	0	10	<input type="checkbox"/>	--select-- ▾	
DTaP	INFANRIX®				0	<input type="checkbox"/>	--select-- ▾	



# Create Vaccine Order

- ▶ Review the vaccine delivery information (delivery address, delivery days and times)
  - Ensure that the boxes are checked every time an order is placed.

*Please Note: If no shipping information is included, no days/times will be provided to McKesson and could result in vaccines shipments arriving at undesired times*



Create Order	
Organization (IRMS): NM PEDIATRICS	First Name: SARA
Facility: NM PEDIATRICS	Middle Name:
Phone Number: (569)325-4102	Last Name: ADAMS
Phone Extension:	Address: 1005 SOMEWHERE ST
Email:	City: SANTA FE
	State: NM
	Zip: 87508
Monday: <input type="checkbox"/>	09:00 ▼ 12:00 ▼ 13:00 ▼ 17:00 ▼
Wednesday: <input type="checkbox"/>	09:00 ▼ 12:00 ▼ 13:00 ▼ 17:00 ▼
Friday: <input type="checkbox"/>	09:00 ▼ 12:00 ▼ 13:00 ▼ 17:00 ▼
Tuesday: <input type="checkbox"/>	09:00 ▼ 12:00 ▼ 13:00 ▼ 17:00 ▼
Thursday: <input type="checkbox"/>	09:00 ▼ 12:00 ▼ 13:00 ▼ 17:00 ▼

# Create Vaccine Order

- ▶ Take note of the VFC PIN #, the Order Set and the date inventory was last submitted

**Create Order**

<b>Organization (IRMS):</b> NM PEDIATRICS		<b>First Name:</b> SARA	
<b>Facility:</b> NM PEDIATRICS		<b>Middle Name:</b>	
<b>Phone Number:</b> (569)325-4102		<b>Last Name:</b> ADAMS	
<b>Phone Extension:</b>		<b>Address:</b> 1005 SOMEWHERE ST	
<b>Email:</b>		<b>City:</b> SANTA FE	
		<b>State:</b> NM	
		<b>Zip:</b> 87508	

<b>Monday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾	<b>Tuesday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾
		12:00 ▾	17:00 ▾			12:00 ▾	17:00 ▾
<b>Wednesday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾	<b>Thursday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾
		12:00 ▾	17:00 ▾			12:00 ▾	17:00 ▾
<b>Friday:</b>	<input type="checkbox"/>	09:00 ▾	13:00 ▾				
		12:00 ▾	17:00 ▾				

<b>PIN:</b> 100801	<b>Instructions:</b> <input type="text"/>
<b>Order Date:</b> 04/28/2014	<b>Order Status:</b> In Progress
<b>Submitter:</b> LINDA PURSLEY (LINDA_RC)	
<b>Comments:</b> <input type="text"/>	
<b>Inventory Last Submitted:</b> 04/28/2014	
<b>Order Set:</b> VFC ORDER SET 1 / Distributor ▾	

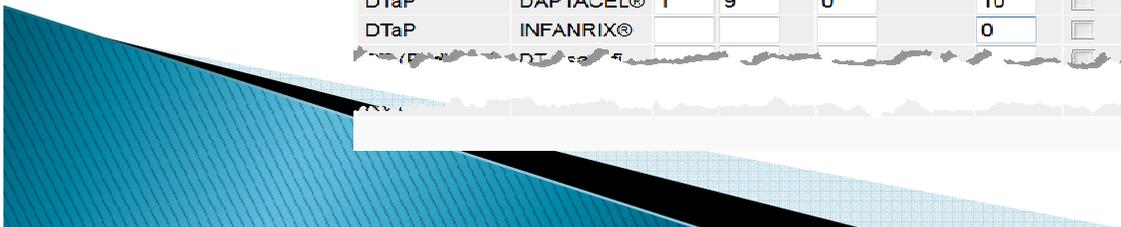
  
  

**Order Frequency:** Twice Monthly    **Order Timing:** 16th to End of Month

**Order Schedule:**

**Order Details**

Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	DAPTACEL®	1	9	0	10	<input type="checkbox"/>	--select-- ▾	
DTaP	INFANRIX®				0	<input type="checkbox"/>	--select-- ▾	



# Create Vaccine Order

- Providers can also view the Inventory Transaction Report from this screen

**Create Order**

<b>Organization (IRMS):</b> NM PEDIATRICS		<b>First Name:</b> SARA	
<b>Facility:</b> NM PEDIATRICS		<b>Middle Name:</b>	
<b>Phone Number:</b> (569)325-4102		<b>Last Name:</b> ADAMS	
<b>Phone Extension:</b>		<b>Address:</b> 1005 SOMEWHERE ST	
<b>Email:</b>		<b>City:</b> SANTA FE	
		<b>State:</b> NM	
		<b>Zip:</b> 87508	

<b>Monday:</b>	<input type="checkbox"/>	09:00 ▾		13:00 ▾		<b>Tuesday:</b>	<input type="checkbox"/>	09:00 ▾		13:00 ▾
		12:00 ▾		17:00 ▾				12:00 ▾		17:00 ▾
<b>Wednesday:</b>	<input type="checkbox"/>	09:00 ▾		13:00 ▾		<b>Thursday:</b>	<input type="checkbox"/>	09:00 ▾		13:00 ▾
		12:00 ▾		17:00 ▾				12:00 ▾		17:00 ▾
<b>Friday:</b>	<input type="checkbox"/>	09:00 ▾		13:00 ▾						
		12:00 ▾		17:00 ▾						

<b>PIN:</b> 100801	<b>Instructions:</b> <input type="text"/>
<b>Order Date:</b> 04/28/2014	<b>Order Status:</b> In Progress
<b>Submitter:</b> LINDA PURSLEY (LINDA_RC)	
<b>Comments:</b> <input type="text"/>	
<b>Inventory Last Submitted:</b> 04/28/2014	
<b>Order Set:</b> VFC ORDER SET 1 / Distributor ▾	

Inventory Transaction Report
Lot Number Summary
Edit Temperature

**Order Frequency:** Twice Monthly    **Order Timing:** 16th to End of Month

**Order Schedule:**

**Order Details**

Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	DAPTACEL®	1	9	0	10	<input type="checkbox"/>	--select-- ▾	
DTaP	INFANRIX®				0	<input type="checkbox"/>	--select-- ▾	

Cancel
Save Order
Submit Order



# Create Vaccine Order – Vaccine Order Details

- ▶ To place an order, review the following information that is prepopulated on the order screen

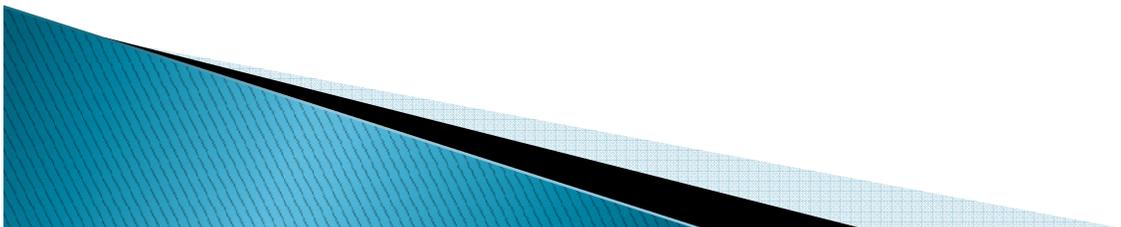


Order Details									
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP, 5 pertussis antigens	DAPTACEL; 49281-0286-10; SDV; 10-pack	PUB	0	0	0	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
DTaP	INFANRIX; 58160-0810-11; SDV; 10-pack	PUB	0	0	20	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
DTaP	INFANRIX; 58160-0810-52; SYR; 10-pack	PUB	6	23	0	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
DTaP-IPV	KINRIX; 58160-0812-11; SDV; 10-pack	PUB	0	0	30	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
DTaP-IPV	KINRIX; 58160-0812-52; SYR; 10-pack	PUB	4	32	0	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
DTaP-Hep B-IPV	PEDIARIX; 58160-0811-52; SYR; 10-pack	PUB	3	18	0	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
DTaP-Hib-IPV	PENTACEL; 49281-0510-05; SDV; 5-pack	PUB	9	24	5	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
Hep A, ped/adol, 2 dose	HAVRIX; 58160-0825-11; SDV; 10-pack	PUB	0	0	180	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
Hep A, ped/adol, 2 dose	HAVRIX; 58160-0825-52; SYR; 10-pack	PUB	29	118	60	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
Hep A, ped/adol, 2 dose	VAQTA; 00006-4831-41; SDV; 10-pack	PUB	0	0	180	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
Hep A, ped/adol, 2 dose	VAQTA; 00006-4095-02; SYR; 10-pack	PUB	0	0	180	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>
Hep B, adolescent or pediatric	ENGERIX B; 58160-0820-11; SDV; 10-pack	PUB	0	0	30	<input type="text"/>	<input type="checkbox"/>	--select-- ▼	<input type="text"/>

# Create Vaccine Order – Vaccine Order Details

- ▶ To place an order, review the following information that is prepopulated on the order screen
  - Doses Used Last Month – Displays doses used the previous month (i.e. if ordering 8/5/14, displays doses from July 2014)
  - Physical Inventory – Default based on system value (reconciliation)
  - Recommended Quantity – Total is determined by doses administered and physical inventory data

*Please Note: This data may take 1–3 months to fully populate once you begin to use VOMS*



# Create Vaccine Order – Vaccine Order Details

- ▶ Enter the quantity of doses desired. This field is required for all vaccines
  - If zero doses are needed, you must placed a zero for that vaccine.



rotavirus, pentavalent	ROTATEQ; 00006-4047-20; ORAL DOSE; 25-pack	PUB	0	0	25	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
rotavirus, monovalent	ROTARIX; 58160-0854-52; SDV; 10-pack	PUB	0	0	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Td (adult) preservative free	TENIVAC; 49281-0215-10; SDV; 10-pack	PUB	0	3	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Td (adult) preservative free	TENIVAC; 49281-0215-15; SYR; 10-pack	PUB	0	5	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	ADACEL; 49281-0400-10; SDV; 10-pack	PUB	0	0	120	<input type="text" value="120"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	ADACEL; 49281-0400-15; SYR; 5-pack	PUB	0	0	115	<input type="text" value="150"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	BOOSTRIX; 58160-0842-11; SDV; 10-pack	PUB	0	0	120	<input type="text" value="120"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	BOOSTRIX; 58160-0842-52; SYR; 10-pack	PUB	11	86	30	<input type="text" value="30"/>	<input type="checkbox"/>	--select--	<input type="text"/>
varicella	VARIVAX; 00006-4827-00; SDV; 10-pack	PUB	5	49	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>

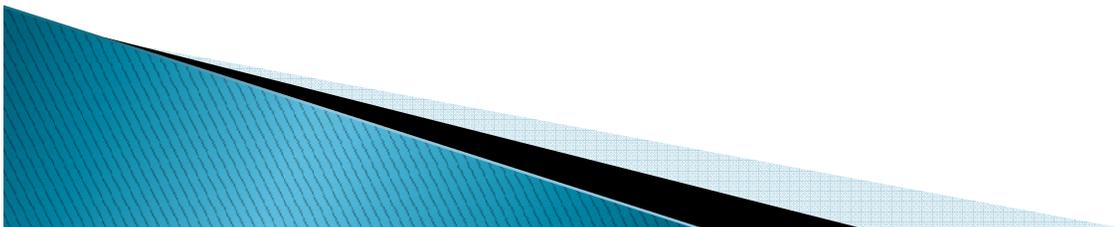
# Create Vaccine Order – Priority Request

- ▶ Enter comments, if desired, or select a priority reason from the dropdown menu to request an urgent order



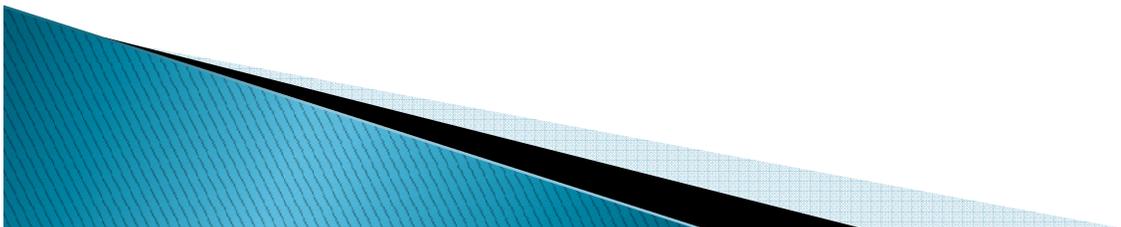
Order Details									
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP, 5 pertussis antigens	DAPTACEL; 49281-0286-10; SDV, 10-pack	PUB	0	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
DTaP	INFANRIX; 58160-0810-11; SDV, 10-pack	PUB	0	0	20	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
DTaP	INFANRIX; 58160-0810-52; SYR, 10-pack	PUB	6	23	0	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
DTaP-IPV	KINRIX; 58160-0812-11; SDV, 10-pack	PUB	0	0	30	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>
DTaP-IPV	KINRIX; 58160-0812-52; SYR, 10-pack	PUB	4	32	0	<input type="text"/>	<input type="checkbox"/>	--select--	<input type="text"/>

*Please Note: Priority requests will only be approved if your county is in an outbreak status*



# Create Vaccine Order – Quality Assurance Checks

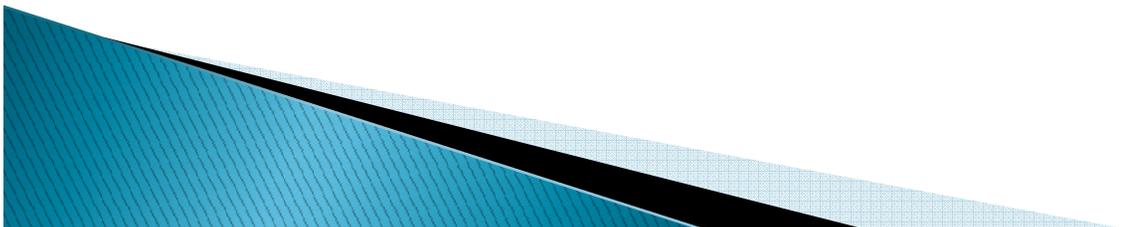
- ▶ VOMS will automatically complete a quality assurance check each time an order is submitted
  - If any information was entered incorrectly, an error message will show up on the top of the screen in red or in pop up boxes. Items must be corrected before the order can be resubmitted
  - If the order is outside the threshold for the recommended quantity, a dialogue box will open. Select an *Exception Comment* from the drop down menu and click the *Submit* button to continue. It is possible to click the *Cancel* button to exit the pop up box and go back to the order or click the *Save* button to exit and save the order





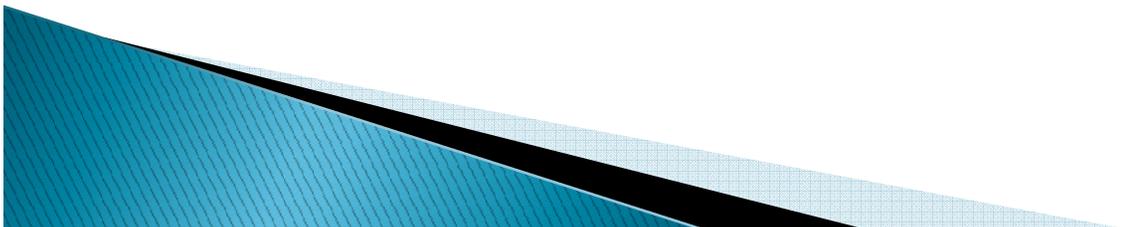
# Create Vaccine Order – Submit Order

- ▶ Double check all entries and click one of the following buttons at the bottom to continue:
  - Click *Submit Order* to send the orders to the Immunization Division for review. Orders cannot be changed after submitting
  - Click *Save Order* to save, but not submit. Saved orders are listed in the Inbound Orders screen. Saved orders can be re-opened and submitted at any time
  - Click the *Cancel* button to cancel the order and exit the Create Order screen. Nothing will be submitted or saved



# Create Vaccine Order – Submit Order

rotavirus, pentavalent	ROTATEQ; 00006-4047-20; ORAL DOSE; 25-pack	PUB	0	0	25	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
rotavirus, monovalent	ROTARIX; 58160-0854-52; SDV; 10-pack	PUB	0	0	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Td (adult) preservative free	TENIVAC; 49281-0215-10; SDV; 10-pack	PUB	0	3	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Td (adult) preservative free	TENIVAC; 49281-0215-15; SYR; 10-pack	PUB	0	5	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	ADACEL; 49281-0400-10; SDV; 10-pack	PUB	0	0	120	<input type="text" value="120"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	ADACEL; 49281-0400-15; SYR; 5-pack	PUB	0	0	115	<input type="text" value="150"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	BOOSTRIX; 58160-0842-11; SDV; 10-pack	PUB	0	0	120	<input type="text" value="120"/>	<input type="checkbox"/>	--select--	<input type="text"/>
Tdap	BOOSTRIX; 58160-0842-52; SYR; 10-pack	PUB	11	86	30	<input type="text" value="30"/>	<input type="checkbox"/>	--select--	<input type="text"/>
varicella	VARIVAX; 00006-4827-00; SDV; 10-pack	PUB	5	49	0	<input type="text" value="0"/>	<input type="checkbox"/>	--select--	<input type="text"/>



# Manual Review – State Approval

- ▶ Once submitted, each order will be in manual review, pending state approval

Approve Order																
Organization (IRMS):	HAMILTON COUNTY HEALTH DEPT (290003)					First Name:	JULIE									
Facility:	HAMILTON COUNTY HEALTH DEPT					Middle Name:										
Order Number:	2481					Last Name:	NAGEL									
PIN:	P00129					Address:	18030 FOUNDATION DR STE A NOBLESVILLE, IN 46060									
Submit Date:	07/27/2016					Phone Number:	(317)776-8500									
Submitter:	JILL KING (JILLKING)					Phone Extension:										
Approver:						Email:	JULIE.NAGEL@HAMILTONCOUNTY.IN.GOV									
Comment:	<input type="text"/>					Delivery Hours:	MTWTFH 0900-1600									
						Exception Description:	Other									
Order Set / Order Type:	VFC CHOICE - PED & ADOL / Distributor					Exception Comment:	High than normal clinic turnouts									
Local Approval Organization (IRMS):						Exception Reason:	Outside Recommended Order Quantity									
Local Approver:						Local Approver:										
Inventory Last Submitted:	07/27/2016															
Last Order Submitted:	07/27/2016 03:39:36 PM															
<input type="button" value="Save"/>																
<input type="button" value="Inventory Transaction Report"/> <input type="button" value="Lot Number Summary"/> <input type="button" value="Cold Chain Report"/>																
Order Frequency:	Monthly															
Order Timing:																
Order Schedule:																
Order Details																
Vaccine	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Approved Quantity	Back-order Quantity	Denied Quantity	Vaccine Name	Funding	Denial Reason	Urgent	Priority Reason	Comment	Exception Reason	Exception Resolved	
DTaP	0	0	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>	INFANRIX; 58160-0810-11; SDV; 10-pack	PUB <input type="button" value="Split"/>	--select--	<input type="checkbox"/>	--select--	<input type="text"/>			
DTaP-IPV	0	0	<input type="text" value="30"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text"/>	<input type="text"/>	KINRIX; 58160-0812-11; SDV; 10-pack	PUB <input type="button" value="Split"/>	--select--	<input type="checkbox"/>	--select--	<input type="text"/>	Outside Recommended Order Quantity		
DTaP-Hib-IPV	9	24	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	PENTACEL; 49281-0510-05; SDV; 5-pack	PUB <input type="button" value="Split"/>	Supply is not a	<input type="checkbox"/>	--select--	Vaccine is on extended bac			
Hep A, ped/adol, 2 dose	29	118	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	HAVRIX; 58160-0825-52; SYR; 10-pack	PUB <input type="button" value="Split"/>	--select--	<input type="checkbox"/>	--select--	<input type="text"/>			
Hep B, adolescent or pediatric	0	0	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	ENGERIX B; 58160-0820-11; SDV; 10-pack	PUB <input type="button" value="Split"/>	--select--	<input type="checkbox"/>	--select--	<input type="text"/>			

# Manual Review– Order Status

▶ To check order, go back to:

**Orders/Transfers Menu > Create/View Orders > Current Order/Transfer**

Order 2481 Successfully Created and In Manual Review

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	2481	P00129	07/27/2016		In Manual Review	

Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	

Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
-->	621	P00129	04/01/2016	04/04/2016	

Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		Status

Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Status

Rejected Transfers								
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Reject Date	Rejected By	Status

Create Order

# Manual Review– Order Status

- ▶ The status of the order will be listed here
  - Any backordered and/or denied orders will be listed on this screen, as well

Order 2481 Successfully Created and In Manual Review

Current Order/Transfer List							
Inbound Orders							
Select	Order Number	PIN	Submit Date	Approval Date	Status		
-->	2481	P00129	07/27/2016		In Manual Review		
Backordered Orders							
Select	Order Number	PIN	Submit Date	Backorder Date			
-->							
Denied Orders							
Select	Order Number	PIN	Submit Date	Denial Date			
-->	621	P00129	04/01/2016	04/04/2016			
Inbound Transfers							
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		Status	
Outbound Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Status	
Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status

Create Order

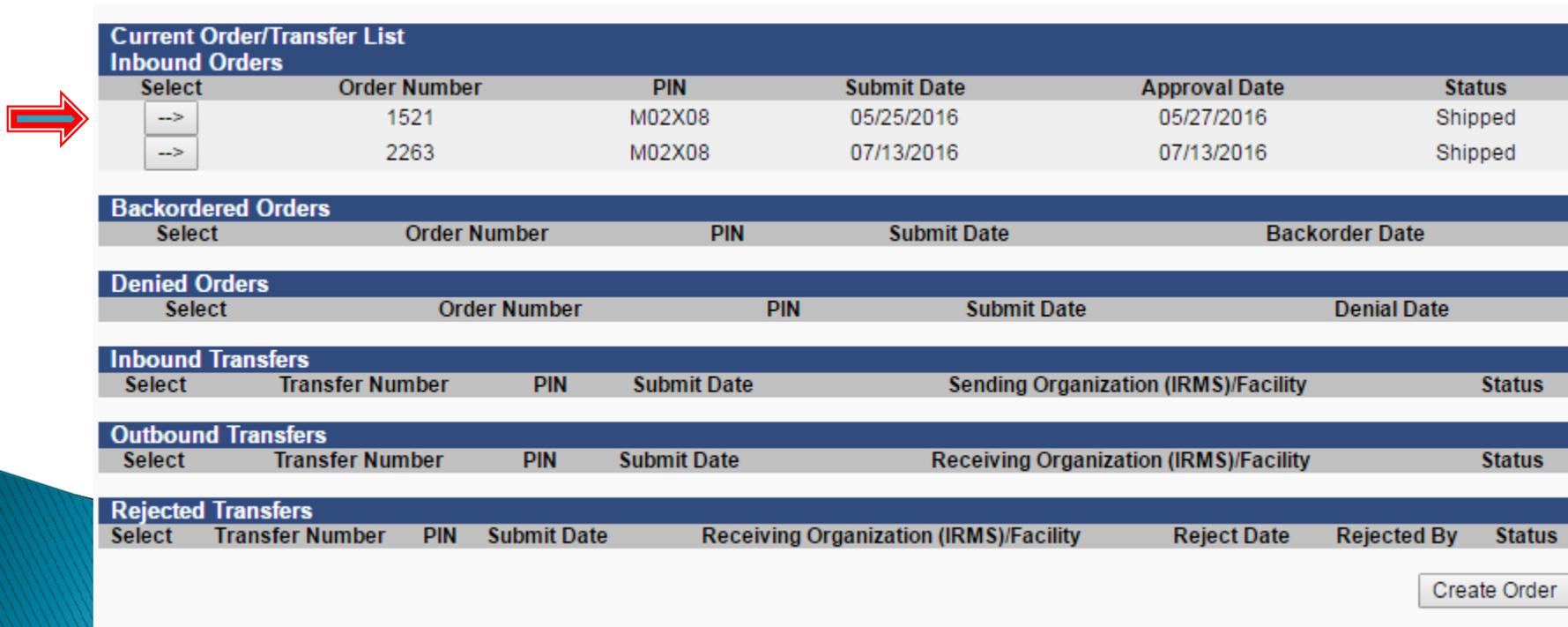
Status Type	What it Means
Saved	The order has been started and saved, however it has NOT been submitted. Note: Saved orders are not processed.
In Manual Review	The order has been created and submitted to your State Approver and is waiting for their approval.
Pending State Approval	The order is waiting for DOH approval and process. Note: Call DOH immediately if you have an order with a “Pending State Approval” Status after 2 business days.
Approved	The order has been approved by DOH and has been sent to CDC for processing and shipment. Shipments can be received into the lot inventory when an order status is set to “Approved”.
Shipped	The order has been shipped and is in route to the provider. Shipments can be received into lot inventory when an order status is set to “Shipped”.
Received	The order has been received by the provider and marked received in the system. The provider lot inventory is automatically updated with the new lot quantities. The order information will also leave the Create/View Orders Screen and can be found again by using the Search History function.

# Receive Vaccine Order

▶ Using the Navigation Menu, choose the following:

**Orders/Transfers Menu > Create/View Orders > Current Order/Transfer**

- Choose the desired vaccine order to open the Receive Order Screen

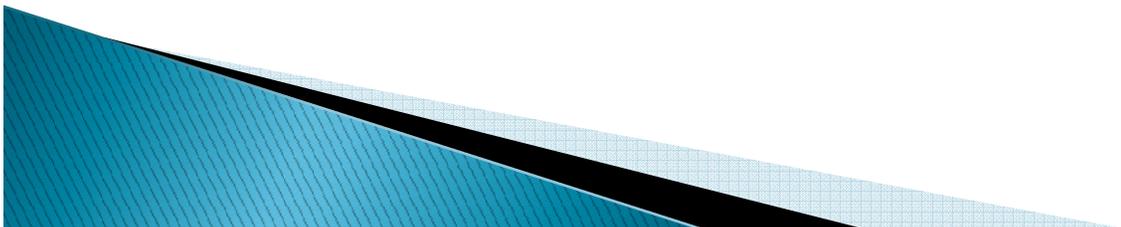


Current Order/Transfer List							
Inbound Orders							
Select	Order Number	PIN	Submit Date	Approval Date	Status		
-->	1521	M02X08	05/25/2016	05/27/2016	Shipped		
-->	2263	M02X08	07/13/2016	07/13/2016	Shipped		
Backordered Orders							
Select	Order Number	PIN	Submit Date	Backorder Date			
Denied Orders							
Select	Order Number	PIN	Submit Date	Denial Date			
Inbound Transfers							
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	Status		
Outbound Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Status		
Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status

Create Order

# Receive Vaccine Order

- ▶ Option A: If your shipment is COMPLETE and you want to add all of the vaccines into your inventory
  - Enter the *Receipt Quantity* for each vaccine product shipped and received
  - Missing or incorrect information can be corrected on the receive vaccine screen. Use the information from the vaccine packing slip
    - If there are missing products, i.e. ProQuad or Varicella, see Option B
  - Click the *Receive* button. The system automatically updates your inventory in the registry with these received doses by lot number and expiration date



# Receive Vaccine Order

Order Details										
Shipped Quantity	Receipt Quantity	Rejected Quantity	Partial Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	
100	100			Tdap	PUB	GLAXOSMITHKLI	7RJ9B	11/18/2018	--select--	
Comments						Tracking #	783608302416			
10	10			Td (adult) preservative free	PUB	SANOPI PASTEU	U5411AA	06/30/2018	--select--	
Comments						Tracking #	783608302416			
50	50			rotavirus, pentavalent	PUB	MERCK-MSD	L046318	09/28/2017	--select--	
Comments						Tracking #	783608302416			
100	100			Pneumococcal conjugate PCV 13	PUB	PFIZER, INC-PFR	M98916	09/30/2017	--select--	
Comments						Tracking #	783608302416			
100	100			MMR	PUB	MERCK-MSD	L039613	10/08/2017	--select--	
Comments						Tracking #	783608302416			
100	100			meningococcal B, OMV	PUB	NOVARTIS PHAR	156801	08/31/2017	--select--	
Comments						Tracking #	783608302416			
100	100			Meningococcal MCV40	PUB	NOVARTIS PHAR	M15143	07/31/2017	--select--	
Comments						Tracking #	783603306008			
50	50			IPV	PUB	SANOPI PASTEU	M14531M	09/08/2018	--select--	
Comments						Tracking #	783603306008			
100	100			HPV9	PUB	MERCK-MSD	M011117	12/07/2017	--select--	
Comments						Tracking #	783603306008			
100	100			Hep A, ped/adol, 2 dose	PUB	GLAXOSMITHKLI	97KL2	08/25/2018	--select--	
Comments						Tracking #	783603306008;783608302416			
100	100			Hib (PRP-OMP)	PUB	MERCK-MSD	M007762	12/07/2018	--select--	
Comments						Tracking #	783603306008			
100	100			Hep B, adolescent or pediatric	PUB	GLAXOSMITHKLI	73X43	05/27/2018	--select--	
Comments						Tracking #	783603306008			
50	100			Hep A, ped/adol, 2 dose	PUB	GLAXOSMITHKLI	97KL2	08/25/2018	--select--	
Comments						Tracking #	783603306008;783608302416			
100	100			DTaP-Hep B-IPV	PUB	GLAXOSMITHKLI	95YX2	09/10/2018	--select--	
Comments						Tracking #	783608302416			
100	100			DTaP-IPV	PUB	GLAXOSMITHKLI	9KZ2F	12/02/2017	--select--	
Comments						Tracking #	783608302416			
100	100			DTaP	PUB	GLAXOSMITHKLI	LY27Z	11/18/2017	--select--	
Comments						Tracking #	783608302416			
100	100			varicella	VFC	MERCK-MSD	M010480	03/01/2018	--select--	
Comments						Tracking #	1ZA2F4990133684907;1ZA2F4990133684845			
100				MMRV	VFC	--select--			--select--	
Comments						Tracking #				

Cancel Receive

# Receive Vaccine Order

- ▶ If an error in the number of doses received is made during the *Receive* Vaccine process, the following error message will appear
  - The columns must be equal to total doses ordered for the order to be properly received

**Shipped Quantity = Receipt Quantity + Rejected Quantity**

Receive Order									
Shipped Quantity	Receipt Quantity	Rejected Quantity	Partial Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
Comments						Tracking #	783603306008;783608302416		
100	100			Hib (PRP-OMP)	PUB	MERCK-MSD	M007762	12/07/2018	--select--
Comments						Tracking #	783603306008		
100	100			Hep B, adolescent or pediatric	PUB	GLAXOSMITHKLI	73X43	05/27/2018	--select--
Comments						Tracking #	783603306008		
50	100			Hep A, ped/adol, 2 dose	PUB	GLAXOSMITHKLI	97KL2	08/25/2018	--select--
Comments						Tracking #	783603306008;783608302416		
100	100			DTaP-Hep B-IPV	PUB	GLAXOSMITHKLI	95YX2	09/10/2018	--select--
Comments						Tracking #	783608302416		
100	100			DTaP-IPV	PUB	GLAXOSMITHKLI	9KZ2F	12/02/2017	--select--
Comments						Tracking #	783608302416		
100	100			DTaP	PUB	GLAXOSMITHKLI	LY27Z	11/18/2017	--select--
Comments						Tracking #	783608302416		
100	100			varicella	VFC	MERCK-MSD	M010480	03/01/2018	--select--
Comments						Tracking #	1ZA2F4990133684907;1ZA2F4990133684845		
100				MMRV	VFC	--select--			--select--
Comments						Tracking #			

Cancel Receive

# Receive Vaccine Order

- ▶ Once you hit Receive Order, the following screen will appear
  - Choose “Yes, I would like to receive my order” to ensure that the vaccines are added to the inventory in the registry

100			Pneumococcal conjugate 13	PUB	PFIZER, INC-PFR	M98916	09/30/2017	--select--
						Tracking # 783608302416		
100			MMR	PUB	MERCK-MSD	L039613	10/08/2017	--select--
						Tracking # 783608302416		
100			meningococcal B, OMV	PUB	NOVARTIS PHAR	156801	08/31/2017	--select--
						Tracking # 783608302416		
100							07/31/2017	--select--
50							09/08/2018	--select--
100							12/07/2017	--select--
100							08/25/2018	--select--
100							12/07/2018	--select--
100							05/27/2018	--select--
						Tracking # 783603306008		
100			Hep A, ped/adol, 2 dose	PUB	GLAXOSMITHKLI	97KL2	08/25/2018	--select--
						Tracking # 783603306008;783608302416		
100			DTaP-Hep B-IPV	PUB	GLAXOSMITHKLI	95YX2	09/10/2018	--select--
						Tracking # 783608302416		
100			DTaP-IPV	PUB	GLAXOSMITHKLI	9KZ2F	12/02/2017	--select--
						Tracking # 783608302416		

**Warning** ✕

Please review the following issues before continuing:

- The items not received will remain on the order as requiring receipt.
- The Receipt Quantity + Rejected Quantity is less than Shipped Quantity for at least one line. If you elect to continue, the items not received will remain on the order as requiring receipt.

# Receive Vaccine Order

- ▶ Option B: If the shipment is MISSING any vaccine product, proceed with receiving only those vaccines in the shipment and add the missing vaccines when they arrive
  - Enter the *Receipt Quantity* for each vaccine shipped
  - For the vaccines that were not received, leave the boxes blank
  - Click the *Receive* button and the system will update the inventory in the registry

Comments						Tracking #	783603306008;783608302416		
100	100			Hib (PRP-OMP)	PUB	MERCK-MSD	M007762	12/07/2018	--select--
Comments						Tracking #	783603306008		
100	100			Hep B, adolescent or pediatric	PUB	GLAXOSMITHKLI	73X43	05/27/2018	--select--
Comments						Tracking #	783603306008		
50	100			Hep A, ped/adol, 2 dose	PUB	GLAXOSMITHKLI	97KL2	08/25/2018	--select--
Comments						Tracking #	783603306008;783608302416		
100	100			DTaP-Hep B-IPV	PUB	GLAXOSMITHKLI	95YX2	09/10/2018	--select--
Comments						Tracking #	783608302416		
100	100			DTaP-IPV	PUB	GLAXOSMITHKLI	9KZ2F	12/02/2017	--select--
Comments						Tracking #	783608302416		
100	100			DTaP	PUB	GLAXOSMITHKLI	LY27Z	11/18/2017	--select--
Comments						Tracking #	783608302416		
100	100			varicella	VFC	MERCK-MSD	M010480	03/01/2018	--select--
Comments						Tracking #	1ZA2F4990133684907;1ZA2F4990133684845		
100				MMRV	VFC	--select--			--select--
Comments						Tracking #			

Cancel Receive

# Receive Vaccine Order

- ▶ Option B: If the shipment is **MISSING** any vaccine product, proceed with receiving only those vaccines in the shipment and add the missing vaccines when they arrive
  - For those vaccines that are *Rejected*, select the reason of *Shipment is Incomplete*
- ▶ Option C: If the shipment arrives **DAMAGED** or **SPOILED**
  - Accept the shipment at the time of delivery and store appropriately in the storage unit
  - Call the Immunization Division for return and replacement instructions within 2 hours of delivery
  - Do not enter damaged or spoiled quantities into VOMS



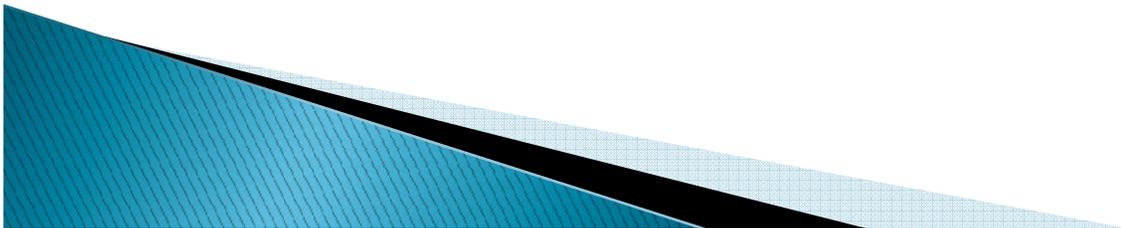
# Receive Order

100			meningococcal conjugate T CV 13	PUB	PFIZER, INC-PFR	M98916	09/30/2017	--select--
				Tracking #		783608302416		
100			MMR	PUB	MERCK-MSD	L039613	10/08/2017	--select--
				Tracking #		783608302416		
100			meningococcal B, OMV	PUB	NOVARTIS PHAR	156801	08/31/2017	--select--
				Tracking #		783608302416		
100							07/31/2017	--select--
50							09/08/2018	--select--
100							12/07/2017	--select--
100							08/25/2018	--select--
100							12/07/2018	--select--
100							05/27/2018	--select--
100			Hep A, ped/adol, 2 dose	PUB	GLAXOSMITHKLI	97KL2	08/25/2018	--select--
				Tracking #		783603306008;783608302416		
100			DTaP-Hep B-IPV	PUB	GLAXOSMITHKLI	95YX2	09/10/2018	--select--
				Tracking #		783608302416		
100			DTaP-IPV	PUB	GLAXOSMITHKLI	9KZ2F	12/02/2017	--select--
				Tracking #		783608302416		

**Warning**

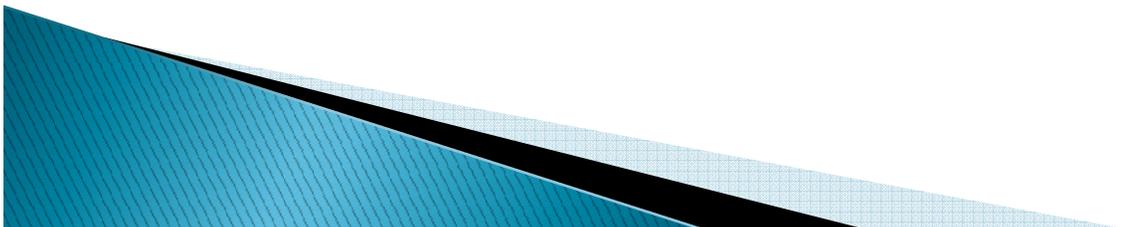
Please review the following issues before continuing:

- The items not received will remain on the order as requiring receipt.
- The Receipt Quantity + Rejected Quantity is less than Shipped Quantity for at least one line. If you elect to continue, the items not received will remain on the order as requiring receipt.



# Receive Vaccine Order

- ▶ Providers can monitor the status of their order on the Alerts page or the Create/View Order page
- ▶ Receive orders with status of:
  - Approved
    - The State has approved your order, but has not uploaded the shipping details yet
  - Shipped
    - The State has approved your order & the shipping details have been uploaded.



**Current Order/Transfer List****Inbound Orders**

Select	Order Number	PIN	Submit Date	Approval Date	Status
--------	--------------	-----	-------------	---------------	--------

**Backordered Orders**

Select	Order Number	PIN	Submit Date	Backorder Date
--------	--------------	-----	-------------	----------------

**Denied Orders**

Select	Order Number	PIN	Submit Date	Denial Date
--------	--------------	-----	-------------	-------------

**Inbound Transfers**

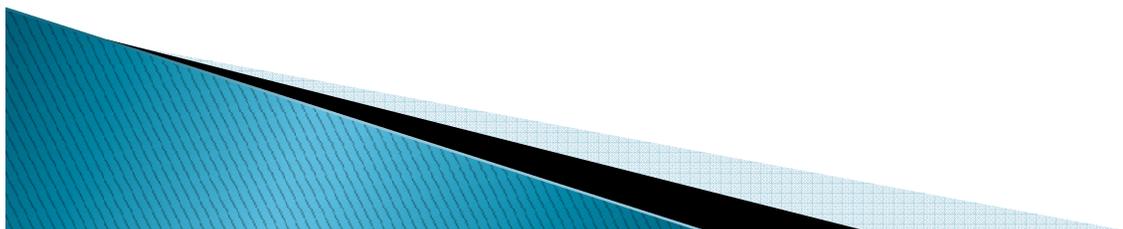
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	Status
--------	-----------------	-----	-------------	--------------------------------------	--------

**Outbound Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Status
--------	-----------------	-----	-------------	--	--------

**Rejected Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
--------	-----------------	-----	-------------	--	-------------	-------------	--------

[Create Order](#)

# Vaccine Returns and Wastage

- ▶ Vaccine Returns and Wastage has not yet been enabled for VOMS users.
- ▶ We anticipate that this will be remedied before the Go-Live date
- ▶ Detailed instructions will be provided at that time.

