Vaccine Orders

Quick Reference Guide

Procedures

- Providers are required to place vaccine orders in the WyIR using the Vaccine Order Management System (VOMS).
- Vaccine orders are not approved/uploaded until complete temperature logs are received.
 - See <u>Quick Reference Guide</u>: Temperature Logs
- Vaccine orders can only be placed between the 1st and the 5th of each month.
- When available influenza vaccine orders maybe placed at any time but are processed weekly.
- Providers are responsible for
 - Ensuring staff are available and trained to appropriately receive vaccine shipments.
 - Notifying the Immunization Program of office closures no less than 3 days in advance of the closure.
 - Notifying the Immunization Program of changes in office hours.

VOMS

- Appears as the Order/Transfers menu in the WyIR.
 - Only the two (2) Vaccine Coordinators identified for each facility will be given access to VOMS.
- Vaccine inventory must be reconciled in the WyIR prior to creating a vaccine order.
- The system will force providers to the Reconciliation Screen.

THE VACCINE ORDER PROCESS

<u>The Provider</u>

- Submits Temperature Logs
- Reconciles inventory
- Creates the vaccine order

The Immunization Program

- Reviews, approves, and uploads the vaccine order after review and receipt of monthly Temperature Logs.
- The Immunization Program has until the 10th of each month to process vaccine orders.

Vaccine Order Volume

- Providers are permitted to maintain a vaccine inventory that is no more than three (3) times their previous months doses administered.
- Formula: Doses Administered (DA) times 3 minus Inventory (I) = appropriate order volume.
 - Example: A Provider that uses 10 doses of Hib each month should order 20, so there is 30 on hand.

Excess Vaccine Order Volume

• Vaccine orders that exceed the appropriate order volume will be reduced unless a valid justification reason is provided in the comment field next to EACH applicable vaccine type.

Special Clinic Justification Form

- See VFC/WyVIP Providers webpage, Forms & Reports.
- Must be completed when
 - A provider is ordering excessive vaccine volume due to a scheduled immunization clinic.
 - A provider is placing a vaccine order that exceeds 5 times the doses administered minus current inventory.

Receiving a Vaccine Order

• Upon clicking "Receive" in a vaccine order, the WyIR inventory will automatically be updated to reflect the received order. See the S&H Toolkit for guidance on the physical receipt of vaccine.

Incomplete Vaccine Orders

• If only part of the order has arrived you must reject the vaccines not included by selecting "shipment is not complete." A separate order, with the vaccines that have not yet arrived, will be created to "Receive" later.

VACCINE ORDERS-WYIR SCREENSHOTS



Log in at https://wyir.health.wyo.gov/wyir_wy/

- 1. Click on Orders/Transfers menu (menu is only visible to Vaccine Coordinators with ordering permissions)
- 2. Click on Create/View Orders
- 3. Click Create Order

Construction of Street, Street	Current Orde	er/Transfer List				
	Inbound Ord	lers				
Main	Select	Order Number	PIN	Submit Date	Approval Date	Status
Home	->	5912	1605	04/16/2014		In Manual Review
Logout	>	5911	1605	04/16/2014		Pending State Approval
Select Organization						5 11
(IRMS)	Backordered	l Orders				
Select VEC Pin	Select	Order Nu	mber	PIN	Submit Date	Backorder Date
Document Center						
▶ Favorites	Denied Orde	ers				
▶ Patient	Select	Order	Number	PIN	Submit Date	Denial Date
► Vaccinations	John and Tee					
Organization (IRMS)	Select	Transfor Number	DIN	Submit Dato	Sonding Orga	nization (IBMS)/Eacility
▶ Facilities	Select	Induster Number	PIN	Submit Date	Sending Orga	mzauon (ikms)/raciity
Physicians & Vaccinators	Outbound T	ansfers				
► Lot Numbers	Select	Transfer Number	PIN	Submit Date	Receiving Orga	nization (IRMS)/Facility
✓ Orders/Transfers						
Alerts	Rejected Tra	ansfers				
Create/View Orders	Select	Transfer Number	PIN Sub	mit Date	Receiving Organization (IRMS)	/Facility Reject Date
Search History Modify Order Set					3	
Cold Storage						Create Order Create Transfer
N Reports						

4. "Create Order" Section 1: Verify information, select Order Set, Add Instructions and comments

	Lifeate Order											
	IRMS: ALBANY C	O PHN, L	ARAMIE	- 1001			Contact Name:					
	Facility: ALBANY	COUNTY	PUBLIC	HEALTH			Address:	609 5	SOUTH 2	ND STREE	т	
							City:	LARA	MIE			
							State:	WY				
							Zip:	8207	0			
	Monday:		9:00	•	5:00	-	Tuesday:		9:00	•	5:00	-
(₄)≺	Wednesday:		9:00	-	5:00	•	Thursday:		9:00	•	5:00	•
U	Friday:		9:00	-	5:00							
	PIN: 1001						Instructions: OFF	FICE IS CLOS	ED FR	Save		
	Order Date: 11/20/2012						Order Status: In Pr	rogress				
	Submitter: JUDE	SERRA	NO (JSER	RRANO)								
	Comments:											

5. "Order Details" Section 2: Select vaccines, enter order quantity, add justification comments. Click Save.

Vaccine	ne Description		Physical Inventory	Recommended Quantity	Order Quantity	Urgent	t Priority Reason		Comments
DTaP	DTaPInfanrix 💌	0	4	0			select	-	
DTaP/Hep B/IPV	DTaP/Hep B/IPVPediarix 💌	0	0	0			select	-	
DTaP/Hib/IPV	DTaP/Hib/IPVPentacel	0	40	0			select	-	
Hep A 2 dose - Ped/Adol	Hep AHavrix 💌	0	0	0			select	•	
Varicella	VaricellaVarivax 💌	0	0	0			select	-	
DTaP/IPV	Kinrix 💌	0	0	0			select	-	

- 6. Upon receipt of the vaccine, open the Create/View orders menu and open the "Inbound Order."
- 7. Verify vaccine information and click "Receive".

Order Details Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting	
10	10		DTaP	SANOFI PASTEUF	A11561	12/01/2013	select	-
Comments						Tracking #		
					6		Cancel	eive