

Vaccine Orders

Quick Reference Guide

Procedures

- Providers are responsible for:
 - Ensuring staff are available and trained to appropriately receive vaccine shipments.
 - Notifying the Immunization Unit of changes in office hours.
- 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

The Provider

- Submits Temperature Logs
- Reconciles vaccine inventory in the WyIR against physical inventory on hand.
 - Any discrepancies can be researched by contacting the WyIR Help Desk at wyr.helpdesk@wyo.gov
- Creates the vaccine order

The Immunization Unit

- Reviews, approves, and uploads the vaccine order after receipt and review of monthly Temperature Logs.

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.

VACCINE ORDERS-WYIR SCREENSHOTS

1. Log in at <https://wyir.health.wyo.gov/>
2. Click on Orders/Transfers menu (*menu is only visible to Vaccine Coordinators with ordering permissions*)
3. Click on Create/View Orders
4. Click Create Order

The screenshot displays the WyIR interface. On the left is a navigation menu with the following items: Main (Home, Logout, Select Organization (IRMS), Select Facility, Select VFC Pin, Document Center), Favorites, Patient, Vaccinations, Organization (IRMS), Facilities, Physicians & Vaccinators, Lot Numbers, Orders/Transfers (Alerts, Create/View Orders, Search History, Modify Order Set, Cold Storage), and Reports. The main content area is titled 'Current Order/Transfer List' and contains several tables: 'Inbound Orders' with columns for Select, Order Number, PIN, Submit Date, Approval Date, and Status; 'Backordered Orders' with columns for Select, Order Number, PIN, Submit Date, and Backorder Date; 'Denied Orders' with columns for Select, Order Number, PIN, Submit Date, and Denial Date; 'Inbound Transfers' with columns for Select, Transfer Number, PIN, Submit Date, and Sending Organization (IRMS)/Facility; 'Outbound Transfers' with columns for Select, Transfer Number, PIN, Submit Date, and Receiving Organization (IRMS)/Facility; and 'Rejected Transfers' with columns for Select, Transfer Number, PIN, Submit Date, Receiving Organization (IRMS)/Facility, and Reject Date. At the bottom right of the interface are two buttons: 'Create Order' and 'Create Transfer'. Three red circles with arrows point to specific elements: circle 1 points to the 'Orders/Transfers' menu item, circle 2 points to the 'Create/View Orders' sub-item, and circle 3 points to the 'Create Order' button.



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

Create Order

IRMS: ALBANY CO PHN, LARAMIE - 1001 Contact Name:

Facility: ALBANY COUNTY PUBLIC HEALTH Address: 609 SOUTH 2ND STREET

City: LARAMIE

State: WY

Zip: 82070

Monday: 9:00 5:00 Tuesday: 9:00 5:00

Wednesday: 9:00 5:00 Thursday: 9:00 5:00

Friday: 9:00 5:00

PIN: 1001 Instructions: OFFICE IS CLOSED FR

Order Date: 11/20/2012 Order Status: In Progress

Submitter: JUDE SERRANO (JSERRANO)

Comments:

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

Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	DTaP--Infanrix	0	4	0		<input type="checkbox"/>	--select--	
DTaP/Hep B/IPV	DTaP/Hep B/IPV--Pediatrix	0	0	0		<input type="checkbox"/>	--select--	
DTaP/Hib/IPV	DTaP/Hib/IPV--Pentacel	0	40	0		<input type="checkbox"/>	--select--	
Hep A 2 dose - Ped/Adol	Hep A--Havrix	0	0	0		<input type="checkbox"/>	--select--	
Varicella	Varicella--Varivax	0	0	0		<input type="checkbox"/>	--select--	
DTaP/IPV	Kinrix	0	0	0		<input type="checkbox"/>	--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".

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
10	10		DTaP	SANOPI PASTEUR	A11561	12/01/2013	--select--
Comments							Tracking #