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

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

6. Upon receipt of the vaccine, open the Create/View orders menu and open the “Inbound Order.”

7. Verify vaccine information and click “Receive”.