



**IMMUNIZATION
UNIT**

VOMS 2.0 Manual

Quick Reference Guides

A primer for using the new Vaccine Ordering Management System in the Wyoming Immunization Registry.

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Quick Reference Guide: VOMS 2.0 Correct Decrementing

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide (QRG) outlines the correct decrementing process within the VOMS 2.0 module.

Overview:

Correct decrementing is an inventory reconciliation function in the WyIR that queues administered vaccination lots that are reported to the WyIR via an interface connection but do not deduct from inventory because they do not automatically match existing inventory information in the WyIR.

Dose information is still reported and assigned to a patient record, but will not deduct from inventory counts in the “Inventory Management” > “VOMS 2.0” > “Inventory” > “Correct Decrementing” menu. When administered doses are not deducted from inventory counts, the counts will be incorrect.

Reporting Administered Vaccinations:

Administered vaccine doses reported to the WyIR must match the vaccination demographics in the inventory listed in the WyIR. This includes:

- Vaccine description - CVX code.
- Lot number.
- Administering facility.
- Vaccine funding source.
- Patient eligibility.

When working properly, electronic vaccine reporting through an interface should prevent the need to process correct decrementing. Therefore, if a facility needs to process correct decrementing often, they should contact the WyIR Help Desk.

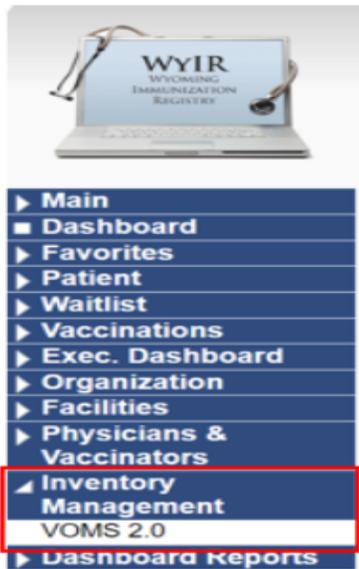
Steps to correct decrementing:

1. Log in to the WyIR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Inventory” drop-down menu.
3. Select the “Correct Decrementing” tab.



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Home

Inventory

Reconciliation

Search/Add Inventory

Correct Decrementing

Correct decrementing menu:

1. Once the “Correct Decrementing” menu has opened, use any of the available search parameters to search for lots that need to be decremented.

2. It is best practice to search from the last date that inventory counts in the WyIR were correct.

Once ready, click “Search” at the bottom of the page.



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Understanding the correct decrementing queue:

When a search is conducted, a list of doses will populate in the “Search Results” queue. This lists all doses that could not decrement from inventory. The following information is included on the list:

Vaccine	Manufacturer	Organization/ Facility	Lot #	Funding Source	Patient ID	Count #	Date Imported	Available Lot Numbers	Reason
---------	--------------	---------------------------	-------	-------------------	------------	------------	---------------	--------------------------	--------

- **Vaccine:** Vaccine type reported.
- **Manufacturer:** Vaccine manufacturer reported.
- **Organization/Facility:** Facility location reporting the dose.
- **Lot #:** Vaccine lot number reported.
- **Funding Source:** Dose reported as public funding indicated by (Y/Blank).
- **Count:** Total number of doses included for that lot number reported in a single day.
- **Patient ID:** Patient ID(s) of patients administered the listed dose. If multiple patient IDs are included, “List” will be present in the Patient ID box.
- **Date Imported:** Date the dose was reported to the WylR.
- **Available Lot Numbers:** Lot numbers listed in the current inventory for the facility listed that correspond with the vaccine type reported.
- **Reason:** The reason the dose entered the “Correct Decrementing” queue.

Decrementing doses:

To process lot decrementing, the doses listed in the lot decrementing queue must be assigned to an available lot number from the “Available Lot Number” drop-down menu. There are a few things to consider:

- Lot numbers will only populate in the “Available Lot Numbers” drop-down menu if vaccine inventory is maintained in the WylR. If no lots are available, “No lot numbers available from inventory” will populate.

AVAILABLE LOT NUMBERS

No lot numbers available from inventory

- Providers who do not manage inventory in the WylR but also report via an interface connection will always have a correct decrementing queue since there



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is no inventory to deduct from in the WyIR. These queues may be deleted.

- The “Available Lot Numbers” drop-down menu will only populate with active lot numbers. If a lot number has been previously inactivated prior to processing the correct decrementing queue, the lot will not be available for selection. These lots will need to be reactivated before they can be assigned. See [Quick Reference Guide: VOMS 2.0 Inactivating and Reactivating Vaccine Lots](#).
- If the lot number physically administered to the patient is not available in the “Available Lot Numbers” drop-down, a selection should not be made.
- Each time a dose is added to the correct decrementing queue, it indicates that the information in the messages being reported does not match the information in the WyIR for that vaccine. Quality checks should be conducted to assess the root cause to prevent further doses from entering the correct decrementing queue.

Steps to follow to assign doses to decrement:

1. Click the “Available Lot Numbers” drop-down menu.
2. Select the correct lot number to assign to the dose. You can select more than one dose at a time.
3. Once the appropriate lot number is selected from the “Available Lot Number” drop-down, click “Save.”
4. Once the doses have been assigned and saved, the inventory should reflect the decremented doses. This can be checked on the “Inventory > Reconciliation” menu.

Deleting doses from the correct decrementing queue:

For providers who do not manage inventory in the WyIR and are unable to process correct decrementing, the queue may be deleted. This may include:

- Providers who only manage publicly supplied vaccine inventory in the WyIR and need to delete the correct decrementing queue for private stock inventory; or
- Providers who only administer privately supplied vaccines and do not manage their private inventory in the WyIR.

Steps to follow to delete doses from the decrementing queue:

1. Click to select the radial button to the left of the dose that needs to be deleted.
2. Once all doses have been selected that need to be deleted, click “Remove” at the bottom of the screen.



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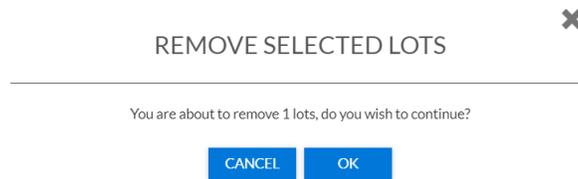
	Vaccine	Manufacturer	Organization/ Facility	Lot #	Funding Source	Patient ID	Count #	Date Imported	Available Lot Numbers	Reason
<input checked="" type="checkbox"/>	Influenza, Injectable, Quadrivalent, Preservative Free	Glaxosmithkline	Cheyenne Regional Medical Center (2301)/ Cheyenne Regional Medical Center (7196)	UYVK		VIEW	1	01/16/2024	VIEW LOTS	Lot Number is blank or not found in the Inventory

Viewing 1 - 1 out of 1 Entries

Displaying **10** Results per Page

[DESELECT ALL](#)
[SAVE](#)
[REMOVE](#)
[EXPORT](#)

- A pop-up will appear that says “You are about to remove (#) lots, do you wish to continue?” Once you have confirmed the changes are correct, click “OK”.



Resources:

[Quick Reference Guide: VOMS 2.0 Inactivating and Reactivating Vaccine Lots](#)

Questions? Please contact: WylIR Help Desk: 833-231-1451 or wylir.helpdesk@wyo.gov



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Quick Reference Guide: VOMS 2.0

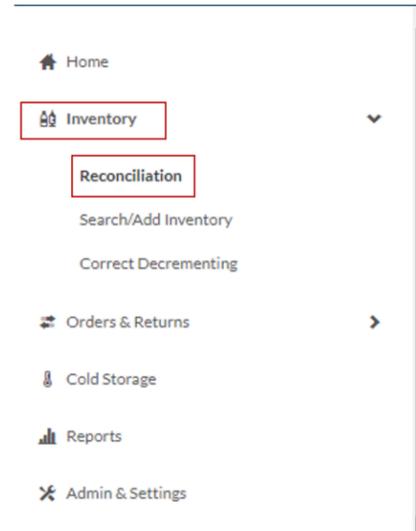
Inactivating and Reactivating Vaccine Lots

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide outlines the process for inactivating and reactivating vaccine lots in VOMS 2.0.

Steps to follow to navigate to vaccine inventory:

1. Log in to the WyIR, navigate to the "Inventory Management" tab from the menu, and Click "VOMS 2.0." VOMS 2.0 will open in a separate browser window.
2. Select the "Inventory" drop-down menu.
3. Select the "Reconciliation" tab.



Steps to follow to inactivate a vaccine lot:

1. From the "Reconcile Inventory" screen, select the appropriate inventory funding type (either Public or Private) from the tabs at the top.
2. On all vaccine lots that need to be inactivated, select the "Inactivate" check box on the right side of the vaccine row. The "Physical Counts" box will turn grey.



3. Vaccine lots must have a "Doses on Hand" count of zero to be inactivated. If the lot being inactivated has more than zero (0) "Doses on Hand," reconcile the dose first. See the [Quick Reference Guide: VOMS 2.0 Inventory Reconciliation](#).
4. After the "Inactivate" check box is selected for all appropriate vaccine lots, select "Submit

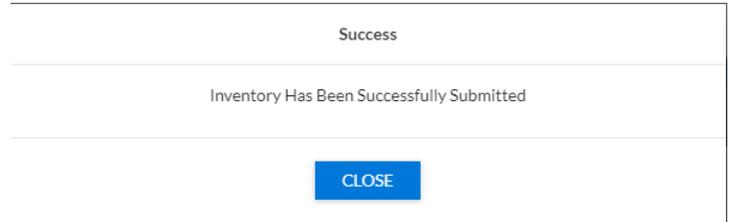


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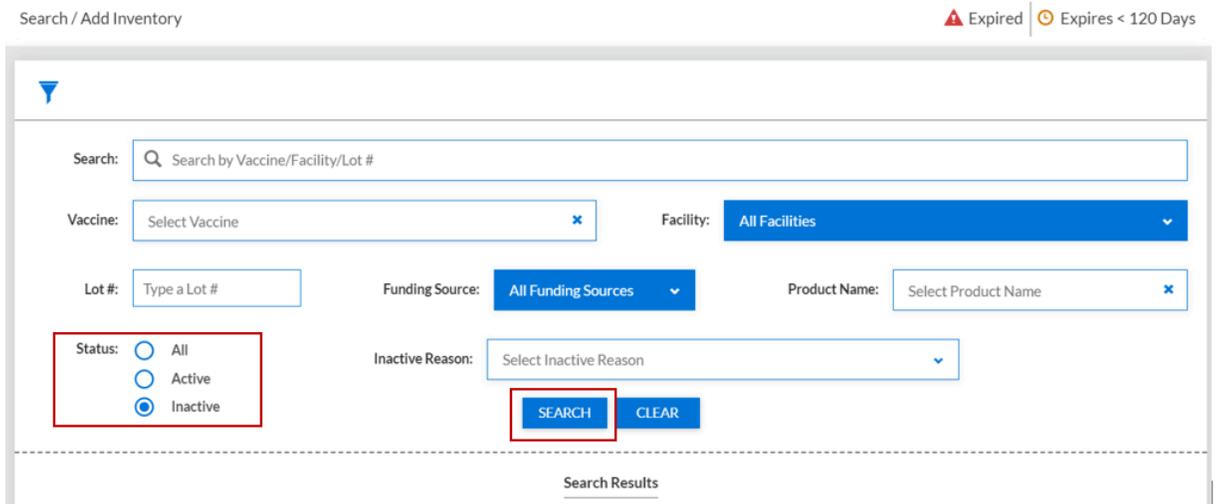
Inventory.” A pop-up will appear with “Success. Inventory Has Been Successfully Submitted.”

- The inactivated lot will disappear from the “Reconcile Inventory” screen once the inventory has been submitted.



Steps to follow to reactivate a vaccine lot:

- Click the “Inventory” drop-down menu from the VOMS 2.0 screen.
- Select the “Search/Add Inventory” tab.
- From the “Search/Add Inventory” screen, type or select search parameters using any appropriate criteria. When reactivating, it is best practice to search inactive lots.



- From the search results, select the “View” button for the lot number that needs to be reactivated.

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/0.5ml Dose Or 50 Mcg/0.25ml Dose Moderna Covid-19 Vaccine MOD 100 pack - VIALS NDC: 80777-0273-99	S038691	01/12/2024 ▲	PRVT		Yes

- Once the “Lot Number Maintenance” screen opens, click “Edit” at the bottom of the screen.
- From the “Lot Number Maintenance” screen, click the “Inactive” toggle. When in the active position, the toggle will be indicated in grey.
- If doses need to be added or removed, click “Adjust” to make those changes. For



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assistance with adjusting inventory, see the [Quick Reference Guide: VOMS 2.0 Inventory Reconciliation](#).

8. When complete, click “Save.” The saved dose will populate on the “Reconcile Inventory” page under the appropriate funding tab.

Resources:

[Quick Reference Guide: VOMS 2.0 Inventory Reconciliation](#)

Still have questions? Please contact:

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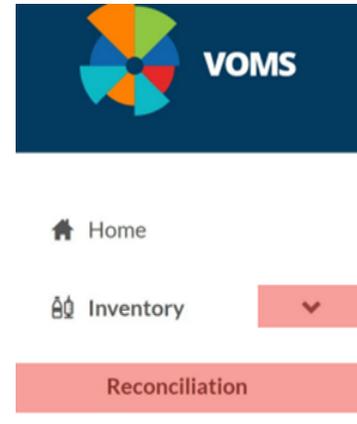
Quick Reference Guide: VOMS 2.0 Inventory Reconciliation

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide (QRG) outlines the process for reconciling inventory within the VOMS 2.0 module.

Steps to follow when reconciling inventory:

1. Log in to the WyIR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Inventory” drop-down menu.
3. Select the “Reconciliation” tab.
4. Enter the physical count in the corresponding box “Physical Counts.” This should match the number of doses in the storage unit.
5. If the physical count is different from the “Quantity On Hand”, click “Adjust” to open the “Adjust Quantity” box. If the “Quantity On Hand” matches the physical counts, you will not need to enter a reason for adjustment.



Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DT/d									
Dtap Daptacel ® PMC 10 pack - VIALS NDC: 49281-0286-10	7EC55	04/29/2023	VFC	VIEW	100	90	-10	ADJUST	<input type="checkbox"/>
Dtap Infanrix ® (Syringes) SKB 10 pack - SYRINGES NDC: 58160-0810-52	4L9E4	02/07/2023	VFC	VIEW	30				<input type="checkbox"/>

6. On the “Adjust Quantity” screen, enter the number of doses being adjusted into the “Dose(s)” box.

7. Select the appropriate adjustment category from the drop-down menu (see [Inventory Reconciliation Category and Reason Guide](#)).

8. Select the “Adjustment Reason” from the drop-down menu.

9. If there is another adjustment reason, click “Add Another Reason,” and repeat steps 5-7 until the “Total Doses Off” in the top right corner is zero. When the “Total Doses Off” is zero, click “Save.”

ADJUST QUANTITY



DTaP - Daptacel® | Lot#: 7EC55
Exp Date: 2023-04-29 | Funding Source: VFC

Total Doses Off: 0

DOSE(S):

ADJUST:

5

5

Wasted

Spoiled

Broken/Dropped/Spilled

Not properly stored

-

-

ADD ANOTHER REASON

CANCEL

SAVE

10. Enter the physical counts for each vaccine in your inventory.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DT/Td									
Dtap Daptacel® PMC 10 pack - VIALS NDC: 49281-0286-10	7EC55	04/29/2023	VFC	VIEW	100	90	0	+ 5 - Broken/Dropped/Spilled + 5 - Not properly stored	<input type="checkbox"/>
Dtap Infanrix® (Syringes) SKB 10 pack - SYRINGES NDC: 58160-0810-52	4L9E4	02/07/2023	VFC	VIEW	30	30			<input type="checkbox"/>

11. If privately purchased vaccines are maintained in the WylR, quantities must be entered in the physical counts column for all vaccines in the “Private” tab prior to submission.

Public
Private

Date Range: 09/23/2021 - 10/07/2021

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
FLU									
Influenza, High Dose Seasonal Fluzone® - High Dose MSD 10 pack - SYRINGES NDC: 49281-0403-65	FLU1066	11/20/2019	PRVT	VIEW	1000	0	0	+ 1000 - Expired	<input type="checkbox"/>
VARICELLA									
Varicella Brand Not Found MSD 1 pack NDC: 00006-4827-00	DD123	02/25/2021	PRVT	VIEW	99	0	0	+ 99 - Expired	<input type="checkbox"/>

CLEAR
SAVE
SUBMIT INVENTORY

12. Once the physical counts have been entered for each vaccine, click “Submit Inventory.”



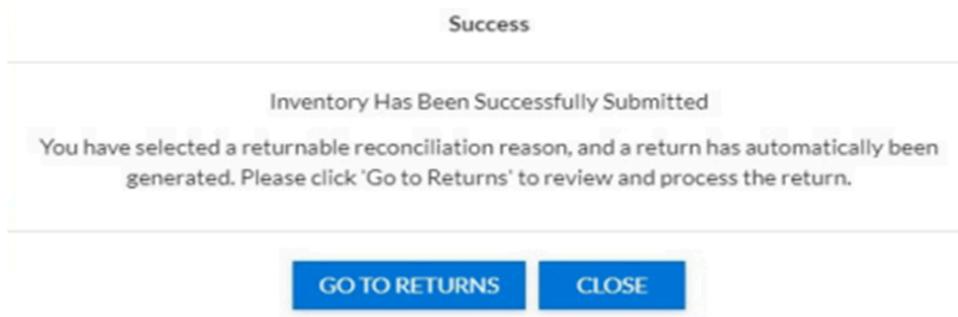
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POLIO										
Ipv Ipol® PMC 10 pack - VIALS NDC: 49281-0860-10	T1E871M	10/10/2022	VFC	VIEW	120	120				<input type="checkbox"/>
ROTAVIRUS										
Rotavirus, Pentavalent Rotateq® (10pk) MSD 10 pack - POUCH NDC: 00006-4047-41	1821803	07/26/2022	VFC	VIEW	10	10				<input type="checkbox"/>

[CLEAR](#) [SAVE](#) [SUBMIT INVENTORY](#)

13. After clicking “Submit Inventory” a pop-up screen will appear to confirm the inventory submission. If expired, wasted, or spoiled vaccines were reconciled out of inventory a vaccine return will need to be processed (See [Quick Reference Guide: VOMS 2.0 Vaccine Returns](#)).



Resources:

[Inventory Reconciliation Category and Reason Guide](#)
[Quick Reference Guide: VOMS 2.0 Vaccine Returns](#)

Questions? Please contact: WyIR Help Desk: 833-231-1451 or wyr.helpdesk@wyo.gov



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Quick Reference Guide: VOMS 2.0 Placing Vaccine Orders

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide outlines the process for placing vaccine orders within the VOMS 2.0 module. Please follow these instructions when ordering vaccines through a public vaccine program.

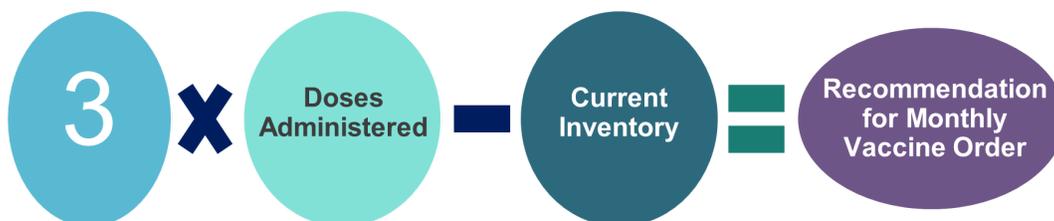
Vaccine ordering procedures:

- Vaccine Coordinators are assigned specific permission to place orders for public vaccines in the WyIR.
- The routine monthly vaccine order window is between the 1st and 5th of each month, regardless of weekends or holidays. Orders placed outside of this window need to be communicated with the Immunization Unit by email at wdh.pvpreporting@wyo.gov to ensure the order is processed in a timely manner.
- Monthly temperature logs must be submitted for review before vaccine orders are processed. Double-check that temperature logs are complete and accurate before submitting. Missing temperatures, out-of-range temperatures, or any other missing elements on the temperature log can delay the approval process.
- Failure to resolve compliance issues or requests from the Immunization Unit prior to the order window can lead to delays in order processing.
- Vaccine inventory must be reconciled and submitted in the WyIR before any orders are placed. By submitting the vaccine inventory counts in the WyIR, Vaccine Coordinators are attesting to the accuracy of the public vaccine inventory count.

Recommended order quantities:

Provider sites should keep a three-month supply of vaccine on hand.

- A number of factors, including weather delays, order holds, and other situations can cause delays in receiving vaccine orders.
- Provider sites should calculate order quantities based on the number of doses administered during the previous month, or during the same time period in the previous year, minus the number of doses currently in inventory.



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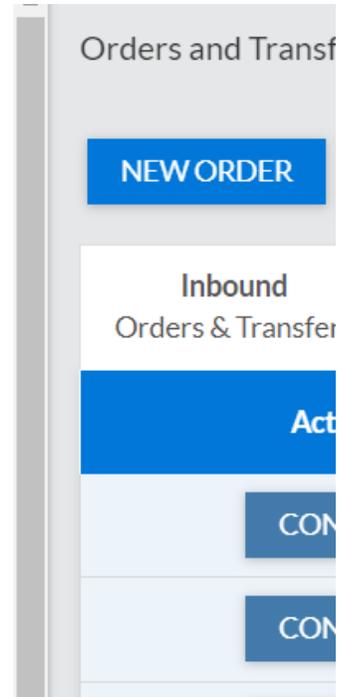
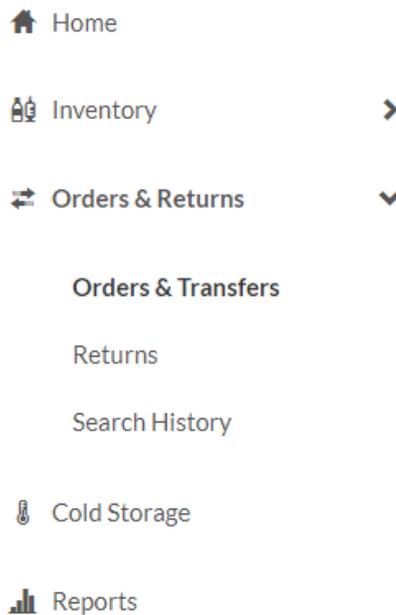
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Exceeding recommended order quantities:

- An Order Volume Justification Form must be submitted for all orders that exceed the recommended quantity (e.g., back-to-school clinics, mass immunization clinics, etc.). The form should explain the need for additional doses.
- Find the form on the Immunization Unit [website](#) by navigating to the “Vaccine Storage and Handling page,” selecting the “Vaccine Inventory Resources” button, and selecting the “Order Volume Justification Form.”

Steps to create a vaccine order:

1. Log in to the WyIR, navigate to the “Inventory Management” tab from the menu, and click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Orders & Returns” drop-down menu.
3. Select the “Orders & Transfers” tab.
4. Select “New Order.”
5. Once the “Create New” page opens, the required workflow steps are displayed at the top of the screen.
6. Facilities connected to the WyIR via HL7 must complete the correct lot



decrementing process before placing an order. Correct lot decrementing will be the first step in the workflow for all HL7-connected facilities. For further guidance, see the [Quick Reference Guide: VOMS 2.0 Correct Decrementing](#).



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7. Facilities must reconcile inventory within 30 days before placing an order. If inventory is not reconciled, this step will be added to the workflow. For further guidance, see the [Quick Reference Guide: VOMS 2.0 Vaccine Inventory Reconciliation](#).



8. Select an order set from the “Choose Order Set & Request Doses” list (if there is only one order set, there may not be a dropdown list and the order set will automatically be selected).



Choose an Order Set: 

9. The following header will appear based on the order set that is selected:

VFC/WYVIP ORDER SET				
Vaccine	Funding Source	Doses On Hand	Doses Administered	Doses Requested

10. Enter the following information:
- The amount of doses requested for each vaccine available in the order set.
 - Select the radio button if the order is urgent.
 - Priority Reason– If an order is marked as urgent, a priority reason must be selected from the dropdown menu.

Order is Urgent

Priority Reason

Select Priority Reason ▾

- Fridge/Freezer Failure
- Natural Disaster
- Other: notate in comments
- Outbreak
- Power Outage

Comments

REMINDER: Please enter your min/max temperatures here.

Type Order Comments, Temperature Information, etc.

PREVIOUS CANCEL ARCHIVE SAVE NEXT

11. If the user is not ready to place the order, click “Save” and return to the “Orders & Transfers” page.
12. To resume the order click “Next”.
13. Verifying shipping information.
 - a. Update the delivery hours by clicking the icon in the “Delivery Hours” heading, and clicking “Save” when finished.
 - b. There are two options to change delivery hours: Permanent and Temporary. Select the radio button for the desired change.
 - i. The user can enter the temporary change expiration date when selecting “Temporary Change.” The Permanent Change will update the “Facility Maintenance” page and the new hours will default on future orders.
 - c. Facilities must be open with appropriate staff at least one weekday other than Monday, for at least four consecutive hours, to receive and immediately store vaccine.
14. If there are any special delivery instructions, click the “Delivery Instructions” box and enter a comment.
15. When finished updating the shipping information, click “Submit Order.”

SHIPPING ADDRESS 

Organization: PIN: 10000	If the address contains errors, the vaccine may be undeliverable. To change your delivery address, please call (800) 599-9754	Primary Vaccine Coordinator: Imm Unit Email: wylr@wyo.gov Phone: (307) 777-7952 Fax: (123) 456-7891
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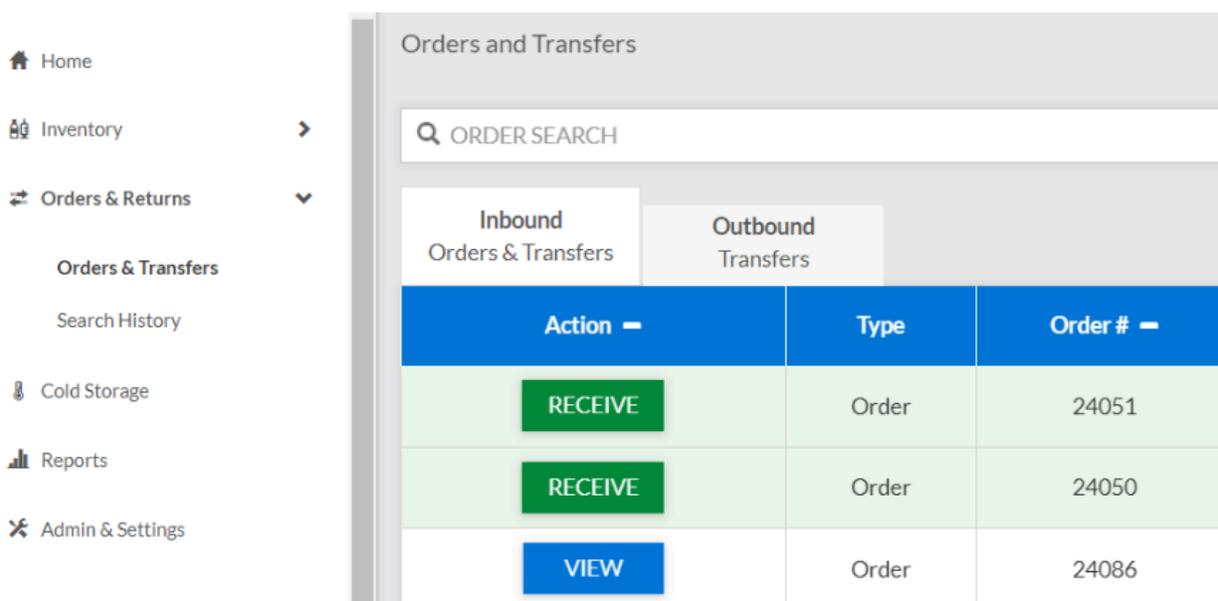
DELIVERY HOURS 	
Monday	8:00 AM - 3:00 PM
Tuesday	8:00 AM - 3:00 PM
Wednesday	8:00 AM - 3:00 PM
Thursday	8:00 AM - 3:00 PM
Friday	8:00 AM - 3:00 PM
Saturday	
Sunday	

DELIVERY INSTRUCTIONS

Do not enter Delivery Hours here. Driver will only use Delivery Hours specified to the left for valid delivery times.

PREVIOUS CANCEL SAVE SUBMIT ORDER

- The "Orders and Transfers" page reopens with the new order added to the "Inbound Orders & Transfers" list. Click "View" to see order details.
- The Immunization Unit will receive the order and proceed with the order approval process.



The screenshot shows the 'Orders and Transfers' page with a sidebar on the left containing navigation options: Home, Inventory, Orders & Returns (expanded), Orders & Transfers, Search History, Cold Storage, Reports, and Admin & Settings. The main content area has a search bar and two tabs: 'Inbound Orders & Transfers' (selected) and 'Outbound Transfers'. Below the tabs is a table with three columns: 'Action', 'Type', and 'Order #'. The table contains three rows of data, each with a 'RECEIVE' button (except for the last row which has a 'VIEW' button).

Action	Type	Order #
RECEIVE	Order	24051
RECEIVE	Order	24050
VIEW	Order	24086



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Resources:

[Quick Reference Guide: VOMS 2.0 Correct Decrementing](#)

[Quick Reference Guide: VOMS 2.0 Vaccine Inventory Reconciliation](#)

[Order Volume Justification form on the Vaccine Storage and Handling web page](#)

[Temperature Log form on the Vaccine Storage and Handling web page](#)

[Vaccine Coordinator Training on the Training Library web page](#)

[Vaccine Storage and Handling web page](#)

Questions? Please contact the WyIR Help Desk: 833-231-1451 or wyr.helpdesk@wyo.gov.



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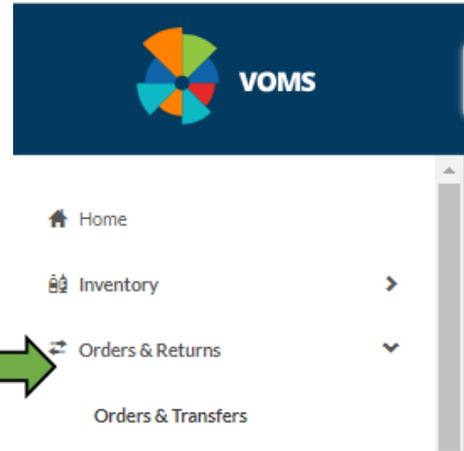
Quick Reference Guide: VOMS 2.0 Receiving Vaccine Orders

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide outlines the process for receiving a vaccine order within the VOMS 2.0 module.

Steps to follow when receiving a vaccine order:

1. Log in to the WyIR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Orders & Returns” drop-down menu.
3. Select the “Orders & Transfers” tab.
4. Select the order to be received by clicking “Receive” next to the order on the left side.



Orders and Transfers

Q ORDER SEARCH

Inbound Orders & Transfers Outbound Transfers

Action	Type	Order #	Sender	Order Date	Status
RECEIVE	Order	24051	McKesson	07/10/2020	Partially Received
RECEIVE	Order	24050	McKesson	07/08/2020	Shipped
VIEW	Order	24086	McKesson	04/13/2021	Pending Local Approval
VIEW	Order	20588	McKesson	10/15/2018	Denied

STC

5. Verify the manufacturer and lot number.
6. Enter the number of doses physically received in the “Receipt Quantity” column.
7. Receive the order by clicking the “Receive” button.



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VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
DTaP/DT/Td HEP-B 3 DOSE POLIO									
Dtap-Hep B-Ipv Pediarix - Pfs SKB 10 pack - SYRINGES NDC: 58160-0811- 52 Tracking #	<input type="text" value="23YL4"/>	<input type="text" value="04/04/2022"/>		PUB	40	40	40	<input type="text" value="40"/>	<input type="button" value="ADJUST"/> <input type="button" value="ADD LOT"/>
DTaP/DT/Td POLIO									
<input type="button" value="CANCEL"/> <input type="button" value="RECEIVE"/>									

Enter Receipt Quantity for the items that have physically arrived at your facility. Leave blank if the vaccine has not yet arrived at your facility.

8. Navigate to the “Inventory” tab, then “Reconciliation.” Verify that the received doses are accurately reflected in the inventory.

RECONCILE INVENTORY - Next Report Due: 03/19/2024 (Past Due) Last Submitted Report: 03/12/2024						
Public		Private				
Date Range: 03/12/2024 - 03/19/2024						
DTaP/DT/Td HEP-B 3 DOSE POLIO						
Dtap-Hep B-Ipv Pediarix - Pfs SKB 10 pack - SYRINGES NDC: 58160-0811-52	934NJ	12/10/2021	PUB	<input type="button" value="VIEW"/>	42	<input type="text"/>
	5CK5K	01/17/2022	PUB	<input type="button" value="VIEW"/>	201	<input type="text"/>
	23YL	04/01/2024	PUB	<input type="button" value="VIEW"/>	160	<input type="text"/>

Notes on receiving a vaccine order:

- Immediately store vaccine orders properly upon receipt.
- The vaccine orders must be received using the “Orders and Transfers” tab.
- Only doses physically received should be marked as such in the WyIR.
- ProQuad (MMRV) and Varivax (Varicella) are both shipped separately from all other vaccines because they are frozen and need to be stored in the freezer.
- If the shipment is received over two or more days, the order will be marked as partially received in the WyIR until the rest of the vaccine arrives.
- DO NOT add doses manually when they are received unless instructed by the Immunization Unit.
- Need assistance with ordering, please see the [Quick Reference Guide: Placing a vaccine order](#).



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Resources:

[Quick Reference Guide: Placing a vaccine order](#)

[Vaccine Coordinator Training on the Training Library web page](#)

[Vaccine Storage and Handling web page](#)

Questions? Please contact the WyIR Help Desk: 833-231-1451 or wyr.helpdesk@wyo.gov.



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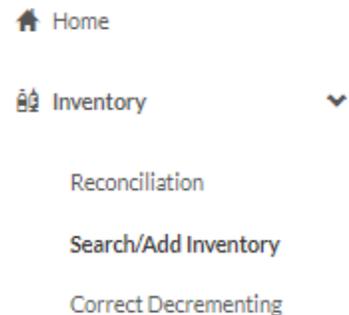
Quick Reference Guide: VOMS 2.0 Search, Add, and Edit Inventory

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide outlines the process for searching, adding, and editing inventory within the VOMS 2.0 module.

Steps to follow when searching for inventory:

1. Log in to the WyIR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Inventory” drop-down menu.
3. Select the “Search/Add Inventory” tab.
4. From the “Search/Add Inventory” screen, type or select search parameters using any appropriate criteria.



Search / Add Inventory

Expired | Expires < 120 Days

A screenshot of the 'Search / Add Inventory' form. At the top left is a search bar with the placeholder text 'Search by Vaccine/Facility/Lot #'. Below this are several input fields: 'Vaccine' (a dropdown menu with 'Select Vaccine'), 'Facility' (a dropdown menu with 'Cheyenne Children's Clinic'), 'Lot #' (a text input with 'Type a Lot #'), 'Funding Source' (a dropdown menu with 'All Funding Sources'), and 'Product Name' (a dropdown menu with 'Select Product Name'). There are also radio buttons for 'Status' (All, Active, Inactive) and an 'Inactive Reason' dropdown menu. At the bottom of the form are 'SEARCH' and 'CLEAR' buttons. Below the form, the text 'Search Results' is visible.

5. Click the “Search” button. Results will be generated below based on your search criteria.



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- Status: All
 Active
 Inactive

Inactive Reason:

Select Inactive Reason

SEARCH

CLEAR

Search Results

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
VIEW Hib (Prp-T) Acthib(ped) - Sdv PMC 1 pack - VIALS NDC: 49281-0545-03	UJ178AAA	 06/30/2024	PRVT		
VIEW Adenovirus Types 4 And 7 Adenovirus Type 4 and Type 7 Vaccine, Live, Oral BRR 1 pack - TABLET NDC: Not Found	34345	 12/29/2023	PUB		Yes

Steps to follow when adding inventory:

Only private stock vaccinations should be manually added to inventory. Accept public stock vaccines using the process outlined in the [Quick Reference Guide: VOMS 2.0 Receiving Vaccine Orders](#).

1. Log in to the WyIR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Inventory” drop-down menu.
3. Select the “Search/Add Inventory” tab.
4. Scroll to the bottom of the page and click the “Add New Inventory” button on the right.

 Home

 Inventory

Reconciliation

Search/Add Inventory

Correct Decrementing

Viewing 1 - 10 out of 956 Entries
 1 2 3 ... 95 96

Displaying 10 Results per Page

ADD NEW INVENTORY

5. The “Lot Screen Maintenance” page will generate, displaying all the required fields (in red).
6. Enter all required data then click the “Save” button.
7. The information entered into the displayed fields will be generated as active inventory on the “Reconcile Inventory” page.



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Lot Number Maintenance

Vaccine: ✖

Facility: Funding Source: ▼

Lot #: Exp Date: ✖

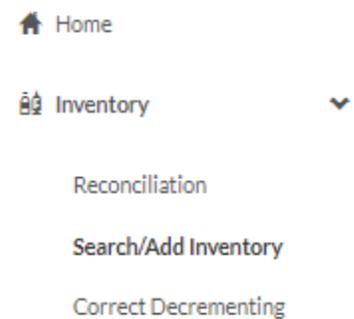
Vaccine Display ID: Not Mapped

Category: ▼ Reason: ▼ Quantity:

Inactivate: ▼ Inactive Reason: ▼

Steps to follow when editing inventory:

1. Log in to the WylR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Inventory” drop-down menu.
3. Select the “Search/Add Inventory” tab.
4. From the “Search/Add Inventory” screen, search the inventory based on the search criteria displayed.



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Search:

Vaccine: Facility:

Lot #: Funding Source: Product Name:

Status: All Active Inactive

Inactive Reason:

Search Results

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
<input type="button" value="VIEW"/> Adenovirus Types 4 And 7 Adenovirus Type 4 and Type 7 Vaccine, Live, Oral BRR 1 pack - TABLET NDC: Not Found	TEST	04/20/2025	PUB	Cheyenne Children's Clinic	

- Click the "View" button to the left of the appropriate vaccine lot.
- The "Lot Number Maintenance" page will generate based on the inventory chosen. Click the "Edit" button at the bottom of the page.

Lot Number Maintenance

Vaccine:

Facility: Funding Source:

Lot #: Exp Date:

Vaccine Display ID: Not Mapped

Total Doses	Available	Wasted And Returned	Wasted And Disposed	Outbound	Used	Corrected (+)	Corrected (-)
10	10	0	0	0	0	0	0

Inactivate: Inactive Reason:



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- The grey fields will then turn white, allowing you to edit them. When you are finished, click the “Save” button.

Lot Number Maintenance

Vaccine: Adenovirus Types 4 and 7 (Adenovirus Type 4 and Type 7 Vaccine, Live, Oral), NDC: Unknown - 1 TABLET

Facility: Funding Source: PUB

Lot #: TEST Exp Date: 04/20/2025

Vaccine Display ID: Not Mapped

Total Doses	Available	Wasted And Returned	Wasted And Disposed	Outbound	Used	Corrected (+)	Corrected (-)
10	10	0	0	0	0	0	0

Inactivate: Inactive Reason: Select Inactivation Reason

Resources:

[Quick Reference Guide: VOMS 2.0 Receiving Vaccine Orders](#)

Questions? Please contact: WyIR Help Desk: 833-231-1451 or wyr.helpdesk@wyo.gov



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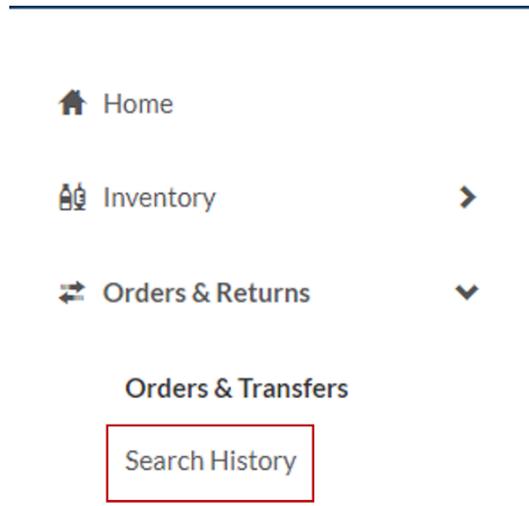
Quick Reference Guide: VOMS 2.0 Search Order, Transfer, Return, and Wastage History

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WylR). This quick reference guide outlines the search history process within the VOMS 2.0 module.

Steps to follow to search for an order, transfer, return, or wastage history:

1. Log in to the WylR, navigate to the "Inventory Management" tab from the menu, and click "VOMS 2.0." VOMS 2.0 will open in a separate browser window.
2. Select the "Orders & Returns" tab.
3. Select the "Search History" tab.
4. Select one of the tabs at the top of the screen: Orders, Transfers, Returns, or Wastage.
5. Enter the search criteria as needed and click "Search."

A screenshot of the VOMS 2.0 search interface. At the top, there are four tabs: 'Orders', 'Transfers', 'Returns', and 'Wastage', with 'Orders' highlighted and a red box around it. Below the tabs is a search bar labeled 'Organization/Facility Search'. Underneath are several input fields: 'Order Number' (with placeholder 'Type Order Number'), 'Order Status' (with dropdown 'Select Order Status'), 'Lot #' (with placeholder 'Type Lot #' and a clear 'x' button), 'Submit Date' (with 'From' field '09/01/2023' and 'Through' field '04/16/2024'), 'Approval Date' (with 'From' field 'Select date'), 'Receipt Date' (with 'From' field 'Select date' and 'Through' field 'Select date'), and 'Denial Date' (with 'From' field 'Select date'). At the bottom, there are radio buttons for 'Limit orders by vaccines: Yes' and 'No' (with 'No' selected), and two buttons: 'CLEAR' and 'SEARCH' (with 'SEARCH' highlighted by a red box).

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- The search results appear in a list on the page. The “Export” button is also available to export the search results list.

Order #	Order Status	Organization / Facility	Submit Date
19534	Saved		
15071	Saved		
24014	Saved		
18039	Saved		
17075	Saved		
15002	Saved		
15003	Saved		
17522	Saved		
24098	Saved		
24099	Saved		

Viewing 1 - 10 out of 1000 Entries

1 2 3 ... 99 100 >

EXPORT

- To view the details of a specific history, locate the order number in the list and click the appropriate corresponding “order, transfer, wastage, or returns” number button.
- Once you click on the “order, transfer, return, or wastage” number button, the details open in a new “Search History” page. Click “Back” to return to the search results list.

Questions? Please contact: WyIR Help Desk: 833-231-1451 or wvir.helpdesk@wyo.gov



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Quick Reference Guide: VOMS 2.0 Vaccine Advertisement

Last Revised: 05/2024

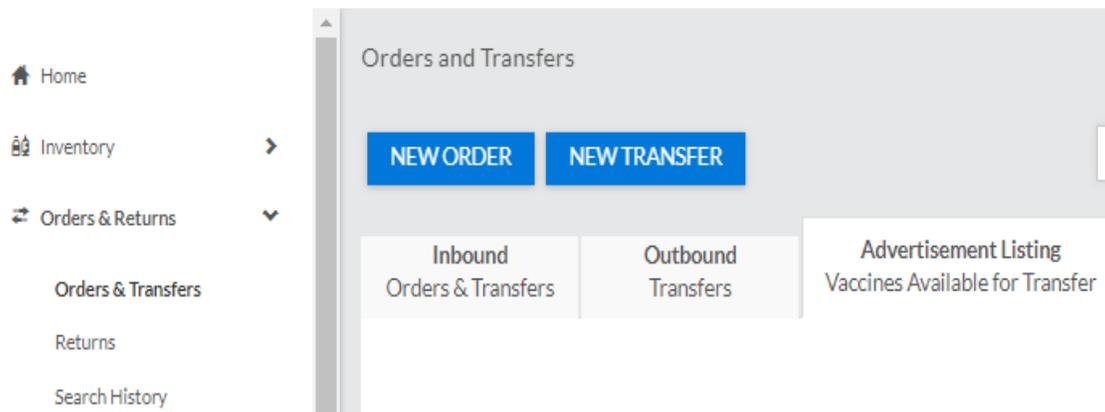
The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide outlines the process for viewing, creating, and requesting vaccine advertisements within the VOMS 2.0 module.

Vaccine advertisement allows providers participating in a public vaccine program to "advertise" or locate short-dated vaccines available for transfer.

Short-dated vaccines are identified as those with n 60-90 days of expiration. Open multi- dose vials cannot be transferred regardless of whether or not they are short-dated.

Steps to follow when viewing the "Vaccine Advertisement Listing" page:

1. Log into the WyIR, navigate to the "Inventory Management" tab from the menu, and Click "VOMS 2.0." VOMS 2.0 will open in a separate browser window.
2. Select the "Orders & Returns" tab.
3. Select the "Orders & Transfers" tab.
4. Select the "Advertisement Listing" tab within the "Orders & Transfers" page.



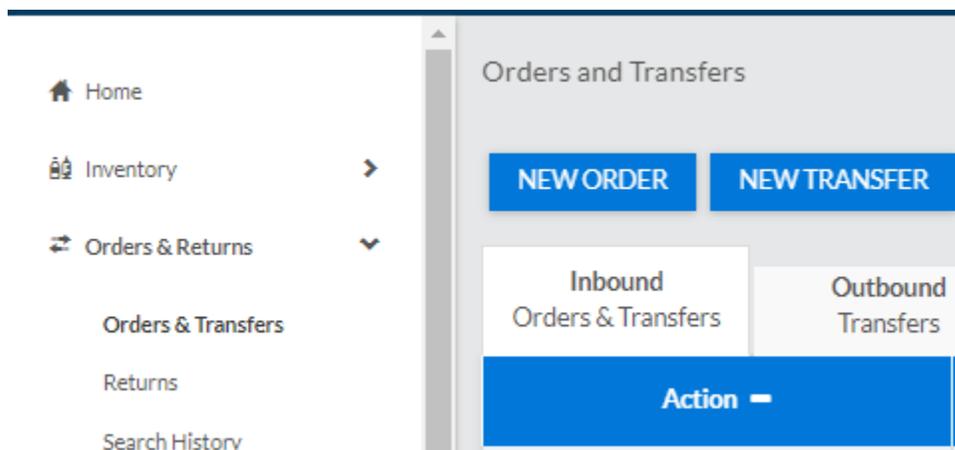
5. The "Advertisement Listing" page displays available advertisements to request for transfer and advertisements posted by the facility.

Vaccine	Lot # Exp. Date	Doses Available	Contact Info	Location	Date Advertised	Requested Doses
No Advertisements						

Vaccine	Lot # Exp. Date	Doses Advertised	Quantity On Hand	Date Advertised
No Advertisements				

Steps to follow to create a request to advertise vaccines:

1. Select the "Orders & Returns" tab.
2. Select the "Orders & Transfers" tab.
3. Select the "New Transfer" button within the "Orders & Transfers" page.
4. The "Transfer" page will display a toggle to choose "Transfer" or "Advertise" vaccine. Click the toggle to generate the "Advertise Vaccine" page.
5. Enter the amount of vaccine that will be advertised in the "Advertise Quantity" box.
6. Provide a reason to advertise by clicking the "comment" box. A comment must be included to proceed with the vaccine advertisement.



Advertise Vaccine

TRANSFER **ADVERTISE**

Q Search Vaccines

Vaccine	Lot #	Exp Date	Available Quantity	Advertise Quantity	Advertise Reason
Hep A, Ped/Adol, 2 Dose Vaqta-ped-pfs 10 pack - SYRINGES NDC: 00006-4095-02 Funding: PUB	S032354	06/20/2024	80	<input type="text" value="5"/>	<input type="button" value="COMMENT"/>

7. The “Advertisement Reason” window will generate allowing the comment to be entered. Select “Save” when completed.

✕

ADVERTISEMENT REASON

Hep A, Ped/adol, 2 Dose | Vaqta-ped-pfs | 00006-4095-02
10 pack - SYRINGES | Lot #: S032354 | Advertisement Quantity: 5

Please provide a reason for why the vaccine should be advertised

Comments:

8. After adding all requested vaccines to be advertised, scroll to the bottom of the page and click the “Submit” button.

- Navigate back to the “Advertisement Listing” tab and the “Advertisements Posted by Your Facility” section will display the requested vaccine advertisement.

The screenshot shows a web interface for vaccine management. At the top, there are three tabs: 'Inbound Orders & Transfers', 'Outbound Transfers', and 'Advertisement Listing Vaccines Available for Transfer'. Below the tabs is a section titled 'Available Advertisements' with a table that currently shows 'No Advertisements'. To the right of this table are two buttons: 'CANCEL' and 'REQUEST TRANSFER'. Below that is another section titled 'Advertisements Posted by Your Facility' with a table containing one row of data for a Hepatitis A vaccine advertisement. The table has columns for Vaccine, Lot # Exp. Date, Doses Admitted, Quantity On Hand, and Date Admitted. The 'Doses Admitted' column has an input field with the number '5'. Below the table are buttons for 'SELECT ALL', 'DELETE SELECTED', and 'SAVE'.

Vaccine	Lot # Exp. Date	Doses Available	Contact Info	Location	Date Admitted	Requested Doses
No Advertisements						

Vaccine	Lot # Exp. Date	Doses Admitted	Quantity On Hand	Date Admitted
<input type="checkbox"/> Hep A, Ped/Adol, 2 Dose Vaqta-ped-pfs 10 pack - SYRINGES NDC: 00006-4095-02 Funding: PUB	S032354 06/20/2024	5	80	04/17/2024

Steps to follow when requesting advertised vaccines:

- Select the "Orders & Returns" tab.
- Select the "Orders & Transfers" tab.
- Navigate to the "Advertisement Listing" tab. The "Available Advertisements" section will display all posted advertisements.
- When requesting vaccines to be transferred from the vaccine advertisement listing, provide the quantity in the "Requested Doses" box. Then select the "Request Transfer" button.
-
-

The screenshot shows a navigation menu on the left with options: Home, Inventory, Orders & Returns, Orders & Transfers, Returns, and Search History. The 'Orders & Returns' option is expanded. To the right is the 'Orders and Transfers' section, which contains buttons for 'NEW ORDER' and 'NEW TRANSFER', and sub-sections for 'Inbound Orders & Transfers' and 'Outbound Transfers'. At the bottom of this section is an 'Action' dropdown menu.



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Inbound Orders & Transfers		Outbound Transfers		Advertisement Listing Vaccines Available for Transfer		
Available Advertisements						
Vaccine	Lot # Exp. Date	Doses Available	Contact Info	Location	Date Advertised	Requested Doses
Hep A, Ped/Adol, 2 Dose Vaqta-ped-pfs 10 pack - SYRINGES NDC: 00006-4095-02 Funding: PUB	S032354 06/20/2024	5	Imm Unit (307) 777-7952 wyir@wyo.gov	Cheyenne, WY 82001	04/17/2024	<input type="text" value="5"/>
<input type="button" value="CANCEL"/> <input type="button" value="REQUEST TRANSFER"/>						

7. A “Submit Transfer Confirmation” window will be displayed. Verify the information, and if it is correct, click the “Submit” button.

8. A “Submit Confirmation” window will indicate that the transfer was submitted successfully.

9. The transfer request will be sent to the Immunization Unit for processing.

10. If approved, see [Quick Reference Guide: VOMS 2.0 Vaccine Transfers](#) for further guidance.

SUBMIT TRANSFER CONFIRMATION

CHEYENNE REGIONAL MEDICAL GROUP / CHEYENNE CHILDREN'S CLINIC

Hep A, ped/adol, 2 dose - Vaqta-ped-pfs - 5 dose(s) requested

SUBMIT CONFIRMATION

Transfer Requests Submitted Successfully

Resources:

[Quick Reference Guide: VOMS 2.0 Vaccine Transfers](#)

Questions? Please contact: WylR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov

Quick Reference Guide: VOMS 2.0 Vaccine Returns

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide (QRG) outlines the process for returning vaccines within the VOMS 2.0 module.

Vaccines that are eligible for return would be Expired and unopened vaccines in their original container (vial or syringe) or any vaccine deemed non-viable by the Immunization Unit.

Vaccine that CANNOT be returned:

These items should be disposed of according to the standard medical biosafety procedure and reconciled from the WyIR inventory. The following items should NEVER be included in a vaccine return or sent to the vaccine distribution center:

- Used syringes, with or without needles.
- Needles.
- Broken vials.
- Wasted products, such as a syringe that was drawn up but not used.
- Immunoglobulin (ig), hepatitis B immune globulin (HBIG), purified protein derivative (PPD).
- Diluent (expired or not expired).
- Privately purchased vaccine.
- Any multi-dose vial (MDV) from which doses have been withdrawn.

Overview of vaccine return process:

The Immunization Unit will review and approve all vaccine returns once a month. Vaccine waste or spoilage (expired or nonviable) that qualifies for return must be processed in the WyIR within 30 days of loss.

Steps to follow when returning vaccines:

1. Reconcile inventory
 - a. Expired and spoiled vaccines must be removed from the storage unit immediately and marked "Do Not Use." See the [Quick Reference Guide: Vaccine Storage and Handling](#).
 - b. Expired or non-viable vaccines that qualify for return must be reconciled using the appropriate category and reason in the WyIR to ensure vaccines are approved for return (see [Inventory Reconciliation Category and Reason Guide](#)).



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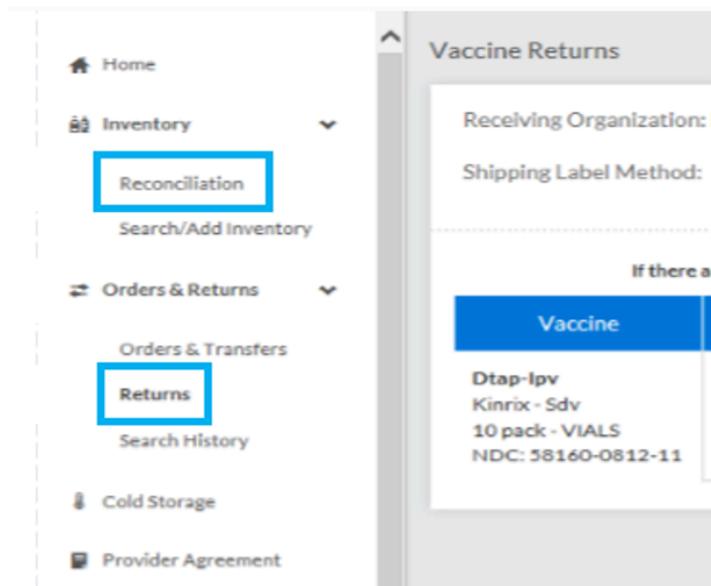
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2. Create and submit the vaccine return in the WyIR
 - a. Print a copy of the return packing slip.
3. Prepare vaccines for return
 - a. Box the vaccines, insert a copy of the return packing slip (place one in each box as applicable), seal the box, and attach the return shipping label.
 - i. ONLY ship the vaccine identified on the vaccine packing slip.
 - ii. Boxes should not exceed three pounds.
 1. If a box exceeds three pounds, please package vaccines separately.
4. Pending state approval
 - a. The Immunization Unit must approve all vaccine returns. Upon approval, the Immunization Unit will send a confirmation email to the Vaccine Coordinator who submitted the vaccine return within the WyIR.
 - b. The vaccine return shipping label will be emailed to the same Vaccine Coordinator. The return shipping label will be sent from McKesson Specialty Care Distribution <pkginfo@ups.com>.
5. Inactivating Public Lot Numbers with zero (0) doses
 - a. Public vaccine lot numbers must NEVER be inactivated before creating a vaccine return.

Steps to follow when submitting a vaccine return:

1. Log in to the WyIR, navigate to the "Inventory Management" tab from the menu, and Click "VOMS 2.0". VOMS 2.0 will open in a separate browser window.
2. If you have not already done so, reconcile wasted doses out of inventory (see [Quick Reference Guide: Vaccine Inventory Reconciliation](#)).
3. Select the "Orders & Returns" tab.
4. Select the "Returns" tab.



Once the "Vaccine Returns" page opens, the vaccines reconciled from the inventory will appear.

1. Select "Email" for the shipping label method. (No other method should be selected)



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2. Enter "Quantity to Return" for the vaccines needed to be included in the return.
3. Click "Submit and Print Vaccine Return."

Vaccine Returns

Receiving Organization: McKesson

Shipping Label Method: Mail Pick-up Email 

If there are vaccines on this returns list that you are unable to return due to loss or physical damage, please contact your state administrator for assistance.

Vaccine	Lot #	Expiration Date	Funding Source	Returnable Quantity	Quantity To Return	Quantity On Hand	Return Reason	Wastage Cost
Dtap-Ipv Kinrix - Sdv 10 pack - VIALS NDC: 58160-0812-11	43H83	05/19/2018	PUB	10	10	0	Expired	\$393.70

CANCEL **SUBMIT AND PRINT VACCINE RETURN**

Print the produced PDF and place a copy in the box for return. If the vaccine return packing slip has been misplaced, contact the Immunization Unit for further guidance.

Resources:

- [Inventory Reconciliation Category and Reason Guide](#)
- [Quick Reference Guide: Vaccine Storage and Handling](#)
- [Quick Reference Guide: VOMS 2.0 Vaccine Inventory Reconciliation](#)

Questions? Please contact: WyIR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov



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Quick Reference Guide

VOMS 2.0 Vaccine Transfers

Last Revised: 05/2024

The Vaccine Ordering Management System (VOMS) module offers a convenient way to manage vaccine inventory and orders directly within the Wyoming Immunization Registry (WyIR). This quick reference guide outlines the process for transferring vaccines within the VOMS 2.0 module.

Guidelines:

A transfer occurs when a publicly stocked vaccine is transferred from one authorized facility to another authorized facility. Vaccine transfers can be used to prevent vaccine waste by transferring doses to another provider that can use them prior to expiration. Vaccine transfers can be used to supplement inventory when circumstances cause additional doses to be needed, unexpectedly. As detailed in the [Vaccine Coordinator Training Modules](#).

Vaccines can be transferred only under the following conditions.

- Vaccine transfers must be created in the Wyoming Immunization Registry (WyIR)
- Vaccine transfers must be approved by the Immunization Unit before the physical transfer occurs.
 - Providers should note that vaccine transfers will not always be approved.
- Vaccines can only be transferred within a two-hour driving radius of the transferring facility.

Provider responsibility:

The sending provider facility shall:

1. Create the transfer in the WyIR.
2. Verify approval from the Immunization Unit.
3. Ensure the vaccine is packed and transported correctly (see [CDC Storage & Handling Toolkit](#)).
 - a. Once a transfer has been initiated by the sending facility, the outbound transfer can be viewed in the “Outbound Transfers” tab of the sending facility.

The receiving provider facility:

1. Verify approval of the transfer in the WyIR.
2. Arrange and schedule transportation.
3. Marks the approved inbound transfer in the WyIR as “Received”.

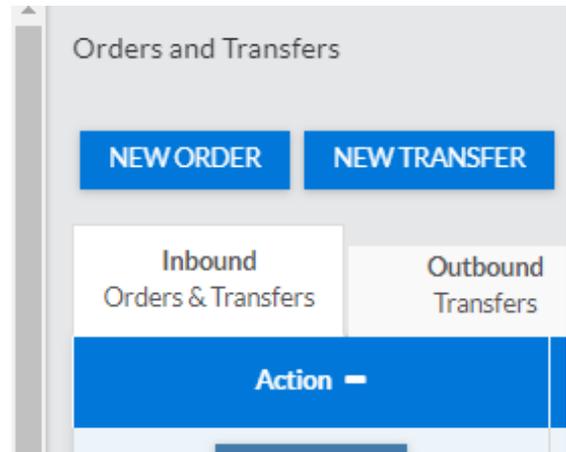
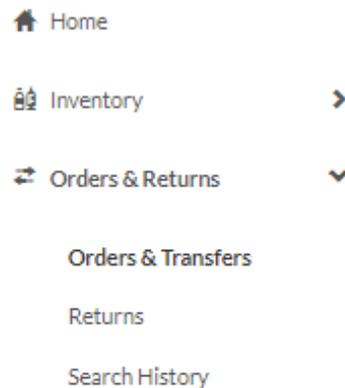


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Steps to follow to create a vaccine transfer:

1. Log in to the WylIR and navigate to “Inventory Management” from the menu, then click “VOMS 2.0.” VOMS 2.0 will open in a separate browser window.
2. Select the “Orders & Returns” drop-down menu.
3. Select the “Orders & Transfers” tab.
4. On the top left of the page select, “New Transfer.”



New Transfer

[TRANSFER](#) [ADVERTISE](#)

Receiving Organization:

Receiving Facility:

Vaccine	Lot #	Exp Date	Available Quantity	Transfer Quantity	Transfer Reason
Hep A, Ped/Adol, 2 Dose Vaqta-ped-pfs 10 pack - SYRINGES NDC: 00006-4095-02 Funding: PUB	S032354	06/20/2024	80	<input type="text" value="5"/>	Test

5. Select the dropdown for the Receiving Organization and Facility.
6. Enter Transfer Quantity.
7. Enter a comment located under “Transfer Reason”.
8. Scroll down to the bottom of the screen, and select “Submit Transfer.”



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Immunization Unit approval:

When the transfer is approved by the Immunization Unit:

1. It will be visible in the receiving provider's "Order & Transfers" screen under "Inbound Transfers."
2. The physical transport of the vaccine can now take place.

Receiving a vaccine transfer in the WyIR:

1. Log in to the WyIR and navigate to "Inventory Management" from the menu, then click "VOMS 2.0." VOMS 2.0 will open in a separate browser window.
2. Select the "Orders & Returns" drop-down menu.
3. Select the "Orders & Transfers" tab.
4. Select the "Inbound Orders & Transfers" tab.
5. After the inbound transfer has been opened, enter the "Receipt Quantity".
6. Select "Receive".

[Vaccine Order Details](#)

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
VARICELLA									
Varicella Varivax - Sdv MSD 10 pack - VIALS NDC: 00006-4827-00	S038691	04/26/2024	04/08/2024	PUB	50	50		50	<input type="button" value="ADJUST"/> <input type="button" value="ADD LOT"/>

Resources:

[CDC Storage and Handling Toolkit](#)

[Vaccine Coordinator Training Modules](#)

Questions? Please contact: WyIR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov



**IMMUNIZATION
UNIT**

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