



New Mexico VFC Vaccine Online Ordering System

Provider Training Guide

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PURPOSE

This guide demonstrates the steps needed for New Mexico Vaccines For Children Program (NM VFC) provider staff to place and receive vaccine orders using the NM VFC Vaccine Online Ordering system (NM VFC VOO).

ORDER FUNCTION

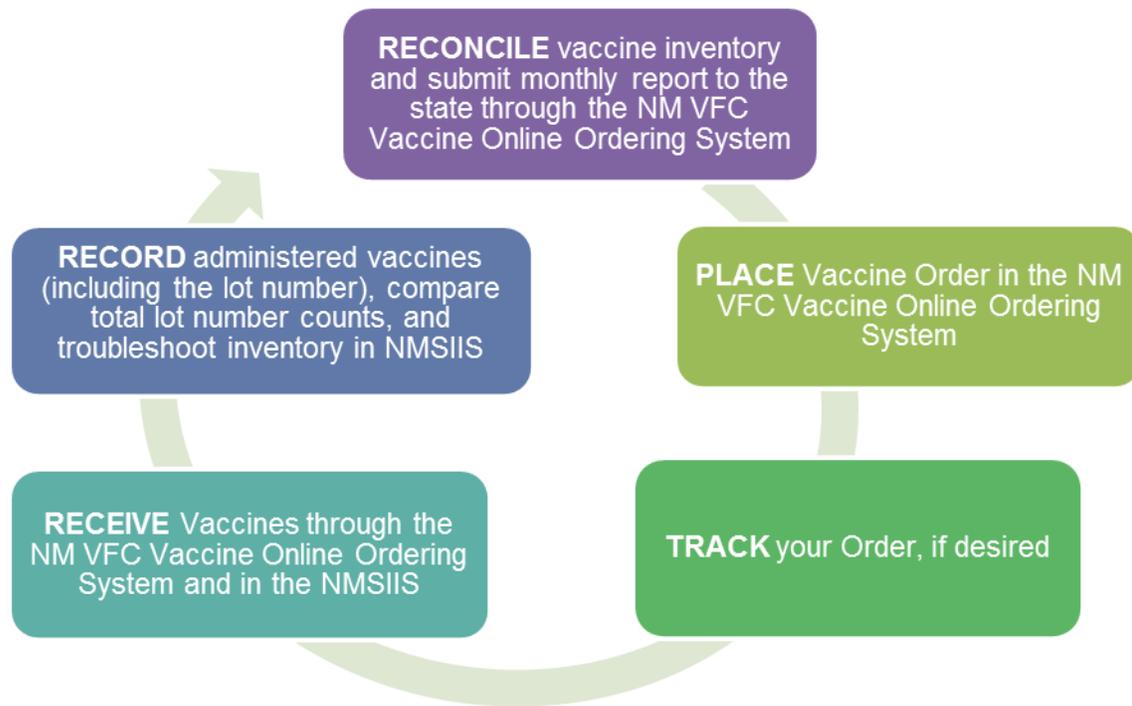
The Order Function is a permission that can only be granted by NM VFC Program staff.

This function will allow you to:

- Place orders for your facility (clinic)
- Track the status of existing vaccine orders
- View past vaccine order history and details
- Modify your order set when vaccine choice is open
- Transfer vaccine to other participating provider offices

WORKFLOW PROCESS FOR VFC PROVIDERS

It is important to follow this workflow to manage your inventory in the NM VFC Vaccine Online Ordering system. This will help ensure that your monthly reports and order information are accurate.



CHECK INVENTORY IMPORT FROM NMSIIS

On a regular basis, it is recommended that you check to ensure your administered doses are being imported into the NM VFC Vaccine Online Ordering system correctly. At first, it is recommended that you perform these tasks on a daily basis.

Following the following steps to check your inventory import from NMSIIS:

1. Using the Navigation Menu, click on **Lot Numbers** and then click **Reconciliation** to show a list of your current inventory.
2. Click the **View Inventory Numbers from Import** button located below the list of your inventory.

Reconcile Inventory											
Vaccine	Lot Number	Exp Date	Doses Used	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	54321	12/12/2014	2	6	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
HPV, bivalent	34567	10/31/2014	0	10	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
HPV, quadrivalent	12898	10/12/2014	0	10	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
HPV, quadrivalent	HPV2	01/01/2016	20	80	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep B Ped/Adol - Preserv Free	56789	10/31/2014	0	10	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hib--PRP-T	98765	12/12/2014	5	5	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Mening. (MCV4P)	123	01/01/2015	0	10	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Rotavirus, monovalent RV1	123	01/01/2015	0	9	<input type="text"/>	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Inventory Last Submitted: 03/07/2014 06:05:40

Print Reset Save

View Inventory Numbers from Import Submit Monthly Inventory

3. The “View Inventory Numbers from Import” report below will generate displaying items coming over from NMSIIS.

Please note: This is a log to help you troubleshoot why your inventory counts are different between NMSIIS and the NM VFC Vaccine Online Ordering system. The report identifies any lots that came over that did not match due to user entry errors (for example, lot number typos or incorrect vaccine selection, etc.). The log will show everything that was submitted from NMSIIS from last time the **Submit Monthly Inventory** button was clicked. The log report will clear every time the Inventory is submitted.

Inventory Matched								
Vaccine	Lot Number	Manufacturer	Exp Date	Vaccination Date	Imported Time	Doses Used	Public/Private	
HPV, quadrivalent	HPV2	ABBOT	01/01/2016	09/30/2013	05/23/2014 02:07:57	10	Y	
HPV, quadrivalent	HPV2	ABBOT	01/01/2016	09/30/2013	05/23/2014 02:10:31	10	Y	
Inventory sent but not matched								
Vaccine	Lot Number	Manufacturer	Exp Date	Vaccination Date	Imported Time	Doses Used	Public/Private	
HPV, quadrivalent	HPV2	AB	09/12/2014 00:00:00	09/30/2013 00:00:00	05/23/2014 01:36:08	10	N	
Pertussis	HPV2	AB	09/12/2014 00:00:00	09/30/2013 00:00:00	05/23/2014 01:36:08	10	SOME	
Pertussis	HPV2	AB	09/12/2014 00:00:00	09/30/2013 00:00:00	05/23/2014 02:07:09	10	SOME	
Pertussis	HPV2	AB	09/12/2014 00:00:00	09/30/2013 00:00:00	05/23/2014 02:07:57	10	SOME	
HPV, quadrivalent	HPV2	AB	09/12/2014 00:00:00	09/30/2013 00:00:00	05/23/2014 02:07:09	10	N	
Pertussis	HPV2	AB	09/12/2014 00:00:00	09/30/2013 00:00:00	05/23/2014 02:10:31	10	SOME	

4. Use the above report to correct doses administered in NMSIIS.
5. The doses your site administers and then logs into NMSIIS are sent to the NM VFC Vaccine Online Ordering system nightly and will be updated as changes are made.

NAVAGATING TO THE ORDERS/TRANSFERS SECTION

In order to place an order, you must navigate to the **Orders/Transfers** Menu.

1. Log into the NM VFC Vaccine Online Ordering system.
2. Using the navigation menu on the left, click on the **Orders/Transfers** Menu Heading.
3. Click on **Create/View Orders**.
4. You are now on the **Create/View Orders** screen.
5. On the bottom of the screen, click on the **Create Order** button.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
<input type="checkbox"/>	66	9188	05/01/2014	05/01/2014	Approved	
<input type="checkbox"/>	68	9188	05/01/2014	05/01/2014	Approved	
<input type="checkbox"/>	69	9188	05/01/2014	05/06/2014	Approved	
<input type="checkbox"/>	85	9188	05/06/2014		Pending State Approval	
Backordered Orders						
Select	Order Number	PIN	Submit Date	Backorder Date		
Denied Orders						
Select	Order Number	PIN	Submit Date	Denial Date		
<input type="checkbox"/>	67	9188	05/01/2014	05/01/2014		
Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		
Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		
Rejected Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	
					<input type="button" value="Create Order"/>	<input type="button" value="Create Transfer"/>

RECONCILE VACCINE INVENTORY

The NM VFC Program requires that you reconcile your inventory in the NM VFC Vaccine Online Ordering system before you place a new order. This is the first step to place your vaccine order.

Reconcile Inventory												
Vaccine	Lot Number	Exp Date	Doses Used	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row	
DTaP	54321	12/12/2014	2	6		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
HPV, bivalent	34567	10/31/2014	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
HPV, quadrivalent	12898	10/12/2014	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
HPV, quadrivalent	HPV2	01/01/2016	20	80		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Hep B Ped/Adol - Preserv Free	56789	10/31/2014	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Hib--PRP-T	98765	12/12/2014	5	5		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Mening. (MCV4P)	123	01/01/2015	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Rotavirus, monovalent RV1	123	01/01/2015	0	9		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	

Inventory Last Submitted: 03/07/2014 06:05:40

1. After you click the **Create Order** button you will be directed to the **Reconcile Inventory Page** if you have not previously reconciled or submitted your inventory in the last 30 days (if you have recently submitted your reports you will be taken directly to the create order screen).
2. Click the **Print** button to print the Reconciliation Worksheet and take to the fridge or freezer to count your physical inventory.
3. Count physical supply of vaccines within all fridges and freezers.
4. If applicable, write down any vaccine lot numbers that are in your fridge or freezers that may not be on your print out.

Reconciliation Worksheet								
Organization (IRMS): MARIAMA'S CLINIC Facility: MARIAMA'S WELLNESS CENTER								
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment	Reason	Public	Inactive
DT (Pediatric)	4541A5D51SGFG	08/10/2013	20	10		administered	Y	
DTaP	1224HJS	04/30/2014	100	100			Y	
DTaP	HHJDJJ04	01/31/2014	60	50	3	administered reason up not used	Y	
DTaP/Hep B/IPV (Pediarix)	JJJ142	10/31/2013	50	25		administered	Y	
DTaP/Hib/IPV (Pentacel®)	4455DD51G	05/31/2013	15	0		expired	Y	✓
DTaP/Hib/IPV (Pentacel®)	484263	08/31/2013	100	25	75	administered transferred	Y	
DTaP/IPV (Kinrix)	4512JJ1	08/30/2013	50	0		administered	Y	✓
DTaP/IPV (Kinrix)	4545JJ522	08/31/2013	50	0		transferred	Y	✓

5. Under the **Lot Numbers** menu heading, click on **Search/Add** to add vaccines into your inventory that are not listed in the system.
 - a. This guide includes steps to manually add vaccines in your inventory below.
Note: You must add missing vaccines to your inventory prior to submission for them to reflect on your Inventory Reconciliation Audit Report.
6. Enter the values from your count in the "Physical Inventory" column.

Need Help with Vaccine Ordering?

Contact STC 877-791-6415 Monday – Friday 8 AM – 5 PM MST Time or email provider_support@stchome.com

- a. Use the “Category” and “Reason” that best describe what happened to those doses (e.g. wasted, spoiled).

Please Note: The used (administered) doses totals are being pulled from NMSIIS, therefore it is important to accurately record all state and VFC administered vaccines in NMSIIS with the correct lot number to ensure that the doses used column is correct. Corrections to incorrect dose used totals should be made within NMSIIS. If you need to make manual adjustments to the doses used/administered please note that the manual adjustment will be recorded and a NM VFC program representative may be in contact regarding your inventory in NMSIIS.

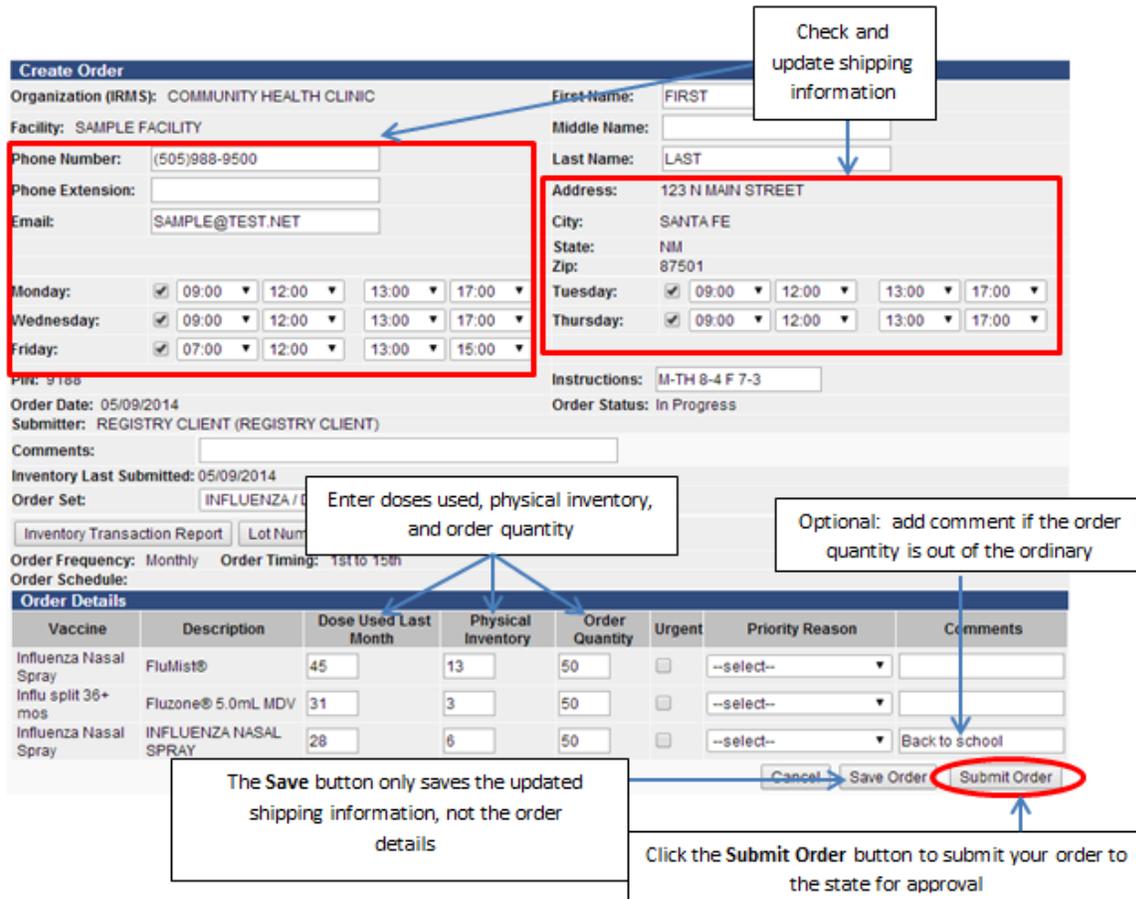
Reconcile Inventory											
Vaccine	Lot Number	Exp Date	Doses Used	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	54321	12/12/2014	2	6	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
HPV, bivalent	34567	10/31/2014	0	10	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
HPV, quadrivalent	12898	10/12/2014	0	10	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
HPV, quadrivalent	HPV2	01/01/2016	20	80	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
Hep B Ped/Adol - Preserv Free	56789	10/31/2014	0	10	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
Hib--PRP-T	98765	12/12/2014	5	5	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
Mening. (MCV4P)	123	01/01/2015	0	10	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+
Rotavirus, monovalent RV1	123	01/01/2015	0	9	<input type="text"/>	0.0	--No Category Required-- ▾	--No Reason Required-- ▾	Y	<input type="checkbox"/>	+

Inventory Last Submitted: 03/07/2014 06:05:40

- 7. Click the **Inactivate** box to inactivate lot numbers that are at a zero value and no longer in your inventory.
- 8. Click the **Submit Monthly Inventory** button when you are finished.

PLACE VACCINE ORDER

- Once reconciliation is complete, you will be taken back to the **Create Orders Screen**.
- From the **Create Orders Screen**, make sure to review all of your demographic information; make appropriate changes and notify NM VFC Program if changes were made. Please use the current process to update your contact information using the *Provider Change of Contact Information Form*.



Create Order

Organization (IRMS): COMMUNITY HEALTH CLINIC
 Facility: SAMPLE FACILITY
 Phone Number: (505)988-9500
 Phone Extension:
 Email: SAMPLE@TEST.NET
 Monday: 09:00 - 12:00 - 13:00 - 17:00
 Wednesday: 09:00 - 12:00 - 13:00 - 17:00
 Friday: 07:00 - 12:00 - 13:00 - 15:00
 PIN: 9188
 Order Date: 05/09/2014
 Submitter: REGISTRY CLIENT (REGISTRY CLIENT)
 Comments:
 Inventory Last Submitted: 05/09/2014
 Order Set: INFLUENZA /
 Inventory Transaction Report Lot Num
 Order Frequency: Monthly Order Timing: 13:10 to 15:00
 Order Schedule:
 Instructions: M-TH 8-4 F 7-3
 Order Status: In Progress

First Name: FIRST
 Middle Name:
 Last Name: LAST
 Address: 123 N MAIN STREET
 City: SANTA FE
 State: NM
 Zip: 87501
 Tuesday: 09:00 - 12:00 - 13:00 - 17:00
 Thursday: 09:00 - 12:00 - 13:00 - 17:00

Enter doses used, physical inventory, and order quantity

Optional: add comment if the order quantity is out of the ordinary

Vaccine	Description	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
Influenza Nasal Spray	FluMist®	45	13	50	<input type="checkbox"/>	--select--	
Influ split 36+ mos	Fluzone® 5.0mL MDV	31	3	50	<input type="checkbox"/>	--select--	
Influenza Nasal Spray	INFLUENZA NASAL SPRAY	28	6	50	<input type="checkbox"/>	--select--	Back to school

Cancel Save Order **Submit Order**

The Save button only saves the updated shipping information, not the order details

Click the **Submit Order** button to submit your order to the state for approval

- To place an order, enter the following information next to each applicable vaccine name:
 - Doses Used Last Month (This field will auto populate, ensure it is correct).
 - Physical Inventory (This field will auto populate, ensure it is correct).
 - Order Quantity – the number of vaccine doses the provider office is requesting to be ordered- Enter zero for vaccines not being ordered (required).
 - Any Comments (if needed).
- Double check your entries and click one of the following buttons to complete the order:
 - Click on the **Submit Order** button to send the order to your state for approval.
 - Click **Save Order** to save the order if you want to stop entering but are not ready to submit.
 - Click on the **Cancel** button to cancel the order.
- Once you click the **Submit Order** button, the order has been submitted for approval by your state and

you will be able to track the order's status.

TRACKING YOUR VACCINE ORDER

Providers can track the status of their order through each stage of the order process after an order has been submitted. The NM VFC Vaccine Online Ordering system will automatically update the order status as orders are approved at the state level and when the order is finally shipped. The order status can be tracked at the top section of the **Create/View order** screen.

View the status of a specific order

1. Log into the NM VFC Vaccine Online Ordering system.
2. Using the Navigation Menu, click on the **Orders/Transfers** Menu Heading.
3. Click on **Create/View Orders** to direct you to the **Create/View Orders** screen.
4. The order status of each order is visible in the right hand column under the "Status" heading.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
...	624	152001	04/25/2008	01/21/2009	Approved
...	753	152001	08/04/2008	08/04/2008	Approved
...	777	152001	09/08/2008	09/08/2008	Approved
...	1528	152001	04/22/2010		In Manual Review
...	1501	152001	04/15/2010	04/15/2010	Pending Approval
...	1503	152001	04/15/2010	04/16/2010	Pending Approval
...	622	152001			Saved
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Delayed Orders					

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 <i>Create/View Orders Screen</i> and can be found again by using the Search History function.

RECEIVING YOUR VACCINE ORDER

Once a vaccine order has been physically received by your office, you should electronically receive the vaccine order into your NMSIS Inventory and into the NM VFC Vaccine Online Ordering system to move the order out of the inbound order area. Using the Receive function will also automatically load and populate the inventory section in the system. This training guide describes receiving orders into your inventory through the Vaccine Orders/Transfers function.

Note: It is suggested that the vaccine shipment packing slip is used to complete the Receive Order function after the vaccine has been checked in and stored properly

1. Begin by choosing the proper order from your *Inbound Orders* list.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	65	A001	05/23/2014	05/23/2014	Approved
-->	66	A001	05/23/2014		In Manual Review
-->	68	A001	05/23/2014		In Manual Review
-->	67	A001	05/23/2014		Pending State Approval

2. Using the navigation menu click on the **Orders/Transfers** Menu Heading.
3. Click on **Create/View Orders** to direct you to the **Create/View Orders** screen.
4. Select desired order from the Inbound Orders list.

Note: The order status must be either “Approved” or “Shipped” to be able to receive order into inventory

There are several shipment possibilities. Please see the directions for the scenario that best describes your current shipment for complete instructions on how to receive the vaccines into the system. Please continue to use the current process if you have wasted, spoiled or damaged vaccine by completing the *The Return Form and Trouble Shooting Record*.

Shipment possibilities/scenarios: Follow the directions for the appropriate scenario below.

- A) The order is complete and viable
- B) The order is a partial order with missing vaccine products
- C) The order is not complete or is shorted
- D) The whole order is damaged or nonviable

A) If the order is complete and viable

1. Enter the following on the **Receive Order Screen** for each vaccine product if the order is complete and viable:
 - a. Enter the “Receipt Quantity” for the total doses ordered (listed under Shipped Quantity - must be a positive, whole number).

Receive Order							
Organization (IRMS): TEST PROVIDER A				First Name:			
Facility: TEST PROVIDER SITE A				Middle Name:			
Phone Number:				Last Name:			
Phone Extension:				Address: 123 MAIN ST			
Email:				SANTA FE, NM 87506			
Order Number: 65				Instructions:			
VFC PIN: A001				Order Status: Approved			
Order Date: 05/23/2014 15:34:12				Approver: ADAM RC (ADAM_RC)			
Submitter: ADAM RC (ADAM_RC)							
Receiver: ADAM RC (ADAM_RC)							
Original Order#: 65							
Comments:							
Order Set / Order Type: FLU / Distributor							
Order Details							
Shipped Quantity	Receipt Quantity	Not Entered Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason For Not Entering
100	<input type="text"/>	<input type="text"/>	Influ split 36+ mos	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
100	<input type="text"/>	<input type="text"/>	Influ split 6-35 mos pres free	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
100	<input type="text"/>	<input type="text"/>	Influ Inact 48+ mos pres free	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
100	<input type="text"/>	<input type="text"/>	Influenza Nasal Spray	--select--	<input type="text"/>	<input type="text"/>	--select--
Comments						Tracking #	
						<input type="button" value="Cancel"/> <input type="button" value="Receive"/>	

The following information should be prepopulated if the status of the order is “shipped”. Ensure the prepopulated information is correct:

- i. Manufacturer
 - ii. Lot Number
 - iii. Expiration Date
- b. Click the **Receive** button.
 - c. The “Receipt Quantity” for each product is added to the lot inventory.

B) If the order is partial with missing vaccine products

Example: frozen varicella doses in separate shipment

1. For each vaccine product that is complete and viable:
 - a. Enter the “Receipt Quantity”.
 - b. Select the “Manufacturer”.
 - c. Enter the “Lot Number” and “Expiration Date” (as shown in Section A, above).
2. For each vaccine product that is missing from the shipment:
 - a. Enter the “Receipt Quantity” as 0 (zero).
 - b. Enter the total number of doses that are missing from the shipment in the “Not Entered Quantity” (This should be the same number as the doses ordered - listed under Shipped Quantity - must be a positive, whole number).
 - c. Select the “Reason for Not Entering” from the dropdown (For example, select:

“Shipment in Incomplete”, if the original order included Varicella, but is shipped separately).

- i. It is also suggested that you write the original order number in the Comments field for the vaccine product being rejected (This will help you locate the partial order later).

3. Click the **Receive** button

4. The “Receipt Quantity” entered for each product is added to the appropriate lot inventory.

Note: if the status of the order is “shipped” the manufacturer, lot number, and expiration date will be pre-populated.

C) *If the order is incomplete or shorted*

Example: Doses are shorted for a particular vaccine product

1. For each vaccine product that is complete and viable:

- a. Enter the “Receipt Quantity”, select the “Manufacturer”, enter the “Lot Number” and “Expiration Date” (as shown in Section A, above).

2. For each vaccine product that is completely missing from the shipment:

- a. Enter the quantity in the “Not Entered Quantity” and select a “Reason for Not Entering” (as shown in Section B, above).

3. For each vaccine product that is shorted, enter the following:

- a. Enter the “Receipt Quantity” (must be a positive, whole number) for the number of actual, viable doses received.
- b. Enter the quantity in the “Not Entered Quantity” and select a “Reason for Not Entering” (must be a positive, whole number) for the number of doses that are missing from the shipment.
- c. Ensure the “Manufacturer”, “Lot Number” and “Expiration” were auto populated correctly.

Tip: Write the original order number in the “Comments” field for the vaccine product being rejected. This will help you locate the partial order later.

- d. Click the Receive button.
- e. The “Receipt Quantity” entered for each product is added to the appropriate lot inventory.
- f. The “Quantity Not Entered” for each product is saved as a separate order with a new “Order Number”.
 - i. The original order date will remain the same

g. Click on **Create/View Orders** under the **Orders/Transfers** Menu Heading on the Navigation Menu.

h. You should see the order listed with a new “Order Number”, the original order Submission Date and the Approval Date will be blank.

Tip: Look for the largest Order Number. This will be the order created that includes those vaccine rejected when the original order was partially received

D) If the whole order is damaged or nonviable

Example: Temperature monitors on the shipping container are showing the vaccine as non-viable

1. Accept the order from the shipper and store in the proper vaccine storage unit.
2. Call the NM VFC Program for return and replacement instructions.
3. Do not enter damaged or spoiled quantities into the system.

TRANSFERRING VACCINE

Use the steps below after reconciling if you have vaccine in your refrigerator that was transferred in from another provider or you transferred vaccine to another provider to ensure your inventory is reconciled correctly (you may also follow these steps at the time of the transfer). Please continue to use the current process when transferring vaccines by filling out the *Vaccine Transfer From* and submit it to the NM VFC Program.

1. Using the Navigation Menu, click on **Orders/Transfers Menu** and then click **Create/View Orders** to show the **Current Order/Transfer List**.
2. Click the **Create Transfer** button at the bottom of screen to open the **Create Transfer** screen.

Organization (IRMS)/Facility: TEST ORGANIZATION (1007) / TEST FACILITY

Create Transfer

Sending Organization (IRMS) TEST ORGANIZATION
 Sending Facility TEST FACILITY
 Submitter KRISTI SIAHAYA (KRISTI_RC)

Receiving Organization (IRMS) ←
 Receiving Facility ←

Transfer Details

Transfer Quantity	Vaccine	Lot Number	Quantity Available	Public	Expiration Date	Transfer Reason
<input type="text"/>	DTaP	258	8	Y	04/15/2015	<input type="text"/>
<input type="text"/>	DTaP	5588	108	Y	12/31/2014	<input type="text"/>
<input type="text"/>	HPV, quadrivalent	859658	8	Y	12/31/2015	<input type="text"/>
<input type="text"/>	Hep A 2 dose - Ped/Adol	4141414	20	Y	12/31/2015	<input type="text"/>
<input type="text"/>	Hep B Ped/Adol - Preserv Free	753	10	Y	01/31/2015	<input type="text"/>
<input type="text"/>	IPV	456	10	Y	01/11/2015	<input type="text"/>
<input type="text"/>	IPV	J1028-1	10	Y	06/15/2015	<input type="text"/>
<input type="text"/>	Influenza Nasal Spray	124578	108	Y	07/01/2014	<input type="text"/>
<input type="text"/>	MMR	852	108	Y	01/01/2015	<input type="text"/>
<input type="text"/>	Pneumococcal, PCV-13	654	10	Y	03/15/2015	<input type="text"/>
<input type="text"/>	Rotavirus, monovalent RV1	8527	10	Y	06/01/2016	<input type="text"/>
<input type="text"/>	Rotavirus, pentavalent RV5	124578	8	Y	12/31/2015	<input type="text"/>
<input type="text"/>	Rotavirus, pentavalent RV5	951	10	Y	02/01/2015	<input type="text"/>
<input type="text"/>	Tdap	575754	7	Y	12/31/2015	<input type="text"/>
<input type="text"/>	Varicella	159	10	Y	01/21/2015	<input type="text"/>
<input type="text"/>	Varicella	414145	20	Y	12/31/2015	<input type="text"/>

Cancel Create Transfer

3. Your inventory will show under **Transfer Details**.
4. Indicate the organization and facility you are transferring to, the number of doses for each lot number, and the transfer reason.
5. Click the **Create Transfer** in the lower right.
6. The transfer will appear under **Outbound Transfers** on the **Create Order/Transfer** screen.

Organization (IRMS)/Facility: NM PEDIATRICS (1008) / NM PEDIATRICS

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
<input type="text"/>	59	100801	04/25/2014	04/25/2014	Approved

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
<input type="text"/>				

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
<input type="text"/>				

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
<input type="text"/>				

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
<input type="text"/>	22	778847	05/16/2014	TEST ORGANIZATION / TEST FACILITY

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date
<input type="text"/>					

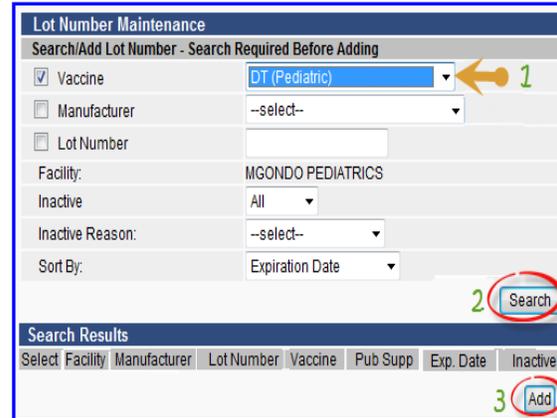
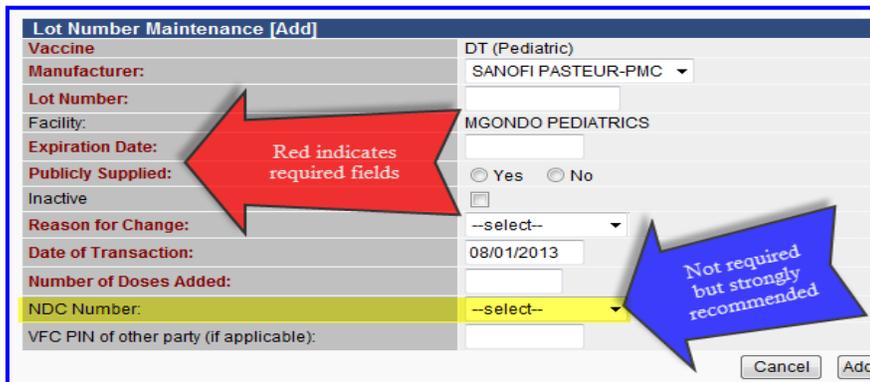
Create Order Create Transfer

-
7. To receive a transfer- Using the Navigation Menu, click on **Orders/Transfers Menu** and then click **Create/View Orders** to show the **Current Order/Transfer List**.
 8. Click the **Select Arrow** next to the transfer you want to receive under the **Outbound Transfers** section.
 9. This will take you to the **Receive Transfers** screen. Indicate the number of doses you are receiving and click **Receive**.

MANUALLY ADD VACCINE INTO INVENTORY

This option should be used ONLY if you have VFC vaccine in your inventory that did not get correctly added through the normal receive order/transfer options.

1. Click the **Search/Add** menu option under “Lot Numbers” to open the **Lot Number Maintenance Screen**.
2. Select the vaccine you wish to enter, and click the **Search** button
 - a. This step helps to prevent adding duplicate lots of that vaccine by showing you which lots you already have.
3. Click the **Add** button.
4. Enter data for all required fields- **written in red**.
 - a. Entering the NDC Number will ensure the vaccine data is reflected consistently throughout the rest of the system.

Categories and Reasons Explanation

These are the categories and reasons that are used on the **Reconciliation Screen** and the **Receive/Transfer Order Screen**. The adjustment reasons are separated into categories to simplify the process. Always use the category and reason which best describes what happened to the doses in your inventory.

Positive Adjustments

Category	Rationalization
Order Received	Received vaccines from the VFC program
Transfer	Received transferred vaccines from another provider, or borrowing vaccine inventory between private and public supply (this should only be used if vaccines were not transferred through the “create transfer” link under “Create/View Orders.”)

Negative Adjustments

Category	Rationalization
Recall	Vaccines are nationally recalled, or the State sends notice to stop using the vaccine
Spoiled	Vaccines have spoiled due to improper storage practices, man-made or natural disasters, or spoiled during transport
Expired	Vaccines were not used before the manufacture’s expiration date
Administered	This reason accounts for shots not entered into NMSIIS
Wasted	Vaccines are not viable because they were either dropped, spilled, drawn-up but not used, or lost/unaccounted for
Transfer	Transferred vaccines to another provider, or borrowing vaccine inventory between private and public supply (this should only be used if vaccines were not transferred through the “create transfer” link under “Create/View Orders.”)

Key Tips to Remember:

- Select the best category and reason that describes what happened to those doses
- Tracking doses periodically makes it easier to report inventory at the end of the month
- It may be helpful to develop a system at your clinic to immediately log doses that are wasted or spoiled.

RESOURCES

- Direct all NMSIIS questions to the NMDOH Immunization Program Help Desk
 - (800) 280-1618
 - DOH-HelpDesk-Main@state.nm.us
- Direct all VFC Program Questions to the VFC Program Office
 - (505) 827-2147
- Direct all Online Ordering Help to the STC Answer Desk
 - (877)791-6415
 - Provider_services@stchome.com