![Washington State Immunization Information System logo]

Washington State Immunization Information System Quick Reference
WWW.WAIIS.WA.GOV
Create and Submit Vaccine Orders
Providers electronically order state-supplied vaccines using the Create Order function.

![Washington State Department of Health logo]

1) Log onto the system using your facility pin. Using the Navigation Menu, click on the **Orders/Transfers Menu Heading** and click *Create/View Orders* to show the Current Order/Transfer List.

2) Click the **Create Order** button, at the bottom right corner of the screen, to open the new order screen.

3) Review your vaccine delivery information (Delivery Address, Contact, Delivery Days and Times). **Note:** *Notify your Local Health Jurisdiction (LHJ) immediately if your delivery address is incorrect – Do not continue with your order*. Update your clinic's Contact Name, Delivery Days or Times if they have changed.

4) Select the desired **Order Set** from the drop down menu located above the blue Order Details title bar.

Enter the following information:
1. *Doses Used Last Month* -required for **all** products
2. *Physical Inventory* -required for **all** products

3. *Order Quantity* -required for products you want to order
4. *Comments* (if desired) used *to* notify your LHJ of things relating to the vaccine order quantity. Your LHJ may also add comments for you.
5. *Priority Reason* (if desired) flags request as an urgent order. **Note:** *You must notify your LHJ and justify your request. Only genuine urgent orders are approved by your LHJ or the State Department of Health.*

Order Details		*1* Dose Used Last Month	*2* Physical Inventory	*3* Order Quantity	Urgent	Priority Reason	*4* Comments
Vaccine	Description						
Influ split 6-35 mos pres free	Fluzone® 0.25mL syringe	50	10	100	☐	--select-- ▼	
Influ split 36+ mos	Fluzone® 5.0mL MDV	60	10	80	☐	--select-- ▼	
Influenza Nasal Spray	FluMist®	20	5	100	☐	--select-- ▼	
Influ split 36+ mos pres free	Fluarix® 0.5mL syringe	45	.5	70	☐	--select-- ▼	

Cancel   Save Order   Submit Order

5) Double check your entries and click the **Submit Order** button to send the order to your LHJ. Once an order is submitted, it <u>cannot</u> be changed. Contact your LHJ immediately if you need to make changes.

Things to <u>Note</u>:
- An error messages will display if your order contains invalid entries. Correct the mistakes and re-submit.
- A dialogue box will open if your order is outside your assigned frequency, timing, or recommended order quantity. Select an *Exception Comment* from the dropdown menu and click the **Submit** button to continue.
- The **Save Order** button saves, but doesn't submit the order. Saved orders are listed in your *Inbound Order screen* and can be re-opened, deleted, or submitted at any time.
- The **Cancel** button cancels the order and leaves the *Order Details screen*. Nothing will be submitted or saved.

Need help with vaccine ordering or have questions about the WA Childhood Vaccine Program? Contact your Local Health Jurisdiction.
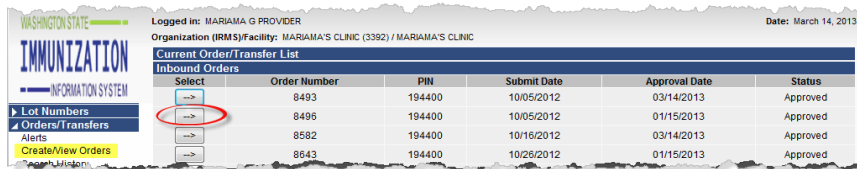**Need technical assistance? Contact the Help Desk: 800-325-5599 or 206-205-4141 email: iishelpdesk@kingcounty.gov**
If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY 711).

Create and Submit Vaccine Orders

Electronically receive (add) state-supplied vaccine shipments to your inventory using the Receive Order function. To prevent duplicate entries, **do not** manually add vaccines to your inventory when using the receive function.

McKesson Vaccines

1) Select **Orders/Transfers** menu heading. Click *Create/View Orders* under the menu to show the list of your Inbound Orders.

2) Select the desired vaccine order you want to receive **Note:** *You can only receive orders that have a status of either* <u>Approved</u> *or* <u>Shipped</u>.
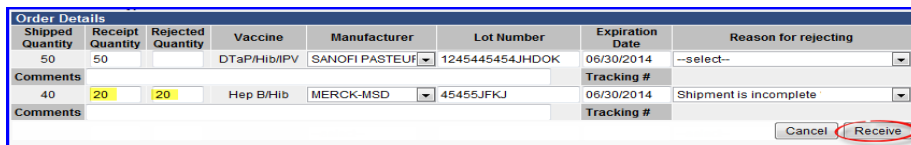

3) Add all vaccine products to your inventory:

   i. Verify the accuracy of all lot numbers, expiration dates, and manufacturers. Update any missing or incorrect information.

   ii. Enter the *Receipt Quantity* for each vaccine shipped.

   iii. Click the **Receive** button.

If Your Shipment is Incomplete

1) Enter the **Receipt Quantity** and **Rejected Quantity** so that total doses equal the original order **Shipped Quantity**.

2) Reject the missing products by selecting "*Shipment is incomplete*" from the *Reason for Rejecting* drop down menu.

3) Click the **Receive** button. The system updates your inventory with only the received doses. A new order number is created for the rejected vaccines. Order numbers are chronological and have the same date as the original order. Use this new order number to receive your vaccines when they arrive.

Frozen Vaccines

If your order contains <u>frozen vaccines</u>, and your frozen vaccine has not arrived yet (frozen vaccines are typically shipped after non-frozen orders):

1) Add *Receipt Quantity* that arrived to your inventory.

2) Reject the frozen products by selecting "*Shipment is incomplete*" from the *Reason for Rejecting* drop down menu.

3) Click the **Receive** button. The system updates your inventory with only the received doses. A new order number is created for the rejected frozen vaccine products. Order numbers are chronological and have the same date as the original order. Use this order number to receive your frozen vaccine order when those products arrive.

If your shipment arrives **DAMAGED** or **SPOILED**:

1. Accept and sign for the package from the shipper. Store vaccines in the proper storage unit. **DO NOT** receive the order in the IIS.

2. Contact your Local Health Jurisdiction immediately for return and replacement instructions.

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