

# CHILD Profile Immunization Registry Vaccine Ordering Quick Reference

## Viewing Vaccine Order Status

As vaccine orders are created in the CHILD Profile Immunization Registry and move through the local and state approval process, their status is automatically updated. Providers can view the status of their own orders and local health jurisdiction (LHJ) staff can view the status of all the orders from providers in their jurisdiction.

### Steps to view the status of a current vaccine order:

1. Login and Select Orders/Transfers from the navigation menu
2. Select **Create/View Orders**
3. Current orders are listed in the InBound Orders section showing Order Number, PIN, Submit date, Approval Date, and Status
4. Use the Select button  to open a individual order's detail

### Steps to view the status of a completed vaccine order:

1. Login and Select Orders/Transfers from the navigation menu
2. Select **Search History**
3. Search for individual orders or all orders using multiple search filters. order is visible in the right hand column under the heading "Status"
4. Use the Select button  to open a individual order's detail

### Order Status types and what they mean:

Status	What it Means
<b>Saved</b>	The order has been started and saved, however it has <u>not</u> been submitted. Saved orders can be submitted by opening the order detail and selecting Submit.
<b>In Manual Review</b>	The order is created and is waiting for local (LHJ) review.
<b>Pending Local Approval</b>	The order is reviewed by the local approver and is waiting to be submitted to the state.
<b>Pending State Approval</b>	The order is waiting for state review and approval.
<b>Approved</b>	The order is approved by the state and sent to CDC for processing and shipping. Shipments can be received into lot inventory when an order status is Approved.
<b>Shipped</b>	The order is shipped and is in route to the provider. Shipments can be received into lot inventory when an order status is Shipped.
<b>Received</b>	The order is electronically received by the provider into the system. The provider lot inventory is automatically updated with the new lot quantities. The order is removed from the InBound Orders list and can be viewed using the Search History function.
<b>Archived</b>	Historical orders are archived by the state and removed from the InBound Orders list. Archived orders can be viewed using the Search History function.
<b>Backordered</b>	The order is temporarily held by your LHJ or the state. Orders in Backordered status are not processed for shipment.
<b>Denied</b>	The order is not approved and the vaccines in the order are not processed for shipment. The provider can delete the denied order.

If you have a disability and need this document in another format, please call 1-800-322-2588 (711—TTY relay).