



VFC Vaccine Online Ordering Through NV WebIZ *(v16.4)*

Place a New Order

- Before placing an order, you **MUST** reconcile the prior months inventory and close that inventory
- If you use an HL7 connection, you must complete your aggregate reporting of doses administered and close the reconciliation

The screenshot displays the Nevada WebIZ patient portal interface. The browser address bar shows the URL https://webiz.nv.gov/webiznet_nv/Default.aspx. The page header identifies the user as 'SILVER SAGE CENTER FOR FAMILY MEDICINE, SILVER SAGE CE...' and includes a 'PATIENT SEARCH' function. A left-hand navigation menu lists options: Home, Patients, Immunizations, Treatments, CRA Quick Add, Inventory, Vaccines, On-Hand, and Reconciliation. The main content area shows a list of immunizations for a patient with ID 'MSD|00006-4963-41|L039096|01/08/2017'. The list includes:

- Item 32: Zoster (Shingles) (Zostavax) (0.65 mL SDV x 10 vials with diluent). The quantity field is set to -4.
- Item 33: CPOX (Varicella) (Varivax) (0.5 mL SDV x 10 vials with diluent). The quantity field is highlighted with a yellow arrow and set to -1.
- Item 34: DTaP, 5 pertussis ant (Daptacel) (0.5 mL SDV x 10 vials). The quantity field is set to 7.

Each item row includes a 'VFC' indicator, a quantity field, and several icons (trash, print, help) for each entry.

Place a New Order

- Go to the Vaccine Orders Screen
- Then click on “Add New Vaccine Order”

The screenshot shows the NV WebIZ interface for the Nevada State Immunization Program. The top navigation bar includes the logo, program name, a search bar, and user information (Support, 100 notifications, GLENN user). The main content area is titled "Vaccine Orders" and features a search form with filters for Clinic, Order Status, Order Type, and Date Submitted to VTrckS Date Range. A green arrow labeled "4" points to the "Add New Vaccine Order" button. On the left sidebar, three orange arrows labeled "1", "2", and "3" point to the "Inventory", "Vaccines", and "Vaccine Orders" menu items respectively. The footer contains version and copyright information.

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH Support 100 GLENN

Vaccine Orders 4 Add New Vaccine Order

Search

Clinic (ALL) Order Status (ALL) Order Type (ALL)

Order Date Range Date Submitted to VTrckS Date Range

From: 09/12/2016 Through: 12/12/2016 From: MM/DD/YYYY Through: MM/DD/YYYY

Previous Criteria Clear Search

1 Inventory
2 Vaccines
3 Vaccine Orders

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Place a New Order

- Click on the arrow button to pull down the clinic name you are ordering for.
- Then click next

NV WebIZ | NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... | PATIENT SEARCH | Support | 100 | GLENN

Vaccine Order ?

Cancel Next  2

Add - Select Clinic

Clinic *  1

Will this be an Influenza order?

Home | Patients | Immunizations | Treatments | CRA Quick Add | Inventory | Vaccines | On-Hand | Reconciliation | Vaccine Orders | Vaccine Returns | Medications | PPE | Other

Place a New Order

- You will go through another screen confirming
 - Shipping addresses and hours for delivery. If anything is incorrect, fill out a “Provider Change Form” and fax or email it to NSIP immediately. Do not proceed with the order until the items are fixed.
 - If everything is correct, then click on the box at the bottom certifying the information is correct
 - Then click “Next” at the top

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH

NEVADA webIZ

Add Vaccine Order Creation Process ⓘ

Cancel Next ← 2

Add

Clinic:NEVADA STATE IMMUNIZATION PROGRAM

Primary Shipping Contact

Name: TAMMY BROWN (WEBIZ)
Phone: 775-684-5939
Fax: 775-684-8338x
Email: TBROWN@HEALTH.NV.GOV

Shipping Address

4150 TECHNOLOGY WAY, UNIT #210
CARSON CITY, NV 89706

Delivery Information

	Delivery Time 1	Delivery Time 2		
	From	To	From	To
Monday	08:00	17:00		
Tuesday	08:00	17:00		
Wednesday	08:00	17:00		
Thursday	08:00	17:00		
Friday	08:00	17:00		
Saturday				
Sunday				

Special Instructions:NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. ← 1

Place a New Order

- This is the new screen for ordering vaccines since the last WebIZ update.
- When you see the order status as "IN WORK", this means that the order is still in your WebIZ profile and has not been sent to the VFC program. You can save your work and come back to it at a later time.
- Type in which vaccine you want to order. A pick list will show and you can pick the vaccine and presentation you want.

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH

NEVADA webIZ

Vaccine Order ?

Cancel Links Update

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic
NEVADA STATE IMMUNIZATION PROGRAM

Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrckS
	12/12/2016	IN WORK		MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

DTaP	SKB	58160-0810-52	INFANRIX (0.5 ML SD SYR) X 10 SYR)	x
DTaP vials)	SKB	58160-0810-11	Infanrix (0.5 mL SDV x 10	←
DTaP syr)	SKB	58160-0810-52	Infanrix (0.5 mL SD syr x 10	
DTaP-Hep B-IPV syr)	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10	
DTaP-IPV vials)	SKB	58160-0812-11	Kinrix (0.5 mL SDV x 10	
DTaP-IPV syr)	SKB	58160-0812-52	Kinrix (0.5 mL SD syr x 10	
Hep A, adult vials)	SKB	58160-0826-11	Havrix (1 mL SDV x 10	
Hep A, adult syr)	SKB	58160-0826-52	Havrix (1 mL SD syr x 10	
Hep A, ped/adol vials)	SKB	58160-0825-11	Havrix (0.5 mL SDV x 10	
Hep A, ped/adol	SKB	58160-0825-52	Havrix (0.5 mL SD svr x 10	

Place a New Order

- After selecting the vaccine you must ensure the proper intent shows (Pediatric vs. Adult).
- Then put in how many packages of the vaccine you want. This automatically populates the doses per package, total doses ordered and costs.
- Click on "Add to Order"

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH

NEVADA webIZ

Home
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Immunizations
Treatments
CRA Quick Add
Inventory
Vaccines
On-Hand
Reconciliation
Vaccine Orders
Vaccine Returns
Medications
PPE
Other
Vaccine Shipments
CRA Shipments
Locations
Hepatitis B
Campaigns

Vaccine Order

Cancel Links Update

Edit

View Vaccine Inventory Reconciliation

Clinic
NEVADA STATE IMMUNIZATION PROGRAM

Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrckS
	12/12/2016	IN WORK		MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging
DTAP | SKB | 58160-0810-52 | INFANRIX (0.5 ML SD SYR X 10 SYR)

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	1	10	10	16.85	168.50

Add To Order

⚠ There are no vaccines in this order

Total Doses	Total Cost
0	\$0.00

Place a New Order

- After you added the vaccine to the order, your screen looks like this.
- Click on “Update” and it saves your work.

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH

NEVADA webIZ

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Vaccine Orders
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Medications
PPE
Other
Vaccine Shipments
CRA Shipments
Locations
Hepatitis B
Campaigns

Vaccine Order i

Cancel Links **Update**

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic
NEVADA STATE IMMUNIZATION PROGRAM

Order Number Order Date Order Status Priority Reason Date Submitted to VTrckS

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>					

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
DTaP	SKB	58160-0810-52	Infanrix (0.5 mL SD syr x 10 syr)	PED	1	10	10	168.50	VFC ✖
					Total Doses	Total Cost			
					10	\$168.50			

Place a New Order

- When you are finished selecting the vaccines you want, you must submit the order to the VFC Program.
- Click on the green arrow and select "Submit to VFC Program". The order will NOT come to NSIP if you do not complete this step.

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH

Vaccine Order 1

Cancel Links Update 2

Delete
Submit To VFC Program

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic
NEVADA STATE IMMUNIZATION PROGRAM

Order Number Order Date Order Status Priority Reason Date Submitted to VTrckS
 12/12/2016 IN WORK MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging
 BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent Quantity of Packages Doses Per Package Total Doses Cost Per Package Total Cost (\$)

Add To Order

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
DTaP	SKB	58160-0810-52	Infanrix (0.5 mL SD syr x 10 syr)	PED	1	10	10	168.50	VFC ⊗
PCV-13 (Prevnar 13)	PFR	00005-1971-02	Prevnar 13 (0.5 mL SD syr x 10 syr)	ADU	1	10	10	965.60	317 ⊗
					Total Doses	Total Cost			
					20	\$1134.10			

Place a New Order

- After you have sent the order to NSIP for consideration, your order status changes to “Submitted for Approval”
- Once I have approved your order, the order status will change to “Approved” and you will receive the fax confirmation from Tammy Brown that your order has been filled.

NV WebIZ NEVADA STATE IMMUNIZATION PROGRAM, NEVADA STATE IMMUNIZ... PATIENT SEARCH

Vaccine Order ? i Cancel Links

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic
NEVADA STATE IMMUNIZATION PROGRAM

Order Number: 20161212000102 Order Date: 12/12/2016 Order Status: SUBMITTED FOR APPROVAL Priority Reason: Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging
BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="checkbox"/>	<input type="text"/>				

Vaccine	Mfg NDC	Brand/Packaging	Intent	Doses		Total Doses	Cost	Fund Type
				Quantity of Packages	Per Package			
DTaP	SKB 58160-0810-52	Infanrix (0.5 mL SD syr x 10 syr)	PED	1	10	10	168.50	VFC
PCV-13 (Prevnar 13)	PFR 00005-1971-02	Prevnar 13 (0.5 mL SD syr x 10 ADU syr)	ADU	1	10	10	965.60	317
				Total Doses	Total Cost			
				20	\$1134.10			

Home
Patients
Immunizations
Treatments
CRA Quick Add
Inventory
Vaccines
On-Hand
Reconciliation
Vaccine Orders
Vaccine Returns
Medications
PPE
Other
Vaccine Shipments
CRA Shipments
Locations
Hepatitis B
Campaigns
Reports
Billing

Receiving a Shipment into Inventory

- When your vaccine shipment arrives:
 - Receive them into inventory in WebIZ – this adds them to your on-hand inventory
 - Do not manually add publicly purchased vaccine shipments to your WebIZ inventory – **use the Receive Shipment function**



Receiving a Shipment into Inventory

- Go to the On-Hand Inventory Screen

The screenshot shows the Nevada WebIZ interface. On the left is a blue navigation menu with the following items: Home, Patients, Immunizations, Treatments, CRA Quick Add, Inventory, Vaccines, On-Hand, Reconciliation, Vaccine Orders, and Vaccine Returns. Three orange arrows point to the 'Inventory', 'Vaccines', and 'On-Hand' items. The main content area has a blue header with 'SAMPLE PEDIATRICS, SAMPLE PEDIATRICS - MAIN CLINIC' and a search icon. Below the header is a 'Default Provider/Clinic' section with dropdown menus for 'Provider' (SAMPLE PEDIATRICS) and 'Clinic' (SAMPLE PEDIATRICS - MAIN CLINIC). A 'Notifications' section below shows a warning icon and the text 'There are currently no pending notifications.'

- Click the Pending VTrckS Shipments Link.

The screenshot shows the Nevada WebIZ interface with the 'On-Hand Inventory' section selected. The navigation menu on the left has a green arrow pointing to the 'On-Hand' item. The main content area has a blue header with 'SAMPLE PEDIATRICS, SAMPLE PEDIATRICS - MAIN CLINIC, 12...' and a search icon. Below the header is a 'Vaccine Inventory On-Hand' section with a description: 'This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.' There is an 'Add New Inventory' button. Below this are links for 'Pending Inventory Transfers' and 'Pending VTrckS Shipments'. The 'On-Hand Inventory' section has a warning icon and the text 'There are 9 Pending VTrckS Shipments.' Below this are filters for 'Inventory Location' (ALL), 'Status' (ON-HAND), 'Vaccine' (ALL), and 'Funding Source' (ALL). At the bottom are buttons for 'Edit', 'Adjustment', 'Transfer', and 'Inquiry'.

Receiving a Shipment into Inventory

- Find the vaccine you have in the shipping container on this report and click **Receive**.

NEVADA webIZ

HOME PATIENTS IMMUNIZATIONS TREATMENTS CRA QUICK ADD INVENTORY VACCINES ON-HAND Reconciliation Vaccine Orders Vaccine Returns Medications PPE Other Vaccine Shipments CRA Shipments Locations Hepatitis B Campaigns Reports

📍 SAMPLE PEDIATRICS, SAMPLE PEDIATRICS - MAIN CLINIC, 12... 🔍 PATIENT SEARCH

Pending VTckS Shipments

This is a list of pending inventory shipments. Click "Receive" to mark the selected inventory shipment as received. Click "Details" to view the shipment or "Dismiss" to remove it.

Pending VTckS Shipments

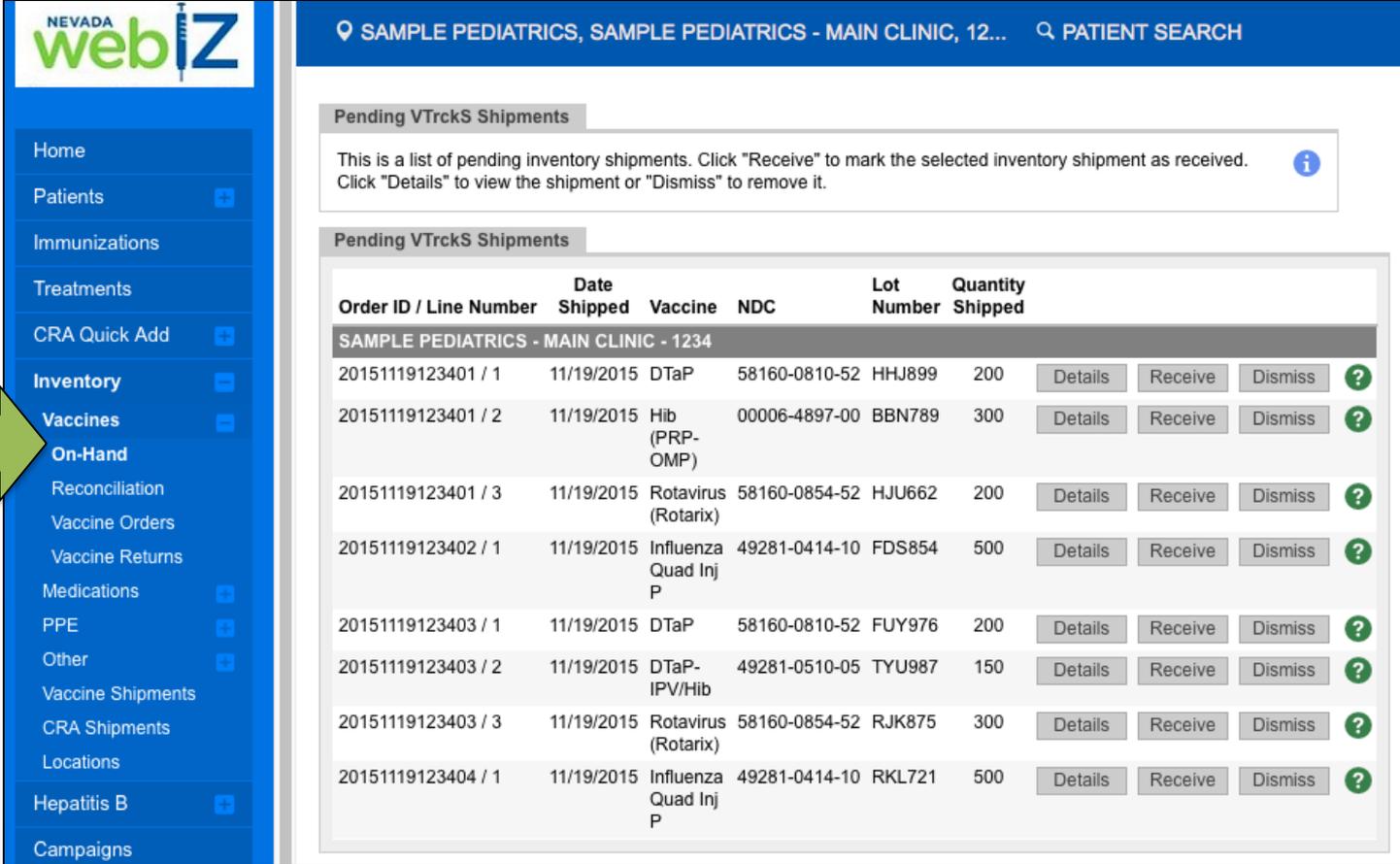
Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped			
SAMPLE PEDIATRICS - MAIN CLINIC - 1234								
20150820123401 / 1	08/20/2015	CPOX (Varicella)	00006-4827-00	ABC345	200		Receive	Dismiss ?
20151119123401 / 1	11/19/2015	DTaP	58160-0810-52	HHJ899	200	Details	Receive	Dismiss ?
20151119123401 / 2	11/19/2015	Hib (PRP-OMP)	00006-4897-00	BBN789	300	Details	Receive	Dismiss ?
20151119123401 / 3	11/19/2015	Rotavirus (Rotarix)	58160-0854-52	HJU662	200	Details	Receive	Dismiss ?
20151119123402 / 1	11/19/2015	Influenza Quad Inj P	49281-0414-10	FDS854	500	Details	Receive	Dismiss ?
20151119123403 / 1	11/19/2015	DTaP	58160-0810-52	FUY976	200	Details	Receive	Dismiss ?
20151119123403 / 2	11/19/2015	DTaP-IPV/Hib	49281-0510-05	TYU987	150	Details	Receive	Dismiss ?
20151119123403 / 3	11/19/2015	Rotavirus (Rotarix)	58160-0854-52	RJK875	300	Details	Receive	Dismiss ?
20151119123404 / 1	11/19/2015	Influenza Quad Inj P	49281-0414-10	RKL721	500	Details	Receive	Dismiss ?

Receiving a Shipment into Inventory

- NV WebIZ will check for a potential duplicate lot number vaccine in your inventory
 - Follow the prompts to continue to add the vaccine to your inventory
- If the new vaccine NDC and lot numbers is not a match to any others in your inventory, click Proceed with Create. It will add this new lot number to your inventory.
- Repeat this process for each vaccine in the shipping report in WebIZ.

Receiving a Shipment into Inventory

- You can confirm the newly added vaccine(s) are in you on-hand inventory, click **On-Hand**.



The screenshot displays the Nevada webIZ interface. On the left is a blue sidebar with navigation options: Home, Patients, Immunizations, Treatments, CRA Quick Add, Inventory, Vaccines, On-Hand (highlighted with a green arrow), Reconciliation, Vaccine Orders, Vaccine Returns, Medications, PPE, Other, Vaccine Shipments, CRA Shipments, Locations, Hepatitis B, and Campaigns. The main content area has a blue header with the text 'SAMPLE PEDIATRICS, SAMPLE PEDIATRICS - MAIN CLINIC, 12...' and a search icon. Below the header is a section titled 'Pending VTrckS Shipments' with an information icon and a text box: 'This is a list of pending inventory shipments. Click "Receive" to mark the selected inventory shipment as received. Click "Details" to view the shipment or "Dismiss" to remove it.' Below this is a table of pending shipments.

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	Details	Receive	Dismiss	?
SAMPLE PEDIATRICS - MAIN CLINIC - 1234									
20151119123401 / 1	11/19/2015	DTaP	58160-0810-52	HHJ899	200	Details	Receive	Dismiss	?
20151119123401 / 2	11/19/2015	Hib (PRP-OMP)	00006-4897-00	BBN789	300	Details	Receive	Dismiss	?
20151119123401 / 3	11/19/2015	Rotavirus (Rotarix)	58160-0854-52	HJU662	200	Details	Receive	Dismiss	?
20151119123402 / 1	11/19/2015	Influenza Quad Inj P	49281-0414-10	FDS854	500	Details	Receive	Dismiss	?
20151119123403 / 1	11/19/2015	DTaP	58160-0810-52	FUY976	200	Details	Receive	Dismiss	?
20151119123403 / 2	11/19/2015	DTaP-IPV/Hib	49281-0510-05	TYU987	150	Details	Receive	Dismiss	?
20151119123403 / 3	11/19/2015	Rotavirus (Rotarix)	58160-0854-52	RJK875	300	Details	Receive	Dismiss	?
20151119123404 / 1	11/19/2015	Influenza Quad Inj P	49281-0414-10	RKL721	500	Details	Receive	Dismiss	?

Receiving a Shipment into Inventory

- Look for the vaccines you just received.

CRA Quick Add

Inventory

Vaccines

On-Hand

Reconciliation

Vaccine Orders

Vaccine Returns

Medications

PPE

Other

Vaccine Shipments

CRA Shipments

Locations

Hepatitis B

Campaigns

Reports

Billing

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On-Hand Inventory

⚠ There are 8 Pending VTrckS Shipments.

Inventory Location: (ALL) Status: ON-HAND

Vaccine: (ALL) Funding Source: (ALL)

Edit Adjustment Transfer Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
MAIN INVENTORY - 1234 (Aggregate Reporter)							
<input type="radio"/> CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent))	MSD	00006-4827-00	QQ20	05/15/2016	VFC	26	?
<input type="radio"/> CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent))	MSD	00006-4827-00	ABC345	05/11/2017	VFC	200	?
<input type="radio"/> DTaP-Hep B-IPV (Pediarix (0.5 mL SDV x 10 vials))	SKB	58160-0811-11	RR400	05/15/2016	VFC	25	?
<input type="radio"/> Hep A, ped/adol (Havrix (0.5 mL SD syr x 10 syr))	SKB	58160-0825-51	SS11	05/15/2016	Private	19	?
<input type="radio"/> HPV (Gardasil) (Gardasil (0.5mL SD syr x 10 syr))	MSD	00006-4109-02	TT33	05/15/2017	VFC	38	?

Edit Adjustment Transfer Inquiry

Conclusion

- There is a module for Returning Vaccines under the inventory module as well.
- Training videos and user guides can be found on the State VFC Website under VFC Program and then Training & Education. The guides and video are not updated to reflect the new NV WebIZ screens. The state VFC website is:

<http://dpbh.nv.gov/Programs/VFC/VFC - Home/>

- If you have questions or issues you can contact the online ordering help desk at (775) 684-5939 (Tammy Brown) or (775) 684-3462 (Glenn Witt)
- We also have a online ordering help desk email:
nvonlineorders@health.nv.gov