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.
Place a New Order

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

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

➢ Click the Pending VTrckS Shipments Link.
Receiving a Shipment into Inventory

Find the vaccine you have in the shipping container on this report and click **Receive**.
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.
Receiving a Shipment into Inventory

Look for the vaccines you just received.

<table>
<thead>
<tr>
<th>Vaccine (Brand)</th>
<th>Mfg</th>
<th>NDC</th>
<th>Lot No</th>
<th>Exp Date</th>
<th>Funding Source</th>
<th>Doses On-Hand</th>
<th>Expiring Soon</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent))</td>
<td>MSD</td>
<td>00006-4827-00</td>
<td>QQ20</td>
<td>05/15/2016</td>
<td>VFC</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent))</td>
<td>MSD</td>
<td>00006-4827-00</td>
<td>ABC345</td>
<td>05/11/2017</td>
<td>VFC</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>DTaP-Hep B-IPV (Pediarix (0.5 mL SDV x 10 vials))</td>
<td>SKB</td>
<td>58160-0811-11</td>
<td>RR400</td>
<td>05/15/2016</td>
<td>VFC</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Hep A, ped/adol (Havrix (0.5 mL SD syr x 10 syr))</td>
<td>SKB</td>
<td>58160-0825-51</td>
<td>SS11</td>
<td>05/15/2016</td>
<td>Private</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>HPV (Gardasil) (Gardasii (0.5 mL SD syr x 10 syr))</td>
<td>MSD</td>
<td>00006-4109-02</td>
<td>TT33</td>
<td>05/15/2017</td>
<td>VFC</td>
<td>38</td>
<td></td>
</tr>
</tbody>
</table>
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 an online ordering help desk email: nvizonlineorders@health.nv.gov