



# **Order and Return Publicly Purchased Vaccines**

*User Guide for Providers*

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Nevada State Immunization Program



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This guide is for Nevada healthcare providers who order publicly purchased vaccines (Vaccines for Children Program, 317, and state-funded).

All orders for publicly purchased vaccines must be completed in Nevada WebIZ, the state's immunization information system.

This guide provides step-by-step instructions for managing orders and returns using WebIZ.

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<https://webiz.nv.gov>

### **Contact the NV WebIZ Help Desk**

Phone (775) 684-5954

Toll-free 1-877-689-3249

Fax (775) 687-7596

Email [izit@health.nv.gov](mailto:izit@health.nv.gov)



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## Before you place an order

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Your clinic will likely order publicly purchased vaccines once each month. There are some important things you need to know so your orders can be processed correctly each month, ensuring that your clinic receives the vaccines it needs.

### Checklist before you order

Before the Immunization Program will process your order, you must:

- Close a balanced **inventory reconciliation** for the past month (covering the 1<sup>st</sup> through the last day of the month)
- Submit a **temperature log** or LogTag temperature download for the refrigerators and freezers that hold your public vaccines

### When to place your order

You will usually order your clinic's publicly purchased vaccines during the first two weeks of the month. Your office will receive an emailed **Monthly Memo** from the Immunization Program that will specify that month's ordering dates. The exact dates vary from month to month, so look for this memo at the beginning of each month and make note of the ordering deadline.

### How much vaccine to order

You should maintain a 60-day supply of publicly purchased vaccine inventory. The Immunization Program may adjust your vaccine order based on how much vaccine your clinic has used in the past.

### Flu vaccine

Unlike other publicly purchased vaccines, you can order flu vaccine more than once a month and at any time during the month (during flu season). You must submit separate orders for flu vaccine and other publicly purchased vaccines; they cannot be combined in one order.

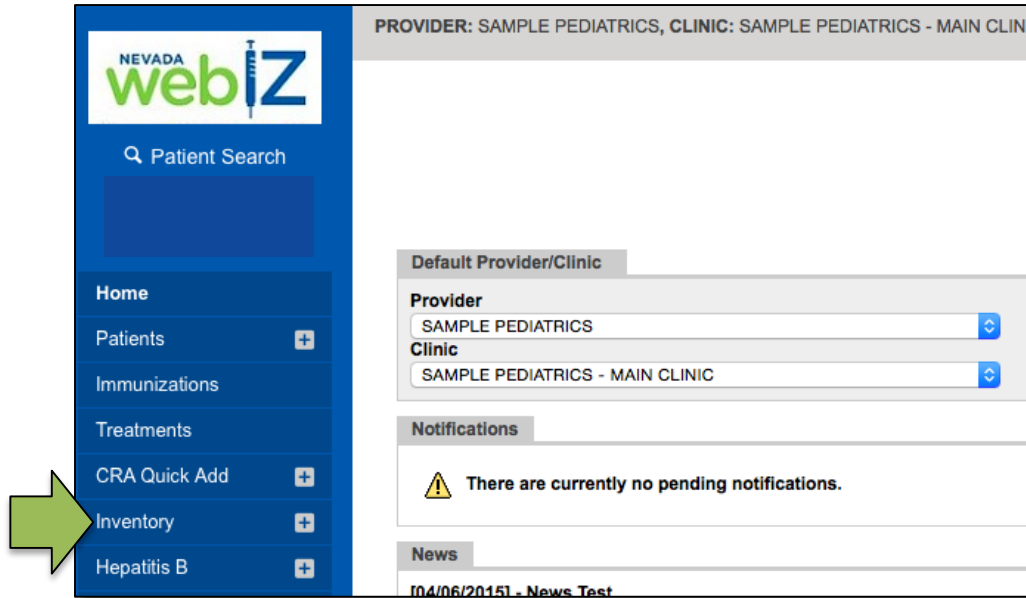
Before each flu season, the Immunization Program will give you written guidance about ordering and details about the vaccine(s) available that season.

2

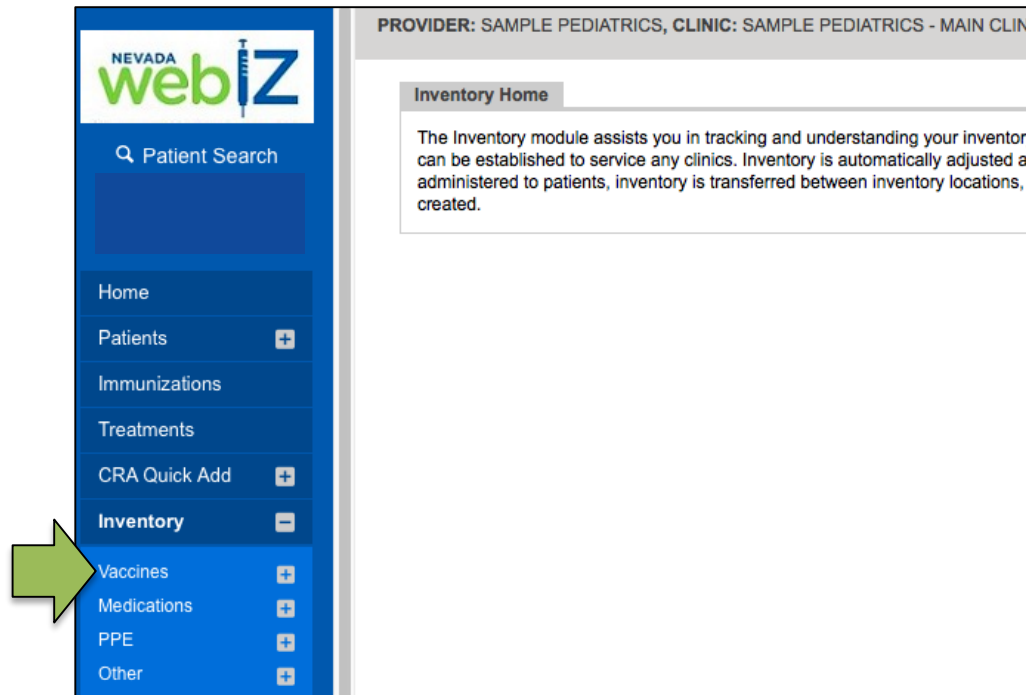
## Go to the **Vaccine Orders** screen

To place a new order or search for existing orders

1. From the WebIZ home screen, click **Inventory**.



2. The menu below **Inventory** will expand. Click **Vaccines**.



## Go to the *Vaccine Orders* screen

3. The menu below *Vaccines* will expand. Click *Vaccine Orders*.

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. A green arrow points to the 'Vaccine Orders' option. The main content area is titled 'PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC'. It contains a 'Vaccine Inventory On-Hand' section with a text box explaining the list and buttons for 'Edit', 'Adjustment', and 'Transfer'. Below this is an 'On-Hand Inventory' section with filters for 'Inventory Location' and 'Vaccine', both set to '(ALL)'. At the bottom, a table titled 'MAIN INVENTORY' shows a single entry: CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent)) with columns for 'Vaccine (Brand)', 'Mfg NDC', and 'Lot No'.

You are now on the *Vaccine Orders* screen.

From this screen, you can:

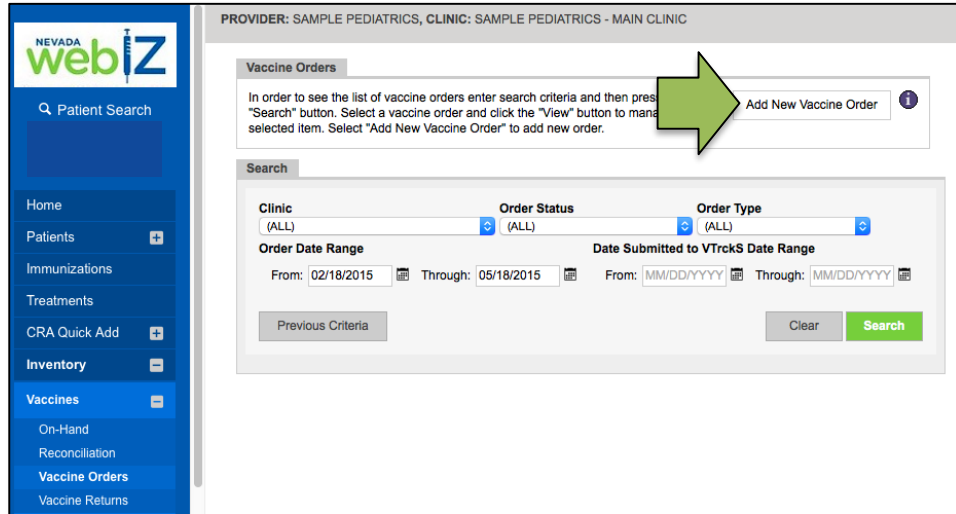
- Place a new order
- Search for an existing order

The screenshot shows the 'Vaccine Orders' screen. The navigation menu on the left is the same as in the previous screenshot, but 'Vaccine Orders' is now selected. The main content area is titled 'PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC'. It features a 'Vaccine Orders' section with a text box explaining search criteria and an 'Add New Vaccine Order' button. Below this is a 'Search' section with filters for 'Clinic' (set to '(ALL)'), 'Order Status' (set to '(ALL)'), and 'Order Type' (set to '(ALL)'). There are also 'Order Date Range' and 'Date Submitted to VTrckS Date Range' filters. A 'Search' button is highlighted with a green box, and a line connects it to the 'Search for an existing order' bullet point in the text above. A 'Previous Criteria' button and a 'Clear' button are also visible.

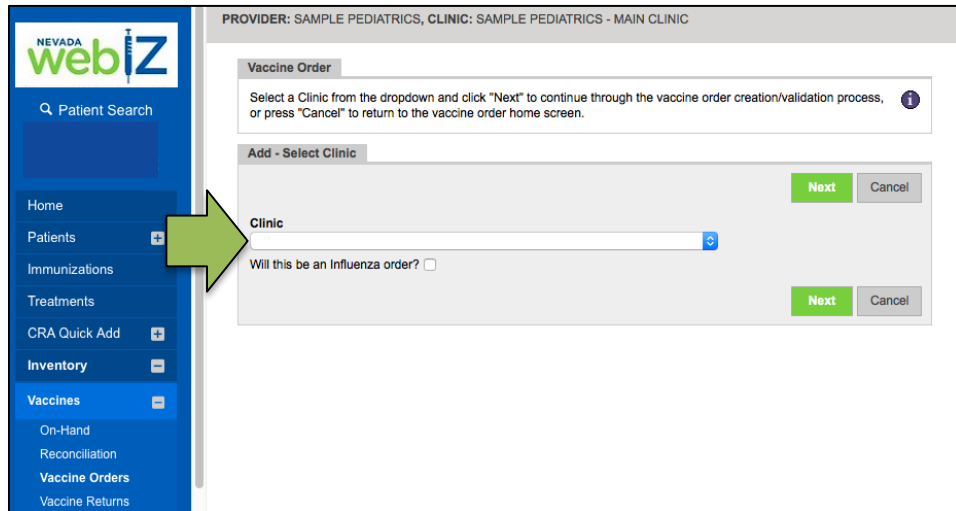
3

## Place a new order

1. From the **Vaccine Orders** screen, click **Add New Vaccine Order**.



2. You will arrive at this screen. Click the drop-down menu in the **Clinic** field.



## Place a new order

3. Select the clinic you are ordering for.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

**Vaccine Order**

Select a Clinic from the dropdown and click "Next" to continue through the vaccine order creation/validation process, or press "Cancel" to return to the vaccine order home screen.

**Add - Select Clinic**

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Next Cancel

Next Cancel

4. If your order is for flu vaccine, check the box. If not, leave it unchecked. Click **Next**.

**Note:** You cannot combine flu vaccine and other vaccines in the same order. You must submit a separate order for flu vaccine.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

**Vaccine Order**

Select a Clinic from the dropdown and click "Next" to continue through the vaccine order creation/validation process, or press "Cancel" to return to the vaccine order home screen.

**Add - Select Clinic**

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Will this be an Influenza order?

Next Cancel

Next Cancel



## Place a new order

- You will arrive at a screen with your clinic's shipping information. Review all the information to make sure it is correct.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

**Add Vaccine Order Creation Process**

Review the Clinic Shipping Information and certify that it is correct. Then select "Next".

**Add - Verify Clinic Shipping Information**

**Clinic:** SAMPLE PEDIATRICS - MAIN CLINIC

**Primary Shipping Contact**

**Name:** MARY SMITH  
**Phone:** 999-999-9999  
**Fax:**  
**Email:** MARY.SMITH@SAMPLE.COM

**Shipping Address**

1234 GRANT RD  
CARSON CITY, NV 89701

**Delivery Information**

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:30	12:00	13:00	16:30
Tuesday	08:30	12:00	13:00	16:30
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Special Instructions:** NO SPECIAL INSTRUCTIONS

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

**Next** **Cancel**

## Place a new order

6. If the shipping information is correct, check the box to confirm, then click **Next**.

**Add - Verify Clinic Shipping Information**

Next Cancel

Clinic: SAMPLE PEDIATRICS - MAIN CLINIC

**Primary Shipping Contact**

Name: MARY SMITH  
Phone: 999-999-9999  
Fax:  
Email: MARY.SMITH@SAMPLE.COM

**Shipping Address**

1234 GRANT RD  
CARSON CITY, NV 89701

**Delivery Information**

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:30	12:00	13:00	16:30
Tuesday	08:30	12:00	13:00	16:30
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

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

Next Cancel

### If the shipping information is NOT CORRECT:



- You cannot continue with your order.
- Contact the Immunization Program to get the information updated.
- Click **Cancel**. You will be returned to the main **Vaccine Orders** screen.

## Place a new order

7. You will arrive on this screen, where you will enter your vaccine order.

First, to get a clear idea of which vaccines you need and how many, you can:

- View your clinic's most recent inventory reconciliation
- See your clinic's current inventory

## Place a new order

8. In the **Vaccine | Mfg | NDC | Brand | Packaging** field, begin typing any of the following about the vaccine you want to order:

- Vaccine type (e.g., DTaP)
- Manufacturer's code (e.g., MSD)
- NDC
- Brand or packaging (e.g., Gardasil)

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Submit To VFC Program Update Cancel

View Vaccine Inventory Reconciliation

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number Order Date Order Status 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 (\$)

Add to Order

There are no vaccines in this order

Total Doses Total Cost  
0 \$0.00

Delete Submit To VFC Program Update Cancel

As you begin typing, a list will appear below the field. This list contains matches for what you are typing and will change as you type, further narrowing results.

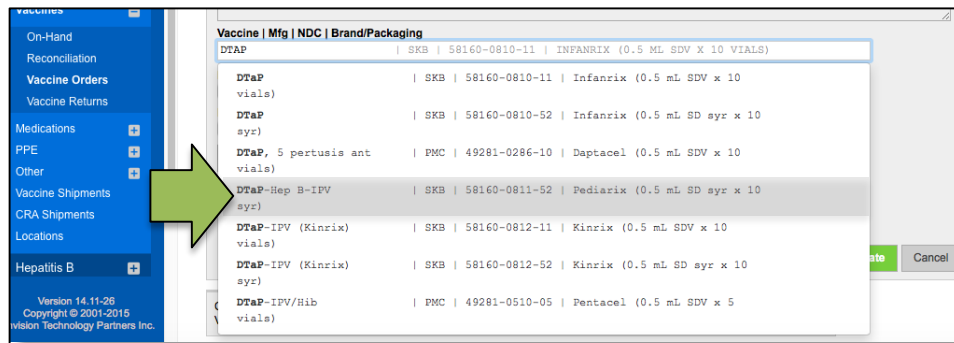
Vaccine | Mfg | NDC | Brand | Packaging

DTaP	SKB	58160-0810-11	INFANRIX (0.5 mL SDV X 10 VIALS)
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, 5 pertussis ant	PMC	49281-0286-10	Daptacel (0.5 mL SDV x 10
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10
DTaP-IPV (Kinrix)	SKB	58160-0812-11	Kinrix (0.5 mL SDV x 10
DTaP-IPV (Kinrix)	SKB	58160-0812-52	Kinrix (0.5 mL SD syr x 10
DTaP-IPV/Hib	PMC	49281-0510-05	Pentacel (0.5 mL SDV x 5

Cancel

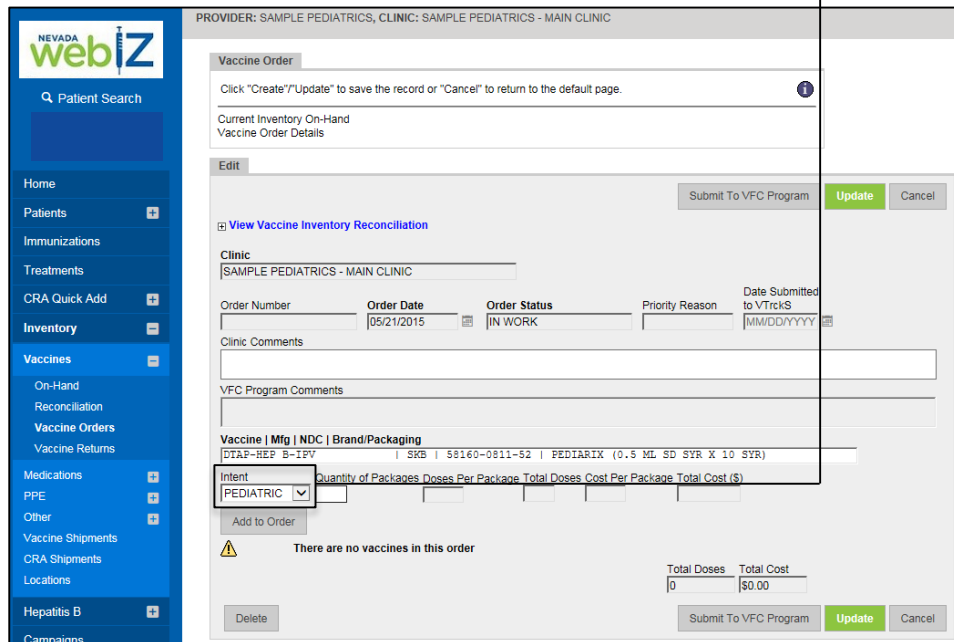
## Place a new order

- When you see the vaccine you want to order in that list, click on it. Double check to make sure it is the EXACT vaccine you want by confirming the vaccine type, manufacturer, NDC, and brand/packaging.



- The vaccine you selected will now appear in the **Vaccine|Mfg|NDC|Brand/Packaging** field.

Check the **Intent** field to make sure it is marked correctly.



## Place a new order

- Enter the number of PACKAGES you want to order in the **Quantity of Packages** field.

**Note:** You may be used to ordering number of DOSES, but here you order number of PACKAGES. To determine how many doses per package, look in the **Vaccine |Mfg|NDC|Brand/Packaging** field.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Submit To VFC Program Update Cancel

View Vaccine Inventory Reconciliation

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

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

MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

Vaccine	Mfg	NDC	Brand/Packaging
DTAP-HEP B-IPV	SKB	58160-0811-52	PEDIARIX (0.5 ML SD SYR X 10 SYR)

Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
3				

There are no vaccines in this order

Total Doses Total Cost

0 \$0.00

Delete Submit To VFC Program Update Cancel

Once you enter the number of packages and click out of the field, the following fields will automatically fill in:

- **Doses Per Package**
- **Total Doses**
- **Cost Per Package**
- **Total Cost(\$)**

Vaccine Returns

Medications PPE Other Vaccine Shipments CRA Shipments Locations Hepatitis B

Vaccine | Mfg | NDC | Brand/Packaging

DTAP-HEP B-IPV SKB 58160-0811-52 PEDIARIX (0.5 ML SD SYR X 10 SYR)

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

PEDIATRIC 3 10 30 52.10 1563.00

Add to Order

There are no vaccines in this order

Total Doses Total Cost

0 \$0.00

Delete Submit To VFC Program Update Cancel

## Place a new order

12. If all the information is correct, click **Add to Order**.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Submit To VFC Program Update Cancel

View Vaccine Inventory Reconciliation

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrckS
	05/21/2015	IN WORK		MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	3	10	30	52.10	1563.00

Add to Order

There are no vaccines in this order

Total Doses: 0 Total Cost: \$0.00

Delete Submit To VFC Program Update Cancel

If the information is not correct, clear the information in the **Vaccine | Mfg | NDC | Brand/Packaging** field and follow steps 8-11 again with the correct information.

## Place a new order

- This vaccine will be added to your order and details will display on the page. Click **Update** to save the information.

**Note:** When you save your information on this screen, you have NOT submitted your order yet. You can still add more vaccine to the order. Saving the information keeps it “safe” in the system so you don’t lose it, and allows you to continue working on your order later. To learn how to find an order you started and want to keep working on, see the **Search for an order** section on page 26.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

**Vaccine Order**

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

**Edit**

Submit To VFC Program **Update** Cancel

[View Vaccine Inventory Reconciliation](#)

**Clinic**  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number: [ ] Order Date: 05/21/2015 Order Status: IN WORK Priority Reason: [ ] Date Submitted to VTrackS: 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	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)	3	10	30	1563.00	VFC

Total Doses: 30 Total Cost: \$1563.00

Delete Submit To **Update** Cancel



## Place a new order

- To add more vaccines to your order, repeat steps 8 – 13 until you have added everything you want to order.

All vaccines in your order will appear in a list, and **Total Doses** and **Total Cost** for all vaccines combined will automatically fill in.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Submit To VFC Program Update Cancel

Record saved on 5/21/2015 at 12:18:09 PM.

View Vaccine Inventory Reconciliation

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number Order Date Order Status Priority Reason Date Submitted to VTrackS  
MM/DD/YYYY

Clinic Comments

VFC Program Comments

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

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED	2	10	20	1449.80	VFC
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)	PED	3	10	30	1563.00	VFC
Hep B, ped/adol	MSD	00006-4093-02	Recombivax HB (1mL SD syr x 10 syr)	PED	2	10	20	235.00	VFC
HPV (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL SDV x 10 vials)	PED	3	10	30	3358.80	VFC
MCV4P (MENACTRA)	PMC	49281-0589-05	Menactra (0.5 mL SDV x 5 vials)	PED	2	5	10	821.20	VFC
MMR	MSD	00006-4681-00	MMRII (0.5 mL SDV x 10 vials)	PED	4	10	40	773.20	VFC
Rotavirus (Rotateq)	MSD	00006-4047-20	Rotateq (25-pack SD 2 mL tubes)	PED	1	25	25	1538.25	VFC

Total Doses: 175  
Total Cost: \$9739.25

Record saved on 5/21/2015 at 12:18:09 PM.

Delete Submit To VFC Program Update Cancel

**If you make a mistake:** You cannot edit a vaccine that has been added to an order (e.g., change 2 packages of CPOX to 3). You must delete that vaccine from your order and add it again with the correct information.

## Place a new order

To delete a vaccine from your order, click the red “x” on the line for the vaccine you want to delete. It will immediately be removed from the list.

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED	2	10	20	2174.70	VFC
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)	PED	3	10	30	1563.00	VFC
Hep B, ped/adol	MSD	00006-4093-02	Recombivax HB (1mL SD syr x 10 syr)	PED	2	10	20	235.00	VFC
HPV (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL SDV x 10 vials)	PED	3	10	30	3358.80	VFC
MCV4P (MENACTRA)	PMC	49281-0589-05	Menactra (0.5 mL SDV x 5 vials)	PED	2	5	10	821.20	VFC

- Once you finish adding vaccines to your order, in the **Clinic Comments** field, enter any comments about the order that you would like the Immunization Program to see.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

**Vaccine Order**

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

**Edit** Submit to VFC Program Update Cancel

Record saved on 5/21/2015 at 12:35:05 PM.

**Clinic**  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number: [ ] Order Date: 05/21/2015 Order Status: IN WORK Priority Reason: [ ] Date Submitted to VTrckS: MM/DD/YYYY [ ]

**Clinic Comments**  
WE ARE REQUESTING EXTRA MMR THIS MONTH FOR A PLANNED MMR CLINIC.

**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
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED	3	10	30	2174.70	VFC
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)	PED	3	10	30	1563.00	VFC
Hep B, ped/adol	MSD	00006-4093-02	Recombivax HB (1mL SD syr x 10 syr)	PED	2	10	20	235.00	VFC
HPV (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL SDV x 10 vials)	PED	3	10	30	3358.80	VFC
MCV4P (MENACTRA)	PMC	49281-0589-05	Menactra (0.5 mL SDV x 5 vials)	PED	2	5	10	821.20	VFC
MMR	MSD	00006-4681-00	MMR/II (0.5 mL SDV x 10 vials)	PED	4	10	40	773.20	VFC
Rotavirus (Rotateq)	MSD	00006-4047-20	Rotateq (25-pack SD 2 mL tubes)	PED	1	25	25	1538.25	VFC

Total Doses: 185 Total Cost: \$10464.15

Record saved on 5/21/2015 at 12:35:05 PM.

Delete Submit to VFC Program Update Cancel

## Place a new order

- When your order is complete and you are ready to submit it, click **Submit to VFC Program**.

**Note:** Once you submit your order, you cannot make any changes to it within WebIZ. If you need an order changed, you must contact the Immunization Program and have them make the change for you.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Submit To VFC Program Update Cancel

Record saved on 5/21/2015 at 12:35:05 PM.

View Vaccine Inventory Reconciliation

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

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

MM/DD/YYYY

Clinic Comments  
WE ARE REQUESTING EXTRA MMR THIS MONTH FOR A PLANNED MMR CLINIC.

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED	3	10	30	2174.70	VFC
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)	PED	3	10	30	1563.00	VFC
Hep B, ped/adol	MSD	00006-4093-02	Recombivax HB (1mL SD syr x 10 syr)	PED	2	10	20	235.00	VFC
HPV (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL SDV x 10 vials)	PED	3	10	30	3358.80	VFC
MCV4P (MENACTRA)	PMC	49281-0589-05	Menactra (0.5 mL SDV x 5 vials)	PED	2	5	10	821.20	VFC
MMR	MSD	00006-4681-00	MMRII (0.5 mL SDV x 10 vials)	PED	4	10	40	773.20	VFC
Rotavirus (Rotateq)	MSD	00006-4047-20	Rotateq (25-pack SD 2 mL tubes)	PED	1	25	25	1538.25	VFC
								Total Doses	Total Cost
								185	\$10464.15

Record saved on 5/21/2015 at 12:35:05 PM.

Delete Submit To VFC Program Update Cancel

## Place a new order

17. After you submit your order, you will see the following changes to fields on the screen:
- **Record saved** date and time stamp will update to reflect when you submitted the order
  - **Order Status:** Changed from “In Work” to “Submitted for Approval”

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Record saved on 5/21/2015 at 1:27:03 PM.

View Vaccine Inventory Reconciliation

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number: 20150521123404  
Order Date: 05/21/2015  
Order Status: SUBMITTED FOR APPROVAL  
Priority Reason: [Empty]  
Date Submitted to VTrckS: MMDDYYYY

Clinic Comments  
WE ARE REQUESTING EXTRA MMR THIS MONTH FOR A PLANNED MMR CLINIC.

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent: [Dropdown]  
Quantity of Packages: [Input]  
Doses Per Package: [Input]  
Total Doses: [Input]  
Cost Per Package: [Input]  
Total Cost (\$): [Input]

Add to Order

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED	3	10	30	2174.70	VFC
DTaP-Hep B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)	PED	3	10	30	1563.00	VFC
Hep B, ped/adol	MSD	00006-4093-02	Recombivax HB (1mL SD syr x 10 syr)	PED	2	10	20	235.00	VFC
HPV (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL SDV x 10 vials)	PED	3	10	30	3358.80	VFC
MCV4P (MENACTRA)	PMC	49281-0589-05	Menactra (0.5 mL SDV x 5 vials)	PED	2	5	10	821.20	VFC
MMR	MSD	00006-4681-00	MMRii (0.5 mL SDV x 10 vials)	PED	4	10	40	773.20	VFC
Rotavirus (Rotateq)	MSD	00006-4047-20	Rotateq (25-pack SD 2 mL tubes)	PED	1	25	25	1538.25	VFC
					Total Doses	Total Cost			
					185	\$10464.15			

Record saved on 5/21/2015 at 1:27:03 PM.

To print a copy of your submitted order, click **Vaccine Order Details**.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit

Record saved on 5/21/2015 at 1:27:03 PM.

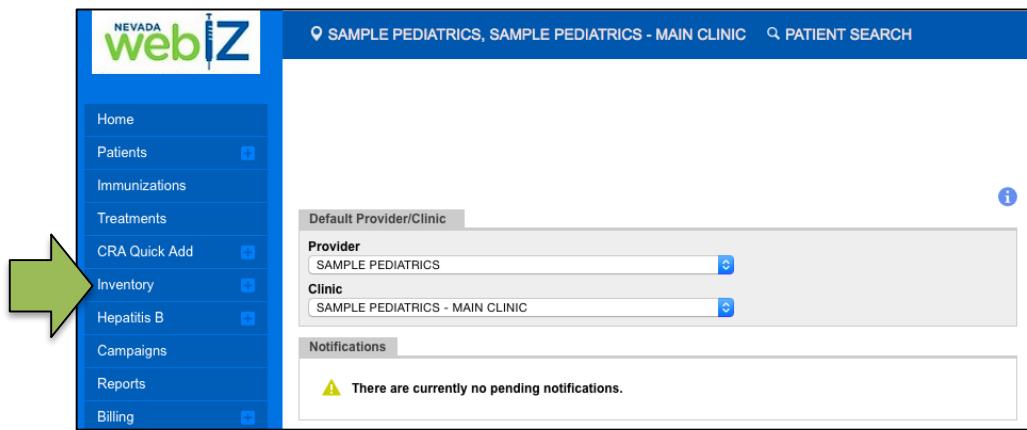
View Vaccine Inventory Reconciliation

4

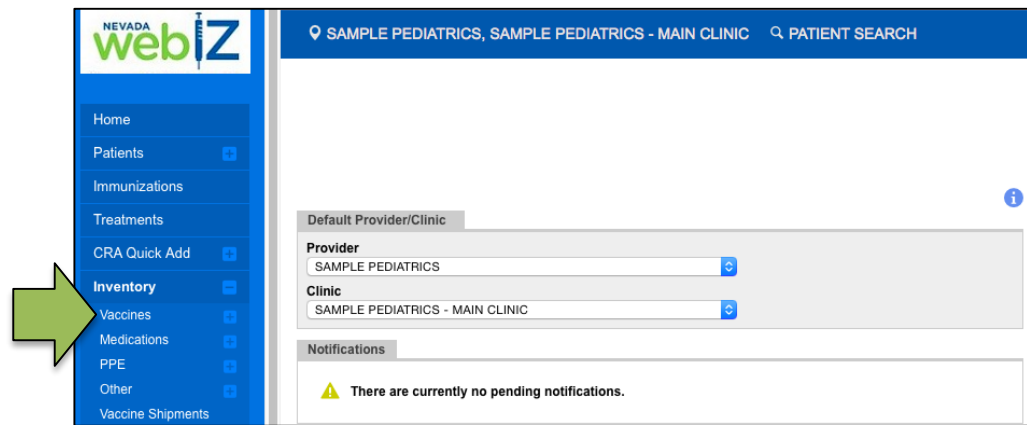
## Receive a shipment into inventory

When the vaccines your office ordered arrive, you must receive them into your inventory through WebIZ. This adds them to your on-hand inventory in the system and allows you to manage them along with your other vaccines. Please do NOT manually add publicly purchased vaccine(s) you’ve ordered through WebIZ to your on-hand inventory – use the **Receive Shipment** function explained in this section.

1. From the WebIZ home screen, click **Inventory**.

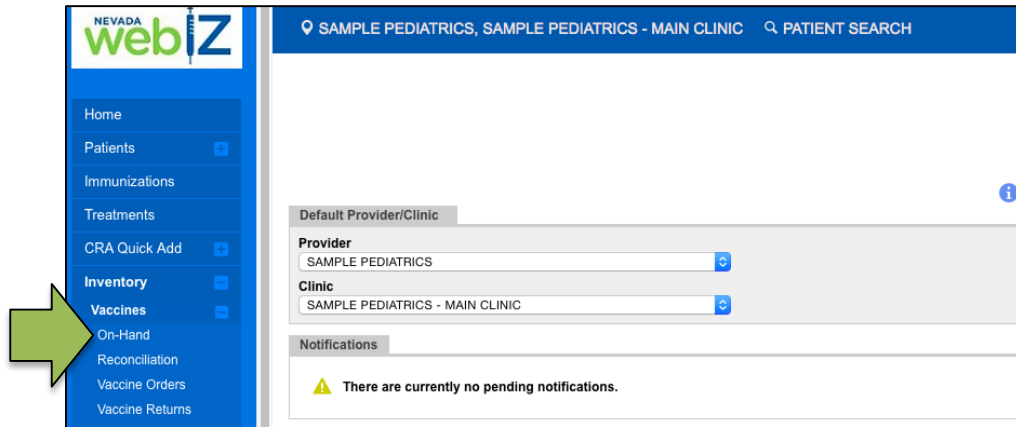


2. The menu will expand. Click **Vaccines**.

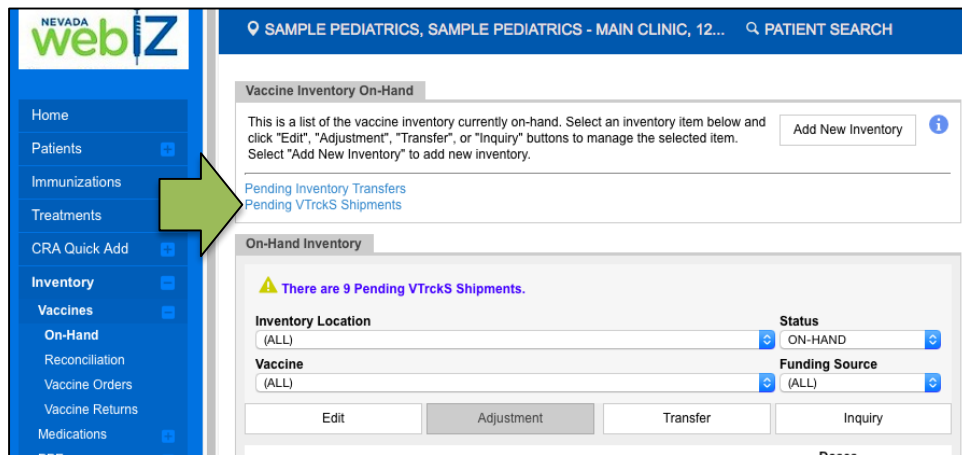


## Receive a shipment into inventory

3. The menu will expand. Click **On-Hand**.



4. Click **Pending VTrckS Shipments**.



## Receive a shipment into inventory

- WebIZ will display a list of all of your pending VTrckS shipments. Find the vaccine(s) you are receiving into inventory from the list.

**Note:** Each vaccine will display on a separate line, even when you've ordered and received them together in one shipment. You must individually receive each vaccine line item into your inventory.

You can view the details of a vaccine line item here.

The screenshot shows the 'Pending VTrckS Shipments' section in the WebIZ application. A table lists several shipment line items with columns for Order ID / Line Number, Date Shipped, Vaccine, NDC, Lot Number, and Quantity Shipped. Each row includes 'Details', 'Receive', and 'Dismiss' buttons. A callout box points to the 'Details' button for the first row.

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	Actions
SAMPLE PEDIATRICS - MAIN CLINIC - 1234						
20150820123401 / 1	08/20/2015	CPOX (Varicella)	00006-4827-00	ABC345	200	Details 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 ?

## Receive a shipment into inventory

6. To add the vaccine(s) to your inventory, click **Receive**.

Pending VTrackS 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.

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	Details	Receive	Dismiss	?
SAMPLE PEDIATRICS - MAIN CLINIC - 1234									
20150820123401 / 1	08/20/2015	CPOX (Varicella)	00006-4827-00	ABC345	200	Details	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	?

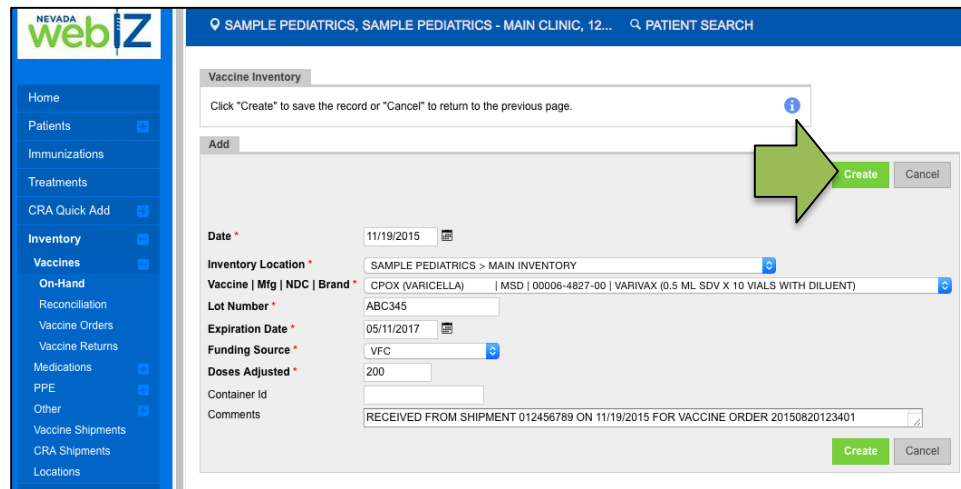
**Note:** You would only use the **Dismiss** button under very limited circumstances. For example, if you accidentally already manually entered the vaccine into your on-hand inventory. In this case, if you use the **Receive** function on this page, the vaccine will be added to your inventory twice, incorrectly reflecting that you have double the inventory of that vaccine than you actually do. Please always use the **Receive** function rather than manually entering your new publicly funded vaccine inventory.



## Receive a shipment into inventory

7. Confirm the information on the screen against the vaccine you're receiving. Make sure the date shown is the date the vaccine was physically added to your inventory. You can update any of the fields on this page to accurately reflect the vaccine you're receiving.

Click **Create**.



The screenshot shows the 'Vaccine Inventory' form in the NEVADA webIZ system. The form includes the following fields and values:

- Date \***: 11/19/2015
- Inventory Location \***: SAMPLE PEDIATRICS > MAIN INVENTORY
- Vaccine | Mfg | NDC | Brand \***: CPOX (VARICELLA) | MSD | 00006-4827-00 | VARIVAX (0.5 ML SDV X 10 VIALS WITH DILUENT)
- Lot Number \***: ABC345
- Expiration Date \***: 05/11/2017
- Funding Source \***: VFC
- Doses Adjusted \***: 200
- Container Id**: (empty)
- Comments**: RECEIVED FROM SHIPMENT 012456789 ON 11/19/2015 FOR VACCINE ORDER 20150820123401

At the bottom right of the form, there are two buttons: **Create** (highlighted with a green arrow) and **Cancel**.

## Receive a shipment into inventory

WebIZ will check the vaccine you're adding against vaccines already in your inventory to avoid creating two separate entries for the same vaccine. If it finds a potential duplicate, you will be prompted with this screen.

If the vaccine you're receiving matches **ALL** of the following criteria for the vaccine already in your inventory, click **Add to this Inventory Line Item**:

- NDC
- Lot Number
- Expiration Date

If the vaccine you're receiving does **NOT** match all three criteria, click **Proceed with Create**.

**Possible Duplicates**

The following Inventory items have been found with similar criteria. If any of the following record(s) are the inventory item you are trying to create, select the item below.

Vaccine	Mfg	NDC	Lot No	Exp Date	Fund Src	Doses On-Hand	Match Confidence	
CPOX (Varicella) (Varivax (0.5 mL SDV x 10 vials with diluent))	MSD	00006-4827-00	QQ20	05/15/2016	VFC	26	79%	Add to this Inventory Line Item

## Receive a shipment into inventory

- After you've added the new vaccine to your inventory, you will be taken back to the page showing your pending VTrckS shipments. You should no longer see the vaccine you just added, but should see any other vaccine shipments you haven't yet received into your inventory.

If you have more vaccine(s) in your shipment that you need to add, repeat steps 6-7.

To confirm that your newly added vaccine(s) are showing in your on-hand inventory, click **On-Hand**.

The screenshot shows 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, Reconciliation, Vaccine Orders, Vaccine Returns, Medications, PPE, Other, Vaccine Shipments, CRA Shipments, Locations, Hepatitis B, and Campaigns. A green arrow points to the 'On-Hand' option. The main content area is titled 'SAMPLE PEDIATRICS, SAMPLE PEDIATRICS - MAIN CLINIC, 12...' and contains a 'Pending VTrckS Shipments' section. Below this is a table with columns: Order ID / Line Number, Date Shipped, Vaccine, NDC, Lot Number, and Quantity Shipped. The table lists several pending shipments with 'Details', 'Receive', and 'Dismiss' buttons for each row.

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

## Receive a shipment into inventory

- You'll see a list of your entire on-hand inventory. Look for the vaccine(s) you just added.

**On-Hand Inventory**

⚠️ There are 8 Pending VTrckS Shipments.

Inventory Location: (ALL) | Status: ON-HAND

Vaccine: (ALL) | Funding Source: (ALL)

Buttons: Edit, Adjustment, Transfer, Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
<b>MAIN INVENTORY - 1234 (Aggregate Reporter)</b>							
<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	?

Buttons: Edit, Adjustment, Transfer, Inquiry

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## Search for an order

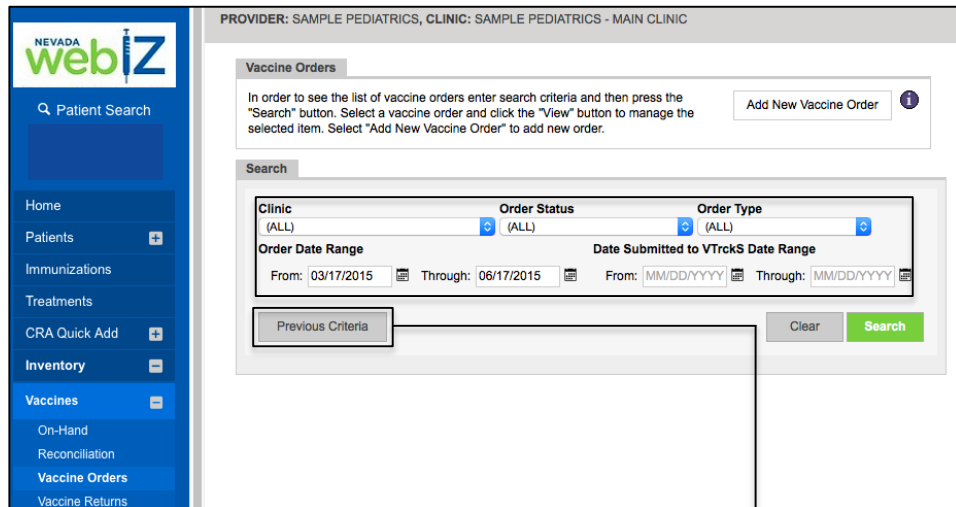
You can look up orders you have already submitted and orders you have started but not yet submitted. Some reasons you might want to look up an order include:

- Check order status
- Complete, edit, and/or submit an order you have been working on
- See comments about the order from the Immunization Program
- View or print order details

From the **Vaccine Order** screen, you can search for an order by one or more of the following:

- **Clinic**
- **Order Status** (e.g., if you want to see a list of your orders that have been approved by the Immunization Program)
- **Order Type**
- **Order Date Range**
- **Date Range the VFC Program submitted it to VTckS**

**Note:** *The more criteria you enter in your search, the narrower your results will be. This may be most useful if you handle a large volume of orders for multiple clinics. If not, you will likely find what you need by searching from one field (e.g., Clinic).*



You can also search using criteria from your last search.

## Search for an order

1. Click on the drop-down menu(s) for the field(s) you want to use in your search, and select the search criteria you want.

*To edit and/or complete an order you have been working on and saved, select **In Work** from the **Order Status** field.*

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Orders

In order to see the list of vaccine orders enter search criteria and then press the "Search" button. Select a vaccine order and click the "View" button to manage the selected item. Select "Add New Vaccine Order" to add new order.

Search

Clinic: SAMPLE PEDIATRICS - MAIN CLINIC

Order Status: (ALL) IN WORK REJECTED APPROVED SUBMITTED FOR APPROVAL

Order Type: (ALL)

TrckS Date Range: YYYY Through: MM/DD/YYYY

From: 03/17/2015 Through: 06/17/2015

Buttons: Previous Criteria, Clear, Search

2. Once you have filled in the field(s) you want to use in your search, or clicked **Previous Criteria** and had the fields auto filled, click **Search**.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Orders

In order to see the list of vaccine orders enter search criteria and then press the "Search" button. Select a vaccine order and click the "View" button to manage the selected item. Select "Add New Vaccine Order" to add new order.

Search

Clinic: SAMPLE PEDIATRICS - MAIN CLINIC

Order Status: (ALL)

Order Type: (ALL)

Date Submitted to VTrckS Date Range: MM/DD/YYYY Through: MM/DD/YYYY

From: 03/17/2015 Through: 06/17/2015

Buttons: Previous Criteria, Search

## Search for an order

3. Your search results will display. This is a list of all the orders that match your search criteria. At a glance you can see the following information for each order:

- **Order Number**
- **Order Date:** Shows the date the order was created
- **Order Status:** Shows if the order is In Work, Submitted for Approval, Approved, or Rejected
- **Order Type:** Shows if the order is Influenza, Priority, or Unavailable Vaccines; Normal orders will not list anything in this column
- **Date Submitted to VTrckS:** Shows the date the Immunization Program sent your order to the CDC; if they have not sent it yet, this column will be blank

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Orders

In order to see the list of vaccine orders enter search criteria and then press the "Search" button. Select a vaccine order and click the "View" button to manage the selected item. Select "Add New Vaccine Order" to add new order.

Search

Clinic: SAMPLE PEDIATRICS - MAIN CLINIC Order Status: (ALL) Order Type: (ALL)

Order Date Range: From: 03/17/2015 Through: 06/17/2015 Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
SAMPLE PEDIATRICS - MAIN CLINIC					
20150521123404	05/21/2015	APPROVED			<a href="#">View</a>
20150521123405	05/21/2015	SUBMITTED FOR APPROVAL			<a href="#">View</a>
20150521123406	05/21/2015	REJECTED			<a href="#">View</a>
20150521123407	05/21/2015	SUBMITTED FOR APPROVAL			<a href="#">View</a>
20150518123401	05/18/2015	IN WORK	INFLUENZA		<a href="#">View</a>
20150515123401	05/15/2015	APPROVED			<a href="#">View</a>

To view details for an order, click **View**.

To print details for an order, click the printer icon.

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
20150521123404	05/21/2015	APPROVED			<a href="#">View</a>
20150521123405	05/21/2015	SUBMITTED FOR APPROVAL			<a href="#">View</a>
20150521123406	05/21/2015	REJECTED			<a href="#">View</a>
20150521123407	05/21/2015	SUBMITTED FOR APPROVAL			<a href="#">View</a>
20150518123401	05/18/2015	IN WORK	INFLUENZA		<a href="#">View</a>
20150515123401	05/15/2015	APPROVED			<a href="#">View</a>

## Search for an order

- After you click **View**, the details of the order will display.

**For orders you have already submitted:** You can see which vaccines are in your order and any comments the Immunization Program has attached to the order.

**Note:** Please check the **VFC Program Comments** field for your orders. This is where the program will share information about any changes they may have made to the order, as well as other information you may need to know.

PROVIDER: SAMPLE PEDIATRICS, CLINIC: SAMPLE PEDIATRICS - MAIN CLINIC

Vaccine Order

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Order Details

Edit Cancel

[View Vaccine Inventory Reconciliation](#)

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrckS
20150521123404	05/21/2015	APPROVED		MM/DD/YYYY

Clinic Comments  
WE ARE REQUESTING EXTRA MMR THIS MONTH FOR A PLANNED MMR CLINIC.

VFC Program Comments  
WE REMOVED PEDIARIX FROM YOUR ORDER BECAUSE YOU SHOW A 3-MONTH SUPPLY ON YOUR LAST RECONCILIATION.

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	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED 3	10	30	2174.70	VFC
Hep B, ped/adol	MSD	00006-4093-02	Recombivax HB (1mL SD syr x 10 syr)	PED 2	10	20	235.00	VFC
HPV (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL SDV x 10 vials)	PED 3	10	30	3358.80	VFC
MCV4P (MENACTRA)	PMC	49281-0589-05	Menactra (0.5 mL SDV x 5 vials)	PED 2	5	10	821.20	VFC
MMR	MSD	00006-4681-00	MMR/II (0.5 mL SDV x 10 vials)	PED 4	10	40	773.20	VFC
Rotavirus (Rotateq)	MSD	00006-4047-20	Rotateq (25-pack SD 2 mL tubes)	PED 1	25	25	1538.25	VFC
				Total Doses	Total Cost			
				155	\$8901.15			

Cancel



## Search for an order

For orders you have not submitted, you can:

- Add comments for the Immunization Program
  - Add vaccines to your order
  - Remove vaccines from your order
  - Submit your order
- (For instructions, see **Place a new order** on page 4)

The screenshot displays the 'View Vaccine Inventory Reconciliation' page. It includes a sidebar with navigation options like 'Patient Search', 'Home', 'Patients', 'Immunizations', 'Treatments', 'CRA Quick Add', 'Inventory', 'Vaccines', 'On-Hand', 'Reconciliation', 'Vaccine Orders', 'Vaccine Returns', 'Medications', 'PPE', 'Other', 'Vaccine Shipments', 'CRA Shipments', 'Locations', and 'Hereditary R'. The main content area shows order details for 'SAMPLE PEDIATRICS - MAIN CLINIC' with fields for Order Number (20150625123402), Order Date (06/25/2015), Order Status (IN WORK), and Date Submitted to VTrckS. Below this is a table of vaccine items:

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	PED	2	10	20	1449.80	VFC
Hep B, ped/adol	MSD	00006-4093-09	Recombivax HB (0.5 mL SD syr x 6 syr)	PED	3	6	18	207.00	VFC
PCV-13 (Pevnar 13)	PFR	00005-1971-02	Pevnar 13 (0.5 mL SD syr x 10 syr)	PED	1	10	10	1020.30	VFC
Tdap	SKB	58160-0842-52	Boostrix (0.5 mL SD syr x 10 syr)	PED	2	10	20	608.20	VFC

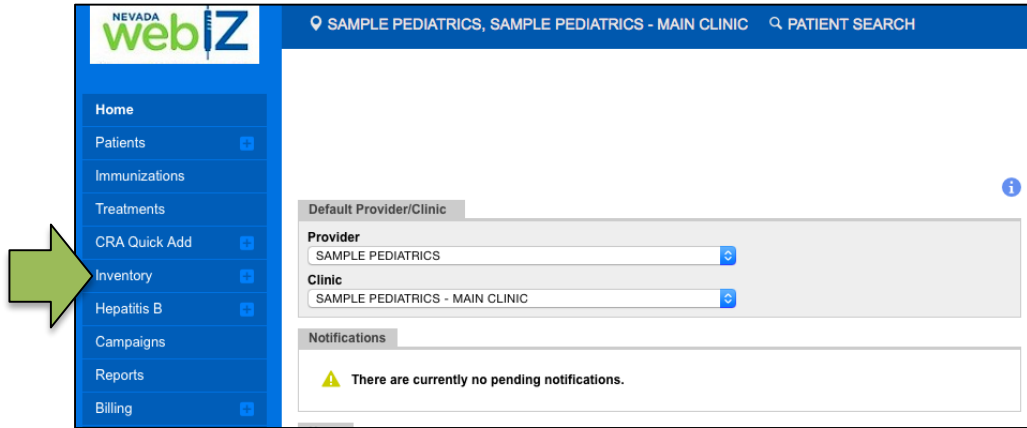
Summary statistics at the bottom of the table: Total Doses: 68, Total Cost: \$3285.30. The interface also includes buttons for 'Delete', 'Submit To VFC Program', 'Update', and 'Cancel'.

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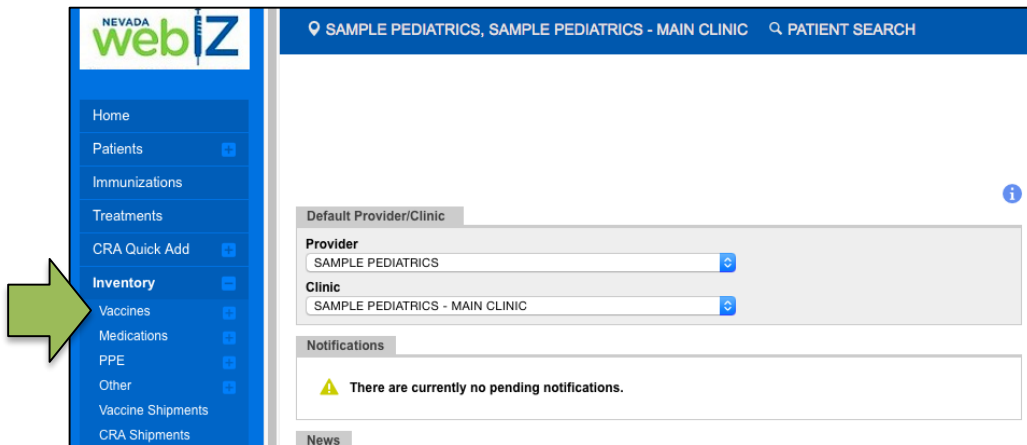
## Go to the *Vaccine Returns* screen

To create a new return or search for existing returns

1. From the WebIZ home screen, click **Inventory**.

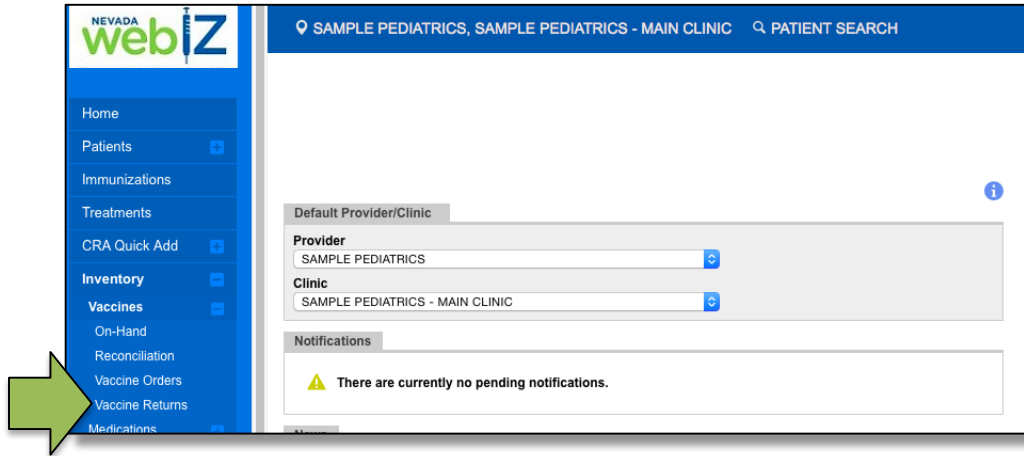


2. The menu below **Inventory** will expand. Click **Vaccines**.



## Go to the *Vaccine Returns* screen

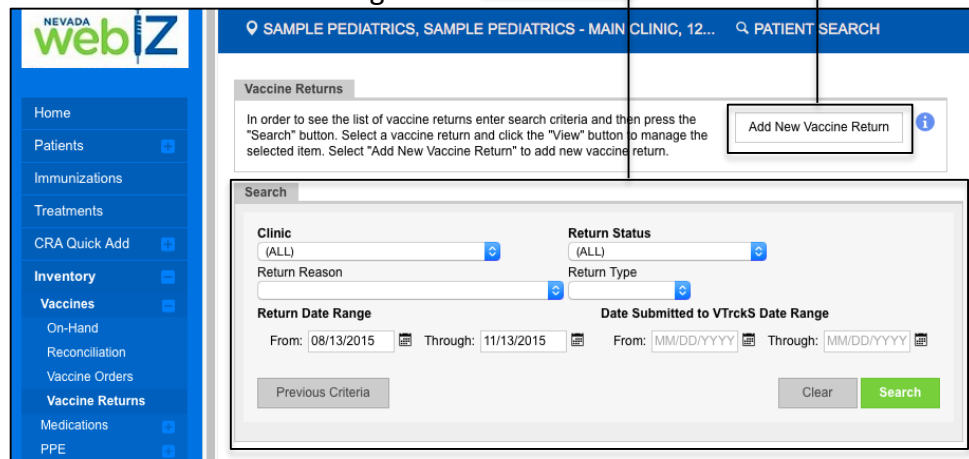
3. The menu below *Vaccines* will expand. Click *Vaccine Returns*.



You are now on the *Vaccine Returns* screen.

From this screen, you can:

- Create a new return
- Search for an existing return



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## Return vaccine

There are times when publicly purchased vaccine in your clinic is no longer usable – for example, when it has expired or spoiled. In these cases, you will return the vaccine and document that return in WebIZ. This ensures the vaccines are accounted for and removed from your clinic’s inventory.

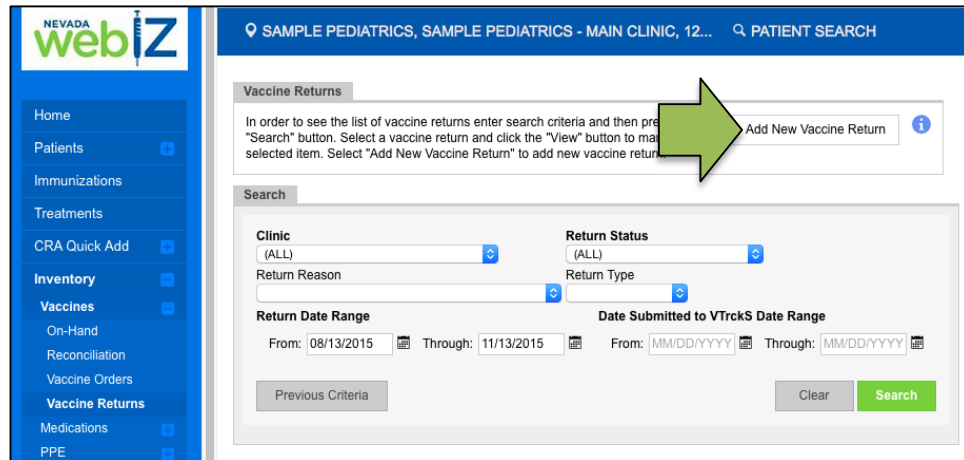
It is very important to know what should be returned and documented in WebIZ as a return, and what should be documented as wasted vaccine and properly disposed of. The chart below shows which vaccines you can and cannot return.

Return:	NEVER return:
<ul style="list-style-type: none"> <li>✓ Vaccine in its original vial</li> <li>✓ Unused pre-filled syringes from manufacturers with an NDC printed on them</li> </ul>	<ul style="list-style-type: none"> <li>X Syringes that were filled but not used</li> <li>X Used syringes with or without needles attached to them</li> <li>X Broken vials</li> <li>X Multi-dose vial from which any doses have been withdrawn</li> </ul>

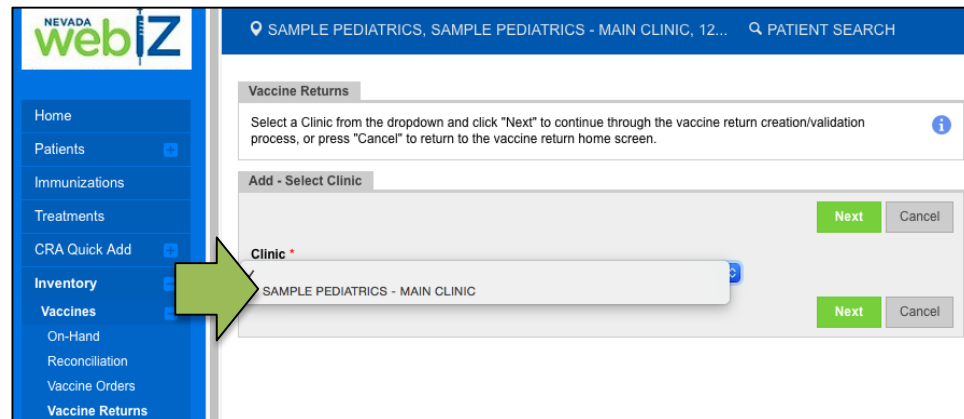
This section provides instructions for how to return vaccines and process the return in WebIZ. For instructions on wasted vaccines, see the training manual, ***Inventory Management and Reconciliation Guide***.

## Return vaccine

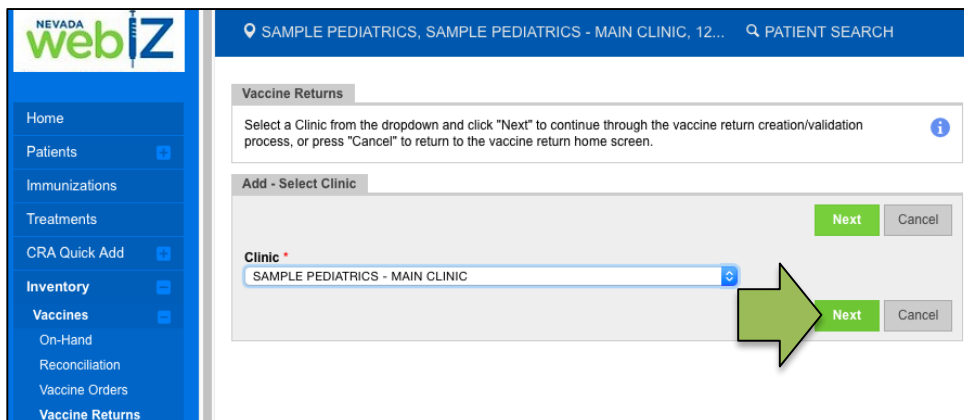
1. From the **Vaccine Returns** screen, click **Add New Vaccine Return**.



2. Select your clinic from the drop-down menu.



3. Click **Next**.



## Return vaccine

- You will arrive at a screen with your clinic's shipping information. Review all the information to make sure it is correct.

**NEVADA webIZ**

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

Add Vaccine Return Creation Process

Review the Clinic Shipping Information and certify that it is correct. Then select "Next".

Add - Verify Clinic Shipping Information

Next Cancel

**Clinic:** SAMPLE PEDIATRICS - MAIN CLINIC

**Primary Shipping Contact**

**Name:** MARY SMITH  
**Phone:** 999-999-9999  
**Fax:**  
**Email:** MARY.SMITH@SAMPLE.COM

**Shipping Address**

1234 GRANT RD  
 CARSON CITY, NV 89701

**Delivery Information**

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:30	12:00	13:00	16:30
Tuesday	08:30	12:00	13:00	16:30
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Special Instructions:** NO SPECIAL INSTRUCTIONS

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

Next Cancel

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## Return vaccine

- If it's correct, check the box to confirm and click **Next**. If it is not correct, please contact the Immunization Program to get it updated.

Review the Clinic Shipping Information and certify that it is correct. Then select "Next".

**Add - Verify Clinic Shipping Information** Next Cancel

**Clinic:** SAMPLE PEDIATRICS - MAIN CLINIC

**Primary Shipping Contact**

**Name:** MARY SMITH  
**Phone:** 999-999-9999  
**Fax:**  
**Email:** MARY.SMITH@SAMPLE.COM

**Shipping Address**

1234 GRANT RD  
 CARSON CITY, NV 89701

**Delivery Information**

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:30	12:00	13:00	16:30
Tuesday	08:30	12:00	13:00	16:30
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Special Instructions:** NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct.  Next Cancel

## Return vaccine

6. You will arrive on this screen, where you will enter your vaccine return.

7. Choose the type of return from the Return Type drop-down menu.



## Return vaccine

- Choose the reason for your return from the Return Reason drop-down menu.

The screenshot shows the 'Vaccine Returns' form in the Nevada webIZ system. The form is for 'SAMPLE PEDIATRICS - MAIN CLINIC'. The 'Return Number' is R11132015123400 and the 'Return Status' is 'IN WORK'. The 'Return Reason' dropdown menu is open, displaying a list of reasons for return. A green arrow points to the 'Return Reason' dropdown menu.

- Enter the number of shipping labels you'll need to return your vaccine(s).

The screenshot shows the 'Vaccine Returns' form in the Nevada webIZ system. The 'Number of Shipping Labels' field is highlighted with a red box and contains the value '1'. The 'Return Reason' dropdown menu is set to 'SPOILED' and the 'Label Shipping Method' is 'EMAILED TO PROVIDER EMAIL STORED IN VTRCKS'.

## Return vaccine

- Choose how you would like to receive your shipping label from the **Label Shipping Method** drop-down menu.

Note: You can have the shipping label sent by email. Make sure the correct email address is listed in WebiZ (you should have done this in step 7).

The screenshot shows the 'Vaccine Returns' form in the Nevada WebiZ system. The form includes fields for Clinic, Return Number, Return Status, Return Type, Return Reason, Date Submitted to VTrckS, Return Created Date, Number of Shipping, and Clinic Comments. A green arrow points to the 'Label Shipping Method' dropdown menu, which is currently set to 'EMAILED TO PROVIDER EMAIL STORED IN VTRCKS MAIL TO PROVIDER SHIPPING ADDRESS PROVIDER AND DISTRIBUTOR WILL COORDINATE'. The form also has 'Update' and 'Cancel' buttons.

- In the Clinic Comments field, enter any comments about your return that you would like the Immunization Program to see.

The screenshot shows the 'Vaccine Returns' form in the Nevada WebiZ system. The form includes fields for Clinic, Return Number, Return Status, Return Type, Return Reason, Date Submitted to VTrckS, Return Created Date, Number of Shipping Labels, Label Shipping Method, and Clinic Comments. A green arrow points to the 'Clinic Comments' field, which contains the text 'SEVERAL DOSES WERE ACCIDENTALLY LEFT OUT'. The form also has 'Update' and 'Cancel' buttons.

## Return vaccine

12. In the **Vaccine | Mfg | NDC | Brand | Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining** field, begin typing any of the following about the vaccine you want to return:

- Vaccine type (e.g., CPOX)
- Manufacturer's code
- NDC
- Brand or packaging
- Funding source
- Lot number
- Expiration date
- Doses remaining

The screenshot shows the 'Vaccine Returns' form in the Nevada webIZ system. The form includes the following fields and options:

- Clinic:** SAMPLE PEDIATRICS - MAIN CLINIC
- Return Number:** R11252015123400
- Return Status:** IN WORK
- Return Type:** RETURN ONLY
- Return Reason:** SPOILED
- Return Created Date:** 11/25/2015
- Number of Shipping Labels:** 1
- Label Shipping Method:** EMAILED TO PROVIDER EMAIL STORED IN VTRCKS
- Date Submitted to VTrckS:** MM/DD/YYYY
- Clinic Comments:** SEVERAL DOSES WERE ACCIDENTALLY LEFT OUT
- VFC Program Comments:**
- Search Bar:** Vaccine | Mfg | NDC | Brand | Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining. Below the search bar, it says 'BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE'.
- Vaccines To Return:** There are no vaccines returned in this order.

As you begin typing, a list will appear below the field. This list contains matches for what you are typing and will change as you type, further narrowing results.

The screenshot shows the search results for the search criteria 'CPOX (Varicella) | MSD | 00006-4827-00 | Varivax (0.5 mL SDV x 10 vials with diluent) | VFC | QQ20 | 05/15/2016 | 28'. The results are displayed in a table format:

Vaccine   Mfg   NDC   Brand   Packaging   Funding Source   Lot Number   Expiration Date   Doses Remaining
CPOX (Varicella)   MSD   00006-4827-00   Varivax (0.5 mL SDV x 10 vials with diluent)   VFC   QQ20   05/15/2016   28
CPOX (Varicella)   MSD   00006-4827-00   Varivax (0.5 mL SDV x 10 vials with diluent)   VFC   QQ20   05/15/2016   28

Below the table, it says 'There are no vaccines returned in this order'.

## Return vaccine

- When you see the vaccine you want to return, click on it. Double check to make sure it is the EXACT vaccine you want to return by confirming all the details on the line item (lot number, expiration date, etc.).

**Note:** Make sure that the vaccine(s) you're returning show a funding source that is public (VFC, 317, or state-funded).

The vaccine you selected will now appear in the **Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining** field.

- Enter the number of doses you are returning.

## Return vaccine

15. If all the return information is correct, click **Add Return**.

The screenshot shows the 'Vaccine Returns' form in the Nevada webZ system. The form is titled 'Vaccine Returns' and includes a header with the Nevada webZ logo and a search bar. The main content area contains the following fields and options:

- Clinic:** SAMPLE PEDIATRICS - MAIN CLINIC
- Return Number:** R11132015123400
- Return Status:** IN WORK
- Return Type:** RETURN ONLY
- Return Reason:** SPOILED
- Date Submitted to VTrackS:** MM/DD/YYYY
- Return Created Date:** 11/13/2015
- Number of Shipping Labels:** 1
- Label Shipping Method:** EMAILED TO PROVIDER EMAIL STORED IN VTRACKS
- Description:** SEVERAL DOSES WERE ACCIDENTALLY LEFT OUT

At the bottom of the form, there is a table with the following columns: Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining. The table contains one row of data: CPOX (VARICELLA) | MSD | 00006-4827-00 | VARIVAX (0.5 ML SDV X 10 VIALS WITH DILUENT) | VFC | QG20 | 05/15/2016 | 28 | 2. A green arrow points to the 'Add Return' button next to the table. Below the table, there is a warning message: 'There are no vaccines returned in this order'. The form also includes 'Update' and 'Cancel' buttons at the top right and bottom right.

If the vaccine information is not correct, clear the information in the **Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining** field and follow steps 15-17 again with the correct information.

## Return vaccine

16. The vaccine will be added to your return and the details will display on the page. Click **Update** to save the information.

**Note:** When you save your information on this screen, you have NOT submitted your return yet. You can still add more vaccine to the return. Saving the information keeps it “safe” in the system so you don’t lose it.

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Return Details

Submit To VFC Program **Update** Cancel

Clinic: SAMPLE PEDIATRICS - MAIN CLINIC

Return Number: R11132015123400  
Return Status: IN WORK  
Return Type: RETURN ONLY  
Return Reason: SPOILED  
Date Submitted to VTrckS: MM/DD/YYYY

Return Created Date: 11/13/2015  
Number of Shipping Labels: 1  
Label Shipping Method: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS

Clinic Comments: SEVERAL DOSES WERE ACCIDENTALLY LEFT OUT

VFC Program Comments:

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	VFC	Q020	05/15/2016	28	2

Delete **Update** Cancel

To add more vaccines to your return, repeat steps 15-19 until you have added all the vaccines you want to return.

**Note:** If you are returning more than one vaccine at once, they must be the SAME return type and return reason. If the return type and/or reason are different, you must process them as separate returns in WebIZ.

**If you make a mistake:** You cannot edit a vaccine that has been added to a return (e.g., change 2 doses returned to 3). You must delete that vaccine from your return and add it again with the correct information.

**To delete a vaccine from your return,** click the red “x” on the line for the vaccine. It will immediately be removed from the return list.

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	VFC	Q020	05/15/2016	28	2

## Return vaccine

17. When your return is complete and you are ready to submit it, click **Submit to VFC Program**.

The screenshot shows the 'Vaccine Return Details' form in the webIZ system. The form includes fields for Clinic, Return Number, Return Status, Return Type, Return Reason, Date Submitted to VTrackS, Return Created Date, Number of Shipping Labels, Label Shipping Method, and Description. A table titled 'Vaccines To Return' lists the vaccine details. The 'Submit to VFC Program' button is highlighted with a green arrow.

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	VFC	QQ20	05/15/2016	28	2

Your return has now been submitted to the Immunization Program for approval. The vaccine(s) will immediately be removed from your on-hand inventory.

If you opted to receive the return-shipping label by email, you will receive an email **from UPS** with a shipping label you can print and attach to the box containing the vaccine(s) you are returning.

To check the status of your return – for example, to see if the Immunization Program has approved it – follow the steps in the next section, **Search for a return**.

8

## Search for a return

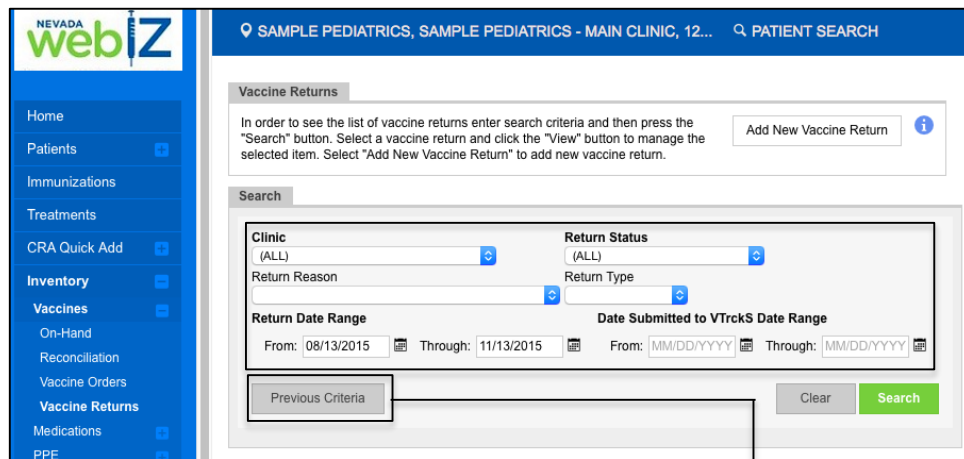
You can look up returns you have already submitted and returns you have started but not yet submitted. Some reasons you might want to look up a return include:

- Check return status
- Complete, edit, and or submit a return you have been working on
- See comments about the return from the Immunization Program
- View or print return details

From the **Vaccine Return** screen, you can search for a return by one or more of the following:

- **Clinic**
- **Return Status**
- **Return Reason**
- **Return Type**
- **Return Date Range**
- **Date Range the VFC Program submitted it to VTrckS**

**Note:** *The more criteria you enter in your search, the narrower your results will be. This may be most useful if you handle a large volume of orders/returns for multiple clinics. If not, you will likely find what you need by searching from one field (e.g., Clinic).*



You can also search using criteria from your last search.



## Search for a return

1. Click on the drop-down menu(s) for the field(s) you want to use in your search, and select the search criteria you want.

*To edit and/or complete a return you have been working on and saved, select **In Work** from the **Return Status** field.*

The screenshot shows the 'Vaccine Returns' search interface. The 'Return Status' dropdown menu is open, displaying the following options: (ALL), APPROVED, IN WORK, REJECTED, and SUBMITTED FOR APPROVAL. A green arrow points to the 'IN WORK' option. Other search criteria include 'Clinic' (SAMPLE PEDIATRICS - MAIN CLINIC), 'Return Reason' (SPOILED), and 'Return Date Range' (From: 08/13/2015 Through: 11/13/2015). A 'Search' button is visible at the bottom right of the search form.

2. Once you have filled in the field(s) you want to use in your search, or clicked **Previous Criteria** and had the field auto filled, click **Search**.

The screenshot shows the 'Vaccine Returns' search interface with the search criteria filled in. The 'Return Status' dropdown menu is now closed and shows '(ALL)'. The 'Return Reason' dropdown menu is open and shows 'SPOILED'. The 'Return Type' dropdown menu is also open. A green arrow points to the 'Search' button at the bottom right of the search form.

## Search for a return

3. Your search results will display. This is a list of the returns that match your search criteria. At a glance you can see the following information for a return:
- **Return Number**
  - **Return Date:** Shows the date the return was created
  - **Return Status:** Shows if the return is In Work, Submitted for Approval, Approved, or Rejected
  - **Return Type:** Shows if the return is Return Only or Replacement
  - **Return Reason:** Shows the reason selected for the return
  - **Date Submitted to VTrckS:** Shows the date the Immunization Program sent your return to the CDC; if they have not sent it yet, this column will be blank

Vaccine Returns

In order to see the list of vaccine returns enter search criteria and then press the "Search" button. Select a vaccine return and click the "View" button to manage the selected item. Select "Add New Vaccine Return" to add new vaccine return.

Search

Clinic: SAMPLE PEDIATRICS - MAIN CLINIC | Return Status: (ALL)

Return Reason: SPOILED | Return Type: [dropdown]

Return Date Range: From: 08/13/2015 Through: 11/13/2015 | Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Buttons: Previous Criteria, Clear, Search

Return Number	Return Date	Return Status	Return Type	Return Reason	Date Submitted to VTrckS	Return Detail
SAMPLE PEDIATRICS - MAIN CLINIC - 1234						
R11132015123400	11/13/2015	SUBMITTED FOR APPROVAL	RETURN ONLY	SPOILED		[Printer Icon] [Info Icon] View

To view details for a return, click View.

To print details for a return, click the printer icon.

Return Number	Return Date	Return Status	Return Type	Return Reason	Date Submitted to VTrckS	Return Detail
SAMPLE PEDIATRICS - MAIN CLINIC - 1234						
R11132015123400	11/13/2015	SUBMITTED FOR APPROVAL	RETURN ONLY	SPOILED		[Printer Icon] [Info Icon] View

## Search for a return

- After you click **View**, the details of the return will display.

**For returns you have already submitted:** You can see which vaccine(s) are in your return and any comments the Immunization program has attached to the return.

**Note:** Please check the **VFC Program Comments** field for your returns. This is where the program will share information with you about your return.

The screenshot shows the 'Vaccine Returns' page in the Nevada webZ system. The page title is 'SAMPLE PEDIATRICS, SAMPLE PEDIATRICS - MAIN CLINIC, 12...'. The left sidebar contains navigation options: 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, and Billing. The main content area displays the details for a specific return:

- Return Number:** R11132015123400
- Return Status:** SUBMITTED FOR APPROVAL
- Return Type:** RETURN ONLY
- Return Reason:** SPOILED
- Date Submitted to VTrckS:** [MMDDYYYY]
- Return Created Date:** 11/13/2015
- Number of Shipping Labels:** 1
- Label Shipping Method:** EMAILED TO PROVIDER EMAIL STORED IN VTRCKS
- Description:**
- Clinic Comments:** SEVERAL DOSES WERE ACCIDENTALLY LEFT OUT
- VFC Program Comments:**

Below the details is a table titled 'Vaccines To Return' with the following columns: Vaccination, Mfg, NDC, Brand/Packaging, Funding Src, Lot Number, Expiration Date, Doses Remaining, and Doses Returned.

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	VFC	QQ20	05/15/2016	26	2

At the bottom of the table, there are 'Delete' and 'Cancel' buttons. The footer of the page indicates 'Version 16.7-31 Copyright © 2001-2016'.

## Search for a return

For returns you have not submitted, you can:

- Add comments for the Immunization Program
- Add vaccine(s) to your return
- Submit your return

(For instructions, see **Return Vaccine** on page 33.)

Vaccine Returns

Click "Create"/"Update" to save the record or "Cancel" to return to the default page.

Current Inventory On-Hand  
Vaccine Return Details

Submit To VFC Program **Update** Cancel

Clinic  
SAMPLE PEDIATRICS - MAIN CLINIC

Return Number: R12012015123401    Return Status: IN WORK    Return Type: RETURN ONLY    Return Reason: SPOILED    Date Submitted to VTrckS: [MM/DD/YYYY]

Return Created Date: 12/01/2015    Number of Shipping Labels: 2    Label Shipping Method: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS    Description:

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining | Doses Returning | Add Return

(BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE)

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
CPOX (Varicella)	MSD	00006-4827-00	Varivax (0.5 mL SDV x 10 vials with diluent)	VFC	QQ20	05/15/2016	26	2

Delete    Submit To VFC Program **Update** Cancel

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## Quick Start Guide

### Place a new order

1. **Inventory > Vaccines > Vaccine Orders**
2. Click **Add New Vaccine Order**
3. Verify **Clinic Shipping Information**, select checkbox, click **Next**
4. Enter **Clinic Comments**, add **Vaccine** line items, click **Update**, click **Submit to VFC Program**

### Receive your shipment

1. **Inventory > Vaccines > On-Hand > Pending VTrckS Shipments**
2. Click **Receive**
3. If necessary, edit details to match shipment, click **Create**

### Search for an order

1. **Inventory > Vaccines > Vaccine Orders**
2. Select search criteria, click **Search**
3. To see individual order details, click **View**

### Return vaccine

1. **Inventory > Vaccines > Vaccine Returns**
2. Click **Add New Vaccine Return**
3. Select **Clinic**, click **Next**
4. Verify **Clinic Shipping Information**, select checkbox, click **Next**
5. Enter **Return Type**, **Return Reason**, shipping label preferences, and **Clinic Comments**; add **Vaccine** line items; click **Update**; click **Submit to VFC Program**

### Search for a return

1. **Inventory > Vaccines > Vaccine Returns**
2. Select search criteria, click **Search**
3. To see individual return details, click **View**