

How To Place a VFA Order in ASIIS

September 2013



Health and Wellness for all Arizonans

azdhs.gov



- To get started, log in to ASIIS using your VFA log in and password.
 - You should have received your VFA ASIIS log in from your county contact (local approver).
- The IRMS accounts for VFA providers are titled _____ County Local Approver.
 - For example, the Maricopa VFA IRMS is Maricopa County Local Approver.
 - If there are multiple sites participating the VFA program in your county, they will be listed as facilities under the County Local Approver.
 - Each Facility has a Facility number. The Facility number is the same as the VFA PIN for that location.
- The IRMS numbers for the VFA program are 317-county id code-00
 - For example, the IRMS for Maricopa County Local Approver is 3170800.

Once you are logged in under the correct IRMS, click on Create/View Orders under Orders/Transfers.

Arizona Department of Health Services

Logged in: KELSEY SPRAGUE VFC
IRMS: MARICOPA COUNTY LOCAL APPROVER (3170800)
Date: September 30, 2013

Patient Search [Click here to use the 'advanced' search](#)

| | | | |
|------------------------|----------------------|-----------------------------|----------------------|
| First Name or Initial: | <input type="text"/> | WIC ID: | <input type="text"/> |
| Last Name or Initial: | <input type="text"/> | SIIS Patient ID / Bar Code: | <input type="text"/> |
| Birth Date: | <input type="text"/> | Chart Number: | <input type="text"/> |

Family and Address Information:

| | | | |
|----------------------|----------------------|--|--|
| Guardian First Name: | <input type="text"/> | Mother's Maiden Name: | <input type="text"/> |
| Street: | <input type="text"/> | <input type="radio"/> P.O. Box: <input type="text"/> | <input type="radio"/> Street: <input type="text"/> |
| City: | <input type="text"/> | State: | --select-- <input type="button" value="v"/> |
| Zip Code: | <input type="text"/> | Phone Number: | <input type="text"/> |

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Navigation Menu:

- Main
 - Home
 - Logout
 - Select IRMS
 - Select Facility
 - Select VFC Pin
- Favorites
- Patient
- Vaccinations
- Exec. Dashboard
- IRMS
- Lot Numbers
- Orders/Transfers
 - Create/View Orders**
 - Search History
 - Approve Orders
 - Approve Transfer
 - Approved Orders
 - Local Vaccine Allocations
 - Accountability
 - Submission
 - Cold Storage
- Reports
- Settings
- CASA Export
- Imports
- Exports
 - Scheduled Reports
 - Job Queue
 - Change Password
 - Administration
 - Help

On the Current Order/Transfer List screen, make sure the correct Facility is selected from the drop down. The Facility number is the same as your VFA PIN. Only place orders for your facility.

In this example, we will place an order for facility 317600803 in Maricopa County. Click the Create Order button to advance to the next screen.

IRMS: MARICOPA COUNTY LOCAL APPROVER (3170800)

Current Order/Transfer List

IRMS: MARICOPA COUNTY LOCAL APPROVER Facility: 317600803 PIN: 317600803

Current IRMS/Facility: MARICOPA COUNTY LOCAL APPROVER Find

Inbound Orders

| Select | Order Number | PIN | Submit Date | Approval Date | Status |
|--------|--------------|-----|-------------|---------------|--------|
|--------|--------------|-----|-------------|---------------|--------|

Backordered Orders

| Select | Order Number | PIN | Submit Date | Backorder Date |
|--------|--------------|-----|-------------|----------------|
|--------|--------------|-----|-------------|----------------|

Denied Orders

| Select | Order Number | PIN | Submit Date | Denial Date |
|--------|--------------|-----|-------------|-------------|
|--------|--------------|-----|-------------|-------------|

Inbound Transfers

| Select | Transfer Number | PIN | Submit Date | Sending IRMS/Facility |
|--------|-----------------|-----|-------------|-----------------------|
|--------|-----------------|-----|-------------|-----------------------|

Outbound Transfers

| Select | Transfer Number | PIN | Submit Date | Receiving IRMS/Facility |
|--------|-----------------|-----|-------------|-------------------------|
|--------|-----------------|-----|-------------|-------------------------|

Rejected Transfers

| Select | Transfer Number | PIN | Submit Date | Receiving IRMS/Facility | Reject Date |
|--------|-----------------|-----|-------------|-------------------------|-------------|
|--------|-----------------|-----|-------------|-------------------------|-------------|

Create Order Create Transfer

On the Create Order screen, double check the correct facility was selected before creating an order. While you are reviewing the facility number, update the hours of operation or include any instructions. If all of the information is correct, scroll down and create an order.

As shown below, we are placing an order for Facility 317600803.

IRMS: MARICOPA COUNTY LOCAL APPROVER (3170800)

Create Order

IRMS: MARICOPA COUNTY LOCAL APPROVER
 Facility: 317600803

Contact Name: JENNIFER DAVISON
 Address: 6666 WEST PEORIA AVE SUITE 120
 City: GLENDALE
 State: AZ
 Zip: 85302

Monday: 09:00 17:00
 Wednesday: 09:00 17:00
 Friday: 09:00 17:00
 Tuesday: 09:00 17:00
 Thursday: 09:00 17:00

PIN: 317600803
 Order Date: 09/30/2013
 Submitter: KELSEY SPRAGUE VFC (KELSEY)
 Instructions: Save
 Order Status: In Progress

Comments:

[Inventory Transaction Report](#) [Lot Number Summary](#) [Cold Chain Report](#)

Order Frequency: Monthly Order Timing:
 Order Schedule:

Order Details

| Vaccine | Description | Dose Used Last Month | Physical Inventory | Recommended Quantity | Order Quantity | Urgent | Priority Reason | Comments |
|----------------------|--|----------------------|--------------------|----------------------|----------------------|--------------------------|-----------------|----------------------|
| Hepatitis B--adult | ADULT ENGERIX 10PK 1 DOSE SYRINGE 58160-0821-52 | 0 | 0 | 0 | <input type="text"/> | <input type="checkbox"/> | --select-- | <input type="text"/> |
| Hep A/Hep B - Adult | ADULT TWINRIX 10PK 1 DOSE VIALS 58160-0815-11 | 0 | 0 | 0 | <input type="text"/> | <input type="checkbox"/> | --select-- | <input type="text"/> |
| Hep A 2 dose - Adult | ADULT HAVRIX 10PK SYRINGE 58160-0826-52 | 0 | 0 | 0 | <input type="text"/> | <input type="checkbox"/> | --select-- | <input type="text"/> |
| Pneumococcal (PPSV) | ADULT PNEUMOVAX23 10PK 1 DOSE VIAL 00006-4934-00 | 0 | 0 | 0 | <input type="text"/> | <input type="checkbox"/> | --select-- | <input type="text"/> |
| Tdap | ADULT BOOSTRIX 10PK SYRINGE 58160-0842-52 | 0 | 0 | 0 | <input type="text"/> | <input type="checkbox"/> | --select-- | <input type="text"/> |



Under the Order Details section, enter the number of doses you would like to order for each vaccine in the Order Quantity column. Once you have entered an order quantity for all the vaccines you would like to order, click the Submit Order button.

Do not select a Priority Reason.

Note: The vaccines available to order for each county are limited to the vaccines that were selected by each county. Not every type of vaccine will be available in every county.

| Order Details | | | | | | | | |
|----------------------|--|----------------------|--------------------|----------------------|----------------|--------------------------|-----------------|----------|
| Vaccine | Description | Dose Used Last Month | Physical Inventory | Recommended Quantity | Order Quantity | Urgent | Priority Reason | Comments |
| Hepatitis B--adult | ADULT ENGERIX 10PK 1 DOSE SYRINGE 58160-0821-52 | 0 | 0 | 0 | 20 | <input type="checkbox"/> | --select-- | |
| Hep A/Hep B - Adult | ADULT TWINRIX 10PK 1 DOSE VIALS 58160-0815-11 | 0 | 0 | 0 | 20 | <input type="checkbox"/> | --select-- | |
| Hep A 2 dose - Adult | ADULT HAVRIX 10PK SYRINGE 58160-0826-52 | 0 | 0 | 0 | 20 | <input type="checkbox"/> | --select-- | |
| Pneumococcal (PPSV) | ADULT PNEUMOVAX23 10PK 1 DOSE VIAL 00006-4934-00 | 0 | 0 | 0 | 20 | <input type="checkbox"/> | --select-- | |
| Tdap | ADULT BOOSTRIX 10PK SYRINGE 58160-0842-52 | 0 | 0 | 0 | 30 | <input type="checkbox"/> | --select-- | |
| Mening. (MCV4P) | ADULT MENVEO 5PK 1 DOSE VIAL 46028-0208-01 | 0 | 0 | 0 | 15 | <input type="checkbox"/> | --select-- | |
| Hep A 2 dose - Adult | ADULT HAVRIX 10PK 1 DOSE VIAL 58160-0286-011 | 0 | 0 | 0 | | <input type="checkbox"/> | --select-- | |
| MMR | ADULT MMRII 10PK 1 DOSE VIAL 00006-4681-00 | 0 | 0 | 0 | 20 | <input type="checkbox"/> | --select-- | |
| HPV, quadrivalent | ADULT GARDASIL 10PK 1 DOSE VIAL 00006-4045-41 | 0 | 0 | 0 | 30 | <input type="checkbox"/> | --select-- | |
| Varicella | ADULT VARIVAX 10PK 1 DOSE VIAL 00006-4827-00 | 0 | 0 | 0 | 10 | <input type="checkbox"/> | --select-- | |
| Tdap | ADULT ADACEL 10PK 1 DOSE VIAL 49281-0400-10 | 0 | 0 | 0 | 40 | <input type="checkbox"/> | --select-- | |

Once you click the Submit Order button, the Select Exception Comments window will pop up because this is the first order. Select Other under the Exception Description drop down and enter Placing first vaccine order in the Exception Comment field. Click the Submit button to continue.

Order Schedule:

Order Detail

Select Exception Comments - Windows Internet Explorer provided by ADHS

One or more of your vaccine orders is outside the recommended order quantity.
This exception will be manually reviewed before it is approved.
Select an Exception Description below and click Submit to place this order.

Exception Description: Other

Exception Comment: Placing first vaccine order

Cancel Submit

| Vaccine | Person | Comments |
|--------------------|---|--|
| Hepatitis B--adult | | |
| Hep A/Hep B Adult | | |
| Hep A 2 dose Adult | | |
| Pneumococ (PPSV) | | |
| Tdap | | |
| Mening. (MCV4P) | | |
| Hep A 2 dose Adult | | |
| MMR | ADULT MMRII 10PK 1 DOSE VIAL 00006-4681-000 | 0 0 20 <input type="checkbox"/> --select-- |
| HPV, quadrivalent | ADULT GARDASIL 10PK 1 DOSE VIAL 00006-4045-41 | 0 0 30 <input type="checkbox"/> --select-- |
| Varicella | ADULT VARIVAX 10PK 1 DOSE VIAL 00006-4827-000 | 0 0 10 <input type="checkbox"/> --select-- |

The order has been created and is now listed under the Inbound Orders section. The order will not be sent to the Arizona Vaccine Center until the County Local Approver approves the order and submits it.

The Status will remain In Manual Review until the order has been approved by your county Local Approver.

IRMS: MARICOPA COUNTY LOCAL APPROVER (3170800)

Current Order/Transfer List

IRMS: Facility: PIN:

Current IRMS/Facility: MARICOPA COUNTY LOCAL APPROVER

Inbound Orders

| Select | Order Number | PIN | Submit Date | Approval Date | Status |
|---------------------------------------|--------------|-----------|-------------|---------------|------------------|
| <input type="button" value="-->"/> | 113778 | 317600803 | 09/30/2013 | | In Manual Review |

Backordered Orders

| Select | Order Number | PIN | Submit Date | Backorder Date |
|--------|--------------|-----|-------------|----------------|
|--------|--------------|-----|-------------|----------------|

Denied Orders

| Select | Order Number | PIN | Submit Date | Denial Date |
|--------|--------------|-----|-------------|-------------|
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Inbound Transfers

| Select | Transfer Number | PIN | Submit Date | Sending IRMS/Facility |
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Outbound Transfers

| Select | Transfer Number | PIN | Submit Date | Receiving IRMS/Facility |
|--------|-----------------|-----|-------------|-------------------------|
|--------|-----------------|-----|-------------|-------------------------|

Rejected Transfers

| Select | Transfer Number | PIN | Submit Date | Receiving IRMS/Facility | Reject Date |
|--------|-----------------|-----|-------------|-------------------------|-------------|
|--------|-----------------|-----|-------------|-------------------------|-------------|



- When the County Local Approver reviews your order, they will do one of three things:
 - Approve the entire order
 - If there are no issues, they will order and submit it to the State
 - Approve most of the order, deny some
 - If there are a few issues, they will deny some of the lines in the order, but submit the rest of the order to the State
 - Deny the entire order
- Be sure to check the Current Order/Transfers List screen for order updates in the Status section.