VFA Order Placement Training Module

A Step by Step Instruction Guide for Placing Adult Vaccine Order in ASIIS

Last Revision: August 2015

- 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.
- The IRMS numbers for the VFA program are 317-county id code-00
  - For example, the IRMS for Maricopa County Local Approver is 3170800.
- If there are multiple sites participating the VFA program in your county, they will be listed as facilities under the County Local Approver.
  - For example, the Roosevelt Clinic is MARI01.

Before placing your order:

- Submit Monthly Inventory in ASIIS
- Submit your temperature logs to the Arizona Vaccine Center in ASIIS
    - If your temps are recorded under your ASIIS VFC account, follow the steps on slide 7
    - Temp logs must be current up to the day before you send them to Arizona Vaccine Center
- Plan ahead - Know what vaccines to order

Once you are logged in under the correct IRMS and facility, have submitted your monthly inventory and temps click on Create/View Orders under Orders/Transfers.

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

In this example, we will place an order for facility MARI01 in Maricopa County. Click the Create Order button to advance to the next screen.

Current Order/Transfer List

Organization (IRMS): MARICOPA COUNTY LOCAL APPROVER ∨   Facility: MARI01 ∨   PIN: MARI01 ∨

Current Organization (IRMS)/Facility: MARICOPA COUNTY LOCAL APPROVER MARI01

[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]

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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 MARI01.

If your VFA vaccine is located in the same cold storage unit as your VFC vaccine and you have entered all of the temps in ASIIS under the ASIIS VFC account, please include a message in the comments section on the Current Order/Transfer List screen.

Local Allocation and Provider Allocation are new columns in the Order Details section on the Create Order screen. The Local Allocation is the total number of doses allocated to the county. The Provider Allocation is the total number of doses allocated to the specific facility.
For example, 100 doses of Hep A were allocated to Maricopa County and 50 doses were allocated to MARI01.

Order Details

Vaccine	Description	Dose Used Last Month	Physical Inventory	Local Allocation	Provider Allocation	Order Quantity	Urgent	Priority Reason	Comments
Hep A 2 dose - Adult	ADULT HAVRIX 10PK SYRINGE 58160-0826-52	0	144	100	50		☐	--select-- ∨	
HPV, quadrivalent	ADULT GARDASIL 10PK 1 DOSE VIAL 00006-4045-41	0	322	200	70		☐	--select-- ∨	
Mening. (MCV4O)	ADULT MENVEO 5PK 1 DOSE VIAL 46028-0208-01	0	228	350	50		☐	--select-- ∨	
MMR	ADULT MMRII 10PK 1 DOSE VIAL 00006-4681-00	0	394	100	70		☐	--select-- ∨	
Tdap	ADULT ADACEL 10PK 1 DOSE VIAL 49281-0400-10	0	72	500	100		☐	--select-- ∨	
Tdap	ADULT BOOSTRIX 10PK SYRINGE 58160-0842-52	0	320	100	40		☐	--select-- ∨	
Varicella	ADULT VARIVAX 10PK 1 DOSE VIAL 00006-4827-00	0	430	100	70		☐	--select-- ∨	
Zoster, live	ADULT ZOSTER 10PK 1 DOSE VIAL 00006-4963-41	0	1165	200	100		☐	--select-- ∨	
Hep A/Hep B - Adult	ADULT TWINRIX 10PK 1 DOSE VIALS 58160-0815-11	0	369	200	50		☐	--select-- ∨	
Hepatitis B--adult	ADULT ENGERIX 10PK 1 DOSE VIAL 58160-0821-11	0	302	70	50		☐	--select-- ∨	
Hepatitis B--adult	ADULT RECOMBIVAX 10PK 1 DOSE VIAL 00006-4995-41	0	0	60	40		☐	--select-- ∨	
Pneumococcal (PPSV)	ADULT PNEUMOVAX 23 10PK 1 DOSE SYRN 00006-4837-03	0	24	100	70		☐	--select-- ∨	
Pneumococcal, PCV-13	ADULT PREVNAR 13 10PK 1 DOSE SYRINGE 00005-1971-02	0	50	40	40		☐	--select-- ∨	
Pneumococcal (PPSV)	ADULT PNEUMOVAX23 10PK 1 DOSE VIAL 00006-4943-00	0	0	40	40		☐	--select-- ∨	

Cancel | Save Order | Submit Order

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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.

Contact your County's Local Approver if you need to order more than your allocation.

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.

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Cancel | Save Order | **Submit Order**

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If this is the first order, the Select Exception Comments window will pop up once you click the Submit Order button. 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.

If the Order Quantity exceeds the Provider Allocation, a pop up box will appear once you click the Submit Order button. Do not continue with the order, click the Cancel button and update the Order Quantity to stay within your allocation.

Contact your County's Local Approver if you need to order more than your allocation.

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 for the 1st order and orders with quantities higher than the allocation until the order has been reviewed by your county Local Approver or The Status will be Pending Local Approval for all subsequent orders until the order has been approved by your county Local Approver.

- 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 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.