

Vaccine Orders

Quick Reference Guide

Procedures

- Providers are required to place vaccine orders in the WyIR using the Vaccine Order Management System (VOMS).
- Vaccine orders are not approved/uploaded until complete temperature logs are received.
 - See [Quick Reference Guide: Temperature Logs](#)
- Vaccine orders can only be placed between the 1st and the 5th of each month.
 - When available influenza vaccine orders maybe placed at any time but are processed weekly.
- Providers are responsible for
 - Ensuring staff are available and trained to appropriately receive vaccine shipments.
 - Notifying the Immunization Program of office closures no less than 3 days in advance of the closure.
 - Notifying the Immunization Program of changes in office hours.

VOMS

- Appears as the Order/Transfers menu in the WyIR.
 - Only the two (2) Vaccine Coordinators identified for each facility will be given access to VOMS.
- Vaccine inventory must be reconciled in the WyIR prior to creating a vaccine order.
 - The system will force providers to the Reconciliation Screen.

THE VACCINE ORDER PROCESS

The Provider

- Submits Temperature Logs
- Reconciles inventory
- Creates the vaccine order

The Immunization Program

- Reviews, approves, and uploads the vaccine order after review and receipt of monthly Temperature Logs.
- The Immunization Program has until the 10th of each month to process vaccine orders.

Vaccine Order Volume

- Providers are permitted to maintain a vaccine inventory that is no more than three (3) times their previous months doses administered.
- Formula: Doses Administered (DA) times 3 minus Inventory (I) = appropriate order volume.
 - Example: A Provider that uses 10 doses of Hib each month should order 20, so there is 30 on hand.

Excess Vaccine Order Volume

- Vaccine orders that exceed the appropriate order volume will be reduced unless a valid justification reason is provided in the comment field next to EACH applicable vaccine type.

Special Clinic Justification Form

- See VFC/WyVIP Providers webpage, Forms & Reports.
- Must be completed when
 - A provider is ordering excessive vaccine volume due to a scheduled immunization clinic.
 - A provider is placing a vaccine order that exceeds 5 times the doses administered minus current inventory.

Receiving a Vaccine Order

- Upon clicking “Receive” in a vaccine order, the WyIR inventory will automatically be updated to reflect the received order. See the S&H Toolkit for guidance on the physical receipt of vaccine.

Incomplete Vaccine Orders

- If only part of the order has arrived you must reject the vaccines not included by selecting “shipment is not complete.” A separate order, with the vaccines that have not yet arrived, will be created to “Receive” later.

VACCINE ORDERS-WYIR SCREENSHOTS



Log in at https://wyir.health.wyo.gov/wyir_wy/

1. Click on Orders/Transfers menu (*menu is only visible to Vaccine Coordinators with ordering permissions*)
2. Click on Create/View Orders
3. Click Create Order

4. "Create Order" Section 1: Verify information, select Order Set, Add Instructions and comments

5. "Order Details" Section 2: Select vaccines, enter order quantity, add justification comments. Click Save.

6. Upon receipt of the vaccine, open the Create/View orders menu and open the "Inbound Order."
7. Verify vaccine information and click "Receive".