

# **Vaccine Ordering, Returns and Wastage Module**

## **Help Manual**



# **Table of Contents**

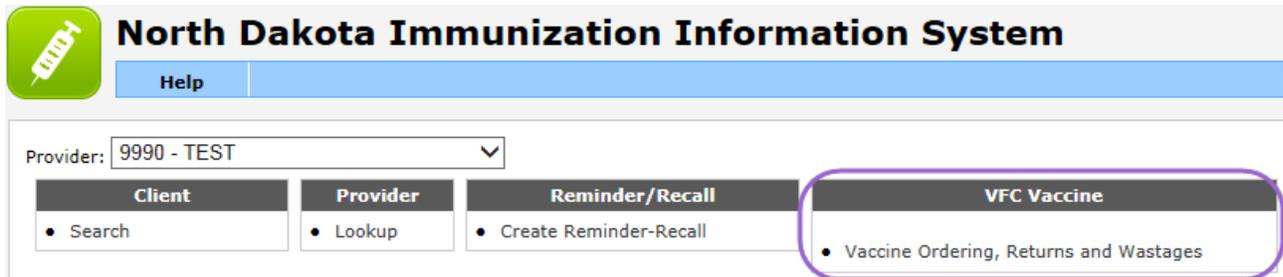
VFC Vaccine.....	- 3 -
Vaccine Ordering, Returns and Wastages.....	- 3 -
Provider Information.....	- 3 -
Field Descriptions .....	- 4 -
Information Certification .....	- 6 -
Save Changes .....	- 7 -
Provider Vaccine Order .....	- 8 -
Order History .....	- 8 -
Review Orders .....	- 9 -
Print Orders.....	- 9 -
New Order.....	- 10 -
Field Descriptions .....	- 10 -
Ordering Vaccine .....	- 12 -
Temperature Logs .....	- 13 -
Order Processing Functions .....	- 13 -
Functions.....	- 14 -
Order Shipment Tracking.....	- 15 -
Provider Vaccine Return.....	- 16 -
Return History.....	- 16 -
Review Returns.....	- 17 -
Print Returns .....	- 17 -
New Return .....	- 18 -
Field Descriptions .....	- 18 -
Returning Vaccine .....	- 19 -
Shipping Packages .....	- 20 -
Shipping Label Type.....	- 21 -
Return Processing Functions.....	- 21 -
Functions.....	- 21 -
Provider Vaccine Wastage.....	- 24 -
Wastage History.....	- 24 -
Review Wastages .....	- 25 -

Print Wastage .....	- 25 -
New Wastage .....	- 26 -
Field Descriptions .....	- 26 -
Wasting Vaccine .....	- 27 -
Wastage Processing Functions.....	- 28 -
Functions.....	- 28 -

# VFC Vaccine

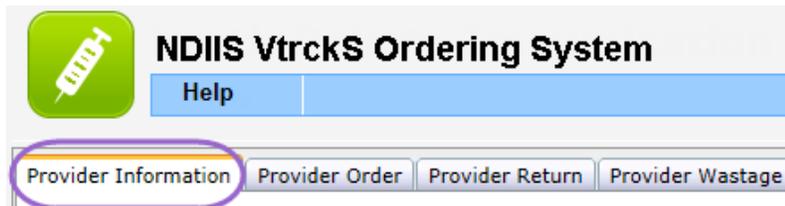
## Vaccine Ordering, Returns and Wastages

Providers enrolled in the state's VFC program will be able to place vaccine orders, review previous orders, return vaccine, review previous vaccine returns, print packing slips, waste vaccine and review previous vaccine wastages within the Vaccine Orders, Returns and Wastages application. The application is accessed from the NDIIS home screen.



## Provider Information

This folder contains all of the provider facility information. Information with a \* is required and must be filled in before any orders can be placed. All provider information must also be certified as correct each time the vaccine ordering function is accessed.



Users with access to order vaccines for more than one provider will need to change the provider number using the drop-down box in the *Provider* field.

**NDIIS Vtrcks Ordering System**

Provider Information | Provider Order

**Provider**

Provider: 1 - N.D. DEPT OF HEALTH

Provider ID: 1

Facility Name: N.D. DEPT OF HEALTH

**Provider**

Provider: 1 - N.D. DEPT OF HEALTH

Provider: 2 - SWDHU ADAMS COUNTY

Provider: 3 - CITY-COUNTY HEALTH DISTRIC

Provider: 4 - LRDHU DENSON COUNTY

Provider: 5 - SWDHU BILLINGS/GLDN VALLEY

## Field Descriptions

### Provider

- **Provider ID** – is populated from provider information section of the NDIIS and cannot be edited in this screen
- **Facility Name** - is populated from provider information section of the NDIIS and cannot be edited in this screen

### Provider

Provider ID: 4921

Facility Name: MW TRAINING PROVIDER

**Address Information** – can be edited from this screen

- **Address** – street address is initially populated from provider information section of the NDIIS.
  - Required
- **City** - is initially populated from provider information section of the NDIIS.
  - Required
- **State** - is initially populated from provider information section of the NDIIS.
  - Required
- **Zip** - is initially populated from provider information section of the NDIIS.
  - Required

### Address Information

\*Address: 1200 INDUSTRIAL DRIVE Address 2:

\*City: BISMARCK \*State: NORTH DAKOTA \*Zip: 58501 -

**Primary Contact Information** – can be edited from this screen

- **Phone** –is initially populated from provider information section of the NDIIS.
  - Required
- **Fax** - is initially populated from provider information section of the NDIIS.
  - Required
- **Email** - is initially populated from provider information section of the NDIIS.
  - Required

**Primary Contact Information**

*Phone:	701-222-0000	Ext:	
*Fax:	701-555-2261	*Email:	test@tester.com

**Backup Contact Information** – can be edited from this screen

- **Phone** –is initially populated from provider information section of the NDIIS.
  - Required
- **Fax** - is initially populated from provider information section of the NDIIS.
  - Required
- **Email** - is initially populated from provider information section of the NDIIS.
  - Required

**Backup Contact Information**

*Phone:	000-000-0000	Ext:	
*Fax:	000-000-0000	*Email:	testing@email.org

**Business Hours**

- Required for each day of the week
- Must indicate if office is open or closed for each day of the week.
- For “From” and “To” times, AM and PM must be selected

**Business Hours**

*Monday	Office Open	*Tuesday	Office Closed	*Wednesday	Office Open	*Thursday	Office Closed	*Friday	Office Closed
From:	10:00 AM	From:	__ __	From:	10:00 AM	From:	__ __	From:	__ __
To:	03:00 PM	To:	__ __	To:	04:00 PM	To:	__ __	To:	__ __
From:	__ __	From:	__ __	From:	__ __	From:	__ __	From:	__ __
To:	__ __	To:	__ __	To:	__ __	To:	__ __	To:	__ __

**Shipping Instructions**

- Optional

- Free text field for providers to enter any special shipping instructions necessary for vaccines orders to be delivered properly
- Field has a maximum of 35 characters (including letters, spaces and punctuation)

Shipping Instructions: (35 Char Max)

### VFC Date

- **Original Date Enrolled in the VFC Program** – will be pre-populated from previous ordering system and cannot be edited
- **VFC Renewal Certification Date** – will be updated by NDDoH when provider re-enrolls in the program each year

### VFC Date

Original Date Enrolled In VFC Program:  VFC Renewal Certification Date:

## Information Certification

Each time a provider accesses their vaccine ordering function, the provider information needs to be reviewed and certified as accurate and complete.

To certify information:

- Review all provider information
- Make and save any necessary changes if any of the provider information has changed.
- Click the check box next to the certification statement.

### Information Certification

\* I certify the provider information provided above is accurate and complete:

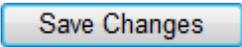
Check box to indicate provider information is correct and has all been filled in.

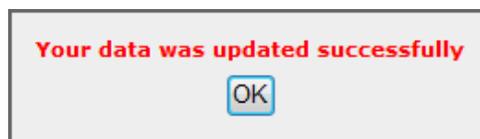
If the Provider Information screen is missing required information or if the certification box is not checked, the following warning will appear and the provider cannot move of this tab:



## Save Changes

To save any changes to provider information:

- Make necessary changes if any provider information has changed by clicking in the appropriate field and typing in new information
  - Some fields, such as zip code, phone number and fax, all have standard formats that must be followed
  - All other fields are free text and will accept numeric and alpha characters
- Fill in any missing required information by clicking in the appropriate field and typing in new information
  - Some fields, such as zip code, phone number and fax, all have standard formats that must be followed
  - All other fields are free text and will accept numeric and alpha characters
- Click  Save Changes
- When changes have been saved the following confirmation box will appear:

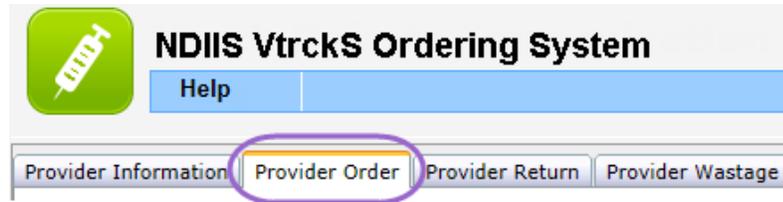


- Click *OK* to move on to the Provider Order screen
  - If you do not save new or updated information before trying to move on to the Provider Order screen, you will get the following warning:



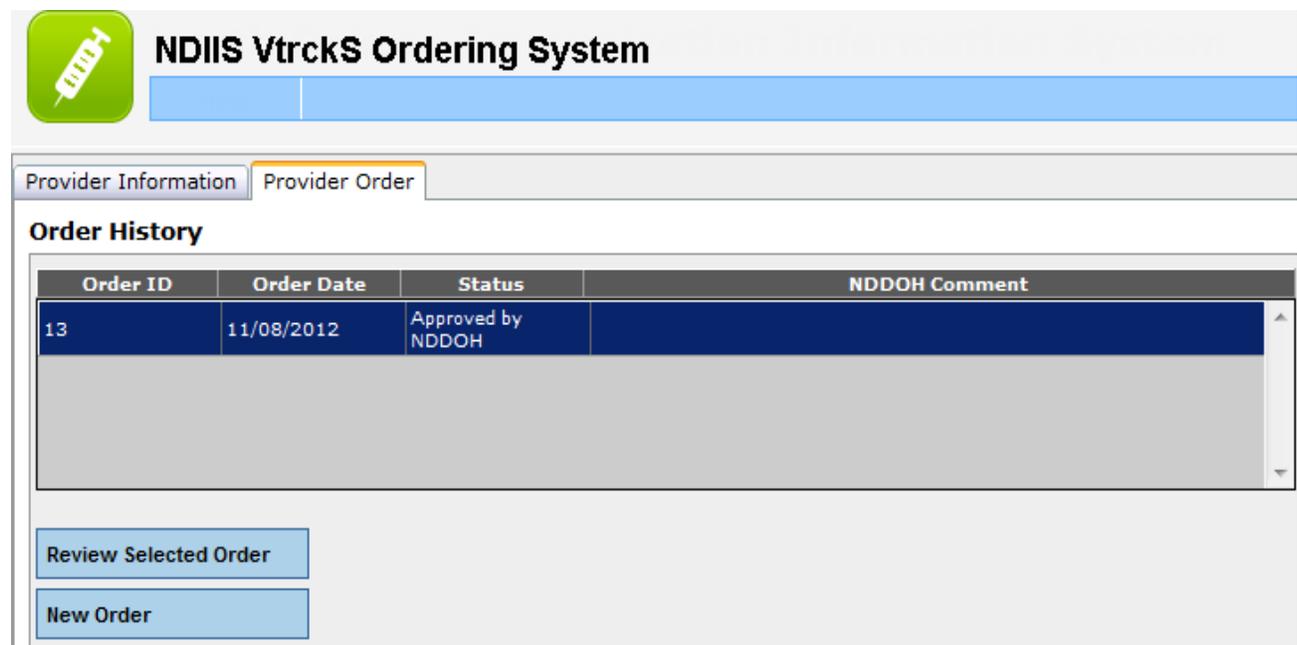
# Provider Vaccine Order

This folder is where providers will create and submit vaccine orders.



## Order History

- All orders that have not yet been submitted to CDC will be listed and can be reviewed
- Only orders with the following status can be still be edited by the provider:
  - SAVED
  - returned to provider
- Orders with the following status can still be viewed in the Order History window but can no longer be edited:
  - Submitted to DOH
  - Approved by NDDOH
- Deleted orders will no longer be visible in the Order History window



## Review Orders

To review previous orders:

- Click on the order in the Order History box
- The order information will display below the Order History box
- Review in this screen or click 
- The Vaccine Order Review window will pop up with all of the order information
- Click  when finished reviewing

## Print Orders

To print orders:

- Open the *Vaccine Order Review* window
- Click  and your order will open as a PDF document
- Click  when finished

### Vaccine Order

Printed on 3/6/2013 11:17:13 AM

#### Order Criteria

Provider ID: 09999  
Provider Name: Provider Name  
Order ID: 49  
Order Date 01/10/2013

Vac Name	Brand Name	Manufacturer	PKG Description	NDIIS Inventory	Inventory On Hand	Doses Admin	Sugg Min	Sugg Max	Doses Ordered
HIB (PRP-T) ACTHib Comments: testing	ActHIB	SANOPI PASTEUR	5 pack - 1 dose vials	22	10	3	0	0	5
TDAP Comments: changing brands	Adacel	SANOPI PASTEUR	10 pack - 1 dose vials	54	10	0	0	0	20
INFL (Inactivated W/P)	AgriFlu	NOVARTIS	10 pack - 1 dose syringe	0	0	0	0	0	10
DTAP	Daptacel	SANOPI PASTEUR	10 pack - 1 dose vials	19	4	6	0	10	10
DTAP/IPV	Kinrix	GLAXOSMITHKLINE	10 pack - 1 dose vials	0	0	0	0	0	10

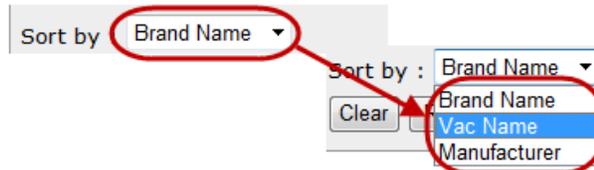
## New Order

To create a new vaccine order:

- Click on the **New Order** button from the Provider Order screen
  - Vaccines that a provider is able to order will be limited according to their provider type and practice
  - If there is a vaccine that needs to be ordered but is not visible in the Provider Order screen, contact a member of the Immunization Program

VAC NAME	BRAND NAME	MANUFACTURER	PKG DESCRIPTION	NOIIS INVENTORY	INVENTORY ON HAND	DOSES ADMIN	SUGG ORDER MIN	SUGG ORDER MAX	DOSES ORDERED	COMMENTS
Edit H1B (PRP-T) ActHib	ActH1B	SANOFI PASTEUR	5 pack - 1 dose vials	22	<input type="text"/>	3			<input type="text"/>	
Edit TDAP	Adacel	SANOFI PASTEUR	10 pack - 1 dose vials	54	<input type="text"/>	0			<input type="text"/>	
Edit TDAP	Adacel	SANOFI PASTEUR	5 pack - 1 dose syringe	54	<input type="text"/>	0			<input type="text"/>	
Edit INFL (Inactivated W/P)	Afluria	MERCK	10 dose vials - 1 pack	0	<input type="text"/>	0			<input type="text"/>	
Edit INFL (Inactivated P/F)	Afluria No Preservative	MERCK	10 pack - 1 dose syringe	33	<input type="text"/>	0			<input type="text"/>	

- The order screen is defaulted to list vaccines by Brand Name
  - Order screen can be sorted by Brand Name, Vac Name or Manufacturer
  - To change the sort, use the drop-down box below the order window



## Field Descriptions

### Vac Name

- This field includes the descriptive vaccine name as it is listed on the CDC vaccine price list

### Brand Name

- The brand name is the vaccine name from the associated manufacturer
  - All of the vaccines in the **New Order** screen are alphabetized according to brand name

### **Manufacturer**

- The company that manufactures the particular vaccine

### **Packaging**

- This field describes the type of packaging and quantity of the vaccine
- Includes:
  - single dose vs. multi dose
  - vials vs. syringes
  - how many

### **NDIIS Inventory**

- This field is populated from the NDIIS lot distribution for the provider
  - Important to keep inventory correct in the NDIIS

### **Inventory on Hand**

- This field needs to be filled in with the number of doses of the vaccine that the provider actually has in their fridge/freezer
  - If Inventory on Hand differs from NDIIS inventory, entering new values in the order screen will not correct the NDIIS inventory – those corrections need to be done in the Provider Lot Distribution

### **Doses Administered**

- This number is calculated from the provider's doses administered report in the NDIIS.
  - looks for all state-supplied doses administered
  - calculated from the previous calendar month multiplied by 3

### **Order Min**

- This number is the minimum number of doses that should be ordered based on doses administered and inventory on hand to give the provider a 1 month supply of the vaccine

### **Order Max**

- This number is the maximum number of doses that should be ordered based on doses administered and inventory on hand to give the provider a 3 month supply of the vaccine

## Doses Ordered

- The boxes in this column are where the provider will need to indicate how many doses they are wanting to order
  - Orders must be in multiples of the vaccine's package quantity
    - **Example** – if the package quantity is 10 single dose vials then doses ordered must be in a multiple of 10 (i.e. 10, 20, 30, etc).

## Reason for Over Suggested Max

- If ordering more doses than in the suggested order maximum, a comment is required letting the Immunization Program know why you are ordering more than what the system is suggesting for a 3 month supply

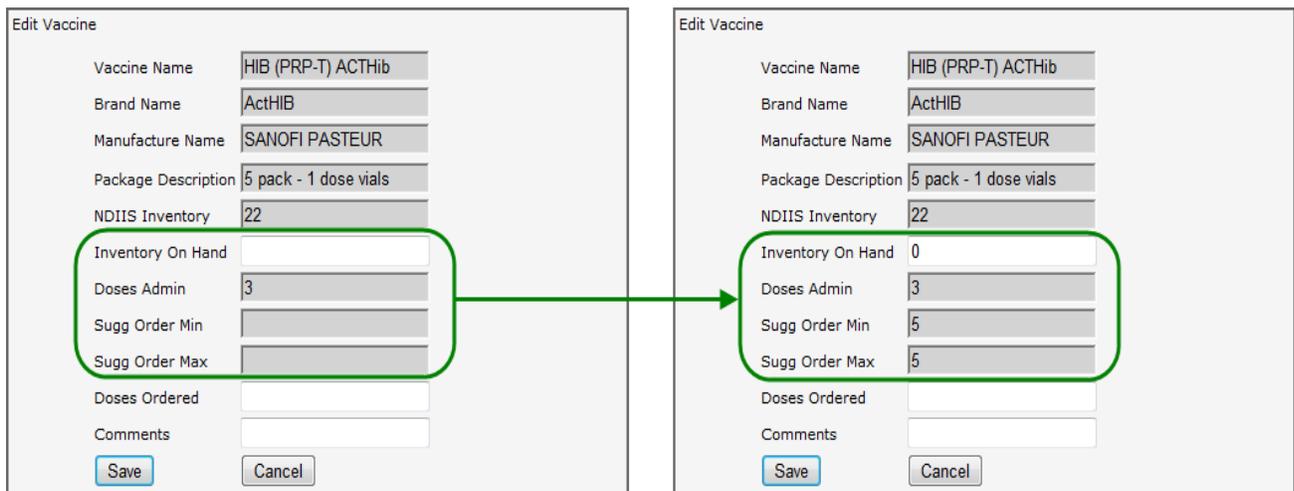
## Ordering Vaccine

To order a vaccine:

- Click the *Edit* button next to the vaccine

	VAC NAME	BRAND NAME
	HIB (PRP-T) ACTHib	ActHIB

- Fill in the *Inventory on Hand* field
  - Once you click away from this box, the *Order Min* and *Max* fields will update with the NDDoH suggested order minimum and maximum



Edit Vaccine	
Vaccine Name	HIB (PRP-T) ACTHib
Brand Name	ActHIB
Manufacture Name	SANOFI PASTEUR
Package Description	5 pack - 1 dose vials
NDIIS Inventory	22
Inventory On Hand	<input type="text"/>
Doses Admin	3
Sugg Order Min	<input type="text"/>
Sugg Order Max	<input type="text"/>
Doses Ordered	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Edit Vaccine	
Vaccine Name	HIB (PRP-T) ACTHib
Brand Name	ActHIB
Manufacture Name	SANOFI PASTEUR
Package Description	5 pack - 1 dose vials
NDIIS Inventory	22
Inventory On Hand	0
Doses Admin	3
Sugg Order Min	5
Sugg Order Max	5
Doses Ordered	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Click in the *Doses Ordered* box to enter the number of doses you want to order
- If ordering over the suggested maximum, enter a comment to the NDDoH indicating why you are ordering more vaccine than is suggested
  - If trying to order over the suggested max without entering a comment, the following warning box will appear



## Temperature Logs

Before an order can be submitted, providers must indicate if they have submitted their temperature log to the NDDoH Immunization Program within the last month.

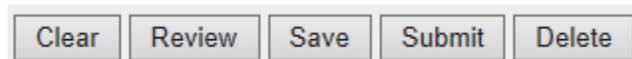
- Required
- Answer the question by using the **Yes** and **No** radio buttons under the new order window
- Information will be verified by the NDDoH before orders are approved and submitted to CDC

I have submitted temperature logs to the NDDOH during the past month. YES:  No:

## Order Processing Functions

There are five available functions when processing a new order:

- Clear
- Review
- Save
- Submit
- Delete



## Functions

- **Clear** will clear all of the information that has been entered into the provider order screen but will leave the order screen open
- **Review** will open the order review screen, which only displays the vaccines that are being ordered

### Vaccine Order Review

VAC NAME	BRAND NAME	MANUFACTURER	PCKG QTY	DOSE PER VIAL	CDC COST	NDIIS INVENTORY	INVENTORY ON HAND	DOSES ADMINISTERED	ORDER MIN	ORDER MAX	DOSES ORDERED	REASON FOR OVER SUGGESTED MAX
DTaP	Daptacel	SANOPI PASTEUR	10	1	0	10	0	0	0	45	testing	
Hepatitis B-Adult	Engerix-B	GLAXOSMITHKLINE	10	1	0	0	0	0	0	10	testing	

- **Save** will save all of the order information and close the order screen
  - Order can be seen in the Order History window to be updated, added to and/or submitted

### Order History

Order ID	Order Date	Status	NDDOH Comment
13	11/08/2012	Submitted to CDC	
12	11/08/2012	SAVED	

- **Submit** will submit the vaccine order to the NDDoH for approval
  - Blank orders cannot be submitted. The “Doses Ordered” field must be filled in for at least one vaccine before an order can be successfully submitted.
  - If trying to submit a blank order , the following warning box will appear:



- **Delete** will delete the vaccine order and remove it from the Order History grid

## Order Shipment Tracking

- Orders that have been shipped to the providers will have shipment tracking information available in the Order History grid

### Order History

Prov ID:27				
ORDER ID	ORDER DATE	STATUS	NDDOH COMMENT	SHIPPING INFO
679	05/16/2013	Submitted to CDC		UPS#123208460289799936; FEDEX#799812128565;
532	04/11/2013	Submitted to CDC		FEDEX#799535536876;
395	03/12/2013	Submitted to CDC		UPS#12E861850246744692; FEDEX#799267373449;

- To copy shipment tracking number:
  - Click on the order in the Order History box
  - The order information will display below the Order History box
  - A text box with the shipping information will be displayed above the order
  - Highlight the tracking number and copy using your keyboard (click the Ctrl and letter C keys together) or your mouse (right click with your mouse and select *Copy*)
  - Using the carrier's (i.e. FEDEX, UPS, etc.) tracking web site you can past the tracking number and follow your vaccine.

Review Selected Order

Shipping Information

UPS#123208460289799936;  
FEDEX#799812128565;

VAC NAME	BRAND NAME	MANUFACTURER	PCN DESCRIPTION

Review Selected Order

Shipping Information

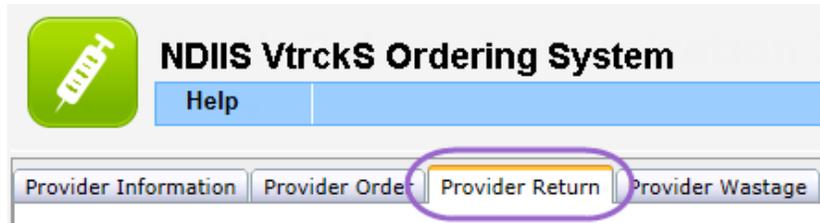
UPS#123208460289799936;  
FEDEX#799812128565;

VAC NAME	BRAND NAME	MANUFACTURER
TDAP	Adacel	SANOPI PAS
HPV-4	Gardasil	MERCK

Undo  
Cut  
Copy  
Paste  
Delete  
Send to OneNote  
Select all

# Provider Vaccine Return

This folder is where providers will create and submit vaccine returns.



## Return History

- All returns that have not yet been submitted to CDC will be listed and can be reviewed
- Only returns with the following status can be still be edited by the provider:
  - SAVED
- Returns with the following status can still be viewed in the Return History window but can no longer be edited:
  - Submitted to DOH
  - Submitted to CDC
- Deleted returns will no longer be visible in the Return History window

The screenshot displays the 'Return History' window. It features a navigation bar with tabs for 'Provider Information', 'Provider Order', 'Provider Return' (selected), and 'Provider Wastage'. Below the tabs, there is a 'Prov ID:' field and a table with the following data:

RETURN ID	RETURN DATE	STATUS	PRINT STATUS
100003	06/30/2014	Submitted to CDC	Ready To Print

Below the table, there is a 'Definition of vaccine return' section:

**Definition of vaccine return:** nonviable vaccine that needs to be returned to McKesson because it was expired, was spoiled because of a temperature excursion or because of a vaccine recall. Multi-dose vials (MDV) can only be returned if no doses have been drawn from the vial. Partially used MDVs must be documented as wasted vaccine.

At the bottom, there are two buttons: 'Review Selected Return' and 'New Returns'.

## Review Returns

To review previous returns:

- Click on the return in the Return History box
- The return information will display below the Return History box
- Review in this screen or click **Review**
- The Vaccine Return Review window will pop up with all of the return information
- Click **Close** when finished reviewing

## Print Returns

To print returns:

- Open the *Vaccine Return Review* window
- Click **Print** and your return will open as a PDF document
- Click **Close** when finished

**Vaccine Return Review**

Provider ID:

Provider Name:

Return ID:

Return Date:

VACCINE NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSES RETURNED	RETURN REASON	COMMENT
DTAP	AC148151AA	05/31/2014	10	10	Other	Test comment
DTaP-HBV-IPV (Pediarix)	AC21B408CA	01/23/2015	20	10	Expired vaccine	
CHICKENPOX	H018449	10/09/2014	10	10	Mechanical failure	

**Note:** This review document cannot be used in place of a packing slip when shipping vaccine.

## New Return

To create a new vaccine return:

- Click on the **New Return** button from the Provider Return screen
  - The return screen will be populated with state-supplied lots from the provider's NDIIS inventory and will include:
    - Lots that have expired in the past 12 months
    - Lots that have not yet expired
    - Lots with greater than zero doses on hand

	VAC NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSES RETURNED	RETURN REASON	COMMENTS
Edit	DTAP	AC14B146AA	01/31/2014	1			
Edit	DTAP	AC14B155BA	09/06/2014	4			
Edit	DTAP	AC14B157BA	09/13/2014	1			
Edit	DTAP	AC14B140AA	10/20/2013	2			
Edit	DTaP-HBV-IPV (Pediarix)	AC21B351BA	03/21/2014	2			

- The return screen is defaulted to list vaccines by Vaccine Name
  - Return screen can be sorted by Vaccine Name, Lot Number or Expiration Date
  - To change the sort, use the drop-down box below the order window



## Field Descriptions

### Vac Name

- This field includes the descriptive vaccine name as it is listed in the provider vaccine inventory

### Lot Number

- The lot number is pulled from the provider vaccine inventory

### Expiration Date

- The date the vaccine will expire

### NDIIS Inventory

- This field is populated from the provider vaccine inventory
  - Adjustments made to provider inventory will be immediately reflected in the return screen

### Doses Returned

- The provider will need to indicate how many doses they are wanting to return
  - Cannot return more doses than the NDIIS inventory indicates are on hand for the selected lot
  - When returning doses from a multi-dose vial, the number of doses being returned must be in 10 dose increments
    - *If multi-dose vial has been partially used, must be entered as a wastage*
  - Doses returned will be automatically decremented from the provider's NDIIS inventory

### Return Reason

- Return reason for each lot in a single return file must be the same
  - If returning lots for more than one reason, a separate return file must be created
- A comment is required when "OTHER" is selected letting the Immunization Program know why you are returning the lot

## Returning Vaccine

To return a vaccine:

- Click the *Edit* button next to the vaccine

	VAC NAME	LOT NUMBER	EXPIRATION DATE
 Edit	CHICKENPOX	H007704	03/30/2014

- Fill in the *Doses Returned* field

**Edit Vaccine Return**

Vaccine Name: DTAP

Lot Number: AC14B140AA

Expiration Date: 10/20/2013

NDIIS Inventory: 2

Doses Returned: 2

Return Reason: Expired vaccine

Comments:

Save Cancel

- Select the *Return Reason* from the drop-down box

## Shipping Packages

Before a return can be submitted, providers must indicate how many packages will be mailed to the distributor

- Required
- Maximum of 10 packages per return file

How many shipping containers will need shipping labels? Select One

Select One

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

## Shipping Label Type

Before a return can be submitted, providers must indicate how they would like the distributor to send the shipping label

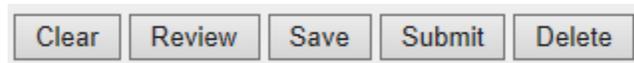
- Required
- MAIL is only option currently available



## Return Processing Functions

There are five available functions when processing a new return:

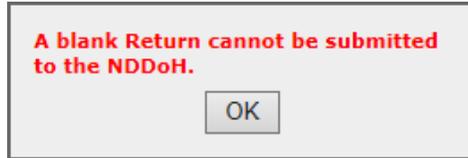
- Clear
- Review
- Save
- Submit
- Delete



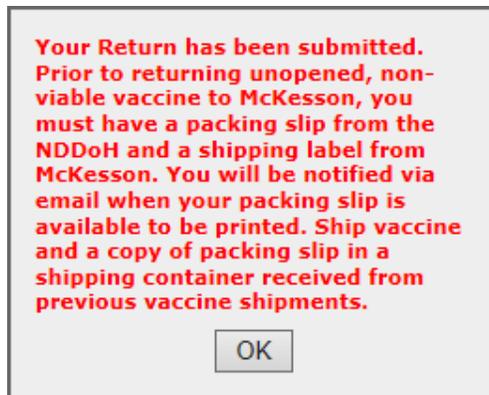
## Functions

- **Clear** will clear all of the information that has been entered into the provider return screen but will leave the screen open
- **Review** will open the return review screen, which only displays the lots that are being returned
- **Save** will save all of the return information and close the return screen
  - Return can be seen in the Return History window to be updated, added to and/or submitted

- **Submit** will submit the vaccine return to the NDDoH
  - Blank returns cannot be submitted. The “Doses Returned” and “Return Reason” fields must be filled in for at least one lot before a return can be successfully submitted.
  - If trying to submit a blank return, the following warning box will appear:



- Once the wastage has been submitted, the following instruction box will appear:



- **Delete** will delete the vaccine return and remove it from the Return History grid

## Printing Return Packing Slip

- Returns that have been loaded in to CDC's system will have a status of **Ready to Print**

### Return History

Prov ID:			
RETURN ID	RETURN DATE	STATUS	PRINT STATUS
100003	06/30/2014	Submitted to CDC	Ready To Print

- To print packing slip:
  - Click on the return in the Return History box
  - The return information will display below the Return History box
  - Click the *Print Packing Slip* button

VAC NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSES RETURNED	RETURN REASON	COMMENTS
MCV4 Menactra	M12026	10/31/2014	10	10	Mechanical failure	

How many shipped packages will need shipping labels?  Shipping Lable Type:

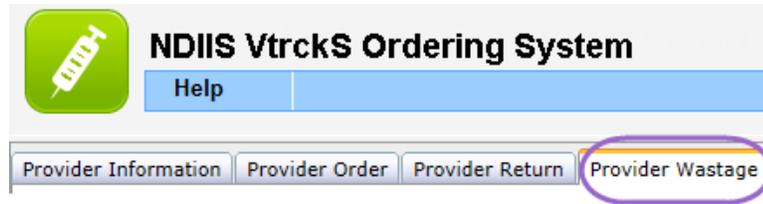
- The packing slip will open as a pdf document

Vaccine Return Packing Slip						
Grantee Code: NDA						
Provider Name: TEST PROVIDER			NDIIS Return ID: 20			
Provider Pin: 9999			VTrckS Return ID:			
Vaccine	Lot Number	Expiration Date	Manufacturer	Doses	Return Reason	
MCV4 Menactra	M12026	10/31/2014	NOVARTIS	10	G87 = Mechanical failure	

**Note:** Vaccine returns cannot be shipped back to the manufacturer or distributor without the NDIIS packing slip and the McKesson shipping label.

# Provider Vaccine Wastage

This folder is where providers will create and submit vaccine wastages.



## Wastage History

- All wastages that have not yet been submitted to CDC will be listed and can be reviewed
- Only wastages with the following status can be still be edited by the provider:
  - SAVED
- Wastages with the following status can still be viewed in the Wastage History window but can no longer be edited:
  - Submitted to DOH
  - Submitted to CDC
- Deleted wastages will no longer be visible in the Wastage History window

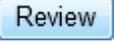
The screenshot displays the 'Wastage History' window in the NDIIS Vtrcks Ordering System. It features a navigation bar with the system name and a 'Help' button. Below the navigation bar are tabs for 'Provider Information', 'Provider Order', 'Provider Return', and 'Provider Wastage'. The 'Wastage History' section includes a 'Prov ID:' field and a table with the following data:

WASTAGE ID	WASTAGE DATE	STATUS
100047	07/07/2014	Submitted to CDC
100044	07/07/2014	SAVED

Below the table, a definition of vaccine wastage is provided: **Definition of vaccine wastage:** nonviable vaccine that is not able to be returned to McKesson. This includes broken vaccine vials or syringes, vaccine drawn into a syringe but not administered, lost or unaccounted for vaccine and partially used multi-dose vials. At the bottom, there are two buttons: 'Review Selected Wastage' and 'New Wastage'.

## Review Wastages

To review previous wastages:

- Click on the wastage in the Wastage History box
- The wastage information will display below the Wastage History box
- Review in this screen or click 
- The Vaccine Wastage Review window will pop up with all of the return information
- Click  when finished reviewing

## Print Wastage

To print wastage:

- Open the *Vaccine Wastage Review* window
- Click  and your wastage will open as a PDF document
- Click  when finished

### Vaccine Wastage Review

Provider ID:	<input type="text" value="9999"/>
Provider Name:	<input type="text" value="TEST PROVIDER"/>
Waste ID:	<input type="text" value="100047"/>
Waste Date:	<input type="text" value="07/07/2014"/>

VACCINE NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSES WASTED	Waste REASON	COMMENT
DTaP-HBV-IPV (Pediarix)	9EA47	04/17/2016	19	1	Vaccine drawn into syringe but not admin	
DTaP-HBV-IPV (Pediarix)	2G437	07/01/2016	13	1	Vaccine drawn into syringe but not admin	
HAV (2 doses)	3005010	10/23/2015	1	1	Vaccine drawn into syringe but not admin	
HIB (PRP-T) ACTHib	UI045AA	05/02/2015	2	1	Vaccine drawn into syringe but not admin	
HIB (PRP-T) ACTHib	UI048AA	07/09/2015	23	1	Vaccine drawn into syringe but not admin	
PCV13 (PNEUMOCOCCAL)	H08094	03/31/2015	4	1	Vaccine drawn into syringe but not admin	

## New Wastage

To create a new vaccine wastage:

- Click on the **New Wastage** button from the Provider Wastage screen
  - The wastage screen will be populated with state-supplied lots from the provider's NDIIS inventory and will include:
    - Lots that have expired in the past 12 months
    - Lots that have not yet expired
    - Lots with greater than zero doses on hand

	VAC NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSE WASTAGE	WASTE REASON	COMMENTS
Edit	CHICKENPOX	H007699	03/30/2014	11			
Edit	CHICKENPOX	J006732	05/30/2015	6			
Edit	CHICKENPOX	H011962	06/15/2014	19			
Edit	CHICKENPOX	J008443	07/09/2015	7			
Edit	CHICKENPOX	J008982	07/19/2015	1			

- The wastage screen is defaulted to list vaccines by Vaccine Name
  - Wastage screen can be sorted by Vaccine Name, Lot Number or Expiration Date
  - To change the sort, use the drop-down box below the order window



## Field Descriptions

### Vac Name

- This field includes the descriptive vaccine name as it is listed in the provider vaccine inventory

### Lot Number

- The lot number is pulled from the provider vaccine inventory

## Expiration Date

- The date the vaccine will expire

## NDIIS Inventory

- This field is populated from the provider vaccine inventory
  - Adjustments made to provider inventory will be immediately reflected in the wastage screen

## Dose Wastage

- The provider will need to indicate how many doses they are wanting to waste
  - Cannot waste more doses than the NDIIS inventory indicates are on hand for the selected lot
  - Doses wasted will be automatically decremented from the provider's NDIIS inventory

## Wastage Reason

- Wastage reason for each lot in a single wastage file must be the same
  - If wasting lots for more than one reason, a separate wastage file must be created
- A comment is required when "OTHER" is selected letting the Immunization Program know why you are wasting the lot

## Wasting Vaccine

To waste a vaccine:

- Click the *Edit* button next to the vaccine

	VAC NAME	LOT NUMBER	EXPIRATION DATE
	CHICKENPOX	H007704	03/30/2014

- Fill in the *Dose Wastage* field

**Edit Vaccine Wastage**

Vaccine Name: HAV (2 doses)

Lot Number: AHAVB605BA

Expiration Date: 09/29/2014

NDIIS Inventory: 10

Dose Wastage: 4

Wastage Reason: Vaccine drawn into syringe but not admin

Comments:

Save Cancel

- Select the *Wastage Reason* from the drop-down box

## Wastage Processing Functions

There are five available functions when processing a new wastage:

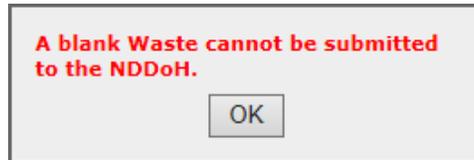
- Clear
- Review
- Save
- Submit
- Delete



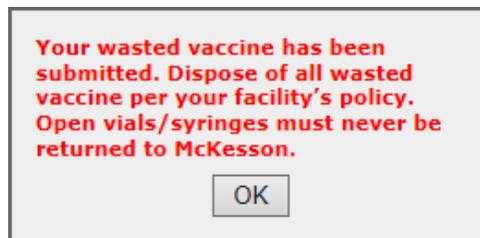
## Functions

- **Clear** will clear all of the information that has been entered into the provider wastage screen but will leave the screen open
- **Review** will open the wastage review screen, which only displays the lots that are being wasted
- **Save** will save all of the wastage information and close the wastage screen
  - Wastage can be seen in the Wastage History window to be updated, added to and/or submitted

- **Submit** will submit the vaccine wastage to the NDDoH
  - Blank wastages cannot be submitted. The “Doses Wasted” and “Wastage Reason” fields must be filled in for at least one lot before a wastage can be successfully submitted.
  - If trying to submit a blank wastage, the following warning box will appear:



- Once the wastage has been submitted, the following instruction box will appear:



- **Delete** will delete the vaccine wastage and remove it from the Wastage History grid