



Immunization Registry Information System (IRIS) Vaccines for Children Program Vaccine Ordering Instructions for Providers Not Using IRIS Inventory Functionality April 2013

The following are updated instructions to place Vaccines for Children Program (VFC) vaccine orders in IRIS. The change in the vaccine ordering process is due to Iowa's transition to a new vaccine management software system, VTrckS, and new data requirements associated with the system. If you have questions regarding the vaccine ordering process, call the IRIS Help Desk at 800-374-3958.

Placing a VFC Vaccine Order:

The steps for placing an order in IRIS will remain very similar with a few slight changes. Those changes include a text box for delivery instructions and vaccine delivery days and times. To place a vaccine order in IRIS, follow these steps.

1. Click on the 'manage orders' link under the Inventory section on the left menu panel.
2. On the Create Order page, the organization's information will display along with the name of the person creating the order. There will be two free text boxes. In the first text box, type any special comments about the order (such as "Ordering more vaccine than normal due to kindergarten round-up"). In the second text box, type any delivery instructions for the order (such as "Please deliver to the front door"). Both text boxes are **optional**.

A screenshot of the IRIS vaccine ordering interface. At the top, it says "Allow approximately 2 weeks for delivery." Below that is the section "Special Comments for Order" with a text input field containing "87" and "characters left." The text "Ordering more vaccine than normal due to kindergarten round-up." is entered in the box. Below this is the "Delivery Instructions" section with a text input field containing "3" and "characters left." The text "Please deliver to the front door" is entered in the box. Both text boxes have vertical scroll bars on their right sides.

3. Vaccine delivery hours are **required** when submitting a vaccine order. Select a check box next to the day(s) in which the organization will be accepting orders. Proceed to select the appropriate time from the dropdown menu in which the organization will accept an order. For example, if an organization is not accepting orders during the lunch hour, vaccine delivery hours can be broken down between Delivery Window 1 and Delivery Window 2. The hours entered will carry-over with each subsequent vaccine order.

Note: Users can update delivery hours for an order as long as an order is in a 'Pending' status.

Created by	Create Date	Note		
Delivery Days and Times				
	Delivery Window 1		Delivery Window 2	
<input type="checkbox"/> Monday	▼ To ▼	▼ To ▼	▼ To ▼	▼ To ▼
<input type="checkbox"/> Tuesday	▼ To ▼	▼ To ▼	▼ To ▼	▼ To ▼
<input checked="" type="checkbox"/> Wednesday	10:00 AM ▼ To 11:00 AM ▼	1:00 PM ▼ To 3:00 PM ▼		
<input checked="" type="checkbox"/> Thursday	8:00 AM ▼ To 12:00 PM ▼	1:00 PM ▼ To 5:00 PM ▼		
<input checked="" type="checkbox"/> Friday	8:00 AM ▼ To 12:00 PM ▼	1:00 PM ▼ To 5:00 PM ▼		
<input type="checkbox"/> Saturday	▼ To ▼	▼ To ▼		
<input type="checkbox"/> Sunday	▼ To ▼	▼ To ▼		

- Select the vaccines needed from the list of Orderable Vaccines. For any vaccines being ordered, enter the lot number, expiration date, doses on hand, and the amount of doses being ordered. Current vaccine inventory is required when submitting an order. If the organization has more than one lot number of a vaccine, click the 'Additional Lot' button and enter the Doses on Hand for the additional lot(s).

If the organization has doses on hand for a vaccine **not** being ordered, the lot number, expiration date, and doses on hand must be entered, but the Doses Ordered field should be blank.

If your organization does **not** have doses on hand for a vaccine being ordered, the lot number and expiration date can be left blank, but a zero must be entered in the doses on hand fields. Doses Ordered field must be completed.

Orderable Vaccines									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Lot Number	Exp Date	Doses on Hand	Doses Ordered	
DTAP	Adacel	TDAP BOOSTER FOR ADOLESCENTS	49281-0400-10	PED					Additional Lot
DTAP	Adacel	TDAP 1 DOSE SYRINGE	49281-0400-19	PED	U4384AA	10/24/2014	10		
DTAP	Adacel	TDAP 1 DOSE SYRINGE	49281-0400-19	PED	U4384AB	11/23/2014	2		Additional Lot
DTAP	Boostrix	TDAP BOOSTER FOR ADOLESCENTS	58160-0842-99	PED					Additional Lot
DTAP	DAPTACEL	Daptacel 10 X 1	33333-3333-22	PED			0	10	Additional Lot
DTAP	DAPTACEL	DAPTACEL 10X1 DOSE VIAL	49281-0286-10	PED	C436AA	06/24/2015	5	10	Additional Lot

5. Confirm you have entered 'Doses Ordered' for all the vaccines you need. Click the 'Save' button to submit your order.

Create Order

VFC PIN Z90090	Delivery Contact JESSICA SMITH	 <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Current Inventory"/>
Initiating Organization IR Physicians	Delivery Address 123 E 12TH ST	
Initiating User Joseph Zehner	NAB	
Org Phone (444) 444-4444 x44	DES MOINES, IA 50319-	
Org Fax (444) 444-5444 x		