



Immunization Registry Information System (IRIS) Vaccines for Children Program Vaccine Ordering Instructions for Providers Using IRIS Inventory Functionality March 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**.

Allow approximately 2 weeks for delivery.
Special Comments for Order
Enter Text: 87 characters left.
Ordering more vaccine than normal due to kindergarten round-up.
Delivery Instructions
Enter Text: 3 characters left.
Please deliver to the front door

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. Enter the amount of doses being ordered in the 'Doses Ordered' field.

Note: Some vaccines will appear with different Ordering Intentions, either Adult (ADU) or Pediatric (PED). Ordering Intention is used to describe what CDC Vaccine Contract will be used to fulfill the vaccine order. The majority of VFC Providers will only see and order vaccines with the pediatric (PED) ordering intention. Only select organizations have the ability to order adult vaccines (ADU Ordering Intention) for special projects. It is important to enter the doses ordered for the appropriate ordering intention.

Orderable Vaccines								
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Admin (EOQ)	Doses on Hand	Recommended Order Qty	Doses Ordered
HEPA	Havrix-Adult	PACK OF 10 1-DOSE VIALS	58160-0826-11	ADU	0	0	0	<input type="text"/>
HEPA	Havrix-Peds 2 Dose	HEP A PEDS 10PK 1 DOSE VIAL	58160-0825-11	PED	0	0	0	<input type="text"/>
HEPB	Engerix-B Adult	HEP B 1 DOSE, PREFILLED SYRINGE	58160-0821-46	ADU	0	0	0	<input type="text"/>
HEPB	Engerix-B Peds	ENGERIX B SUSPENSION 10 X 0.5 ML VIALSD	00007-0820-11	PED	0	0	0	<input type="text"/>

- 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

Initiating Organization IR Physicians

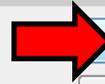
Initiating User Joseph Zehner

Org Phone (444) 444-4444 x44

Org Fax (444) 444-5444 x

Delivery Contact JESSICA SMITH

Delivery Address 123 E 12TH ST
NAB
DES MOINES, IA 50319-



Save

Cancel

Current Inventory