



VOMS 2.16.8

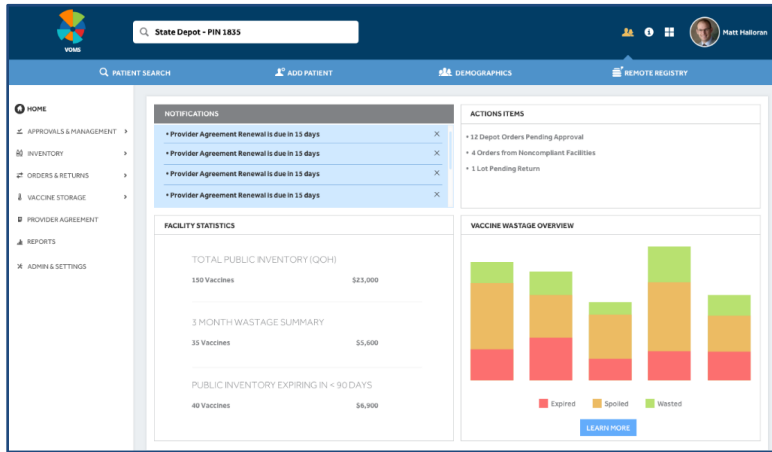
QUICK REFERENCE GUIDE

Organization/Facility Client Users



VOMS Landing Page

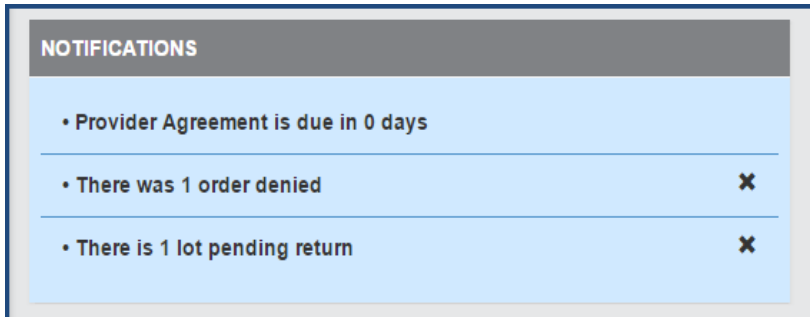
The VOMS Landing page serves as a hub for all inventory management transactions, giving insight to user specific notifications, action items, a facility summary of statistics and a graphical representation of wastage.



New Features

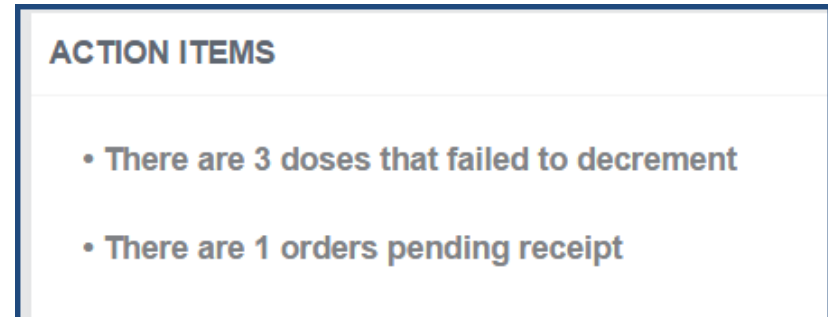
- Real time facility information on home page of VOMS
- Interactive user specific task list
- Graph promoting reduction in wastage
- Inventory quantity counts and value displayed
- Streamlined left hand navigation menu

Notifications



- User specific messages
- General notification delete ability
- Notification links take user directly to task
- Lists past 3 months of notifications

Action Items



- Necessary action items displayed
 - Ex: pending order & transfer receipt
- Failed dose decrementing alert
- Notifies user of upcoming report due dates



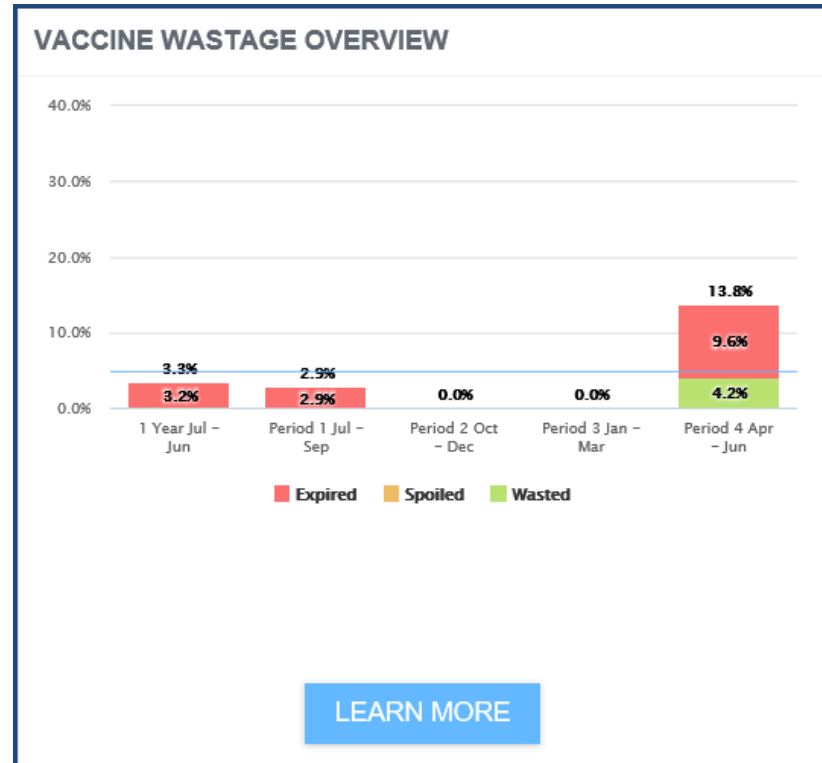
VOMS Landing Page

Facility Statistics



- Public vaccine totals
- Aggregate inventory costs for 90 days
- Clickable links to be taken to Alerts page
- Expiring vaccine awareness

Vaccine Wastage Overview



- Allows user to easily view and keep track of vaccine wastage
- Can assess progress in reducing facility vaccine wastage
- Visual of expired, wasted and spoiled vaccine numbers
- Clickable links to help drill down on specific periods of time



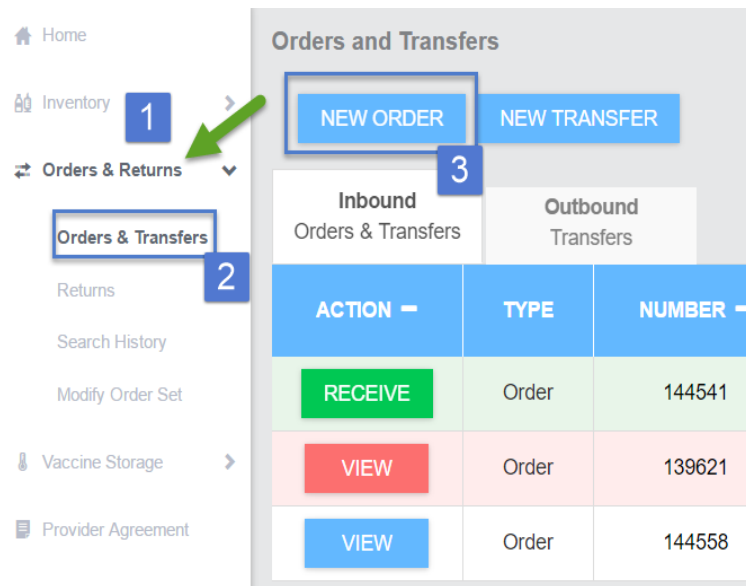
VOMS

Create Vaccine Order

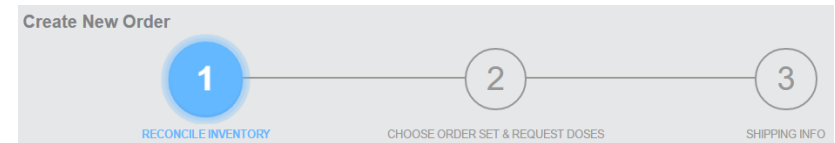
This guide will provide information on how to place a new vaccine order in VOMS. Users that have the 'Allow Online Orders' permission will be allowed to create, edit, save, and submit vaccine orders. Depending on the organization/facility's configuration settings, some users may be required to document the cold chain, correct lot decrementing, and/or reconcile inventory before creating a new order.

Orders & Transfers

- 1) Select **Orders & Returns** menu heading (1). Then select *Orders & Transfers* (2). On the top left of the page select *New Order* (3).

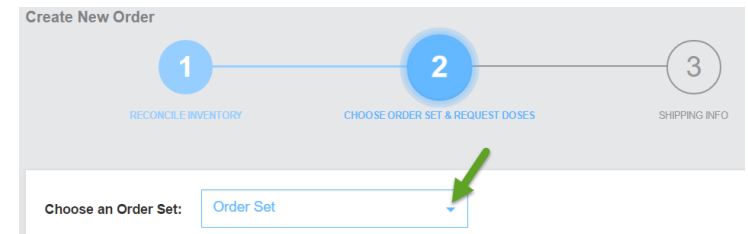


- 2) Once the 'Create New' page opens, the required workflow steps are displayed at the top of the screen. The current step pulsates in blue to help identify progress in the order process.
 - a. Example: if the user is required to reconcile inventory, Reconcile Inventory may be the first step in the workflow.
 - i. Refer to the Reconciliation quick reference guide for further details.



Order Set

- 3) The next step in the ordering process is to *Choose Order Set & Request Doses*. Select an order set from the drop-down list (if there is only one order set, there may not be a drop-down list).



- 4) The following headers are available after an Order Set is selected:
 - a. Vaccine – vaccine name, manufacturer, packaging information, and NDC number
 - b. Funding Source – vaccine funding source. Ex: PUB (Public), PRVT (Private)
 - c. Doses On Hand – current number of doses
 - d. Doses Administered – number of doses administered



VOMS Create Vaccine Order

- e. Recommended Order Quantity – number of doses recommended for ordering
 - i. see a history of the previous doses administered and the calculation
 - f. Doses Requested – number of doses requested for order
 - i. doses requested must be equal to or above the minimum order quantity
 - g. Order is Urgent – critical order
 - h. Priority Reason – if order is marked as urgent a priority reason is required to be selected from dropdown
 - i. Comments – for order notes
- 5) The page shows the vaccine lots available in that order set.
- 6) The Recommended Order Quantity (ROQ) section provides guidance on the amount of doses that are recommended for ordering.
- a. If the vaccine has not been ordered before, the message *No Previous Order History* appears in the field
 - b. If the vaccine has been ordered, the ROQ appears as a button that can be clicked for information on how the amount was calculated.
 - c. After clicking the blue button, the ROQ window pops up with a history of the previous doses administered and the calculation for the ROQ.

Vaccine	Funding Source	Doses On Hand	Doses Administered	Recommended Order Quantity	Doses Requested
HEP-A HEP-B 3 DOSE					
Hep A-Hep B Twinrix® Adult 10	STATE	0	<input type="text"/>	No Previous History with this Vaccine	<input type="text"/>
DTaP/DT/Td Tdap					
Tdap Boostrix,Adacel 10	317	0	<input type="text"/>	30	<input type="text"/>



RECOMMENDED ORDER QUANTITY ✕

Tdap Boostrix,Adacel 10 pack

DOSES ORDERED HISTORIC	
May 31 - June 29, 2014	10
May 31 - June 29, 2015	20
Sum of Doses Ordered	30
Average Usage: Total # of Years With Data	15

RECOMMENDED ORDER QUANTITY (ROQ)	
Average Usage (see above)	15
Safety Stock: Average/1 months	15
Current Physical Inventory	0
Calculated ROQ: (Avg. + Safety) - Current Inventory	30
ROQ Rounded Up: (Minimum Order Quantity)	30

- 7) Users will enter in the amount of doses requested for the vaccines available in the order set.
- 8) Click *Save* to save the current order information.



VOMS Create Vaccine Order

9) Click *Next* when ready to continue creating the order.

Priority Reason: Select Priority Reason
Comments: Type Order Comments

Order is Urgent

PREVIOUS CANCEL SAVE NEXT

10) The final step in the ordering workflow is verifying Shipping Information. The delivery hours may be updated by clicking the icon in the Delivery Hours heading, click *Save* when finished.

11) If there are any special delivery instructions, click the Delivery Instructions box and enter comment.

12) When finished updating the shipping information, click *Submit Order*. The Orders and Transfers page reopens with the new order added to the Inbound Orders & Transfers list.

SHIPPING ADDRESS

Organization: The Kids Clinic, PLLC
PIN: 187107
The Kids Clinic, PLLC
319 W 8th Ave
Spokane, WA 99204

If the address contains errors, the vaccine may be undeliverable.
To change your delivery address, please call (509) 867-5309

Primary Vaccine Coordinator: Matt Hakoran
Email: matt_hakoran@kitchome.com
Phone: 5099951212
Fax: Unavailable

DELIVERY HOURS

Day	Hours
Monday	8:00 AM - 5:00 PM
Tuesday	8:00 AM - 5:00 PM
Wednesday	8:00 AM - 5:00 PM
Thursday	8:00 AM - 5:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	
Sunday	

DELIVERY INSTRUCTIONS

Do not enter delivery hours here. Driver will only use Delivery Hours specified to the left for valid delivery times.

T, W, TH, F, TWTWTF 830 TO 5, CLSD

PREVIOUS CANCEL SAVE SUBMIT ORDER



NEW ORDER NEW TRANSFER

ORDER SEARCH

Inbound Orders & Transfers Outbound Transfers

ACTION	TYPE	NUMBER	SENDER	ORDER DATE	STATUS
RECEIVE	Order	144541	McKesson	05/26/2016	Approved
VIEW	Order	139621	McKesson	09/11/2015	Denied
VIEW	Order	144558	McKesson	06/07/2016	Pending Local Approval
VIEW	Order	145335	McKesson	06/30/2016	Pending Local Approval



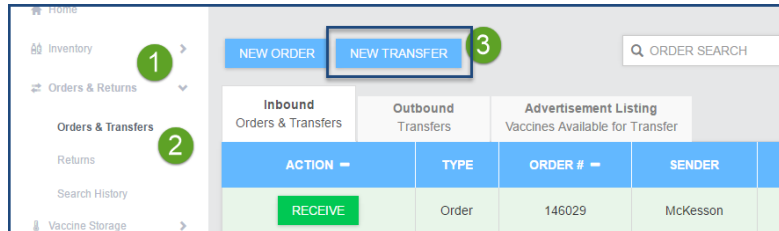
VOMS

Create, View & Receive Transfers

This guide will provide information on how to create, view and receive a new transfer in VOMS. If the organization/facility has the Allow transfers option enabled, authorized users can create new transfers from the Orders and Transfers page.

Orders & Returns

- 1) Select **Orders & Returns** menu heading (1). Then select *Orders & Transfers* (2). On the top left of the page select *New Transfer* (3).



- 2) The New Transfer page opens and the toggle icon on the top bar is defaulted to *Transfer*.

Note: Toggling the icon to Advertise will start the Vaccine Advertise workflow see Advertise Vaccines QRG.

- 3) Select a *Receiving Organization* and *Receiving Facility* to whom the transfer is being sent to.

Select Doses to Transfer

- 1) A search bar is available to view only those vaccines designated by the search criteria.
- 2) All non-expired vaccines that are currently on hand will display on the table for the ability to transfer.
- 3) The default sort order is by expiration date.

- 4) Select a vaccine to transfer by entering the desired *Transfer Quantity*.
- 5) *If a transfer quantity is entered, then Add Comment* is a required field before *Submit* to be clicked.

VACCINE	LOT #	EXP DATE	AVAILABLE QUANTITY	TRANSFER QUANTITY	TRANSFER REASON
Meningococcal MCV4P Menactra 5 pack NDC: 49281-0589-05	U5037AA	08/16/2016	30	<input type="text" value="30"/>	<input type="button" value="ADD COMMENT"/>
Meningococcal MCV4P Menactra 5 pack NDC: 49281-0589-05	U5020CA	08/23/2016	40	<input type="text" value="20"/>	<input type="button" value="ADD COMMENT"/>
DTaP-Hib-IPV Pentacel 5 pack - Vials NDC: 49281-0510-05	C4839AA	09/02/2016	80	<input type="text"/>	<input type="button" value="ADD COMMENT"/>

- 6) A confirmation message will appear including the transfer number upon clicking *Submit*.

View Transfer Status

- 1) After a transfer has been submitted it will go through the approval process (if required). To view the status of the submitted transfer, navigate back to the Outbound Transfers tab.



VOMS Create, View & Receive Transfers

Inbound Orders & Transfers	Outbound Transfers	Advertisement Listing Vaccines Available for Transfer			
ACTION	TYPE	ORDER #	DESTINATION	ORDER DATE	STATUS
VIEW	Transfer	3052	N/A	08/12/2016	Approved
VIEW	Transfer	3040	N/A	08/11/2016	In Manual Review
VIEW	Transfer	2986	N/A	08/09/2016	Approved
VIEW	Transfer	2985	N/A	08/09/2016	Approved
VIEW	Transfer	2744	N/A	07/14/2016	In Manual Review

- 2) The following 'Order & Transfers' status can be displayed depending on what stage it is in:
 - a. In Manual Review – pending approval
 - b. Pending Local / State Approval
 - c. Approved – transfer is approved
 - d. Denied – transfer was not approved
- 3) Once a transfer has been Approved the Sending Organization can proceed with the delivery process.
- 4) An Inbound transfer will have appeared on the Receiving Organizations Inbound Orders & Transfers tab. The Receiving organization will need to complete the receipt process for the transfer once it physically arrives.
- 5) Once the transfer is received, the vaccine will automatically populate on the Receiving Organizations inventory.
- 6) On the Sending Organizations Outbound Transfer tab the transfer will be removed automatically and deducted from the Sending Organizations inventory upon receipt.
- 7) This completes the process of sending and receiving a transfer.



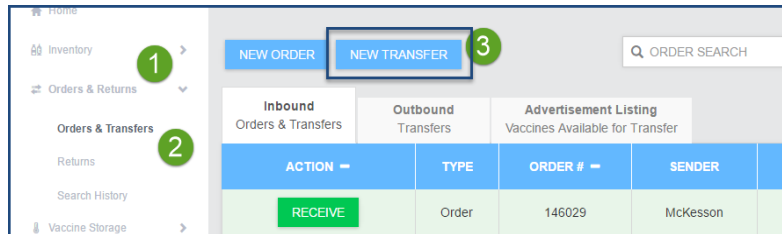
VOMS Vaccine Advertisement

This guide will provide information on how to create, view and receive a vaccine advertisement in VOMS. If the organization/facility has the Allow transfers option enabled and Enable Vaccine Advertisement checked, authorized users can create and request vaccine advertisements from the Orders and Transfers page.

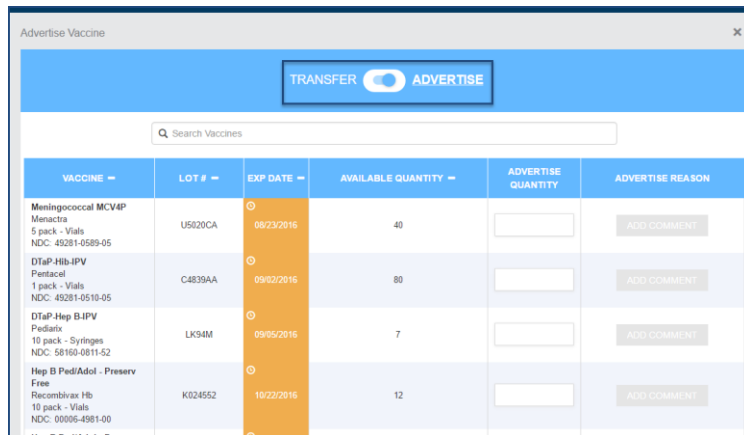
Orders & Returns

Create Vaccine Advertisement

- 1) Select **Orders & Returns** menu heading (1). Then select *Orders & Transfers* (2). On the top left of the page select *New Transfer* (3).

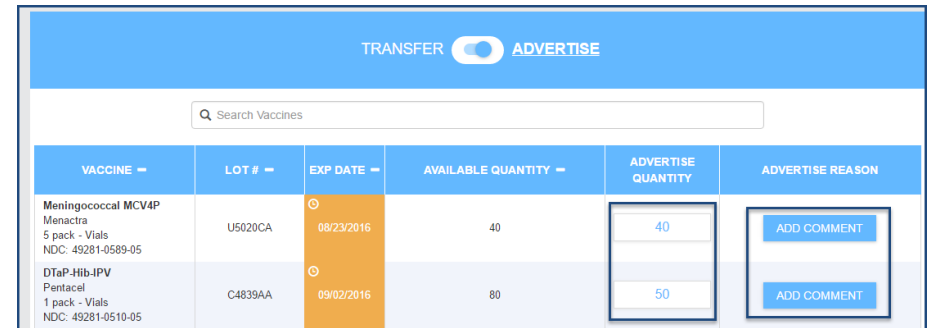


- 2) The New Transfer page opens and the toggle switch on the top bar is defaulted to *Transfer*. Click the switch to *Advertise*.



Select Doses to Advertise

- 1) A search bar is available to view only those vaccines designated by the search criteria.
- 2) All non-expired vaccines that are currently on hand will display on the table for the ability to advertise for transfer.
- 3) The default sort order is by expiration date.
- 4) Select a vaccine to advertise by entering the desired *Advertise Quantity*.
- 5) If an *advertise quantity* is entered, then the user must *Add a Comment* before *Submit Advertisement* can be clicked.



- 6) A confirmation message will appear including the number of Advertisements created upon clicking *Submit*.
- 7) When a facility requests the transfer (from the Advertisement Listing tab) an outbound transfer will be generated. If approval is required, the status will show In Manual Review. Once approved you can proceed with the transfer.



VOMS Vaccine Advertisement

Advertisement Listing

- 1) Select **Orders & Returns** menu heading (1). Then select Orders & Transfers (2). The third tab is Advertisement Listing (3).

VACCINE	LOT #	EXP DATE	DOSES AVAILABLE	CONTACT INFO	LOCATION	DATE ADVERTISED	REQUESTED DOSES
HPV, Quadrivalent Gardasil Viats NDC: 00006-4045-41 Funding Source: VFC	HPV812	08/25/2017	15	Eldon Leinweber (509) 888-9606 eldon@mansfield.com	Mansfield, WA 98830	08/17/2016	<input type="text"/>
HPV, Quadrivalent Gardasil Viats NDC: 00006-4045-41 Funding Source: VFC	9876	08/29/2016	30	Jennifer Jones (425) 454-5311 jennifer@bellevuefamilymedicine.com	Bellevue, WA 98004	08/17/2016	<input type="text"/>

- 2) Vaccines that display on this tab represent vaccines posted by other providers and are available to request.
- 3) Enter in the amount of doses you would like to request in the *Requested Doses* box(s).
- 4) Clicking Request Transfer will bring up a Submit Transfer Confirmation pop up listing all organizations / facilities and vaccine information before the advertise request is complete.
- 5) Verify all details are correct and click Submit.
- 6) If applicable, the requested transfer will go through the approval process.
- 7) The following 'Order & Transfers' status' can be displayed depending on what stage it is in:
 - a. In Manual Review – pending approval
 - b. Pending Local / State Approval
 - c. Approved – transfer is approved
 - d. Denied – transfer was not approved

- 8) Once a transfer request has been Approved the Sending Organization can proceed with the delivery process.

Receive Inbound Transfer

- 1) An Inbound transfer will have appeared on the Receiving Organizations Inbound Orders & Transfers tab. The Receiving organization will need to complete the receipt process for the transfer once it physically arrives.
- 2) Once the transfer is received, the vaccine will automatically populate on the Receiving Organizations inventory.
- 3) On the Sending Organizations Outbound Transfer tab the transfer will be removed automatically and deducted from the Sending Organizations inventory upon receipt.
- 4) This completes the process of sending and receiving a transfer.



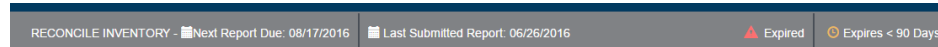
VOMS Reconcile Inventory

This guide gives instructions on how to reconcile vaccine inventory at the Public and Private stock level. Reconciliation is a process that can be done throughout the month allowing for a higher quality of vaccine management.

Reconciliation Page

1) Select **Inventory** menu heading. Click *Reconciliation* under the menu to show vaccine inventory. The reconcile inventory page has two tabs, Public and Private, allowing for easier reconciling for ordering purposes.

2) The header across the top shows when reports are due, last reported date, and provides a legend detailing expiration colors/symbols



3) The following headers are available for reconciling either Public or Private inventory:

1. Vaccine – vaccine name, manufacturer, packaging information, and NDC number
2. Lot# - vaccine lot number
3. Exp Date – expiration date
4. Funding Source – vaccine funding source. Ex: PUB (Public), PRVT (Private)
5. Transaction History – history of doses received, undecrementing doses administered, doses administered, and inventory adjustments
6. Quantity on Hand – doses available to administer
7. Physical Counts – area to input physical vaccine counts
8. Discrepancy – if Quantity on Hand and Physical Counts do not match, this column will automatically adjust accordingly
9. Adjustments – vaccine discrepancy documentation
10. Inactivate – if Quantity on Hand is zero, check to hide the lot number on the page

4) Vaccines are grouped together by vaccine family name. Each lot number will be listed separately.

Vaccine	Lot#	Exp Date	Funding Source	Transaction History	Quantity On Hand
DTaP/DT/Td					
DTaP DAPTACEL® 10 pack 49281-0285-10	C4751BA	08/09/2017	PUB	VIEW	60
DTaP/DT/Td HEP-B 3 DOSE POLIO					
DTaP-Hep B-IPV PEDIARIX® 10 pack 58160-0811-52	9939E	08/30/2016	PUB	VIEW	0
	LK94M	09/05/2016	PUB	VIEW	9

Print Reconciliation Worksheet

Printing the reconciliation worksheet helps ensure dose numbers are recorded accurately at vaccine storage location(s).

- 1) To generate and print the worksheet, click the printer icon on the top right side of the reconciliation page.
 - a. The Public tab will print only Public vaccines and the Private tab will print only the Private vaccines.
- 2) At the bottom of the worksheet click *Print* to print the worksheet or click *Close* to close the page.

Publicly Funded Vaccines - Reconciliation Worksheet							
Organization (IRMS): Organization Name (2365) Facility: Facility Name							
Vaccine	Lot#	Exp Date	Funding Source	Quantity On Hand	Physical Counts	Discrepancy	Adjustments
DTaP/DT/Td							
DTaP DAPTACEL® 10 pack 49281-0285-10	C4751BA	08/09/2017	PUB	60			
DTaP/DT/Td HEP-B 3 DOSE POLIO							
DTaP-Hep B-IPV PEDIARIX® 10 pack 58160-0811-52	9939E	08/30/2016	PUB	0			
	LK94M	09/05/2016	PUB	9			



VOMS Reconcile Inventory

Adjustments

If there is a discrepancy between Quantity on Hand and the Physical Count for a specific vaccine lot, an adjustment will be required for all Public vaccines. All doses should be accurately adjusted for based on specific Category and Reason.

For Example:

- Quantity on Hand = 60 doses of DTaP
- Physical Counts = 58 doses of DTaP
- Discrepancy = -2

Vaccine	Lot#	Exp Date	Funding Source	Transaction History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DTTd									
DTaP DAPTACEL® 10 pack 49281-0286-10	C4751BA	06/09/2017	PUB	VIEW	60	58	-2	ADJUST	



After *Adjust* has been clicked a pop-up will appear. This is where adjustments of dose number and reasoning will be documented.

- 1) Enter dose amount, select adjustment category and adjustment reason from the related drop-down lists
 - a. *Add Another* will automatically add a new row if another adjustment reason needs to be documented according to the Total Doses Off number
 - b. Total Doses must be equal to zero
- 2) Click *Save* to save information and return to the Reconcile Inventory page.

Note: Window cannot be closed until the entire dose discrepancy amount has been accounted for with adjustment reasons.

Submit Inventory

Once finished reconciling inventory there are three options:

1. Click *Clear* to erase all previously entered counts
2. Click *Save* to save the inventory and submit later
3. Click *Submit Inventory* to submit the inventory reconciliation.

VARICELLA						
Varicella VARIVAX® 10 pack 00006-4827-00	L009204	03/17/2017	PUB	VIEW	14	14
	L015045	04/29/2017	PUB	VIEW	90	90
	L017998	05/19/2017	PUB	VIEW	20	20

CLEAR SAVE **SUBMIT INVENTORY**



VOMS

View and Receive Orders

This guide will provide information on viewing order status and how to receive orders in VOMS. Users with required permissions will be allowed to view a list of all in process orders and transfers. All orders placed in VOMS need to be manually received for the vaccines to be added to the providers inventory.

Orders & Transfers

- 1) Select **Orders & Returns** menu heading. Then select *Orders & Transfers*.
- 2) The page has 2 or 3 tabs depending on permissions.
 - a. *Inbound Orders & Transfers* - Displays a list of orders and transfers that are being sent to the selected or assigned organization/facility.
 - b. *Outbound Transfers* - Displays a list of transfers and returns that are being generated by or sent by the selected or assigned organization/facility.
- 3) There is a search box or the user has the ability to sort the Number column by clicking on the column header to find specific orders.

ACTION	TYPE	NUMBER	SENDER	ORDER DATE	STATUS
RECEIVE	Order	144541	McKesson	05/25/2016	Approved
RECEIVE	Order	145503	McKesson	07/12/2016	Shipped
RECEIVE	Order	144558	McKesson	06/07/2016	Shipped
VIEW	Order	145501	McKesson	07/14/2016	In State Manual Review
VIEW	Order	145504	McKesson	07/12/2016	Pending Local Approval
VIEW	Order	145518	McKesson	07/13/2016	Pending Local Approval
VIEW	Order	139621	McKesson	09/11/2015	Denied

- 4) The following 'Order & Transfers' status can be displayed depending on what stage it is in:
 - a. Saved – order has been created not submitted
 - b. In Manual Review – pending approval
 - c. Pending Local / State Approval
 - d. Approved – order is approved
 - e. Denied – order was not approved
 - f. Shipped – order is in transit
 - g. Partially Received – items still pending receipt
- 5) Once an order is ready to be received, the button in the 'Action Column' will change to Receive and turn green.

Receive Order

- 1) Click *Receive* to view the vaccine order details. The 'Receive Order' page opens with the following information:
 1. The order number; VTrckS order number (if applicable); order date; ordered by; approval organization; approval date and order set displayed at the top.
 2. The vaccine order details will be displayed underneath the header information.



VOMS View and Receive Orders

VACCINE	LOT #	EXPIRATION DATE	RECEIVE DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
MMR									
MMR M-M-R II 10 pack NDC: 00006-4681-00 Tracking #	HED124565	2018-05-12		VFC	20	20	20		ADJUST ADD LOT
DTaP/DT/d									
DTaP DAPTACEL 12 10 pack NDC: 49281-0286-01 Tracking #	BGD12894	2018-02-12		VFC	60	60	60		ADJUST ADD LOT
DTaP/DT/d HEP-B 3 DOSE POLIO									
DTaP-Hep B-IPV PEDIARIX 10 pack NDC: 58160-0811-52 Tracking #	AFD091212	2018-02-13		VFC	55	55	55		ADJUST ADD LOT

CANCEL RECEIVE

- 2) Enter in the Receipt Quantity in the Receipt Quantity field. If the Receipt Quantity is equal to the Approved or Shipped Quantity, no adjustment will need to be made.
- 3) If the Receipt Quantity is less than the Approved or Shipped Quantity an adjustment must be entered for the discrepancy by clicking the *Adjust* button in the 'Action Column'.

VACCINE	LOT #	EXPIRATION DATE	RECEIVE DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
MMR									
MMR M-M-R II 10 pack NDC: 00006-4681-00 Tracking #	HED124565	2018-05-12		VFC	20	20	20	15	ADJUST ADD LOT
DTaP/DT/d									
DTaP DAPTACEL 12 10 pack NDC: 49281-0286-01 Tracking #	BGD12894	2018-02-12		VFC	60	60	60	60	ADJUST ADD LOT
DTaP/DT/d HEP-B 3 DOSE POLIO									
DTaP-Hep B-IPV PEDIARIX 10 pack NDC: 58160-0811-52 Tracking #	AFD091212	2018-02-13		VFC	55	55	55	55	ADJUST ADD LOT

CANCEL RECEIVE

Adjust Receipt Quantity

MMR M-M-R II 10 pack | NDC: 00006-4681-00 | Lot #: HED124565 | Exp Date: 05/12/2018 | Funding Source: VFC

Total Doses Off: 0

Please document why receipt quantity is less than expected.

DOSE(S): ADJUST: Shipment is damaged

DOSE(S): ADJUST: Cold Chain not Maintained

CANCEL SAVE

Note: Multiple lines may be added to account for one or more adjustment reasons.

- 4) Once all adjustments have been made, click *Save*.
- 5) After all doses have been entered into the Receipt Quantity, click *Receive*. The order will no longer appear on the Inbound Orders & Transfers.

VACCINE	LOT #	EXPIRATION DATE	RECEIVE DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
MMR									
MMR M-M-R II 10 pack NDC: 00006-4681-00 Tracking #	HED124565	2018-05-12		VFC	20	20	20	15	ADJUST ADD LOT
DTaP/DT/d									
DTaP DAPTACEL 12 10 pack NDC: 49281-0286-01 Tracking #	BGD12894	2018-02-12		VFC	60	60	60	60	ADJUST ADD LOT
DTaP/DT/d HEP-B 3 DOSE POLIO									
DTaP-Hep B-IPV PEDIARIX 10 pack NDC: 58160-0811-52 Tracking #	AFD091212	2018-02-13		VFC	55	55	55	55	ADJUST ADD LOT

CANCEL RECEIVE



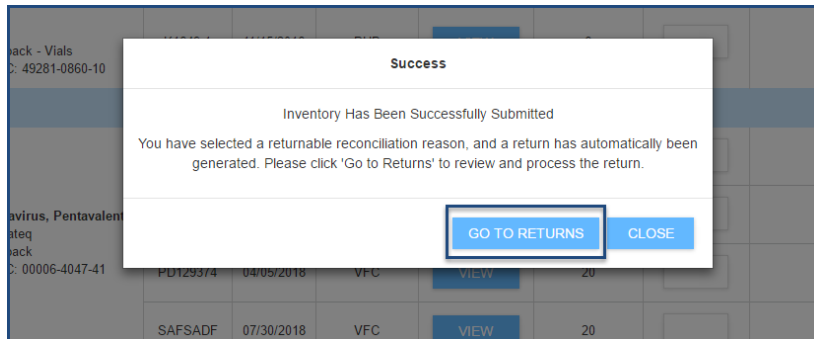
VOMS

View and Submit Returns

This guide will provide information on how to view and process vaccine returns in VOMS. Only users that have the 'Allow Vaccines Returns' permission will be allowed to complete the returns workflow.

Orders & Transfers

- 1) The Returns workflow begins when a provider reconciles inventory in VOMS with a returnable reason. Examples include:
 - a. Spoiled / Not Properly Stored
 - b. Recall / Vaccine Recall
- 2) Once the Reconciliation page has been *Saved* or *Submitted* a message will appear notifying the user that an automatic return has been generated.
- 3) Click *Go To Returns* to be taken directly to the Vaccines Returns page or navigate to the returns page via the left hand menu.



- 4) From the Vaccine Returns page you will be required to select a *Shipping Label Method*.
 - a. Mail
 - b. Pick-up
 - c. Email - this is only available if the primary vaccine coordinator has an email in IWeb

- 5) All vaccine returns details will display in the table below.
- 6) Enter the number of doses to be returned in the *Quantity to Return* column.

Note: The Quantity to Return can be less than the Returnable Quantity but cannot be greater than the Returnable Quantity.

- 7) If the *Quantity to Return* is less than the *Returnable Quantity* it will stay on the Vaccine Return page until it is either returned or deleted.
- 8) Use the delete icons to remove vaccines that been lost or discarded (note: this is a user specific permission).

VACCINE	LOT #	EXPIRATION DATE	FUNDING SOURCE	RETURNABLE QUANTITY	QUANTITY TO RETURN	QUANTITY ON HAND	RETURN REASON	WASTAGE COST
DTaP Daptacel 10 pack - Vials NDC: 49281-0286-10	1234	07/28/2017	PUB	2	2	18	Vaccine recall	\$200.00
	C4751BA	06/09/2017	PUB	2	2	6	Not properly stored	\$32.30
	C4751BA	06/09/2017	PUB	3	3	6	Vaccine recall	\$48.45
Hep B Pedi/Adol - Preserv Free Recombivax Hb 10 pack NDC: 00006-4981-00	K026666	10/22/2016	PUB	1		48	Refrigerator/Freezer Too Cold	\$11.75

- 9) After selecting a *Shipping Label Method* and a *Quantity To Return*, select the *Submit and Print Vaccine Return* button.



VOMS View and Submit Returns

- 10) Upon clicking *Submit and Print Vaccine Return a Vaccine Return Submission* pop-up will appear requiring the user to select how many boxes are required for the return.
- 11) All the return vaccine details are listed in the table. The user can 'X' out or click *Confirm and Print* to move onto the last step of the Returns process.

VACCINE RETURN SUBMISSION

Please Select how many boxes are required for this vaccine return: 1

Note: This is not your packing slip, and no return has been generated yet. please select the required number of boxes and click 'Confirm and Print' to continue

VACCINE	LOT #	EXPIRATION DATE	FUNDING SOURCE	RETURNABLE QUANTITY	QUANTITY TO RETURN	QUANTITY ON HAND	RETURN REASON	WASTAGE COST
DTaP Daptacel 10 pack - Vials NDC: 49281- 0286-10	1234	07/28/2017	PUB	2	2	18	Vaccine recall	\$200.00
	C4751BA	06/09/2017	PUB	2	2	6	Not properly stored	\$32.30
	C4751BA	06/09/2017	PUB	3	3	6	Vaccine recall	\$48.45

CONFIRM AND PRINT

- 12) The packing slip will be generated in PDF form to be printed out and put into the box(s) when the return is being shipped back to the Receiving Organization.
- 13) Each return item will be listed with its own IIS Return ID.

IIS Return ID: 3059								
VACCINE	LOT #	EXP DATE	FUNDING SOURCE	RETURNABLE QUANTITY	QUANTITY TO RETURN	QUANTITY ON HAND	RETURN REASON	WASTAGE COST
DTaP DAPTACEL 10 pack 49281-0286-10	1234	07/28/2017	PUB	2	2	18	Vaccine Recall	\$200.00

IIS Return ID: 3060								
VACCINE	LOT #	EXP DATE	FUNDING SOURCE	RETURNABLE QUANTITY	QUANTITY TO RETURN	QUANTITY ON HAND	RETURN REASON	WASTAGE COST
DTaP DAPTACEL 10 pack 49281-0286-10	C4751BA	06/09/2017	PUB	2	2	6	Not Properly Stored	\$32.30

IIS Return ID: 3061								
VACCINE	LOT #	EXP DATE	FUNDING SOURCE	RETURNABLE QUANTITY	QUANTITY TO RETURN	QUANTITY ON HAND	RETURN REASON	WASTAGE COST
DTaP DAPTACEL 10 pack 49281-0286-10	C4751BA	06/09/2017	PUB	3	3	6	Vaccine Recall	\$48.45

- 14) Once *Close* is selected the user will be directed back to the Vaccine Returns page and will notice the returns are not listed on the page.
- 15) This completes the vaccine returns process.