



Approve Orders

Authorized users with Local or State Approver permission can approve orders in VOMS 2.0.

- Approve an Order
 - 1. Login to VOMS.
 - 2. Search for the approving Organization in the search bar.



3. Click the **Approvals & Management > Approve Orders** on the navigation menu.



4. The **Approve Orders** page is divided into five main sections:

panizations			* Alfa	All facilities X				# PIN			
				Order Date: Star	rt date 🛛 🕷	End date	Order #		٩		
		O sho	m All O	Pandemic Orders O Cor	rpllance Review	Pending Approval	Backorders				
				Pandemic Orde	rs for Review and App	roval					
Order #==	Orgenia	Orgeniation= Facility=			PIN-	Onder Set ==	Order Date=		Status=		
164675	Bezversreek Panily Health Center (15173)			Seaverowek Family Health Center	25356	Pandemic1	07/29/2020	Cutside Ass Does Not Heet Ac	orgflart Igred Order Tiwing countability Requirements greement Digined		
164476	Dezverchek Parily H	Naith Center (15172)		Sezverowek Family Health Center	25356	Pandemic Order Set	06/24/2020	 Does Not Heet Ac 	onplant signed Order Timing countability Requirements ligneement Diplined		
SELEC	CT APPROVED							5901	rovmens		
				Orders fo	r Compliance Review						
Order# -	Organization	Facility	PIN -	OrderSet -	Order Date -		Compilance I	Reason -	Status -		
103854	Text Org (17575)	Josh 50:16	0901	Asprebook	05/15/2020	1	Does Not Heet Acco	ned Order Timing untability Requirements reament Expland	Non-Compliant		

- a) Filters This section allows users to find all orders based on organization, facility, PIN, order date range, and/or order number.
- b) Pandemic Orders for Review and Approval

 Pandemic Orders that can be approved, sent to VTrckS, or rejected. Pandemic Orders must be sent to VTrckS separate from other orders.
- c) Orders for Compliance Review Orders that have been placed but do not meet all compliance requirements.
- d) Orders for Review and Approval orders that can be approved, sent to VTrckS, or rejected.
- e) **Vaccine Backorder Review** orders that have been backordered.

Orders for Compliance Review

1. Select the **Order #** to view the order details.

Order # 🗕	Organization —	Facility –	PIN -	Order Set 🗕	Order Date =	Compliance Reason 🗕	Status 🗕
1022	Wa_Test (1002)	Fac1	FAC001	Dtap-Ipv	07/19/2018	Outside Assigned Order Timing Shipping Information Changed Does Not Meet Accountability Requirements Reconciliation Past Due	Non- Complian

- 2. Approvers can review non-compliance reason(s) on the **Approve Order** details page. Compliance triggers are administrator defined and examples can be:
 - a. Reconciliation is past due or Provider agreement is not within date
- 3. The approver can make any necessary changes to the accountability submission by entering a date in the **Submission Date** column and click **Save**.
- 4. After review, approvers can choose to override compliance by selecting the **Manual Override** button and approve, leave the order in queue, or deny the order.

Order #1665 FAC001 - Fac1 Order Date: 04/17/2020				() Onder Starus: Noncompliant				
Approve Orders	sprove Orders X							
•	PROVIDER IS NOT IN COMPLIANCE. This order cannot be approved.		MANUALLY OV	ERRIDE				
ACCOUNTABLITY	LAST DATE SUBMITTED	u	PTO EATE!	SUBMISSION DATE				
1. Provider agreement is within clate?	11/30/2020	Yes						
2. Inventory Submission Report (Reconciliation)?	04/23/2020	Yes	VIEW					
3. Cold Storage Temperature Submission?	11/05/2018	No		mm/dd/yyyyX				
4. Custom Value?	N/A	No		mm/dd/yyyyX				
5. Inventory Submission Report?	NA	No		mm/dd/yyyyX				
6. Within order window?	NA	No	VIEW					
7. No changes to shipping information?	NiA	Yes						
	SAVE							

Orders for Review and Approval

- 1. Orders status' can be any of the following:
 - a) **Open** order has not been approved
 - b) **Reviewed** order has been viewed and saved

c) **Approved** – order has been approved but not sent to the State/VTrcks.

2. When reviewing an order, the order details can be reviewed by selecting the **Order #.**

Orders for Review and Appreval									
-	Order # =	Organization -	Facility =	PIN -	Order Set -	Order Date -	Approver -	Status -	
	164S	Wa_Test (1002)	Faci	FAC001	Ctap-lpv	03/09/2020		8	
	5625	Aberdeen Pediatrics (1900)	Aberdeen Pediatrica	1900	Childhood Vaccines	02/11/2020	SHANNON	8	

3. Once on the page, there are further order details:

FACILITY INFORMATION	>
INVENTORY REPORT LINKS	>
PRIORITY REASON AND ORDER COMMENTS	>

- a) **Facility Information** Shipping and Contact Information are shown in this section.
- b) Inventory Report Links Links to inventory related reports. This section may not be visible if it has been disabled by a system administrator.
- c) Priority Reason and Order Comments - This section shows if the order is a priority and the associated priority reasons and comments.

Vaccine Order Details

- 1. Clicking on **View Order History** allows the approver to view the providers recent order history in a pop-up.
- 2. The **Approved Quantity** can be more or less than the **Order Quantity**.
 - a) If Approved Quantity is less than Order Quantity, a **Denied** or **Backorder Quantity** must be entered.
- 3. The approver has ability to **Deny Entire the Order** and if they do, they are required to select a **Denial Reason**.

Vacine Onler Details Vision Conter Details Vision Conter Details									
Vaccine	Doses Used Last Month	Physical Inventory	Order Quantity	Approved Quantity	Denied Quantity	Backorder Quantity	ROQ	ROQException	Denial Reason
Rotavirus, Pentavalent Rotal ^T eo Loock NDC: 49281-0278-49 Funding STR78	o	٥	50	10			No Previous History with this Vaccine		
Optionally add vaccine	es to order by entering a quar	tity into the 'Approve	f Quantity' field bei	iow.					
Vaccine	Doses Used Last M	enth Physical Inver	tory Order Quan	tity Approved Quant	ty Denied Quantit	r Backorder Quantity	ROQ	ROQ Exception	Denial Reason
120100									

- Once all sections of the page have been reviewed, the approver can click Save (to review later) or Approve to approve the order.
 - a. The order can be approved-in-full, denied-in-part or denied-in-full.
- After the order(s) have been reviewed and approved, the order approver can select the approved orders and select the **Send to State** button. The checkbox can only be selected when the order has been approved.



Note: If there is only a State Approver, instead of Send to State it will be Send to Vtrcks.

a. A pop-up will appear; select the **download icon** to download the files to your computer.



b. A zip file will download to your local drive with three Excel files for ordering and inventory.

Name
Startingadmin-provider-order-inventory-.2020.04.27_06.55.csv
Startingadmin-provider-order-master-.2020.04.27_06.55.csv
Startingadmin-provider-order-orders-.2020.04.27_06.55.csv

6. Once the order(s) have been approved, they will no longer appear on the page.

Note: Pandemic Order Review and Approval, follows the same workflow above. Pandemic Orders will be sent to VTrckS separate from regular orders.

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