

Vaccine Order Management System (VOMS) Quick Reference

Before Placing the First VOMS Order:

1. The NDC number is a critical component in the VOMS module. All future orders will have the NDC numbers attached to the vaccine. However, any vaccines previously entered into the WyIR may need to have the NDC number added.
2. Click on **Lot Numbers**. Then, click on **Search/Add**.
3. Select a vaccine from the drop down menu. Then click **Search**.
4. Click on the arrow next to the vaccine that needs edited.
5. Click **Edit**. Click OK when the warning message appears.
6. Select an NDC number associated with the vaccine brand that is being edited.
7. Click **Save**.

NOTE: The following message may appear: *Error: The selected NDC number does not belong to the vaccine selected*. This indicates that either the wrong brand was selected from the NDC list or the vaccine type that was chosen for that vaccine does not match the type recommended on the WyIR Cheat Sheet. For example, some providers selected Hepatitis B-Adol or Pediatric for their Hepatitis B vaccine, rather than the recommended Hepatitis B-Ped/Adol- Preserv Free.

Placing an Order in VOMS

1. Using the navigation menu, click on the **Orders/Transfers** menu heading and click **Create/View Orders** to show the list of Inbound (open) Orders.
2. Click the **Create Order** button at the bottom of screen to open the new order screen.
 - a. If provider hasn't reconciled inventory in the last 30 days, they will be prompted to do so at this time.
3. Review the vaccine delivery information (delivery address, contact, delivery days and times). Notify the Vaccine Program **immediately** if the delivery address is incorrect – Do not continue with the order. If the delivery days and times have changed, correct them and click the **Save** button at the top of screen. Note: The save button at the top of screen only saves the vaccine delivery information, not the order itself.
4. Order Set: Select the desired order set from the dropdown menu located just above the blue Order Details title bar. Note: This only applies to providers who order from both the pediatric and adult contract. Orders should be placed separately for pediatric and adult vaccines. Vaccines will not appear until an order set is selected.
5. Quality Assurance Checks: The registry automatically does a quality assurance check on orders before they are submitted.
 - a. If the order contains typos, error messages will show on the top of the page in red. Correct the noted mistakes and re-submit.

- b. If the order is outside the allowed frequency and timing, or a recommended order quantity, a dialogue box will open. Select an **Exception Comment** from the dropdown menu and click the **Submit** button to continue. Click the **Cancel** button to exit the pop up box and go back to the order or click the **Save** button to exit and save the order.
6. Order Details: To place an order, enter the following information:
 - a. **Doses Used Last Month.** This is required for all products. This will auto-populate for providers who use the WyIR for inventory management.
 - b. **Physical Inventory.** This is required for all products. This will auto-populate for providers who use the WyIR for inventory management.
 - c. **Order Quantity.** Required only for products that are being ordered.
7. Urgent and Priority Reason categories will not be used.
8. Comments can be entered for any orders that are higher than normal to justify the order. Other comment examples would be: “Switching to this brand”, “Ran Reminder Recall for DTaP and expecting 34 patients”, etc.
9. Double check the order and click one of the following buttons at the bottom of the screen to continue:
 - a. **Submit Order** will send the order to the Vaccine Program. Orders cannot be changed after submitting. Contact the Vaccine Program immediately if changes are needed.
 - b. **Save Order** will save the order if providers are not ready to submit. Saved orders are listed on the Inbound Order screen. Saved orders can be re-opened and submitted at any time.
 - c. **Cancel** will cancel the order and exit the order details screen. Nothing is submitted or saved.

Receive Vaccine Orders into Inventory

1. Using the navigation menu, click on the **Orders/Transfers** menu heading. Click **Create/View Orders** under the menu to show the list of Inbound (open) orders.
 2. Select the desired vaccine order to open the **Receive Order** screen. Orders can be received if there is a status of either Approved or Shipped. A Shipped status indicates that the Vaccine Program has uploaded the shipment information, containing lot numbers and expiration dates.
- If the shipment received is **COMPLETE** and all of the vaccine products should be entered into inventory:
- 1) Enter the **Receipt Quantity** for each vaccine product.
 - 2) If there is any missing information, such as product manufacturer, lot number, or expiration date, for any product, use the vaccine package information to enter the missing details. *See note below about orders with missing products (e.g., varicella).*

- 3) If there is any incorrect information, such as product manufacturer, lot number, or expiration date, use the vaccine package information to correct the errors. *See note below about orders with missing products (e.g., varicella).*
 - 4) Click the **Receive** button after all information is entered. The system updates provider's inventory to include the number of doses, lot number, and expiration date of the received vaccines.
- If the shipment is **MISSING** vaccine products (such as varicella that arrives separately) and provider wants to accept the vaccine that has arrived and later enter the missing vaccine:
 - 1) Receive the products shipped as described above.
 - 2) For the missing vaccine products:
 - a. Enter a **Receipt Quantity** of zero.
 - b. Enter a **Rejected Quantity** that equals the original order quantity for that product.
 - c. Select the "**Shipment is Incomplete**" reason from the **Reason for Rejecting** dropdown menu.
 - 3) Click the **Receive** button. The system updates the inventory with only the received doses. A new order is created for the rejected products. The order is on the InBound Order screen and has the same date as the original order. Use this order to receive the missing product later when it arrives.
 - If the shipment is **MISSING** vaccine products and providers want to add the portion that arrived into the inventory now but not ever add the missing portion.
 - 1) Receive the products shipped as described above.
 - 2) Reject the missing products as described above, but select "Other" from the **Reason for Rejecting** dropdown menu.
 - 3) Click the **Receive** button. The system updates the inventory with only the received doses. The reject products show as not received.
 - If the shipment arrives **DAMAGED** or **SPOILED**:
 - 1) Do *not* receive the shipment into the WyIR. Receive the order from the shipper and store in the proper vaccine storage unit.
 - 2) Contact the Vaccine Program immediately for return and replacement instructions.