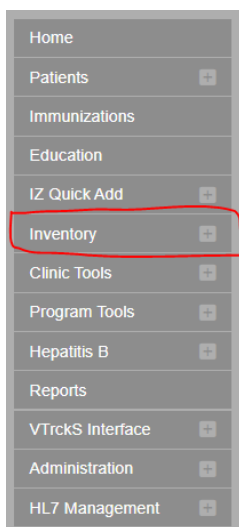


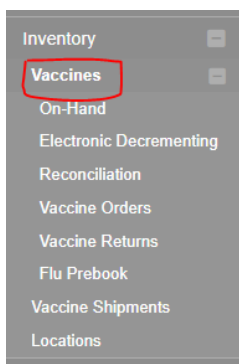


Place a COVID-19 Vaccine Order

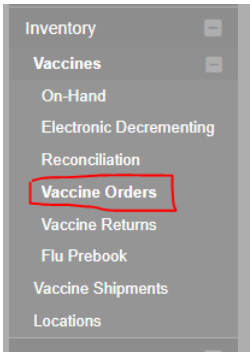
1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory from the right menu:



3. Click Vaccines:



4. Click Vaccine Orders:



5. Click Add New Vaccine Order:

Vaccine Orders [Learn More](#)

Add New Vaccine Order

Search

Clinic	Order Status	Order Type
(ALL) ▼	(ALL) ▼	(ALL) ▼
Order Date Range	Date Submitted to VTrckS Date Range	
From: 12/04/2020 <input type="text"/> <input type="text"/>	Through: 03/04/2021 <input type="text"/> <input type="text"/>	From: MM/DD/YYYY <input type="text"/> <input type="text"/>
Previous Criteria		Clear Search

6. Click on the drop down and click on the one clinic you see in the list (you will see only one clinic):

Vaccine Order [Learn More](#)

Cancel Next

Add - Select Clinic

Clinic *
<input type="text"/>
Will this be an Influenza order? <input type="checkbox"/>

Add - Select Clinic

Clinic *

ELKVIEW GENERAL HOSPITAL

ELKVIEW GENERAL HOSPITAL

7. Choose COVID-19 vaccine order and click Next:

Add - Select Clinic

Clinic *

ELKVIEW GENERAL HOSPITAL

Will this be an Influenza order?

Will this be a COVID-19 order?

8. On the pop-up screen, check that Primary Shipping Contact has correct Name, Phone #, Email, and that Shipping Address is correct. If not – please call or email OSIS helpdesk to correct this information.

Confirm Shipping Info

✓ Clinic: ELKVIEW GENERAL HOSPITAL ([REDACTED])

✓ Email: [REDACTED]

✓ Phone: [REDACTED]

✓ Primary Shipping Contact

Name: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

✓ Shipping Address

[REDACTED]

✓ Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:00	11:45	12:00	18:00
Tuesday	08:00	11:45	12:00	18:00
Wednesday	08:00	11:45	12:00	18:00
Thursday	08:00	11:45	12:00	18:00
Friday	08:00	11:45	12:00	18:00
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct.

Cancel Next

9. If all information is correct, click “I have reviewed...” and Next

I have reviewed the above shipping information and I certify the information is correct.

10. Place order on this screen. IMPORTANT: QTY is the quantity of packages. As of right now, the minimum required order for each vaccine is as follows:

- Moderna (1pck) = 100 doses
- Pfizer 12+ (3 packages) = 300 doses
- Pfizer 5-11 (1 pack) = 100 doses
- Janssen (1pck) = 100 doses.

11. **PLEASE NOTE:** If you are wanting an amount less than the minimum required to order, you will still need to place an order for the minimum amount, but you will need to add a comment in the **Clinic Comments** field (see below) indicating the number of doses/vials you want to request. These will be redistributed to you from your local county health department.

COVID-19 Order Cancel

Clinic: ELKVIEW GENERAL HOSPITAL [REDACTED]

Clinic Comments

CVX	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Qty of Packages	(0)
CVX	NAME	NDC	MANUFACTUF	MANUFACTURER					Clear All Filters
207	MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)	80777-0273-99	MOD	MODERNA		100			ADD TO CART
208	PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)	59267-1000-02	PFR	PFIZER, INC.		1170			ADD TO CART
212	JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)	59676-0580-15	JSN	JANSSEN		100			ADD TO CART

Showing 1 to 3 of 3 entries -- Previous **1** Next --

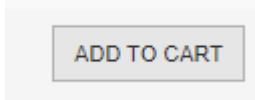
CVX	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Qty of Packages	(0)
CVX	NAME	NDC	MANUFACTUF	MANUFACTURER					Clear All Filters
207	MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)	80777-0273-99	MOD	MODERNA		100			ADD TO CART
208	PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)	59267-1000-02	PFR	PFIZER, INC.		1170			ADD TO CART
212	JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)	59676-0580-15	JSN	JANSSEN		100	PEDIATRIC ADULT		ADD TO CART

Showing 1 to 3 of 3 entries -- Previous **1** Next --

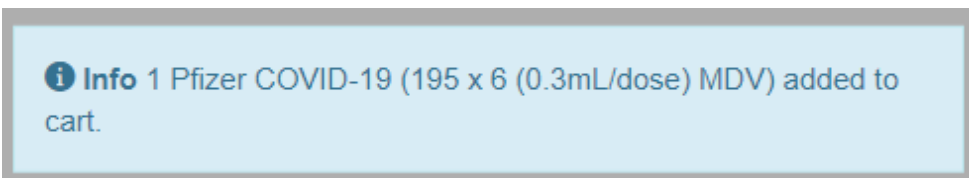
CVX	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Qty of Packages	(0)
CVX	NAME	NDC	MANUFACTUF	MANUFACTURER					Clear All Filters
207	MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)	80777-0273-99	MOD	MODERNA		100			ADD TO CART
208	PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)	59267-1000-02	PFR	PFIZER, INC.		1170		1	ADD TO CART
212	JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)	59676-0580-15	JSN	JANSSEN		100			ADD TO CART


Showing 1 to 3 of 3 entries -- Previous **1** Next --

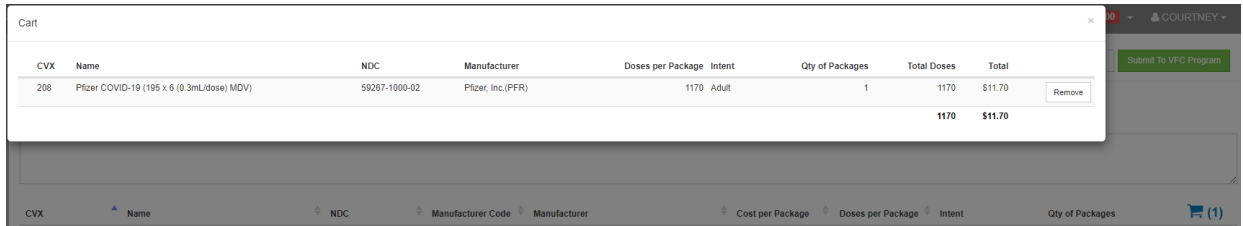
12. Once you have selected the type you want:



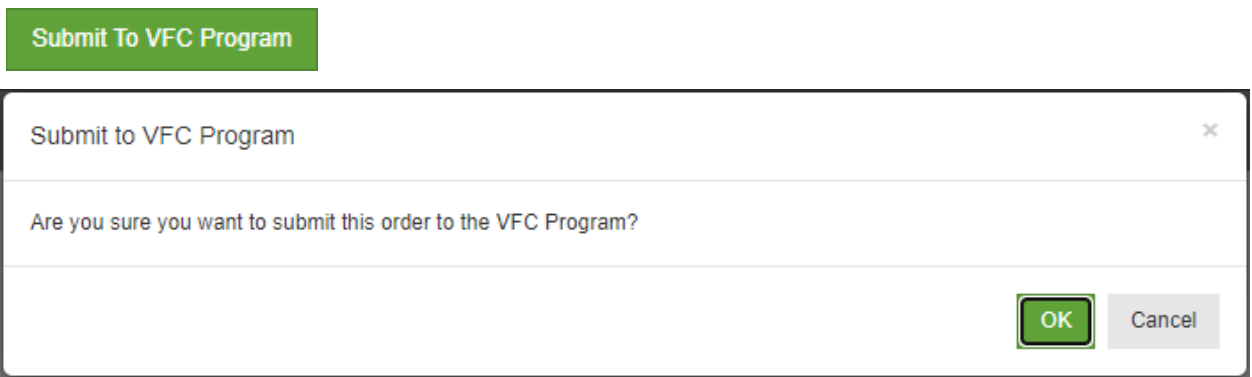
13. Once you have added to cart you will receive a notice at the bottom for cart confirmation:



14. If you want to review your order before placing click on the  icon: (If the order is correct, close the pop-up window; if the order is wrong – click remove and go back to step 10.



15. Click Submit to VFC Program, click OK:



16. Order status will change to Submitted for Approval, once approved by the VFC program the order status will change to Approved.

- a. If the order is for outside the minimum quantity the order status will be changed to Rejected and the local county health department will fulfill the order.

***If the order has mistakes, it will be rejected and a note with needed corrections will be attached. You will have to make the necessary changes to the order and re-submit it as soon as possible.