



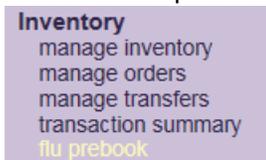
## Iowa Department of Public Health - Immunization Program Immunization Registry Information System (IRIS) Influenza Vaccine Pre-book and Order Receiving Instructions January 2020

The following are instructions to pre-book and accept VFC influenza vaccine orders in IRIS. Questions about the Vaccines for Children Program or pre-booking seasonal influenza vaccine can be directed to the VFC Program at 800-831-6293 ext. 4. Contact the IRIS Help Desk at 800-374-3958 with questions about IRIS or receiving influenza vaccine orders.

### Instructions to Pre-book VFC Seasonal Influenza Vaccine Orders

To submit a flu pre-book order, please follow the below steps:

- 1) Select the 'flu pre-book' link under the Inventory section of the menu panel.



- 2) As necessary, type special comments for the order, delivery instructions, or update the delivery days and times for the organization.

*Special Comments for Order*  
Enter Text:  characters left.

*Delivery Instructions*  
Enter Text:  characters left.

*Historical Notes*

Created by	Create Date	Note
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**Delivery Days and Times**

	Delivery Window 1		Delivery Window 2	
<input checked="" type="checkbox"/> Monday	8:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Tuesday	9:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Wednesday	9:00 AM	To 4:00 PM	8:00 PM	To 10:00 PM
<input checked="" type="checkbox"/> Thursday	9:00 AM	To 12:00 PM	1:00 PM	To 9:00 PM
<input checked="" type="checkbox"/> Friday	7:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Saturday	7:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Sunday	7:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM

- 3) From the Flu Prebook Window, select the prebook period in green for the upcoming flu season. To see what was prebooked in previous flu seasons, select the previous season from the dropdown menu.

**Flu Prebook Window:**

Vaccine Group	Trade Name
	15-JAN-19 - 07-FEB-19

**Pre-Book Influenza Vaccines**

**Flu Prebook Window:**

Vaccine Group	Trade Name
	15-JAN-19 - 07-FEB-19
	14-JAN-20 - 06-FEB-20

- 4) The influenza vaccines available to pre-book are listed and displayed by Trade Name, Packaging, and NDC number. Enter the **number of doses** requested for the specific NDC in the Doses Requested column. If the value entered is not equivalent to the package, the amount will round up to the nearest package size.

**Flu Prebook Window:** 17-JAN-20 - 07-FEB-20 ▼

Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Quad P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0320-01	PED	<input type="text" value="240"/>				0
FLU	Afluria Quad P-free, Peds	INFLUENZA, QUADRIVALENT, PRESERVATIVE FREE, 0.25ML SYR 10-PACK	33332-0220-20	PED	<input type="text"/>				0
FLU	Afluria Quadrivalent	Influenza quadrivalent 5mL MDV 1-Pack	33332-0420-10	PED	<input type="text"/>				0
FLU	FluLaval quad, P-free	Influenza, injectable, quadrivalent 0.5mL SYR 10-Pack	19515-0816-52	PED	<input type="text" value="120"/>				0
FLU	FluMist Quadrivalent	Influenza, intranasal, quadrivalent 10-Pack Sprayers	66019-0307-10	PED	<input type="text"/>				0
FLU	Fluarix Quad, P-free	influenza, injectable, quadrivalent, p-free 0.5mL SYR 10-pack	58160-0885-52	PED	<input type="text" value="60"/>				0

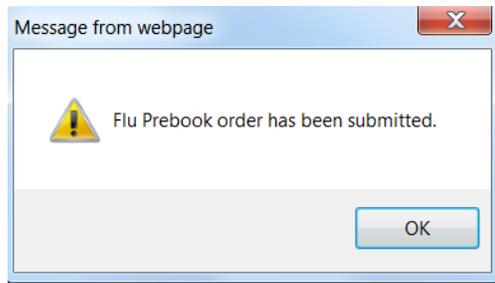
- After entering the quantities for each product ordered, select the Save button to submit the influenza vaccine pre-book order.

**Influenza Pre-book Orders**

VFC PIN	B99999	Delivery Contact	JOSEPH Zehner	<input type="button" value="Save"/>
Initiating Organization	Joey Training Org Test	Delivery Address	123 FOURTH STREET	
Initiating User	Joseph Zehner		SUPER EXTRA LONG	<input type="button" value="Cancel"/>
Org Phone	(563) 333-3333 x555555		CITY, IA 55555-	
Org Fax	(989) 516-5555 x			

Special Comments for Orders

- A pop-up message will display, indicating the “Flu Prebook order has been submitted”. Select OK to continue.



- Verify the influenza pre-book order has been submitted by selecting the flu pre-book link from the left menu panel under the Inventory heading. A message in red will display, indicating when the pre-book was submitted or last updated.

**Influenza Pre-book Orders**

**Submitted Date 06/14/2016**

VFC PIN	B99999	Delivery Contact	JOSEPH Zehner	<input type="button" value="Save"/>
Initiating Organization	Joey Training Org Test	Delivery Address	123 FOURTH STREET	
Initiating User	Joseph Zehner		SUPER EXTRA LONG	<input type="button" value="Cancel"/>
Org Phone	(563) 333-3333 x555555		CITY, IA 55555-	
Org Fax	(989) 516-5555 x			

- If edits need to be made to the influenza pre-book order before the pre-book period has ended, select the flu pre-book link, select the flu prebook period from the dropdown menu and update the quantity in the doses requested field and select Save. Each time the flu pre-book page is updated, a confirmation message will appear, and the submitted date will be updated.

- 9) Once the flu pre-book period has ended, edits can no longer be made to the flu pre-book order page, and the amount in the doses requested column will no longer be editable as shown below.

Pre-Book Influenza Vaccines					
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested
FLU	Fluarix Quad, P-free	influenza, injectable, quadrivalent, p-free SYR 10-Pack	58160-0900-52	PED	<input type="text" value="60"/>
FLU	Fluzone Quadrivalent	Influenza, quadrivalent MDV10 1-Pack	49281-0623-15	PED	<input type="text" value="220"/>
FLU	Fluzone quad, P-free Peds	Influenza, quadrivalent, preservative free, SYR 10-pack	49281-0513-25	PED	<input type="text" value="240"/>

- 10) If the Vaccines for Children (VFC) Program makes any changes to an organization's flu pre-book order, the historical notes section on the flu pre-book page will reflect the change as shown below, and the doses adjusted column will update.

Historical Notes		
Created By	Create Date	Note
Zehner, Joseph	06/14/2016 09:28 AM	NDC # 66019-0300-10, intention PED, IDPH altered doses requested to 50.

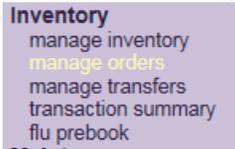
  

Delivery Days and Times					
Delivery Window 1			Delivery Window 2		
<input checked="" type="checkbox"/>	Monday	8:00 AM	To	12:00 PM	1:00 PM To 5:00 PM

- 11) Once the VFC Program begins distributing doses, the flu pre-book page will update to indicate the number of doses distributed, the last distributed date, and the doses remaining to be distributed. This page will update with each influenza vaccine order sent to the organization.

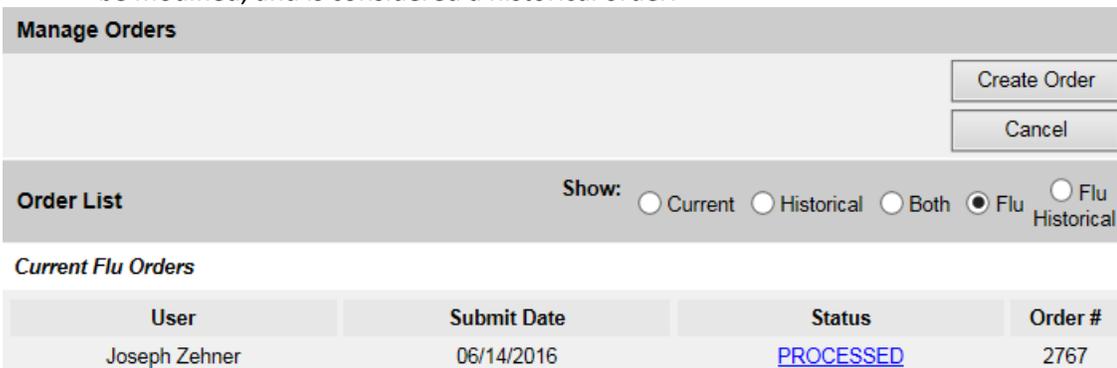
Flu Prebook Window: <input type="text" value="Joey Test 123"/>									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Quadrivalent	Influenza, injectable, quadrivalent	33332-0416-10	PED	<input type="text" value="100"/>	0	30	05/07/2019	70
FLU	FluLaval quad, P-free	Influenza, injectable, quadrivalent MDV 10 1-Pack	19515-0894-52	PED	<input type="text" value="200"/>	0	70	05/07/2019	130
FLU	FluMist Quadrivalent	Influenza, intranasal, quadrivalent 10-Pack Sprayer	66019-0300-10	PED	<input type="text" value="300"/>	0			300

12) The status of an organization’s flu prebook order can be viewed through the manage orders link under the Inventory section of the menu panel.



13) The manage orders page includes a filter to display flu pre-book orders. To view the orders, select the Flu radio button. Flu pre-book orders have the same status as other VFC orders:

- Processed** - IDPH has satisfied each line item in the order and has selected the Submit/Save button. Orders will stay in a status of Processed until it has been sent to the distributor.
- Sent to Distributor** - the order has been sent to the distributor for filling of the order.
- Shipped** - the order has been completely fulfilled and is ready for the organization to accept the vaccine into their inventory.
- Accepted** - the order was accepted by the organization. This type of order can no longer be modified, and is considered a historical order.



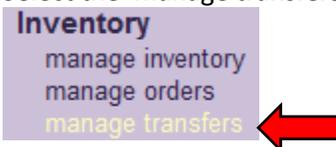
### Instructions to Accept Influenza Vaccine Orders

14) Distribution of VFC influenza vaccine orders can be monitored using the Vaccine Order/Transfer Notification table on the home page. When influenza vaccine orders are shipped, a number will display in the Shipped column of the Order(s) line. The process to accept influenza vaccine into inventory will be similar to other VFC vaccine orders.

**Vaccine Order/Transfer Notification ...**

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	3	0	0
Transfer(s)		No Transfer Notification	

15) Select the ‘manage transfers’ link under the Inventory section on the left menu panel.



- 16) On the Manage Transfers page, orders needing to be accepted are listed in the 'Inbound Transfer' table. To begin accepting the order, select the blue hyperlink under the Transfer ID column.

***Inbound Transfer***

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
05/30/2013	ORDER	<a href="#">1221</a>	<a href="#">1681</a>	Iowa Immunization Program	IRISINV	05/30/2013		
05/30/2013	ORDER	<a href="#">1220</a>	<a href="#">1681</a>	Iowa Immunization Program	IRISINV	05/30/2013		
05/30/2013	ORDER	<a href="#">1219</a>	<a href="#">1681</a>	Iowa Immunization Program	IRISINV	05/30/2013		

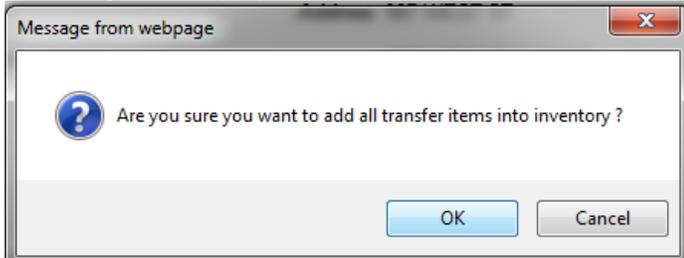
- 17) On the Receive Transfer page, information is displayed regarding the sending and receiving organization, vaccine information, including lot number, the amount of doses and the inventory action that will take place once the order is accepted. This action will inform the user if a new lot number is created or merged with an existing lot number in inventory.

Transfer Number 1643		Created on 06/14/2016				
Sending Entity		Receiving Entity				
<b>Organization</b>	Iowa Immunization Program	<b>Organization</b>	Joey Training Org Test			
<b>Address</b>	221 E 12 ST DES MOINES, IA 50319	<b>Address</b>	123 FOURTH STREET SUPER EXTRA LONG CITY, IA 55555			
<b>Contact</b>	SHELBY TOOZE	<b>Contact</b>	JOSEPH Zehner			
<b>Phone #</b>		<b>Phone #</b>	(989) 576-1511			
<b>Ship Date</b>	06/14/2016	<b>Order #</b>	<a href="#">2767</a>			
Transfer Vaccine Item						
Vaccine Group	Trade Name	Lot Number	Inventory Action	Transfer Quantity	Order Line Number	Shipping Info
Influenza-seasn1	Fluzone Quadrivalent (49281-0623-15)	flu456	Create New Lot	100	004048	<a href="#">UPS</a>

- 18) After reviewing the information, accept the order by selecting the 'Accept Transfer' button.

Receive Transfer		Order ID 1681
Accept Entire Transfer....		<a href="#">Accept Transfer</a>
Reject Entire Transfer....		Reject Transfer
Partially Accept Transfer....		Partially Accept
Return to the Previous Screen....		Cancel

19) A message will display to verify the addition of the item(s) into inventory. Select OK to continue.



20) The message will display, 'Transfer Successfully Accepted'. The accepted vaccine will appear in the organization's inventory. For organizations that do not use inventory in IRIS, the order will not appear in the inventory:



21) Follow these steps to accept each vaccine in the order into the organization's inventory. Once all vaccines have been accepted, the order status will display as 'Accepted' and will become a Flu Historical order.

