MCIR Vaccine E-Ordering Guide for VFC Providers (9/3/2019)
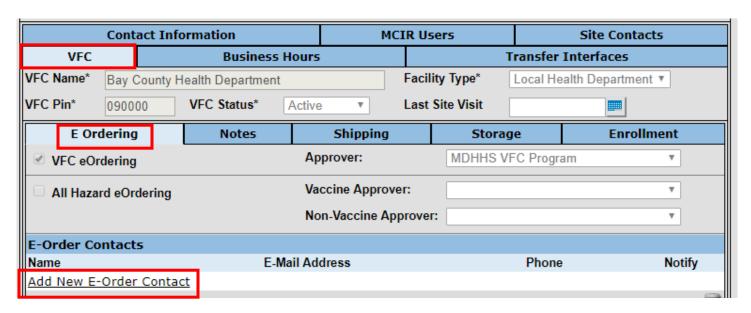
Activating a User for E-Ordering (Electronic Ordering) Privileges

Only those staff designated as E-Order contacts will have the ability to place a VFC vaccine order. The MCIR Site Administrator for your office must follow the steps outlined below to assign a new E-Order contact(s). If your office does not have a current Site Administrator, contact your Regional MCIR Office. MCIR information on Site Administrator functions such as how to add MCIR users, remove MCIR users, edit site information, etc. is also available here.
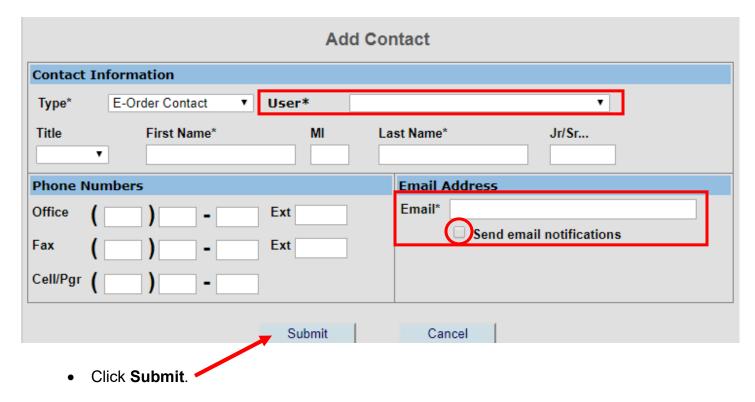
- Click on **Edit My Site** under the **My Site** options on the MCIR Home screen.

- From the Edit My Site/Site Information screen, click on the **VFC** tab. This will automatically default to the E-Ordering tab. Select Add New E-Order Contact:

- Choose the MCIR user responsible for E-Ordering (User ID, Name) from the **User** dropdown and add the user's e-mail address in the **Email Address** field (populating the email address is **required**).
- For the Contact to receive email notifications regarding orders, you must check the "**send email notifications**" box.
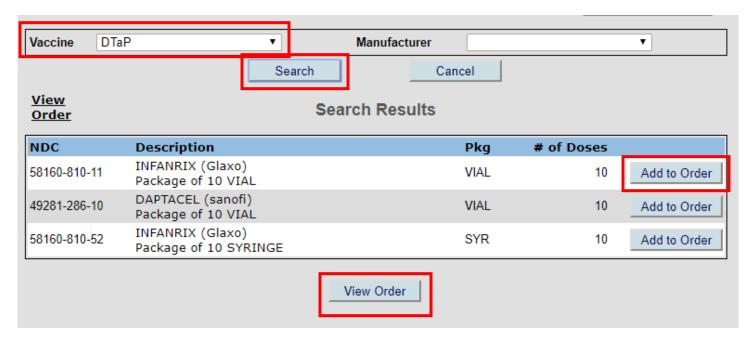

- Click **Submit**.

Please note: If the E-Order contact leaves your employment, it is the responsibility of the Site Administrator to set up the new E-Order contact and remove the old one from both the E-Ordering tab as well as from the main MCIR Users tab.

After activation, the E-Ordering user will see these links on the provider MCIR home page under the VFC Program section:

Placing an E-Order

To order vaccines, click the **Place VFC Orders** link on the MCIR home screen to access the **Vaccine Search** screen.

- Choose a **Vaccine** from the dropdown list. Manufacturer is optional.
- Click **Search** and available vaccines will appear on the screen.
- Click on the **Add to Order** button to the right of the desired product/packaging.
- Click **View Order** when selections are completed. This takes you to the **Vaccine Order** screen.

Vaccine Order Screen

- Enter the desired quantity for all the vaccines selected under the **# of doses** column.

- Click **Update Order** to save number of doses you entered.

- You can click on the Garbage Can icon to delete any vaccines you decide you don't need.
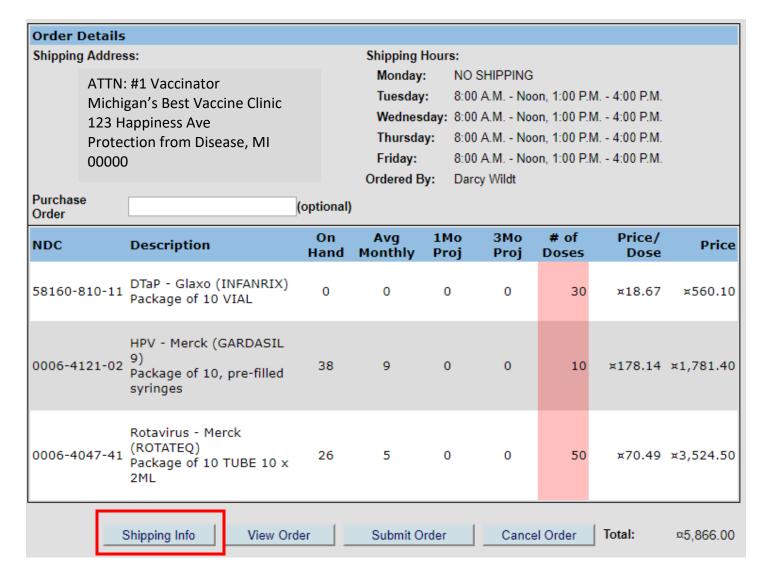
- To completely erase an order, click **Cancel Order**.

- MCIR calculates the need for each vaccine based on how many are currently on hand (in inventory), the average number of doses administered per month, and how many doses you will need for a 1-month inventory and 3-month inventory. If you are ordering more or less doses than MCIR has projected you will need, this column will turn pink and you will need to select a reason for ordering more than the projected need on the Override Reason screen. There are five reasons available – choose the one that best explains why you are over/under ordering for each vaccine:

Override Reason   ✕

Number of doses ordered for the following products is not within projected quantities. Please choose the item that best explains the overage/underage for each product:

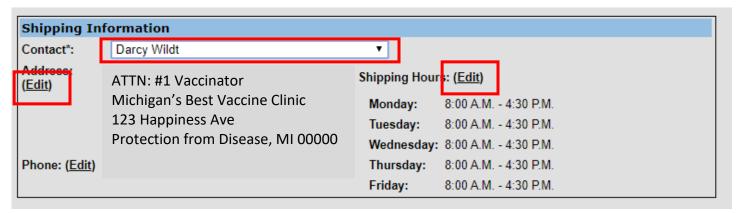| INFANRIX (58160-0810-11): | Back to School ▾ |
| GARDASIL 9 (00006-4121-02): | Special Clinic ▾ |
| ROTATEQ (00006-4047-41): | New Vaccine ▾ |

Submit   Cancel

- To add additional vaccines at any time you can select the **Vaccine Search** button.

- After your order is updated and reviewed, click on **Continue Order** to proceed.

- You are now at the Order Confirmation screen. Completely review all the details of your order including the vaccines you are ordering and the number of doses per vaccine, as well as the Shipping Address and Shipping Hours. Vaccine is expensive. Make sure everything on this page is correct!

- **CDC / McKesson requirement requires at least ONE 4 hour block of time for vaccine delivery besides Monday. Be sure your shipping hours reflect this or your vaccine order could be delayed.**

- Verify and update the shipping address and hours each time you order. Anticipate office hours and contacts for the time period the order will be delivered. Vaccine losses due to improper shipping information are the responsibility of the receiving provider.

McKesson Routine Vaccine Shipping Timeline

MDHHS Order Approval Date in MCIR*:	Order Shipped by:
Monday	The following Monday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

Order Details

Shipping Address:

> ATTN: #1 Vaccinator
> Michigan's Best Vaccine Clinic
> 123 Happiness Ave
> Protection from Disease, MI
> 00000

Shipping Hours:

Monday:	NO SHIPPING
Tuesday:	8:00 A.M. - Noon, 1:00 P.M. - 4:00 P.M.
Wednesday:	8:00 A.M. - Noon, 1:00 P.M. - 4:00 P.M.
Thursday:	8:00 A.M. - Noon, 1:00 P.M. - 4:00 P.M.
Friday:	8:00 A.M. - Noon, 1:00 P.M. - 4:00 P.M.
Ordered By:	Darcy Wildt

Purchase Order [   ] (optional)

NDC	Description	On Hand	Avg Monthly	1Mo Proj	3Mo Proj	# of Doses	Price/ Dose	Price
58160-810-11	DTaP - Glaxo (INFANRIX) Package of 10 VIAL	0	0	0	0	30	¤18.67	¤560.10
0006-4121-02	HPV - Merck (GARDASIL 9) Package of 10, pre-filled syringes	38	9	0	0	10	¤178.14	¤1,781.40
0006-4047-41	Rotavirus - Merck (ROTATEQ) Package of 10 TUBE 10 x 2ML	26	5	0	0	50	¤70.49	¤3,524.50

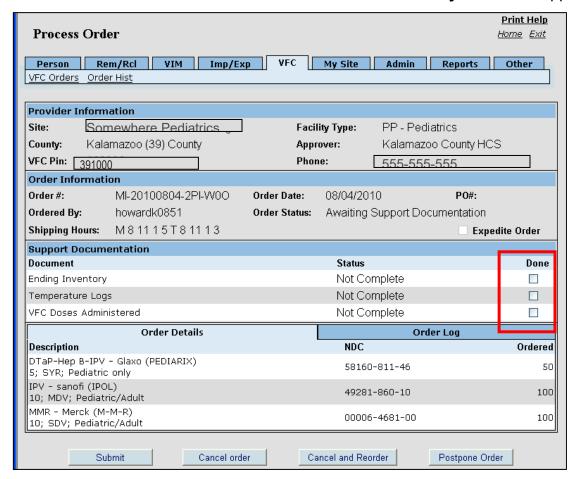| Shipping Info	View Order	Submit Order	Cancel Order	Total:	¤5,866.00

- The option to enter a purchase order (PO) number is available on this screen if your health system uses an invoice to track VFC orders. This is an optional field for tracking an order and will display on the **Order History** screen.

- You can update the Shipping Contact, Shipping Address and Shipping Hours for the order by clicking the **Shipping Info** button. To change the shipping contact, use the drop down menu to choose a new contact. Click on the **(Edit)** link under Address to update the address. Click on the **(Edit)** link under Shipping Hours to update the shipping hours. When you are done editing, select the Submit button to return to the order screen.

Shipping Information

Contact*: [Darcy Wildt ▼]

Address: (Edit)

> ATTN: #1 Vaccinator
> Michigan's Best Vaccine Clinic
> 123 Happiness Ave
> Protection from Disease, MI 00000

Phone: (Edit)

Shipping Hours: (Edit)

Monday:	8:00 A.M. - 4:30 P.M.
Tuesday:	8:00 A.M. - 4:30 P.M.
Wednesday:	8:00 A.M. - 4:30 P.M.
Thursday:	8:00 A.M. - 4:30 P.M.
Friday:	8:00 A.M. - 4:30 P.M.

- Click **Continue Order** when updates are completed to proceed with your order.

- Click **Submit Order** to proceed with the order.
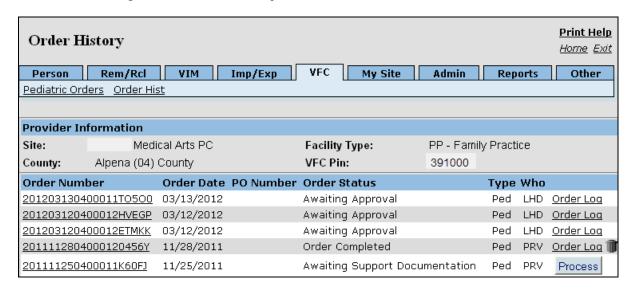
Process Order Screen

- Click the check boxes for each document submitted to your Local Health Department (LHD) in the **Support Documentation** section on the **Process Order** screen**.**

- **Support Documentation must be submitted to your Local Health Department (LHD) before a VFC order can be approved.** Check with your LHD for the approved process to submit paper documents. Documents required to be submitted are the Ending Inventory Report, Temperature Logs, and the VFC Doses Administered report. Additional documentation may be required by your LHD. **Orders will be delayed if this documentation has not been submitted.**

- Click **Submit** to send the order to the LHD. The **Order History** screen will appear.

- Additional **Process Order** screen options:
    - **Cancel Order:** Click this option if you want to erase the order.
    - **Cancel and Reorder:** Click to return to the **Vaccine Order** screen where you can edit your order or begin a new order.
    - **Postpone Order:** This allows the order to be put on hold until ready to complete.

Order History Screen

The **Order History** screen will appear after submitting an order. The screen can also be accessed through the **Order History** link on the **Home** screen.

- The **Order History** screen displays the **Order Number**, **Order Date, PO Number, Order Status, Type** and **Who**, which indicates the current approver level for the order. The **Order Log** link displays more detail about an order

  – **Order Number:** Click on the Order Number to display the View Order screen and review details of an order.

  – **Order Date:** Date the order was submitted by the provider.

  – **PO Number:** Displays the purchase order number that was entered on the Order Confirmation screen.

  – **Order Status:** Shows status of an order and indicates if further action is required to complete.

    - **Awaiting Support Documentation:** Support Documentation check boxes have not been marked on the **Process Order** screen by the provider, or the LHD is waiting to receive support documents from the provider.

    - **Awaiting Approval:** The order was submitted to the LHD and has not yet been approved.

    - **Awaiting Shipping Information:** Waiting for confirmation of order shipment and arrival at provider site.

    - **Order Completed:** Shipping Information has been confirmed and order has arrived at provider site.

    - **Order Cancelled:** Order was canceled and not submitted for processing.

  – **Type**: type of VFC Order
    - **Ped:** Pediatric
    - **Adu:** MI-VRP
    - **Pbk:** Influenza Prebooking

  – **Who**: Approval level of order acronym is displayed:
    - **PRV:** order is at the provider level

- **LHD:** order is awaiting approval at the Local Health Department level
- **DCH:** order is awaiting approval at the Michigan Department of Health and Human Services

Order Log Screen

To see details of individual orders on the **Order History** screen, click the **Order Log** link next to an order listed. The **Order Log** screen will appear and show all the Log Entry dates, steps of processing the order and each MCIR user who handled the order.

Order Number: MI-20100505-2BF-HOF

Date	Log Entry	User
05/05/2010	Order MI-20100505-2BF-HOF created for site 20000003673 for pin 390000 by user:site kortenl:20000003673	kortenl
05/05/2010	Support Documentation submitted for site 20000003673 for order MI-20100505-2BF-HOF by user:site kortenl:20000003673	kortenl

Order Number: MI-20100430-2CY-Z42

Date	Log Entry	User
04/30/2010	Order MI-20100430-2CY-Z42 created for site 20000003673 for pin 390000 by user:site hoylet:20000003673	hoylet
04/30/2010	Order did not pass SupportDoc requirement. Order updated but not advanced in the workflow.	hoylet
04/30/2010	Order MI-20100430-2CY-Z42 cancelled for site 20000003673 by user:site hoylet:20000003673	hoylet