



Healthy People. Healthy Communities.

Department of Public Health & Human Services

Immunization Program

Online Ordering via imMTrax

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Create Order for Beaverhead County Health Department

Order vaccine by the dose, not by the package.
Dose amounts ordered must be divisible by the package size.
Orders should not exceed a three months' supply including current inventory.
Allow 2 weeks for delivery.

Save Order

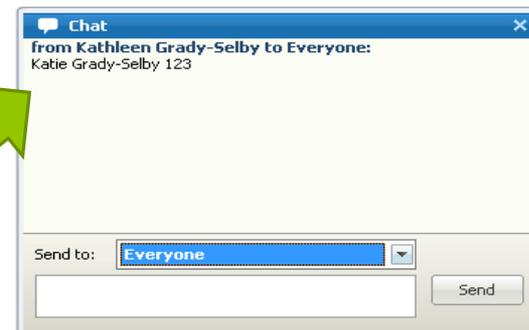
Submit Order

Cancel

Vaccine	Trade Name / NDC	Packaging	Manufacturer	Order Recommended	Order Requested
DTaP	Infanrix / 58160-0810-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	0
DTaP-IPV	KINRIX / 58160-0812-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	0
DTaP-IPV-HIB	Pentacel / 49281-0510-05	5 pack - 1 dose vials	Sanofi-Pasteur		
DTaP/Polio/Hep B	Pediarix / 58160-0811-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	0
HepA-Adult	Havrix-Adult / 58160-0826-52	10 pack - 1 dose T-L syringes. No Needle	GlaxoSmithKline		
HepA-HepB	Twinrix / 58160-0815-52	10 pack - 1 dose T-L syringes. No Needle	GlaxoSmithKline		
HepA-Ped 2 Dose	VAQTA-Peds 2 Dose / 00006-4095-09	6 pack - 1 dose syringe	Merck Sharp and Dohme		
HepB-Adult	Recombivax-Adult / 00006-4995-41	10 pack - 1 dose vials	Merck Sharp and Dohme		
HepB-Peds	Enerix-B Peds / 58160-0820-52	10 pack - 1 dose T-L syringes. No Needle	GlaxoSmithKline		
HepB-Peds	Recombivax Peds / 00006-4093-09	6 pack - 1 dose syringe	Merck Sharp and Dohme		
Hib-OMP	PedvaxHIB / 00006-4897-00	10 pack - 1 dose vials	Merck Sharp and Dohme	0	0
Hib-PRP-T	ActHib / 49281-0545-05	5 pack - 1 dose vials	Sanofi-Pasteur	0	0
HPV Quadrivalent	Gardasil / 00006-4045-41	10 pack - 1 dose vials	Merck Sharp and Dohme	0	0

House Keeping Reminders

- We have muted all participants upon entering
- You can ask questions during the WebEx via Chat or wait until the end of the training for open discussion
- For everyone to receive credit and be able to order starting August 1st we ask that you type your Name(s) and VFC number in the chat box. Roll call will be taken at the end of the presentation
- (Shown Below)



Vaccine Ordering Reminders

- Orders must be submitted via imMTrax between the 1st and the 15th of the month (if submitted after the 15th it will be held until the following Month)
- Must reconcile and update cold chain report before reconciling (computer will stop you if they are not up-to-date)
- VFC Providers will not be able to order unless **all new VFC requirements** have been meet (data logger data, temp logs, section 12)
- Adult orders will still be processed using the paper order form that can be faxed to 442-4848 or 444-2920.
- 2013-2014 Influenza Orders will still be processed using the paper order form that is **Due August 2, 2013.**
- Updated handbook section

Vaccine Ordering

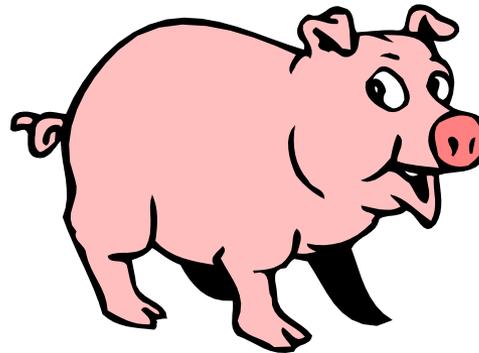
- Please don't order vaccine each month to replenish your stock you used in the last month.
- When ordering VFC vaccine, determine what you will use in the next three months going forward based on what you have used in the last 3 months.
- Varicella and ProQuad will automatically be imported into imMTrax with all other vaccines.
- For integrated providers you are able to run this report in imMTrax the same way we do when assessing orders.
- For aggregate providers you will have to use doses administered or imMTrax transaction reports to estimate your vaccine usage for ordering.
- If you are interested in the above bullets, please refer to the Hot Topics posted to our website that was presented in May.

The Steps to Creating an Order.....

- Update Cold Chain Information (Temperature Logs)
- Reconcile Inventory (Updating imMTrax Counts to Match your Fridge/Freezer)
- Order VFC Vaccine (If needed)
- Manage Orders
 - Create New Order
 - Enter what you would like to order for the coming 3 months based on a 3 month supply
 - Save order (saves, but does not submit for State to approve and be processed)
 - Submit order (submits to state for approval)
 - Cancel (cancels all data entered into imMTrax)

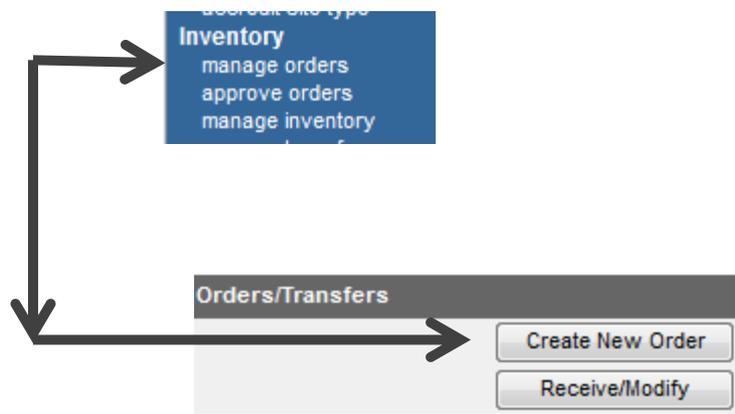
Demonstration...

**Creating Order and Submitting Order for Approval



Use 101-Beaverhead for ordering
Use 402- for reconciliation being brought up to date

Recap of the Steps to creating an order...



Create Order for Beaverhead County Health Department

Order vaccine by the dose, not by the package.
 Dose amounts ordered must be divisible by the package size.
 Orders should not exceed a three months' supply including current inventory.
 Allow 2 weeks for delivery.

Save Order
 Submit Order
 Cancel

Vaccines from State

Vaccine	Trade Name / NDC	Packaging	Manufacturer	Order Recommended	Order Requested
DTaP	Infanrix / 58160-0810-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	10
DTAP-IPV	KINRIX / 58160-0812-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	10
DTAP-IPV-HIB	Pentacel / 49281-0510-05	5 pack - 1 dose vials	Sanofi-Pasteur		
DTAP/Polio/Hep B	Pediarix / 58160-0811-52	10 pack - 1 dose syringe	GlaxoSmithKline	0	10
HepA-Adult	Havrix-Adult / 58160-0826-52	10 pack - 1 dose T-L syringes. No Needle	GlaxoSmithKline		
HepA-HepB	Twinrix / 58160-0815-52	10 pack - 1 dose T-L syringes. No Needle	GlaxoSmithKline		
HepA-Ped 2 Dose	VAQTA-Peds 2 Dose / 00006-4095-09	6 pack - 1 dose syringe	Merck Sharp and Dohme		
HepB-Adult	Recombivax-Adult / 00006-4995-41	10 pack - 1 dose vials	Merck Sharp and Dohme		
HepB-Peds	Engerix-B Peds / 58160-0820-52	10 pack - 1 dose T-L syringes. No Needle	GlaxoSmithKline		
HepB-Peds	Recombivax Peds / 00006-4093-09	6 pack - 1 dose syringe	Merck Sharp and Dohme		



Reminder:
 Cold Chain Information and Reconciliation must be completed before being able to order!

The Steps to Receiving an Order.....

Once you have received vaccine at your facility follow these steps below to accept it electronically via imMTrax:

- Manage Orders
 - Inbound Orders
 - Receive/Modify

Check the receive and modify screen against the shipping invoice to make sure all lot numbers are accurate

The Steps to Receiving an Order in imMTrax Cont...

- Accept Order (if order is 100% accurate)
- Reject Order (should never reject unless consulting with the Immunization Program First)
- Partially Receive (This will be used when your order includes Varicella and ProQuad, but they have not arrived at your facility yet)
- Cancel (cancels you out of the screen)

- Varicella and ProQuad that both direct ship will automatically import, and will not have to be hand keyed any longer.
(PLEASE do not alter the lot number or expiration date)

Demonstration...

****Receiving an order via
imMTrax**



Recap of the Steps to Receiving an order...

Inventory
 manage orders
 approve orders
 manage inventory

Orders/Transfers

Create New Order
 Receive/Modify

Inbound Orders

Select	Submit Date	Receiving Org:Site	Approval Date	Order Status
<input type="radio"/>	06/03/2013	Beaverhead County Health Department: Beaverhead County Health Department	06/03/2013	Shipped

Receive Order

Accept Entire Order...

Partially Reject Order...

Partially Receive Order...

Return to the Previous screen...

Order Created on 06/11/2013

Sending Entity		Receiving Entity
Organization 0000 DEFAULT ORGANIZATION Site DEFAULT ORGANIZATION Address Contact Phone # Approval Date 06/11/2013		Organization Beaverhead County Health Department Site Beaverhead County Health Department Address 41 BARRETT STREET Dillon MT 59725 Contact SUE TASH HANSEN Phone # (406) 683-4771

Vaccine Order Item

Expected Quantity	Receipt Quantity	Vaccine Group	Trade Name	Packaging	Manufacturer	Lot Number	Expiration Date	Dose	Inventory Action	Reason For Not Receiving
10	10	HepB - Polio - DTP/aP	Pediarix	10 pack - 1 dose syringe	GlaxoSmithKline	11111	05/22/2015	.5	Create New Lot	
30	30	MCV4	Menactra	5 pack - 1 dose vials	Sanofi-Pasteur	22222	06/30/2014	.5	Create New Lot	
10	10	MMR	MMR II	10 pack - 1 dose vials	Merck Sharp and Dohme	333333	09/14/2015	.5	Create New Lot	
20	20	Varicella	Varivax	10 pack - 1 dose vials	Merck Sharp and Dohme	444444	07/02/2015	.50 cc	Create New Lot	



Reminder:

Your order must say shipped for you to accept/receive and modify!

Also, don't alter the exp. date or lot number for direct shipped vaccines information.

Reminders...

- Remember to transfer vaccine electronically if exchanging with another provider
- Remember to accept vaccine if you receive it from a another provider
- Don't reconcile if your inventory is incorrect and you are unable to find where the problem is
- No inventory should have a fractional dose quantity in the inv. on hand column, and this should be corrected before reconciliation

Tdap > 7 years [Boostrix](#) 10 pack - 1 dose
T-L syringes.No GlaxoSmithKline AC52B103AA 12.8 Y N 03/22/2015

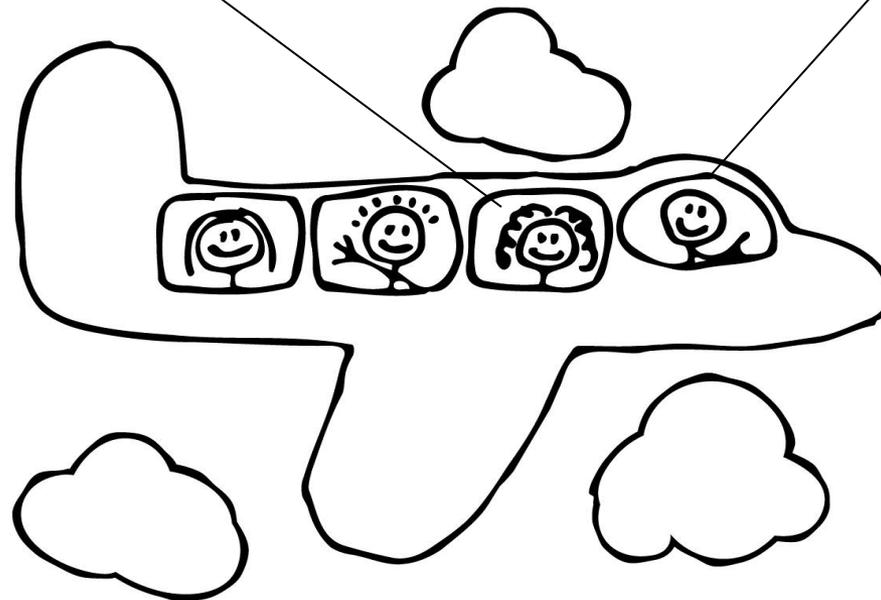


Reminders...

- Submit orders between the 1st and the 15th
- Continue to Order a 3 month supply to have on hand and NOT order what you used in the past month to replenish your stock
- Direct shipped vaccines (Varicella and ProQuad) will be automatically import
- Check lot numbers and order quantities against what was ordered via imMTrax
- Have Fun!!

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Questions?

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