

# Check a Vaccine Order Quick Reference Guide



**Note: Vaccines for Children (VFC) providers should order VFC vaccine no more than once per month, preferably once every three months. Orders must be placed between the 1<sup>st</sup> and 15<sup>th</sup> of each month. VFC providers should strive to have a three-month supply on hand, including the current order.**

## Steps to Follow:

1. Select VOMS 2.0, under the Inventory Management panel.



The screenshot shows the 'Patient Search' form in the imMTrax system. On the left is a navigation menu with 'Inventory Management' selected and a yellow circle with the number '1' next to it. The form fields include: First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number, Guardian First Name, Mother's Maiden Name, Street, City, State (dropdown), Zip Code, Phone Number, and Country (set to United States).

2. VOMS 2.0 application opens.
3. Select Orders & Transfers, located under the Orders & Returns panel.
4. Review the Status column.
  - a. **Status= Saved.** Vaccine order was saved, but not submitted to the Montana Immunization Program.
  - b. **Status= Pending State Approval.** Vaccine order was submitted for review and approval to the Montana Immunization Program.
  - c. **Status= Approved.** Vaccine order was approved by the Montana Immunization Program.
  - d. **Status= Shipped.** Vaccine order shipped and will arrive within 24 hours. DO NOT receive order in imMTrax until vaccine physically arrives.

Inbound Orders & Transfers		Outbound Transfers				
Action	Type	Order #	Sender	Order Date	Status	
RECEIVE	Order	50	McKesson	08/20/2018	Shipped	
RECEIVE	Order	25	McKesson	08/17/2018	Approved	
VIEW	Order	105	McKesson	09/21/2018	Pending State Approval	
CONTINUE	Order	87	McKesson	N/A	Saved	