

Receive a Vaccine Order Quick Reference Guide



Note: Do not receive a vaccine order in imMTrax until the vaccine has physically arrived at your clinic. If your vaccine order has physically arrived and the information is not pre-populated in imMTrax, contact the Montana Immunization Program.

Steps to Follow:

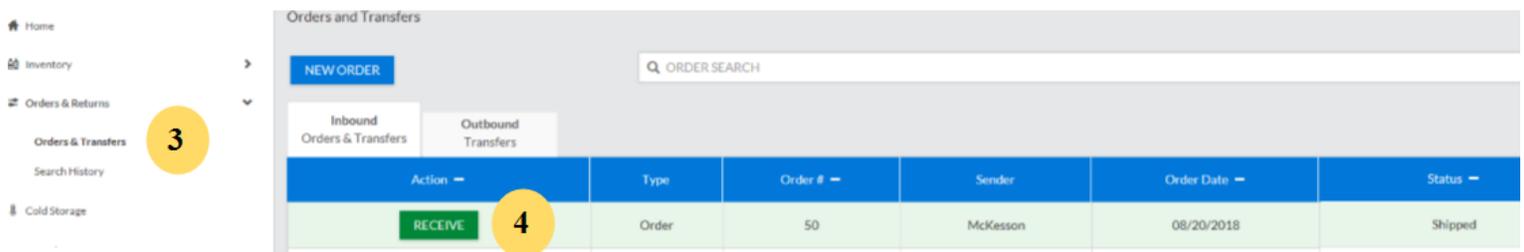
1. Select VOMS 2.0, under the Inventory Management panel.



The screenshot shows the 'Patient Search' form in the imMTrax system. On the left, a navigation menu is visible with 'Inventory Management' highlighted and a yellow circle containing 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:
- Family and Address Information:
 - Guardian First Name:
 - Mother's Maiden Name:
 - Street:
 - City:
 - State:
 - Zip Code:
 - Phone Number:
 - Country:

2. VOMS 2.0 application appears.
3. Select Orders & Transfers, located under the Orders & Returns panel.
4. Once the vaccine arrives at your clinic, select Receive.



The screenshot shows the 'Orders and Transfers' section of the imMTrax system. On the left, a navigation menu is visible with 'Orders & Returns' highlighted and a yellow circle containing the number '3' next to it. The main area shows a 'NEW ORDER' button and an 'ORDER SEARCH' field. Below this is a table with columns: Action, Type, Order #, Sender, Order Date, and Status. A row is highlighted in green, and the 'RECEIVE' button in the 'Action' column is circled with a yellow '4'.

Action	Type	Order #	Sender	Order Date	Status
RECEIVE	Order	50	McKesson	08/20/2018	Shipped

5. Check that the physical vaccine information matches the vaccine order details.
 - a. If any information is incorrect, **do not select Receive**. Call the Montana Immunization Program.
6. If the physical vaccine information matches the vaccine order details, enter the Receipt Quantity for each vaccine.
7. Select Receive.

8. Select Search/Add Inventory, located under the Inventory panel to check the vaccine order saved into your active inventory.

Receive order

ORDER # 25

VTckS Order #: VTckS Order Number is Unavailable.	Ordered by User and Date: TIE GRA- 08/17/2018
Approval Organization and Date: STATE APPROVER TEST - 08/17/2018	Order Set: VFC ORDER FORM

[Vaccine Order Details](#) **5**

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
DTaP/DT/Td HEP-B 3 DOSE POLIO									
Dtap-Hep B-Ipv Pediarix 10 pack - SYRINGES NDC: 58160-0811-52	<input type="text" value="C5546CA"/>	<input type="text" value="10/11/2019"/>		VFC	50	50	50	<input type="text" value="50"/>	<input type="button" value="ADJUST"/> <input type="button" value="ADD LOT"/>
					<input type="button" value="CANCEL"/>	<input type="button" value="RECEIVE"/>	7		