

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 1st and 15th 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 menu.

The screenshot shows the 'Patient Search' form in the imMTrax system. On the left, a navigation menu is visible with 'Inventory Management' expanded and 'VOMS 2.0' selected, indicated by a yellow circle with the number '1'. The main form contains fields for patient information: 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 menu.
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 the 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	