

Place a COVID-19 Vaccine Order

- 1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
- 2. Click Inventory from the right menu:

Home	
Patients	æ
Immunizations	
Education	
IZ Quick Add	÷
Inventory	æ
Clinic Tools	Ð
Program Tools	Ð
Hepatitis B	Ð
Reports	
VTrckS Interface	Ð
Administration	Ð
HL7 Management	•

3. Click Vaccines:



4. Click Vaccine Orders:



5. Click Add New Vaccine Order:



Add New Vaccine Order

Search

Clinic		Order Status		Order Type		
(ALL)	~	(ALL)	~	(ALL)	~	
Order Date Range			Date Submit	ted to VTrckS	Date Range	
From: 12/04/2020	Through	03/04/2021	From: MM	DD/YYYY	Through: MM/DD/	YYYY 🔚
Previous Criteria					Clear	Search

6. Click on the drop down and click on the one clinic you see in the list (you will see only one clinic):



Add - Select Clinic

Clinic *	
	~
Will this be an Influenza order? 🗌	

Vaccine Order () Learn More

¥

Add - Select Clinic

Clinic * ELKVIEW GENERAL HOSPITAL

ELKVIEW GENERAL HOSPITAL

7. Choose COVID-19 vaccine order and click Next:

Vaccine Order	Cancel	Next

Clinic *		
ELKVIEW GENERAL HOSPITAL		~
Will this be an Influenza order?	Will this be a COVID-19 order?	

8. On the pop-up screen, check that Primary Shipping Contact has correct Name, Phone #, Email, and that Shipping Address is correct. If not – please call or email OSIIS helpdesk to correct this information.



9. If all information is correct, click "I have reviewed..." and Next

I have reviewed the above shipping information and I certify the information is correct.

10. Place order on this screen. IMPORTANT: QTY is the quantity of packages. As of right now, Moderna 1pck = 100 doses; Pfizer 1pck = 1,170 doses; Janssen 1pck = 100 doses.

NX NDC Mandachurr Code Mandachur Co	inic: ELKVIE	W GEI	NERAL HOSPITAL										
VX Nume NDC Manufacturer Code Manufacturer Code per Package Desse per Package Intent Ogy d'Packages CVX NAME NDC NDC MANUFACTURER Intent Intent Ogy d'Packages CVX MODERNA COUL-19 (16X X 10 DOSE 5.0 ML 1007 v Intent	nic Comments												
cvx q MAME q MADE MANUFACTURER q 287 MODERNA ACOVID-19 (195 X 6) JUNDOSE 59 ML B977-6273-49 MOD MODERNA 100 ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	cvx		Name	Å	NDC	4	Manufacturer Code	Manufacturer	🔶 Cost per Package	Doses per Package	Intent	Qty of Packages) 🚍 (0
227 MODERNA COVID-19 (19 X 10 DOSE 5 0 ML 6077-7227399 MOD MODERNA 100 ITO <li< td=""><td>CVX</td><td>Q</td><td>NAME Q</td><td></td><td>NDC</td><td>Q</td><td>MANUFACTUF Q</td><td>MANUFACTURER Q</td><td></td><td></td><td></td><td></td><td>Clear All Filter</td></li<>	CVX	Q	NAME Q		NDC	Q	MANUFACTUF Q	MANUFACTURER Q					Clear All Filter
201 PP.20 PF.20 PF.2	207		MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)		80777-0273-99		MOD	MODERNA		100	~		ADD TO CART
212 MMSS S0976 958-15 JSN JANSEN 100	208		PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)		59267-1000-02		PFR	PFIZER, INC.		1170	~		ADD TO CART
Terminal binancial binanci binancial binancial binancia	212		JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)		59676-0580-15		JSN	JANSSEN		100	~		ADD TO CART
Name NDC Manufacturer Code Manufacturer Cost per Package Dess per Package Intent Og of Packages 107 MAME NDC MANUFACTUF MANUFACTUR 0 <td>howing 1 to 3 of</td> <td>3 entrie</td> <td>s</td> <td></td>	howing 1 to 3 of	3 entrie	s										
CVX Nme NDC Manufacturer Code Manufacturer Code Manufacturer Code Cost per Package Does per Package Intell Qip Opeckage CVX NAME RDC MANUFACTUFQ MANUFACTURER Q Intell Qip Opeckage												← Previou	us 1 Next
XX Mame NDC Monufacturer Code Manufacturer Code Cost per Package Dose per Package Intent Qt of Package CVX NAME NDC MANUFACTUFQ MANUFACTURER Q Intent Qt of Package Intent Qt of Package S77 MODERNA COVID-19 (10 X 10 DOSE 5.0 ML 8077-0273-99 MOD MODERNA 100 Image Im													
CVX Q NAME Q MANUFACTUF Q MANUFACTUR R Q D07 MODERNA COUID-19 (10 X 10 DOSE 50 ML 8077-0273-99 MOD MODERNA 100 Image: Counce 10 (10 X 10 DOSE 50 ML 8077-0273-99 MOD PEZER, INC. 100 Image: Counce 10 (10 X 10 DOSE 50 ML 59267-1000-02 PER PEZER, INC. 100 Image: Counce 10 (10 X 10 DOSE 50 ML 59267-1000-02 PER PEZER, INC. 100 PEDIATRIC Image: Counce 10 (10 X 10 DOSE 50 ML 59267-1000-02 PER PEZER, INC. 100 PEDIATRIC Image: Counce 10 (10 X 10 DOSE 50 ML 59267-1000-02 PER PEZER, INC. 100 PEDIATRIC Image: Counce 10 (10 X 10 DOSE 50 ML 59267-1000-02 MANUFACTURER Counce 10 (10 X 10 DOSE 50 ML Q0 QP PAckage Image: Counce 10 (10 X 10 DOSE 50 ML MODERNA MANUFACTURER Q Doses per Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Package Image: Counce 10 (10 X 10 DOSE 50 ML Q0 QP Packag	CVX		Name	- 6	NDC	- 0	Manufacturer Code	Manufacturor	A	6 December 10	Intent		2 - C
NB7 MODERNA COVID-19 (10 X 10 DOSE 5.0 ML 8077-4273-99 MOD MODERNA 100 Image: Control 10 (10 X 10 DOSE 5.0 ML 977-4273-99 MOD PFIZER INC. 1170 Image: Control 10 (10 X 10 DOSE 5.0 ML 9567-100-02 PFIZER INC. 1170 Image: Control 10 (10 X 10 DOSE 5.0 ML 9567-100-02 PFIZER INC. 100 Image: Control 10 (10 X 10 DOSE 5.0 ML 9567-100-02 PFIZER INC. 100 Image: Control 10 (10 X 10 DOSE 5.0 ML 9567-100-02 PFIZER INC. 100 Image: Control 10 (10 X 10 DOSE 5.0 ML 9567-100-02 PFIZER INC. 100 Image: Control 10 (10 X 10 DOSE 5.0 ML 000 Montracturer Code Manufacturer Code Cost per Package Intent QV of Packages VX Name NDC MANUFACTURER Cost per Package Intent QV of Packages 2VX NAME NDC MANUFACTURER MODERNA 100 Image: Cost per Package Intent QV of Packages 37 MDDERNA COVID-19 (19 X 10 DOSE 5.0 ML 5977-100-02 FPIZER INC. 100 Image: Cost per Package Image: Cost per Package </td <td></td> <td></td> <td></td> <td></td> <td>NDC</td> <td></td> <td></td> <td>Manufacturer</td> <td> Cost per Package </td> <td>Doses per Package</td> <td>intent</td> <td>Qty of Packages</td> <td>FF (U</td>					NDC			Manufacturer	 Cost per Package 	Doses per Package	intent	Qty of Packages	FF (U
NDB PFIZER COVID-19 (195 X & (0.3ML/DOSE) 5927-100-42 PFR PFIZER, INC. 1170 PEDLATRIC 112 JANSSEN COVID-19 (0.X S DOSE S 0 ML 5967-6580-15 JSN JANSSEN 100 PEDLATRIC PEDLATRI	сvх	Q	NAME Q		NDC	Q	MANUFACTUF Q	MANUFACTURER Q	Cost per Package	boses per Package	intent	Qty of Packages	Clear All Filte
12 JANSSEN COVID-19 (20 X 5 DOSE 5 0 ML 59676-0580-15 JSN JANSSEN 100 PEDIATRIC owing 11 o 3 of 3 entities	CVX 107	Q	NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)		NDC 80777-0273-99	Q	MANUFACTUF Q	MANUFACTURER Q MODERNA	 Cost per Package 	100	·	Qty of Packages	Clear All Filte
About About About About About About About - Previous VX ^* Name NDC Manufacturer © Cost per Package Intent Aby of Packages VX ^* Name NDC Manufacturer © Cost per Package Does per Package Intent Ody of Packages VX ^* NAME ^* NDC MANUFACTURER ^* *	CVX 107	٩	NAME Q MODERNA COVID-19 (10 X 10 DOSE 50 ML MDV) PRIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)		NDC 80777-0273-99 59267-1000-02	٩	MANUFACTUF Q MOD PFR	MANUFACTURER Q MODERNA PFIZER, INC.	Cost per Package	100 1170	• mtent	Qty of Packages	Clear All Filte
vx ^ Name NDC ManufacturerCode Manufacturer Cost per Package Doses per Package Intent Oty of Packages 2vX Q NAME Q NDC MANUFACTURER Q Doses per Package Intent Oty of Packages 17 MODENA COVID-19 (195 X 6 0.3ML/DOSE 5.0ML 0777-2723-99 MOD MODERNA 100 Q Intent Inten Intent Intent	CVX 207 208 :12	٩	NAME Q MODERNA.COVID-19 (10 X 10 DOSE 5.0 ML MDV) PPIZZR COVID-19 (10 X 10 DOSE 5.0 ML MDV) JANSSEN COVID-19 (19 X 6 (0.3ML/DOSE) MDV) JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)		NDC NDC 80777-0273-99 59267-1000-02 59676-0580-15	Q	MANUFACTUF Q MOD PFR JSN	MANUFACTURER Q MODERNA PFIZER, INC. JANSSEN	Cost per Package	100 1170		Qty of Packages	ADD TO CAR ADD TO CAR
vx Name NDC Manufacturer Code Cost per Package Doess per Package Intent Qt of Packages 2VX NAME NDC MANUFACTURE MANUFACTURER Cost per Package Intent Qt of Packages 37 MODE/NA COVID-19 (105 X 6 (0.3ML/DOSE) 80777-2273-99 MOD MODE/RNA 100 Image: Cost per Package	CVX 207 208 212 2009	Q 3 entries	NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MOV) PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MOV) JAN3SEN COVID-19 (20 X 5 DOSE 5.0 ML MOV)		NDC 80777-0273-99 59267-1000-02 59676-0580-15	٩	MANUFACTUF Q MOD PFR JSN	MANUFACTURER Q MODERNA PFIZER, INC. JANSEN	Cost per Package	100 1170	PEDIATRIC ADULT	Qty of Packages	Clear All Filte ADD TO CAF ADD TO CAF ADD TO CAF
Q NAME Q NDC Q MANUFACTURER Q 97 MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV) 80777-0273-09 MOD MODERNA 100 v 08 PFIZER COVID-19 (195 X 6 (0.3MLDOSE) 59267-1000-02 PFR PFIZER, INC. 1170 v 11	CVX 207 208 212 212 212 anowing 1 to 3 of 2	Q 3 entries	NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MOV) PEIZER COVID-19 (195 X 6 (0.3ML/DOSE) MOV) PEIZER COVID-19 (195 X 6 (0.3ML/DOSE) MOV) NANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MOV)		NDC 80777-0273-99 59267-1000-02 59676-0580-15	Q	MANUFACTUF Q MOD PFR JSN	MANUFACTURER Q MODERNA PFIZER, INC. JANSSEN	 Cost per Package 	100 1170 100	PEDIATRIC ADULT	City of Packages	Clear All Filte ADD TO CAF ADD TO CAF ADD TO CAF ADD TO CAF
MCDERNA COVID-19 (19 X 10 DOSE 5.0 ML 80777-2273-99 MOD MODERNA 100 88 PF/ZER (OVID-19 (19 X 56 (0.3ML/DOSE)) 59267-1000-02 PFR PFIZER (INC. 1170 1	CVX 207 208 212 209 212 200 200 200 200 200 200 200 200 200	Q 3 entries	NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV) MOV PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) Junessen CovID-19 (20 X 5 DOSE 5.0 ML MDV) Junessen CovID-19 (20 X 5 DOSE 5.0 ML MDV) MOV	4	NDC 80777-0273-99 59267-1000-02 59676-0580-15 NDC	Q \$	MANUFACTUF Q MOD PFR JSN Manufacturer Code	MANUFACTURER Q MODERNA PFIZER, INC. JANSEN Manufacturer	Cost per Package Cost per Package Cost per Package	100 1170 100 Doses per Package	PEDIATRIC ADULT	City of Packages	ADD TO CAR ADD TO CAR ADD TO CAR ADD TO CAR ADD TO CAR (0)
N8 PFIZER COVID-19 (195 X 6 (0.3MLDOSE) 59267-1000-02 PFR PFIZER, INC. 1170 V 1	CVX 007 112 12 008 009 009 009 009 009 009 009 009 009	Q B entries	NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MOV) NOV PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MOV) JANSEEN COVID-19 (20 X 5 DOSE 5.0 ML MDV) Name Q	\$	NDC 80777-0273-99 59267-1000-02 59676-0580-15 NDC NDC	Q \$	MANUFACTUF Q MOD PFR JSN Manufacturer Code MANUFACTUF Q	MANUFACTURER Q MODERNA PFIZER, INC. JANISSEN Manufacturer MANUFACTURER Q	Cost per Package Cost per Package	100 1170 100 Doses per Package	Intent	City of Packages	ADD TO CAP ADD TO CAP ADD TO CAP ADD TO CAP (0) Clear All Filter
	CVX 07 08 08 12 000 1 to 3 of 000 1 to 3 of	Q 3 entries Q	NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MOV PRIZER COVID-19 (195 X 6 (0.3ML/DOSE) MOV JANSEEN COVID-19 (20 X 5 DOSE 5.0 ML MOV MOV Name Q MOMERA COVID-19 (10 X 10 DOSE 5.0 ML MOV MOV	\$	NDC 80777-0273-99 59267-1000-02 59676-0580-15 NDC NDC 80777-0273-99	Q \$	MANUFACTUF Q MOD PFR JSN Manufacturer Code MANUFACTUF Q MOD	MAINUFACTURER Q MODERNA PFIZER, INC. JANSSEN MAINUFACTURER Q MODERNA	Cost per Package Cost per Package Cost per Package	Doses per Package 100 1170 100 00 00	Ment	City of Packages	Clear All Filter ADD TO CAF ADD TO CAF ADD TO CAF ADD TO CAF Clear All Filter (0) Clear All Filter ADD TO CAFT
12 AANSSEN COVID-19 (20 X 5 DOSE 5.0 ML 59676-0580-15 JSN JANSSEN 100	CVX 107 108 112 122 122 122 122 122 122 12	Q è entries Q	NAME Q MODERNA COVID-19 (10 X 10 DOES 5.0 ML MOV) ML JANGERNA COVID-19 (19 X 6 (0.3ML/DOSE) MOV) JANGERNA COVID-19 (20 X 5 DOSE 5.0 ML MOV) Name Q NAME Q MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MOV) MUDOSE 5.0 ML MOV)	\$	NDC 80777-0273-99 59267-1000-02 59267-1000-02 NDC NDC 80777-0273-99 59267-1000-02	Q (Q)	MANUFACTUF Q MOO PFR JSN Manufacturer Code (MANUFACTUF Q MOD PFR	MAINUFACTURER Q MODERNA PFIZER, INC. JANSSEN MANUFACTURER Q MODERNA PFIZER, INC.	Cost per Package Cost per Package	Doses per Package 100 1170 000 000 100 100 100 1170	Intent	City of Packages Previo Qty of Packages 1 1	Clear All Fille ADD TO CAP ADD TO CAP

11. Once you have selected the type you want:



12. Once you have added to cart you will receive a notice at the bottom for cart confirmation:



13. If you want to review your order before placing click on the = (1) icon: (If the order is correct, close the pop-up window; if the order is wrong – click remove and go back to step 10.

Cart								× 00	🗸 🔺 COURTNEY 🗸
сух	Name	NDC	Manufacturer	Doses per Package Intent	Qty of Packages	Total Doses	Total		Submit To VFC Program
208	Pfizer COVID-19 (195 × 6 (0.3mL/dose) MDV)	59267-1000-02	Pfizer, Inc.(PFR)	1170 Adult	1	1170	\$11.70	Remove	
						1170	\$11.70		
			_					_	
сух	A Name	🔶 NDC 🔶 Man	ufacturer Code 🍦 Manufacturer	🔶 Cost per Pa	ackage 🕴 Doses per P	ackage 🚊 Intent		Qty of Packages	s 📜 🔚 (1)

14. Click Submit to VFC Program, click OK:

Submit To VFC Program	
Submit to VFC Program	×
Are you sure you want to submit this order to the VFC Program?	
	OK Cancel

15. Order status will change to Submitted for Approval, once approved by the VFC program the order status will change to Approved.

***If the order has mistakes, it will be rejected and a note with needed corrections will be attached. You will have to make the necessary changes to the order and re-submit it as soon as possible.