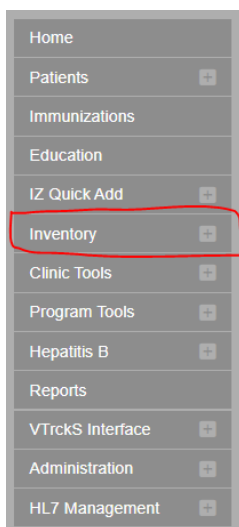


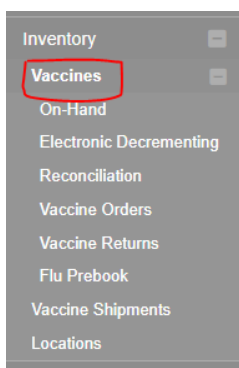


Place a COVID-19 Vaccine Order

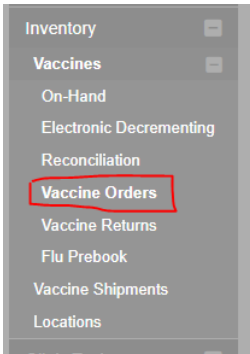
1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory from the right menu:



3. Click Vaccines:



4. Click Vaccine Orders:



5. Click Add New Vaccine Order:

Vaccine Orders [i Learn More](#)

Add New Vaccine Order

Search

Clinic	Order Status	Order Type
(ALL) ▼	(ALL) ▼	(ALL) ▼
Order Date Range	Date Submitted to VTrckS Date Range	
From: 12/04/2020 <input type="text"/> <input type="text"/>	Through: 03/04/2021 <input type="text"/> <input type="text"/>	From: MM/DD/YYYY <input type="text"/> <input type="text"/>
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):

Vaccine Order [i Learn More](#)

Cancel

Next

Add - Select Clinic

Clinic *
<input type="text"/>
Will this be an Influenza order? <input type="checkbox"/>

Add - Select Clinic

Clinic *

ELKVIEW GENERAL HOSPITAL

ELKVIEW GENERAL HOSPITAL

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

Add - Select Clinic

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 OSIS helpdesk to correct this information.

Confirm Shipping Info

✓ Clinic: ELKVIEW GENERAL HOSPITAL ([REDACTED])

✓ Email: [REDACTED]

✓ Phone: [REDACTED]

✓ Primary Shipping Contact

Name: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

✓ Shipping Address

[REDACTED]

✓ Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:00	11:45	12:00	18:00
Tuesday	08:00	11:45	12:00	18:00
Wednesday	08:00	11:45	12:00	18:00
Thursday	08:00	11:45	12:00	18:00
Friday	08:00	11:45	12:00	18:00
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

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

Cancel Next

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.

COVID-19 Order Cancel Submit To VFC Program

Clinic: ELKVIEW GENERAL HOSPITAL XXXXXXXXXX

Clinic Comments

CVX	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Qty of Packages	(0)
207	MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)	80777-0273-99	MOD	MODERNA	100		<input type="text"/>	<input type="text"/>	ADD TO CART
208	PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)	59267-1000-02	PFR	PFIZER, INC.	1170		<input type="text"/>	<input type="text"/>	ADD TO CART
212	JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)	59676-0580-15	JSN	JANSSEN	100		<input type="text"/>	<input type="text"/>	ADD TO CART

Showing 1 to 3 of 3 entries -- Previous **1** Next --

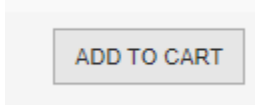
CVX	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Qty of Packages	(0)
207	MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)	80777-0273-99	MOD	MODERNA	100		<input type="text"/>	<input type="text"/>	ADD TO CART
208	PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)	59267-1000-02	PFR	PFIZER, INC.	1170		<input type="text"/>	<input type="text"/>	ADD TO CART
212	JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)	59676-0580-15	JSN	JANSSEN	100		<input type="text" value="PEDIATRIC"/> <input style="background-color: #007bff; color: white;" type="text" value="ADULT"/>	<input type="text"/>	ADD TO CART

Showing 1 to 3 of 3 entries -- Previous **1** Next --

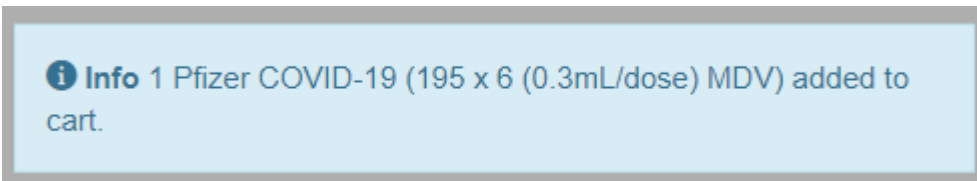
CVX	Name	NDC	Manufacturer Code	Manufacturer	Cost per Package	Doses per Package	Intent	Qty of Packages	(0)
207	MODERNA COVID-19 (10 X 10 DOSE 5.0 ML MDV)	80777-0273-99	MOD	MODERNA	100		<input type="text"/>	<input type="text"/>	ADD TO CART
208	PFIZER COVID-19 (195 X 6 (0.3ML/DOSE) MDV)	59267-1000-02	PFR	PFIZER, INC.	1170		<input type="text"/>	<input type="text" value="1"/>	ADD TO CART
212	JANSSEN COVID-19 (20 X 5 DOSE 5.0 ML MDV)	59676-0580-15	JSN	JANSSEN	100		<input type="text"/>	<input type="text"/>	ADD TO CART


Showing 1 to 3 of 3 entries -- Previous **1** Next --

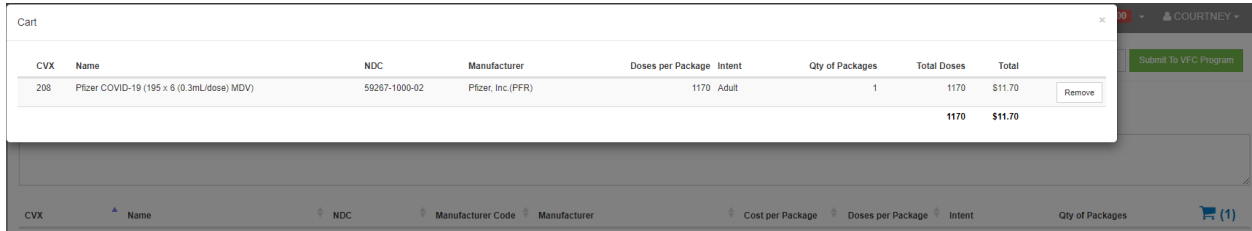
11. Once you have selected the type you want:



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

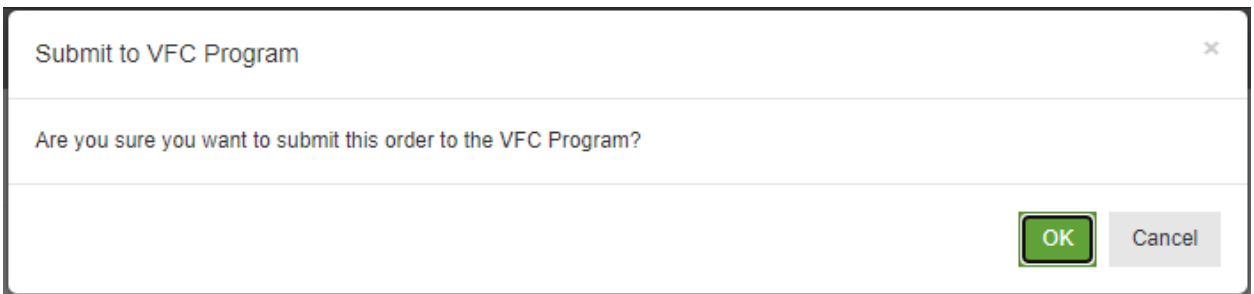


13. If you want to review your order before placing click on the  icon: (If the order is correct, close the pop-up window; if the order is wrong – click remove and go back to step 10.



CVX	Name	NDC	Manufacturer	Doses per Package	Intent	Qty of Packages	Total Doses	Total	
208	Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV)	59267-1000-02	Pfizer, Inc (PFR)	1170	Adult	1	1170	\$11.70	<input type="button" value="Remove"/>
							1170	\$11.70	

14. Click Submit to VFC Program, click OK:



Submit to VFC Program

Are you sure you want to submit this order to the VFC Program?

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.