



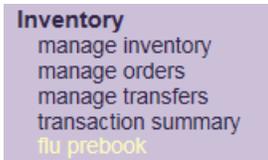
Iowa Department of Public Health - Immunization Program
 Immunization Registry Information System (IRIS)
 Influenza Vaccine Pre-book and Order Receiving Instructions
 January 2022

The following are instructions to pre-book and accept Vaccines for Children Program (VFC) influenza vaccine orders in IRIS. Contact the IRIS Help Desk at 800-374-3958 with questions about IRIS or receiving influenza vaccine orders.

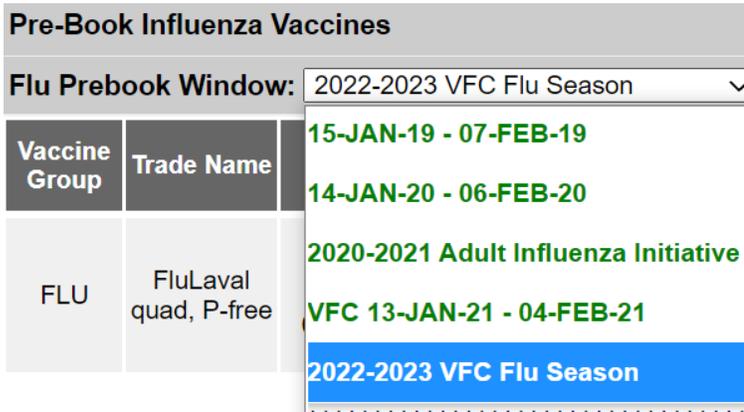
Instructions to Pre-book VFC Seasonal Influenza Vaccine Orders

To submit a VFC influenza vaccine pre-book order, please follow the steps below:

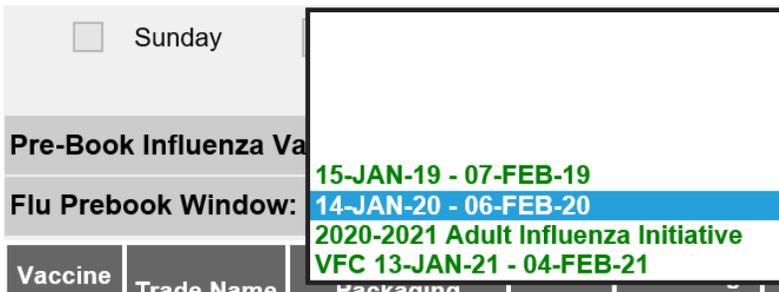
- 1) Select the 'flu pre-book' link under the Inventory section of the menu panel.



- 2) From the "Flu Prebook Window", select the pre-book period in green for the upcoming flu season, labeled '2022-2023 VFC Flu Season'.



- 3) To see what was pre-booked in previous flu seasons, select the previous season from the dropdown menu.



- 4) The influenza vaccines available to pre-book are listed and displayed by Trade Name, Packaging, and NDC number. Enter the **number of doses** requested for the specific NDC in the Doses Requested column. If the value entered is not equivalent to the package, the amount will round up to the nearest package size.

Flu Prebook Window: 2022-2023 VFC Flu Season

| Vaccine Group | Trade Name | Packaging | NDC Number | Ordering Intention | Doses Requested | Doses Adjusted | Doses Distributed | Last Distributed Date | Doses Remaining |
|---------------|-----------------------|---|---------------|--------------------|----------------------------------|----------------|-------------------|-----------------------|-----------------|
| FLU | FluLaval quad, P-free | Influenza, injectable, quadrivalent 0.5mL SYR 10-Pack | 19515-0808-52 | PED | <input type="text" value="100"/> | | | | 0 |
| FLU | FluMist Quadrivalent | Influenza, intranasal, quadrivalent 10-Pack Sprayers | 66019-0309-10 | PED | <input type="text"/> | | | | 0 |
| FLU | Fluarix Quad, P-free | influenza, injectable, quadrivalent, p-free 0.5mL SYR 10-pack | 58160-0890-52 | PED | <input type="text"/> | | | | 0 |

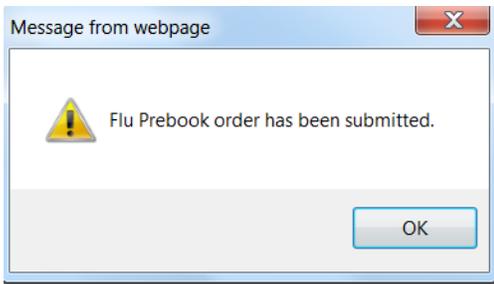
- 5) After entering the quantities for each product ordered, select the “Save” button to submit the influenza vaccine pre-book order.

Influenza Pre-book Orders

| | | | | |
|-------------------------|------------------------|------------------|---------------------------------|---------------------------------------|
| VFC PIN | B99999 | Delivery Contact | JOSEPH Zehner | <input type="button" value="Save"/> |
| Initiating Organization | Joey Training Org Test | Delivery Address | 123 FOURTH STREET | |
| Initiating User | Joseph Zehner | | SUPER EXTRA LONG CITY,IA 55555- | <input type="button" value="Cancel"/> |
| Org Phone | (563) 333-3333 x555555 | | | |
| Org Fax | (989) 516-5555 x | | | |

Special Comments for Orders

- 6) A pop-up message will display, indicating the “Flu Pre-book order has been submitted”. Select “OK” to continue.



- 7) Verify the influenza vaccine pre-book order has been submitted by selecting the flu pre-book link from the left menu panel under the Inventory heading. A message in red will display, indicating when the pre-book was submitted or last updated.

| Influenza Pre-book Orders | | | | Submitted Date 01/30/2022 |
|---------------------------|----------------------------|------------------|----------------------|---------------------------------------|
| VFC PIN | Z77000 | Delivery Contact | JOEY Zehner | <input type="button" value="Save"/> |
| Initiating Organization | Iowa Training Organization | Delivery Address | 1234 FAKE STREET | |
| Initiating User | Joseph Zehner | | DES MOINES,IA 50321- | <input type="button" value="Cancel"/> |
| Org Phone | (802) 374-3958 | | | |
| Org Fax | (515) 555-1111 x | | | |

- 8) If edits need to be made to the influenza vaccine pre-book order before the pre-book period has ended, select the flu pre-book period from the dropdown menu and update the quantity in the doses requested field and select "Save". Each time the flu pre-book page is updated, a confirmation message will appear, and the submitted date will be updated.
- 9) Once the influenza pre-book period has ended, edits can no longer be made to the influenza pre-book order page, and the amount in the doses requested column will no longer be editable as shown below.

| Pre-Book Influenza Vaccines | | | | | |
|-----------------------------|---------------------------|---|---------------|--------------------|----------------------------------|
| Vaccine Group | Trade Name | Packaging | NDC Number | Ordering Intention | Doses Requested |
| FLU | Fluarix Quad, P-free | influenza, injectable, quadrivalent, p-free SYR 10-Pack | 58160-0900-52 | PED | <input type="text" value="60"/> |
| FLU | Fluzone Quadrivalent | Influenza, quadrivalent MDV10 1-Pack | 49281-0623-15 | PED | <input type="text" value="220"/> |
| FLU | Fluzone quad, P-free Peds | Influenza, quadrivalent, preservative free, SYR 10-pack | 49281-0513-25 | PED | <input type="text" value="240"/> |

- 10) If the VFC Program makes any changes to an organization’s influenza pre-book order, the historical notes section on the influenza pre-book page will reflect the change as shown below, and the doses adjusted column will update.

Historical Notes

| Created By | Create Date | Note |
|----------------|---------------------|---|
| Zehner, Joseph | 06/14/2016 09:28 AM | NDC # 66019-0300-10, intention PED, IDPH altered doses requested to 50. |

Delivery Days and Times

Delivery Window 1: Monday 8:00 AM To 12:00 PM

Delivery Window 2: 1:00 PM To 5:00 PM

- 11) Once the VFC Program begins distributing doses of vaccine, the influenza vaccine pre-book page will update to indicate the number of doses distributed, the last distributed date, and the doses remaining to be distributed. This page will update with each influenza vaccine order sent to the organization.

Flu Prebook Window:

| Vaccine Group | Trade Name | Packaging | NDC Number | Ordering Intention | Doses Requested | Doses Adjusted | Doses Distributed | Last Distributed Date | Doses Remaining |
|---------------|-----------------------|---|---------------|--------------------|----------------------------------|----------------|-------------------|-----------------------|-----------------|
| FLU | Afluria Quadrivalent | Influenza, injectable, quadrivalent | 33332-0416-10 | PED | <input type="text" value="100"/> | 0 | 30 | 05/07/2019 | 70 |
| FLU | FluLaval quad, P-free | Influenza, injectable, quadrivalent MDV 10 1-Pack | 19515-0894-52 | PED | <input type="text" value="200"/> | 0 | 70 | 05/07/2019 | 130 |
| FLU | FluMist Quadrivalent | Influenza, intranasal, quadrivalent 10-Pack | 66019-0300-10 | PED | <input type="text" value="300"/> | 0 | | | 300 |

- 12) The status of an organization’s influenza vaccine pre-book order can be viewed through the manage orders link under the Inventory section of the menu panel.

Inventory

- manage inventory
- manage orders
- manage transfers
- transaction summary
- flu prebook

- 13) The manage orders page includes a filter to display influenza vaccine pre-book orders. To view the orders, select the “Flu” radio button. Flu pre-book orders have the same status as other VFC orders:

- Processed** - IDPH has satisfied each line item in the order and has selected the Submit/Save button. Orders will stay in a status of Processed until the order has been sent to the distributor.
- Sent to Distributor** - the order has been sent to the distributor to fill the order.
- Shipped** - the order has been completely filled and is ready for the organization to accept the vaccine into their inventory.
- Accepted** - the order was accepted into the organization vaccine inventory. This type of order can no longer be modified, and is considered a historical order.

Manage Orders

Order List Show: Current Historical Both Flu Flu Historical

Current Flu Orders

| User | Submit Date | Status | Order # |
|---------------|-------------|---------------------------|---------|
| Joseph Zehner | 06/14/2016 | PROCESSED | 2767 |

Instructions for Viewing Influenza Vaccine Orders

1. IRIS users can view influenza vaccine orders on the ‘manage orders’ page. Select the “manage orders” link on the left side of the screen under the inventory section of the menu panel.

Inventory

- manage inventory
- manage orders**
- manage transfers

2. The page will default to show all current orders. Select the “Flu Historical” radio button to see accepted influenza vaccine orders.

Manage Orders

Order List Show: Current Historical Both Flu Flu Historical Pandemic Pandemic Historical

3. The page will default to show the previous 30 days of influenza vaccine orders sent to the provider. To view the order sent to the provider organization, select the “Accepted” link under the Status section.

Order List Show: Current Historical Both Flu Flu Historical Pandemic Pandemic Historical

Historical Flu Orders (last 30 days by default)

Show Historical Orders by Date From: To:

| User | Submit Date | Status | Order # |
|-------------|-------------|--------------------------|---------|
| Tory King | 12/04/2020 | ACCEPTED | 194560 |
| Joey Zehner | 12/04/2020 | ACCEPTED | 193410 |

- The page will display the incoming vaccine order including trade name, NDC, quantity approved, quantity shipped, and the order status. Incoming vaccine orders will automatically appear in the organization's VFC vaccine inventory.

| Vaccines Ordered | | | | | | | | | | | |
|------------------|------------|---|-----------------------|---|---------------|------------|---------------|------------|------------|-------------|----------|
| Item # | Order Qty. | Vaccine | Trade Name | Packaging | NDC | Lot Number | Doses On Hand | Qty Apprvd | Qty Denied | Qty Shipped | Status |
| 325687 | 30 | Influenza, injectable, quadrivalent, p-free | FluLaval quad, P-free | Influenza, injectable, quadrivalent 0.5mL SYR 10-Pack | 19515-0816-52 | G2RX7 | 0 | 30 | 0 | 30 | ACCEPTED |