

Why Would I Need to Receive My Vaccine Orders in the IIS?

Receiving or verifying the receipt of publicly funded vaccine orders in the IIS transfers all of the inventory data to the reconciliation screen. It also allows a clinic to document the vaccine on the patient record and allows inventory to decrement when an HL7 interface message is sent to the IIS.

How Can I Receive My Vaccine in the IIS?

1. Click **Orders/Transfers** in the left navigation menu

- a. Click on **Create/View Orders**.
- b. Click the **Select** arrow to open the order under **Inbound Orders**. You can only receive orders that have a status of **Approved** or **Shipped**.



If shipment is damaged or spoiled:

1. Store appropriately
2. Contact Local or State Health representative for guidance

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	16642	777777	05/18/2016	05/18/2016	Approved	

c. Enter the number of doses received in the **Receipt Quantity** column. Verify the manufacturer, lot number, and expiration date are correct. Update any missing or incorrect information.

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
20						BC123	02/01/2018	--select--
Comments								
10			varicella	PUB	MERCK-MSD	XYZ123	05/16/2017	--select--
Comments								
10					MSD	456U123		--select--
Comments								
10			DTaP-IPV	PUB	GLAXOSMITHKLI	789XYZ	04/01/2018	--select--
Comments								

d. Click **Receive**.



e. If not all doses are received, a pop up box will appear to warn that not all the vaccines have a receipt quantity entered. Click **Yes, I would like to receive my order** to receive the partial order.



Tip: Do **NOT** reject vaccine you are still waiting to receive. Leave both the **Receipt Quantity** and **Rejected Quantity** fields **BLANK**. If you reject a vaccine it will drop the vaccine doses from your inbound orders and you will not be able to receive them through the order screen. You would then need to add them to your inventory manually.

f. If not all doses are received in an order, the **Partially Received** order will still be in the Inbound Order section on the **Create/View Order** screen. Follow the same process described above to receive the remainder of the order into the IIS when the rest of the shipment arrives.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	16342	777777	02/10/2016	05/03/2016	Partially Received	

For questions, contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov.

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).