



## How to place a vaccine order during the transition from the Vaccine Depot to McKesson



While the Vaccine Depot is reducing all vaccine stock; you may receive vaccine from both the Vaccine Depot and McKesson. You can easily see which vaccines will be distributed by each warehouse via your order sets in VacTrAK.

1) On the "Create Order" screen in VacTrAK, click on the "Order Set" drop down arrow to view the order sets assigned to your facility.

2) Choose the "Depot Ped/Adu Vaccine / Depot" order set to display the vaccines still being distributed by the Vaccine Depot. Submit your order.

Organization (IRMS): [ ] Date: June 22, 2017

**Create Order**

Organization (IRMS): [ ] First Name: [ ]  
 Facility: [ ] Middle Name: [ ]  
 Phone Number: [ ] Last Name: [ ]  
 Phone Extension: [ ] Address: [ ]  
 Email: [ ] City: [ ]  
 State: AK Zip: 99507

Monday:  09:00  12:00  13:00  17:00  
 Wednesday:  09:00  12:00  13:00  17:00  
 Friday:  09:00  12:00  13:00  17:00  
 Tuesday:  09:00  12:00  13:00  17:00  
 Thursday:  09:00  12:00  13:00  17:00

Order Date: 06/22/2017 Order Status: In Progress  
 Submitter: [ ]

Message to Depot:  
 Inventory Last Submitted: 06/15/2017  
 Last Order Submitted: 06/22/2017 12:55:36 PM

Order Set: **DEPOT PEDIADU VACCINE / Depot**

Accountability:	Last Date Submitted:	Past Due?
Dose Accountability	06/30/2017	No
Shipment LogTag	02/28/2018	No
VFC Site Visit Follow-up	02/28/2018	No
Vaccine Coordinator Annual Training	03/17/2018	No
Back-up Vaccine Coordinator Annual Training	03/17/2018	No
AFIX Participation	06/15/2018	No
Certifying Provider Training	02/28/2018	No
VFC - Other	02/28/2018	No

Order Frequency: [ ] Order Timing: [ ]  
 Order Schedule: [ ]

Order Details

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments

Buttons: Cancel Save Order Submit Order  
 Submit and Enter Next Skip and Enter Next

Organization (IRMS): [ ] Date: June 22, 2017

**Create Order**

Organization (IRMS): [ ] First Name: [ ]  
 Facility: [ ] Middle Name: [ ]  
 Phone Number: [ ] Last Name: [ ]  
 Phone Extension: [ ] Address: [ ]  
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Dose Accountability	06/30/2017	No
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AFIX Participation	06/15/2018	No
Certifying Provider Training	02/28/2018	No
VFC - Other	02/28/2018	No

Order Frequency: [ ] Order Timing: [ ]  
 Order Schedule: [ ]

Order Details

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
DTaP-IPV	KINRIX-10 PK 1 Dose Vials	PUB	24	84			--select--	
Hep A, ped/adol, 2 dose	HAVRIX-10 PK 1 Dose Vials	PUB	2	17			--select--	
IPV	IPOL-1 PK 10 Dose Vial	PUB	13	23			--select--	
MMR	M-M-R II-10 PK 1 Dose Vials	PUB	5	20			--select--	
Tdap	BOOSTRIX-10 PK 1 Dose Vials	PUB	17	66			--select--	
HPV9	GARDASIL 9-10 PK 1 Dose Vials	PUB	0	13			--select--	
DTaP	INFANRIX-10 PK 1 Dose Vials	PUB	47	90			--select--	

Buttons: Cancel Save Order Submit Order

- 3) Navigate back to the “Create Order” screen again. Choose the “McKesson Ped/Adu Vaccine / Distributor” order set to display the vaccines being distributed by McKesson. Submit your order.

**Organization (IRMS):** [Redacted] **Date:** June 22, 2017

**Create Order**

**Organization (IRMS):** [Redacted] **First Name:** [Redacted]  
**Facility:** [Redacted] **Middle Name:** [Redacted]  
**Phone Number:** [Redacted] **Last Name:** [Redacted]  
**Phone Extension:** [Redacted] **Address:** [Redacted]  
**Email:** [Redacted] **City:** [Redacted] **State:** AK **Zip:** 99507

**Monday:**  09:00  12:00  13:00  17:00 **Tuesday:**  09:00  12:00  13:00  17:00  
**Wednesday:**  09:00  12:00  13:00  17:00 **Thursday:**  09:00  12:00  13:00  17:00  
**Friday:**  09:00  12:00  13:00  17:00

**Order Date:** 06/22/2017 **Order Status:** In Progress  
**Submitter:** [Redacted]

**Message to Depot:** [Redacted]  
**Inventory Last Submitted:** 06/15/2017  
**Last Order Submitted:** 06/22/2017 12:55:36 PM

**Order Set:** MCKESSON PEDIADU VACCINE / Distributor

Accountability:	Last Date Submitted:	Past Due?
Dose Accountability	06/30/2017	No
Shipment LogTag	02/28/2018	No
VFC Site Visit Follow-up	02/28/2018	No
Vaccine Coordinator Annual Training	03/17/2018	No
Back-up Vaccine Coordinator Annual Training	03/17/2018	No
AFIX Participation	06/15/2018	No
Certifying Provider Training	02/28/2018	No
VFC - Other	02/28/2018	No

**Order Frequency:** [Redacted] **Order Timing:** [Redacted]  
**Order Schedule:** [Redacted]

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
Hep B Ped/Adol - Preserv Free	RECOMBIVAX HB-10 PK 1 Dose Vials	PUB	13	24		<input type="checkbox"/>	--select--	
Pneumococcal conjugate PCV 13	PREVNAR 13-10 PK 1 Dose Syringes	PUB	0	34		<input type="checkbox"/>	--select--	
Hib (PRP-OMP)	PedvaxHIB-10 PK 1 Dose Vials	PUB	13	25		<input type="checkbox"/>	--select--	
pneumococcal polysaccharide PPV23	PNEUMOVAX 23-1 PK 1 Dose Vial	PUB	0	2		<input type="checkbox"/>	--select--	
meningococcal MCIVAP	Menactra-5 PK 1 Dose Vials	PUB	5	13		<input type="checkbox"/>	--select--	
Td preservative free	TENIVAC-1 PK 1 Dose Vials	PUB	2	5		<input type="checkbox"/>	--select--	
DTaP-Hep B-IPV	PEDIARIX-10 PK 1 Dose Syringes	PUB	5	24		<input type="checkbox"/>	--select--	

Buttons: Cancel Save Order Submit Order

- 4) Track the status of each order in VacTrAK. When the order status is “Shipped” in VacTrAK, it is your responsibility to track the shipment online using the tracking number and be ready to receive it or pick it up.
- McKesson orders** will not receive an email notification when the order is shipped. The tracking number is populated within the order in VacTrAK. Large orders may be shipped in multiple boxes with a tracking number for each box.
  - Depot orders** will receive an email notification with a tracking number for shipped orders. Orders for the Anchorage/Mat-Su area will not receive an email notification and will pick up their orders at the Vaccine Depot.

**Organization (IRMS)/Facility:** [Redacted] **Date:** June 29, 2017

**Receive Order**

**Organization (IRMS):** [Redacted] **First Name:** [Redacted]  
**Facility:** [Redacted] **Middle Name:** [Redacted]  
**Phone Number:** [Redacted] **Last Name:** [Redacted]  
**Phone Extension:** [Redacted] **Address:** [Redacted]  
**Email:** [Redacted]

**Order Number:** [Redacted] **VTrack's Shipping Instructions:** MT 0900-1700  
**VFC PIN:** [Redacted] **Order Status:** Shipped  
**Order Date:** [Redacted] **Last Name:** [Redacted]  
**Submitter:** [Redacted] **Approver:** BRANDY DAWN POPELY (BDOBERTS)  
**Receiver:** [Redacted] **Original Order:** [Redacted]  
**Message to Depot:** [Redacted]

**Order Set / Order Type:** MCKESSON PEDIADU VACCINE / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
20			HPV9	PUB	MERCK-MSD	IM0401403	12/26/2017	--select--

**Tracking #** 12E9618501117083

Buttons: Cancel Receive