VacTrAK — State of Alaska's Immunization Information System

Vaccine Ordering and Management System

How to process vaccine returns

Video 4 of 4

## Vaccine Ordering and Management System (VOMS) – **Vaccine Returns**

**Welcome!**  This is the fourth of a four-part instructional video series describing the Vaccine Ordering and Management System (VOMS) within VacTrAK, the State of Alaska's Immunization Information System (IIS), and is designed for providers who wish to order state-supplied vaccines online using VacTrAK.  The series includes:

1) Overview
2) Reconciliation
3) Ordering and Receiving
4) **Vaccine Returns**

---

**VacTrAK Contact Information**

**Website**:  https://vactrak.alaska.gov/iweb/

**VacTrAK Support Help Desk**
866-702-8725   (866-702-TRAK)
In Anchorage – (907) 269-0312
E-mail: vactrak@alaska.gov
Fax: (907) 562-7802

**Immunization Program**
3601 C Street, Suite 586
Anchorage, AK  99503
E-mail: vaccinedepot@alaska.gov
Telephone: (907) 269-8088
(866) 430-4321 (toll free)
Fax: (907) 269-0478

---

**We will describe how to create a vaccine return and how to submit this return to the Immunization Program.**

*Note: To order vaccine using VacTrAK, your account has to be set up with permission to order vaccine. Please have your facility administrator fill out the Modify VacTrAK User Request form and submit it to the VacTrAK Help Desk to make sure you have this permission when you are ready to order vaccine on-line using the system.*

Navigation Menu
After you log into VacTrAK, you will see the Navigation Menu on the left –hand side. This menu lists all the functions for which VacTrAK can be used, and helps you move through the application.
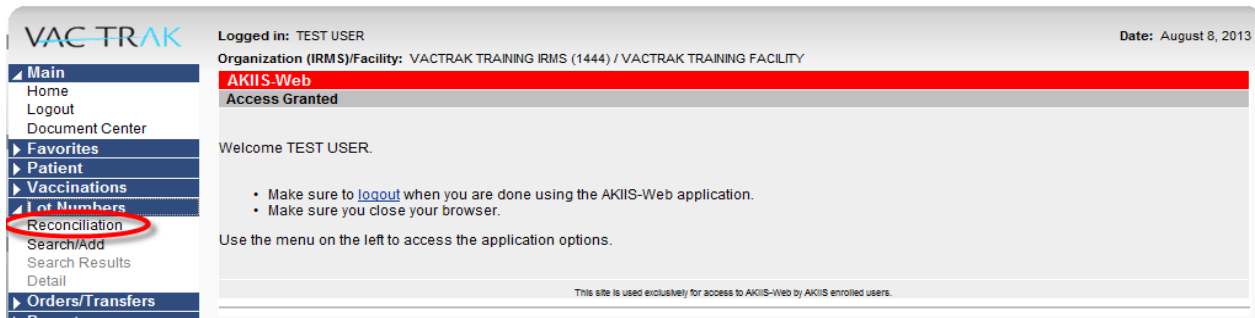


Login to VacTrAK and view the Navigation Menu on the left–hand side.

Click on Lot Numbers, and then Reconciliation.

Reconcile out any vaccines that you physically have on hand that are expired, wasted or spoiled.

As an example, if there are five doses of DTaP in the Quantity on Hand Column and they are expired, you will place a zero in the Physical Inventory Blank.

Now, Select the drop-down menu in the Category Column, and choose "Expired."   Select the drop-down menu in the Reason Column, and choose Expired.   Scroll down to the bottom of the page and click Save.

*Note: The system will automatically time you out every 15 minutes. To prevent losing your work, scroll down to the bottom of the page and Save often.*

It is also possible to identify multiple reconciliation reasons for the same lot number.

For example, we will reconcile out three doses of DTaP for Spoiled, Not properly stored because they were left out on the counter.

Reduce your inventory by three in the Physical Inventory column and then the Adjustment column will automatically update based on the number you entered. Select the category of Spoiled, and then the reason of Not Properly stored.

Click the plus sign in the Add Row Column to create a new line to reconcile out the other doses.

Reconcile out five doses of the same lot number of DTaP for Spoiled, Refrigerator Mechanical Failure because those doses were involved in a temperature excursion the next day when the refrigerator stopped working.



It is very important to choose the correct reason. Only the doses adjusted for expired or spoiled will populate your doses designated for returns.

Once you have reduced all of the doses that you are returning out of the inventory and saved the changes, you will be ready to finish processing your returns on the Vaccine Return Page.
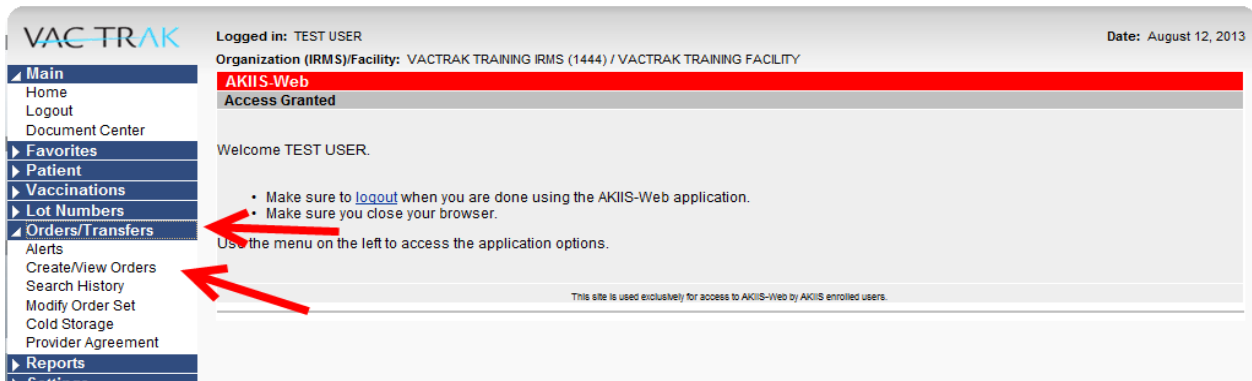
To get to the Vaccine Return Page, go to the Left-side Menu under the header Orders/Transfers and click Create/View Orders.
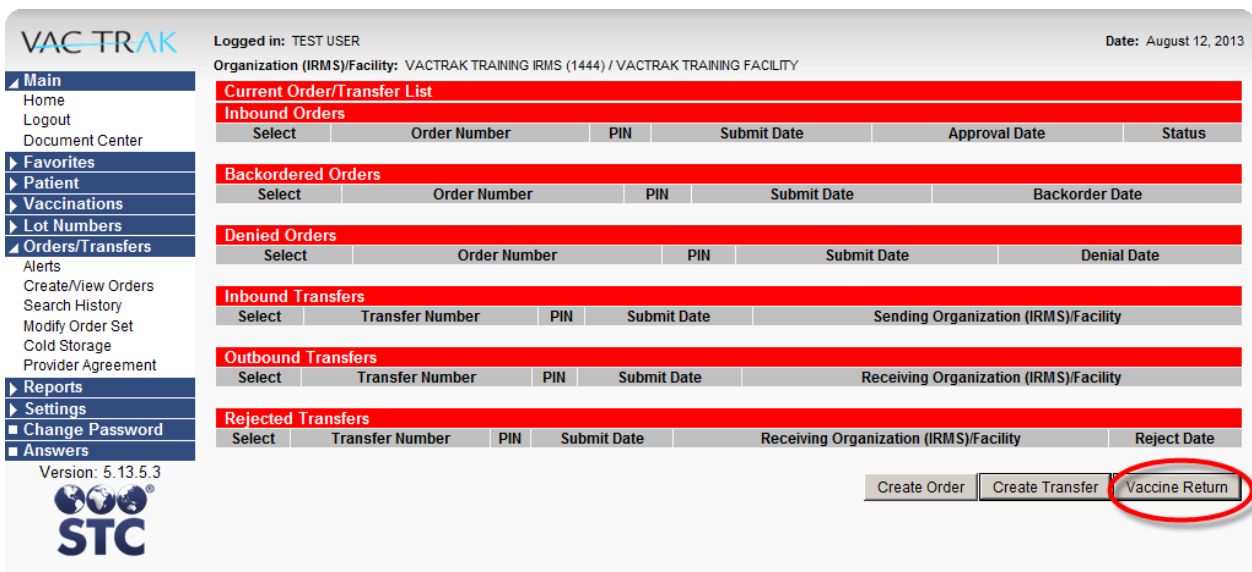


Scroll to the bottom right hand corner of the Create/View Orders screen and Click the Vaccine Return Button.

**VAC-TRAK**

Logged in: TEST USER
Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY
Date: August 12, 2013

**Main**
Home
Logout
Document Center
**Favorites**
**Patient**
**Vaccinations**
**Lot Numbers**
**Orders/Transfers**
Alerts
Create/View Orders
Search History
Modify Order Set
Cold Storage
Provider Agreement
**Reports**
**Settings**
Change Password
Answers
Version: 5.13.5.3

**Vaccine Return**

| | | |
|---|---|---|
| Sending Organization (IRMS) | | VACTRAK TRAINING IRMS |
| Sending Facility | | VACTRAK TRAINING FACILITY |
| Receiving Organization (IRMS) | | 1043 - SOA EPI DEPOT RETURNS ▼ |

**Vaccine Return**

| Transfer Quantity | Vaccine | Lot Number | Usable Quantity Available | Wasted Quantity | Cost of Wasted Doses | Public | Expiration Date | Return Reason |
|---|---|---|---|---|---|---|---|---|
| 5 | DTaP (Infanrix) | 2525AA | 0 | 5 | $10.00 | Y | 06/25/2013 | Expired |
| | DTaP (Infanrix) | XX4TESTAA | 0 | 5 | $10.00 | Y | 12/31/2015 | Refrigerator/Freezer Mechanical Failure |
| | DTaP (Infanrix) | XX4TESTAA | 0 | 3 | $6.00 | Y | 12/31/2015 | Not properly stored |
| | DTaP/Hep B/IPV (Pediarix) | 3213471 | 19 | 0 | | | 05/15/2015 | |
| | DTaP/Hep B/IPV (Pediarix) | AC21B329BA | 10 | 0 | | Y | 12/07/2013 | |
| | DTaP/IPV (Kinrix) | 134657431AB | 20 | 0 | | | 09/09/2015 | |
| | DTaP/IPV (Kinrix) | 2131354 | 20 | 0 | | | 08/09/2013 | |
| | HPV, quadrivalent | 111250 | 10 | 0 | | Y | 06/15/2015 | |
| | HPV, quadrivalent | 2313434 | 40 | 0 | | | 09/15/2015 | |
| | Hep A 2 dose - Adult | AAAAHEP | 10 | 0 | | Y | 12/31/2014 | |
| | Hep A 2 dose - Ped/Adol | 123456 | 10 | 0 | | | 12/31/2015 | |
| | Hep A/Hep B - Adult | TESTING1 | 10 | 0 | | Y | 12/31/2014 | |
| | Hep B Ped/Adol - Preserv Free | 0020AE | 10 | 0 | | Y | 06/10/2014 | |
| | Hep B Ped/Adol - Preserv Free | 1231634343AB | 25 | 0 | | | 09/09/2013 | |
| | Hepatitis B--adult | ADULTBTEST1 | 10 | 0 | | Y | 12/16/2013 | |
| | Hib--PRP-OMP | 0221AE | 10 | 0 | | Y | 08/16/2014 | |
| | IPV | 12051205 | 10 | 0 | | Y | 12/31/2013 | |
| | IPV | 1333331AB | 20 | 0 | | | 05/05/2015 | |

[Print]                                                    [Cancel] [Vaccine Return]

Notice the five doses in the Wasted Quantity Column and the Return Reason (Expired) to the right in the Return Reason Column.

Place a five in the Transfer Quantity Column on the left. This is letting the system know that you are returning five doses of DTaP and transferring it back to the Vaccine Depot.

Notice the five doses for (Refrigerator/Freezer Mechanical Failure) to the right in the Return Reason Column. Place a five in the Transfer Quantity Column on the left.

Now look for the other DTaP line of the same Lot Number that has a three in the Wasted Quantity Column and shows the Return Reason of (Not properly stored) to the right in the Return Reason Column. You will place a three in the Transfer Quantity Column.

**VACTRAK**

Logged in: TEST USER                                                    Date: August 12, 2013
Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY

**Main**
- Home
- Logout
- Document Center

**Favorites**
**Patient**
**Vaccinations**
**Lot Numbers**
**Orders/Transfers**
- Alerts
- Create/View Orders
- Search History
- Modify Order Set
- Cold Storage
- Provider Agreement

**Reports**
**Settings**
**Change Password**
**Answers**

Version: 5.13.5.3

**Vaccine Return**

| | |
|---|---|
| Sending Organization (IRMS) | VACTRAK TRAINING IRMS |
| Sending Facility | VACTRAK TRAINING FACILITY |
| Receiving Organization (IRMS) | 1043 - SOA EPI DEPOT RETURNS ▼ |

**Vaccine Return**

| Transfer Quantity | Vaccine | Lot Number | Usable Quantity Available | Wasted Quantity | Cost of Wasted Doses | Public | Expiration Date | Return Reason |
|---|---|---|---|---|---|---|---|---|
| 5 | DTaP (Infanrix) | 2525AA | 0 | 5 | $10.00 | Y | 06/25/2013 | Expired |
| 5 | DTaP (Infanrix) | XX4TESTAA | 0 | 5 | $10.00 | Y | 12/31/2015 | Refrigerator/Freezer Mechanical Failure |
| 3 | DTaP (Infanrix) | XX4TESTAA | 0 | 3 | $6.00 | Y | 12/31/2015 | Not properly stored |
| | DTaP/Hep B/IPV (Pediarix) | 3213471 | 19 | 0 | | | 05/15/2015 | |
| | DTaP/Hep B/IPV (Pediarix) | AC21B329BA | 10 | 0 | | Y | 12/07/2013 | |
| | DTaP/IPV (Kinrix) | 134657431AB | 20 | 0 | | | 09/09/2015 | |
| | DTaP/IPV (Kinrix) | 2131354 | 20 | 0 | | | 08/09/2013 | |
| | HPV, quadrivalent | 111250 | 10 | 0 | | Y | 06/15/2015 | |
| | HPV, quadrivalent | 2313434 | 40 | 0 | | | 09/15/2015 | |
| | Hep A 2 dose - Adult | AAAAHEP | 10 | 0 | | Y | 12/31/2014 | |
| | Hep A 2 dose - Ped/Adol | 123456 | 10 | 0 | | | 12/31/2015 | |
| | Hep A/Hep B - Adult | TESTING1 | 10 | 0 | | Y | 12/31/2014 | |
| | Hep B Ped/Adol - Preserv Free | 0020AE | 10 | 0 | | Y | 06/10/2014 | |
| | Hep B Ped/Adol - Preserv Free | 1231634343AB | 25 | 0 | | | 09/09/2013 | |
| | Hepatitis B--adult | ADULTBTEST1 | 10 | 0 | | Y | 12/16/2013 | |
| | Hib--PRP-OMP | 0221AE | 10 | 0 | | Y | 08/16/2014 | |
| | IPV | 12051205 | 10 | 0 | | Y | 12/31/2013 | |
| | IPV | 1333331AB | 20 | 0 | | | 05/05/2015 | |

[ Print ]                                    [ Cancel ]  [ Vaccine Return ]

After you enter all of the doses in the Transfer Quantity Column for all of the vaccines that you will be returning, scroll down to the bottom of the page and Click the Vaccine Return Button.

You will now automatically be taken to the Create/View Orders Screen.

Your Return will appear under the Header Outbound Transfers.

Notice the Submit Date which reflects the date that you processed the Return. In addition, the Receiving Organization is SOA EPI DEPOT RETURNS.

Click on the arrow under the Select Column next to your Return.

The system produces a copy of exactly what you are returning. Notice the Transfer Quantity Column which shows how many doses that you are returning. Also, the Vaccine Column, Lot Number, Expiration, and Return Reason Column.

**Print two copies of this page**, one for your records and one for the Vaccine Depot Staff, who will be processing the return.

Only the vaccines listed on the printed copy of the Vaccine Return should be included in the return shipment with that paperwork. Keep these vaccines separated from any other return that you process. This ensures that the Vaccine Depot Staff know exactly which vaccines belong to each printed Return's paperwork.

Ship returns to:
**Immunization Program**
3601 C Street, Suite 586
Anchorage, AK  99503
E-mail: vaccinedepot@alaska.gov
Telephone: (907) 269-8088 or (888) 430-4321 (toll free)
Fax: (907) 269-0478

When you have completed your work, you can use the other options available to you on the Main Menu, or you can "Log-out".

To "Log-out" simply click on the "Logout" option under "Main" at the top of the left-hand Menu.

This concludes Vaccine Ordering and Management System (VOMS) – **Vaccine Returns.**  Please return to the VacTrAK website to view the rest of this series listed on the front page of this module.