



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

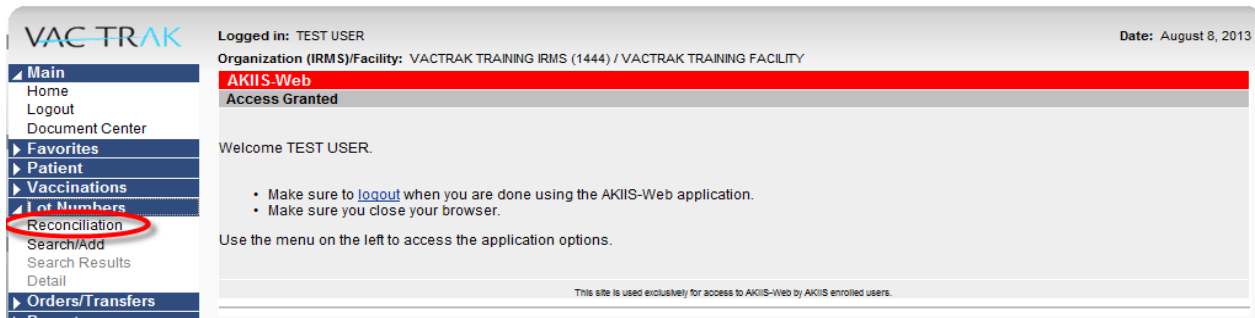


We will describe how to create a vaccine return and how to submit this return to the Immunization Program.

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.

VAC-TRAK
 Logged in: TEST USER
 Organization (IRMS)/Facility: VACTRAK TRAINING RMS (1444 / VACTRAK TRAINING FACILITY)
 Date: August 8, 2013

Public lots display with dark gray shading. Private lots display with light gray shading.

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP (Infanrix)	2525AA	06/25/2013	5	0	-5.0	Expired	Expired	Y	<input type="checkbox"/>	+
DTaP (Infanrix)	XX4TESTAA	12/31/2015	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
DTaP/Hep B/IPV (Pediarix)	3213471	05/15/2015	19		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
DTaP/Hep B/IPV (Pediarix)	AC21B329BA	12/07/2013	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
DTaP/IPV (Kinrix)	134657431AB	09/09/2015	20		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
DTaP/IPV (Kinrix)	2131354	08/09/2013	20		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
HPV, quadrivalent	111250	06/15/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
HPV, quadrivalent	2313434	09/15/2015	40		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
Hep A 2 dose - Adult	AAAHEP	12/31/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep A 2 dose - Ped/Adol	123456	12/31/2015	10		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
Hep A/Hep B - Adult	TESTING1	12/31/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep B Ped/Adol - Preserv Free	0020AE	06/10/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep B Ped/Adol - Preserv Free	1231634343AB	09/09/2013	25		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
Hepatitis B - adult	ADULTBTEST1	12/16/2013	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hib-PRP-OMP	0221AE	08/16/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
IPV	12051205	12/31/2013	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
IPV	1333331AB	05/05/2015	20		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+

Inventory Last Submitted: 08/01/2013

Public lots display with dark gray shading. Private lots display with light gray shading.

Print Reset Save
Submit Monthly Inventory

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.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP (Infanrix)	2525AA	06/25/2013			0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
DTaP (Infanrix)	XX4TESTAA	12/31/2015	8	5	-3.0	Spoiled	Not properly stored	Y	<input type="checkbox"/>	+
DTaP/Hep B/IPV (Pediarix)	3213471	05/15/2015	19		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+

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.

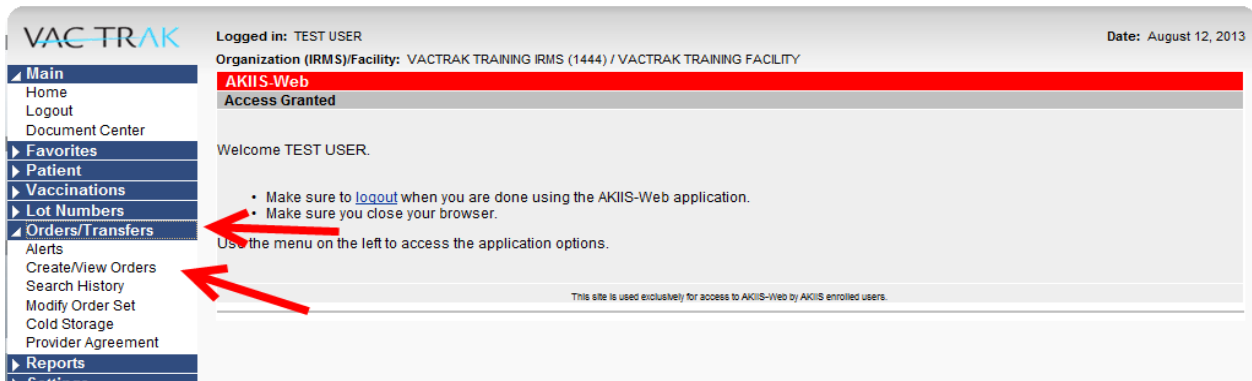
Click the plus sign in the Add Row Column to create a new line to reconcile out the other doses.

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.

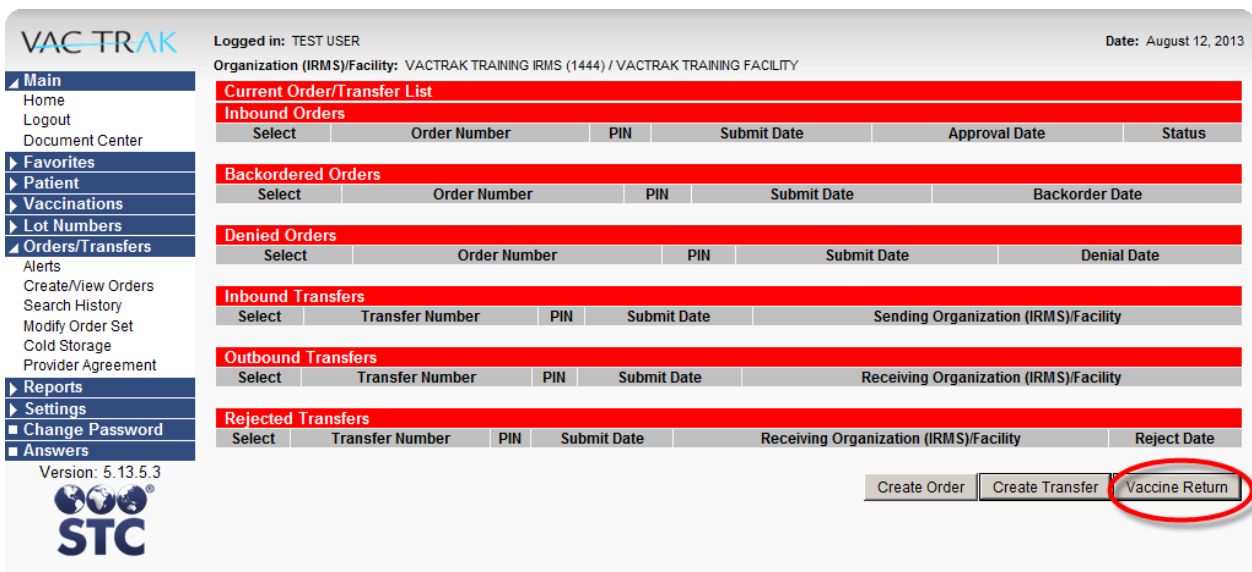
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP (Infanrix)	2525AA	06/25/2013	0		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
DTaP (Infanrix)	XX4TESTAA	12/31/2015	8	5	-3.0	Spoiled	Not properly stored	Y	<input type="checkbox"/>	+
DTaP (Infanrix)	XX4TESTAA	12/31/2015	5	0	-5.0	Spoiled	Refrigerator/Freezer Mechanical Failure	Y	<input type="checkbox"/>	+
DTaP/Hep B/IPV (Pediarix)	3213471	05/15/2015			0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
DTaP/Hep B/IPV	AC21B329BA	12/07/2013	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

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

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	AAAHEP	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	1231634343AB25		0			09/09/2013	
	Hepatitis B--adult	ADULTBTST1	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.

VAC-TRAK Logged in: TEST USER Date: August 12, 2013

Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY

Vaccine Return

Sending Organization (IRMS) VACTRAK TRAINING IRMS

Sending Facility VACTRAK TRAINING FACILITY

Receiving Organization (IRMS) 1043 - SOA EPI DEPOT RETURNS

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	AAAHEP	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	1231634343AB25		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	

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.

VAC TRAK

Logged in: TEST USER Date: August 12, 2013

Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY

Main

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Lot Numbers

Orders/Transfers

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Create/View Orders

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Modify Order Set

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Provider Agreement


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Settings

Change Password

Answers

Version: 5.13.5.3



Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
Backordered Orders						
Select	Order Number	PIN	Submit Date	Backorder Date		
Denied Orders						
Select	Order Number	PIN	Submit Date	Denial Date		
Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		
Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		
-->	7799	999997	08/12/2013	SOA EPI DEPOT RETURNS		
Rejected Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	

Create Order Create Transfer Vaccine Return

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.

VAC-TRAK Logged in: TEST USER Date: August 12, 2013

Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY

Main

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Reports

Settings

Transfer Detail

Transfer Number	7799
Submitter	TEST USER (VACTRAK_TEST)
Submit Date	08/12/2013
Approver	
Sending Organization (IRMS)/Facility	VACTRAK TRAINING IRMS/VACTRAK TRAINING FACILITY
Receiving Organization (IRMS)/Facility	SOA EPI DEPOT RETURNS/

Transfer Items

Transfer Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Return Reason
5	DTaP	GLAXOSMITHKLINE	2525AA	06/25/2013	Expired
5	DTaP	GLAXOSMITHKLINE	XX4TESTAA	12/31/2015	Refrigerator/Freezer Mechanical Failure
3	DTaP	GLAXOSMITHKLINE	XX4TESTAA	12/31/2015	Not properly stored

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.