

## Vaccine Order Search History

Providers and Local Health Jurisdiction staff use Search History function to find information on vaccine orders.

The search history feature allows users to search and review all orders in the IIS, regardless of orders status.

- 1) Log onto the IIS. Click the **Orders/Transfers** heading, in the left navigation menu and click **Search History**.



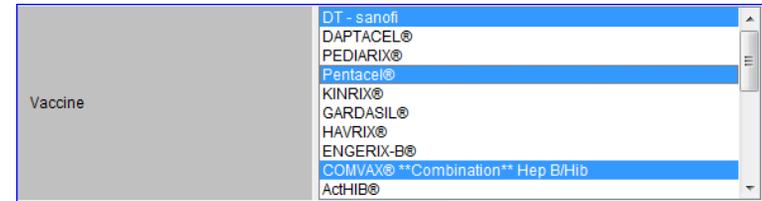
- 2) Enter your search criteria (e.g., submit date, vaccine type, order status).

### Definitions:

- Submit Date:** Date provider submitted order
- Receipt Date:** Date the order was received in the IIS
- Approval Date:** Date the State approved the order
- Denial Date:** Date the order was denied (partial or entire order)

### Helpful Tips

- The system returns results faster if the search criteria are narrow.
- The search returns all vaccine types unless you select specific vaccines. To select specific vaccines, hold down the control (Ctrl) key and click on the vaccines you want included in the search.



### Search Results:

- 3) Click the **Search** or **Export Report** button.

- Search** – a list of orders that match your search criteria will display on your screen. Click the arrow to view the order details.

Total Orders: 3							
Order List							
Select	Order Number	PIIN	Provider	Submit Date	Approval Date	Receipt Date	Receive
→	8422	152012	VISTA FAMILY HEALTH	09/13/2012 12:00:00	09/13/2012	10/09/2012	
→	8442	152007	COLUMBIA FAMILY MEDICINE	09/28/2012 02:41:45			
→	8526	152012	VISTA FAMILY HEALTH	09/13/2012 12:00:00		11/08/2012	

- Export Report** – order details that match your search criteria export into a comma separated values file (.csv). This file type is viewable in any spreadsheet application, such as Microsoft Excel. This export gives details about the order, such as approver names, cost of vaccines, lot numbers, expiration dates, etc.

	A	B	C	D	E	F	G	H	I	J
	VFC Pin	Facility	Order Number	Order Status	Order Submit Date	Submitter Name	Local Approval Date	Local Approver Name	Order Approval Date	State Appr Name
1										
2	152012	VISTA FAMILY HEALTH	8422	APPROVED	9/13/2012	JOHN SMITH	9/13/2012	TOM BRADY	9/13/2012	LARR
3	152012	VISTA FAMILY HEALTH	8422	APPROVED	9/13/2012	JOHN SMITH	9/13/2012	TOM BRADY	9/13/2012	LARR
4	152012	VISTA FAMILY HEALTH	8422	APPROVED	9/13/2012	JOHN SMITH	9/13/2012	TOM BRADY	9/13/2012	LARR
5	152007	COLUMBIA FAMILY MEDICINE	8442	Pending Local Approval	9/28/2012	GREG RAMBO				KIM
6	152012	VISTA FAMILY HEALTH	8526	Received	9/13/2012	JOHN SMITH	9/20/2012	TOM BRADY		MIK

LHJs may use the search history feature to look up the amount and cost of vaccines ordered during a specific time period, review orders for a single provider or group of providers, and other quality assurance efforts. Providers may use the search history feature to check the status of their orders.

**Need help with vaccine ordering or have questions about the WA Childhood Vaccine Program? Contact your Local Health Jurisdiction. Need technical assistance? Contact the IIS Help Desk: 800-325-5599 or 206-205-4141 email: [iishelpdesk@kingcounty.gov](mailto:iishelpdesk@kingcounty.gov)**

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY 711).