

Purpose: This guide demonstrates the steps for local health jurisdiction (LHJ) vaccine ordering staff to review provider vaccine orders, modify if needed, approve and submit the orders to the state using the Immunization Information System. LHJ staff in this role are considered Local Approvers.

Order/Transfers Menu Heading - What it will allow you to do!

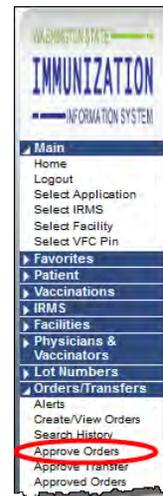
The Approve Orders Function is a user account permission that can only be granted by the Department of Health. As the local approver, LHJ staff has access to view, modify and approve orders from all of the provider facilities in their jurisdictions.

The Approve Orders function for LHJ staff will allow you to:

- View vaccine orders for all providers, facility (clinic) or IRMS (multiple clinic sites within your organization).
- Modify (increase or reduce vaccine quantities, add vaccines, or deny vaccines) a provider's vaccine order.
- Approve (submit) provider vaccine orders to the state.
- Track the status of existing vaccine orders.
- View past vaccine order history and details.

Step by Step Directions for APPROVING a Vaccine Order in the System:

1. Log into the Immunization Information System.
2. Using the navigation menu click on the **Orders/Transfers Menu Heading**.
3. Click on *Approve Orders*. You are now on the *Approve Orders Screen*.
4. Under the Reviewed for Approval section, select the Order Number for the order to review. The *Order Details Page* opens.
5. Compare the order number and PIN to information on the order paper copy.
6. Verify the Order Quantity is correct for each vaccine being ordered.
7. Make any needed changes to the order, as described below.
8. When the order is correct, select the **Approve** button. NOTE: You may need to scroll to the right for the button to come into view.
9. The **Cancel** button returns you to the *Approve Orders Screen* and no changes are made to the order and the order status remains as "In Manual Review."
10. Under Ready For LHJ Approval, select the checkbox for one or more orders and select **Send to State**. The order status changes to "Pending State Approval" and is removed from the *Local Approver Screen*.



Filter order list by IRMS, Facility, PIN and/or Order Date

Reviewed For Approval = order status is In Manual Review

Ready For LHJ Approval = order status is Pending Local Approval

Questions? Contact the Help Desk: 800-325-5599 or 206-205-4141 email: iishelpdesk@kingcounty.gov

Registry Web Address: www.waiis.wa.gov

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Step by Step Directions for MAKING CHANGES to an Order and Approving a Vaccine Order in the Immunization Information System.

Step1. For orders listed under the Reviewed For Approval (In Manual Review) section of the Approve Orders Page.

Order Details									
Vaccine	Dose Used Last Month	Physical Inventory	Order Quantity	Approved Quantity	Back-order Quantity	Denied Quantity	Description	Denial Reason	Comment
DT (Pediatric)	10	20	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>	Diphtheria & Tetanus	--select--	<input type="text"/>
Optionally add vaccines to order by changing order quantity:									
DTaP	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>		--select--	<input type="text"/>
DTaP/Hep B/SPV	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>		--select--	<input type="text"/>

1. Select the Order Number of the order to open the *Order Details Page*.
2. To ADD an vaccine to the order:
 - a. Enter the desired quantity on the appropriate vaccine line in both the Order Quantity and Approved Quantity.
 - b. Add a note to the vaccine line comment field to give the provider further information about why a vaccine was added to their order (e.g. LHJ added per provider request since missed when creating).
 - c. When finished, select the **Approve** button.
3. To INCREASE the order quantity of an existing vaccine:
 - a. Change both the Order Quantity and Approved Quantity to the desired amount.
 - b. Add a note to the vaccine line comment field so the provider knows why additional doses were added to the vaccine request (e.g. "LHJ added 20 doses since available in allocation and OK with Carol at providers office").
 - c. When finished, select the **Approve** button.
4. To DECREASE the order quantity of an existing vaccine:
 - a. Change the Approved Quantity to the desired amount.
 - b. Do Not change the original Order Quantity.
 - c. Add the amount of the reduction on the Denied Quantity.
 - d. Select a Denial Reason from the dropdown selection.
 - e. Add a note to the vaccine comment field to give the provider further information about the why a portion of their request was denied (e.g. you have to wait until next month to order this quantity).
 - f. When finished, select the **Approve** button.
5. To DENY an entire order so none of the requested vaccines are ordered:

Denial Reasons:

--select--

- Order > recomm quant
- Facility is not authorized
- Order is > than allocation
- Order is a mistake
- Order is duplicate
- Supply is not available

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- a. Select an Entire Order Denial Reason from the dropdown at the bottom of the page.
Note: the Deny Entire Order checkbox is automatically checked when a denial reason is selected.
 - b. Add a note to the order comment field to give the provider further information about the why their order was denied (e.g. duplicate order per Carol at provider office OK to delete).
 - c. Select the **Approve** button to finish.
6. To BACKORDER a vaccine or quantity:
- a. Enter the Backorder Quantity
 - b. Reduce the Approved Quantity to Match the Backorder Quantity.
 - c. DO NOT change the original Order Quantity.
 - d. When finished, select the **Approve** button.
 - e. When **Approve** button is selected, the backordered quantity becomes a new order with a new order number.
 - f. The provider can view the new order with backordered quantities, but cannot change or submit the order.
 - g. The new order is available for the Local Approver on the Approve Order page, listed under the Backordered section, to be submitted or denied.
 - h. IMPORTANT: Using the backorder function does not backorder the order at DOH, CDC or McKesson Distributor. It only holds the order at the Local Approver level. If backorder function is used, the local approver must keep track of when the vaccine is available for order and approve the order that that time. DOH will not track orders with the backorder status.
7. The **Approve** button saves any changes to the order that were made by the local approver and changes the order status to “Pending Local Approval.”
8. The **Cancel** button returns you to the *Approve Orders Screen*, and no changes are made to the order and the order status remains as “In Manual Review.”

Deny Entire Order:

When an entire order is denied, its status changes to “Denied,” and it is listed under the Denied Orders list on the *Create/View Orders screen*. Either the provider or Local Approver can view or delete the order. If the order is deleted, it is removed from the system and cannot be retrieved. If the order is not deleted, it will sit in the Denied Order list until deleted.

Step 2. For orders listed under Ready For LHJ Approval (Pending Local Approval) Viewed For Approval section of the *Approve Orders Page*:

1. Select the Order Number of the order to open the *Order Details Page*.
2. Make changes as described above.
3. The **Approve** button saves any changes to the order that were made by the local approver and returns you to the *Approve Orders Screen*. The order remains in the Ready for LHJ Approval section and the status stays as “Pending Local Approval”.
4. The **Cancel** button returns you to the *Approve Orders Screen* and no changes are made to the order, and the order status remains as “Pending Local Approval”.

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Step 3. Submit the order to the state:

1. Under Ready for LHJ Approval, select the checkbox next to the order number for one or more orders. Use the **Select All** button to check all the orders in the section.
2. Select **Send to State**.
3. The orders are submitted to the state, their status changes to “Pending State Approval”, and they are removed from the *Approve Order screen*.
4. Note: Once an order is sent to state, it cannot be edited by the Local Approver.

If you have a disability and need this document in another format, please call 1-800-322-2588 (711—TTY relay).