

Receive a Vaccine Order Quick Reference Guide



Note: Do not receive a vaccine order in imMTrax until the vaccine has physically arrived at your clinic. If your vaccine order has physically arrived and the information is not pre-populated in imMTrax, contact the Montana Immunization Program.

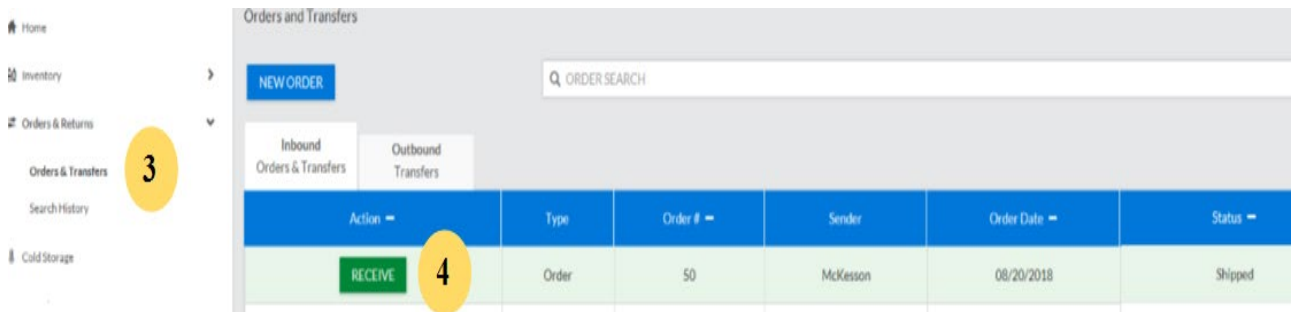
Steps to Follow:

1. Select **VOMS 2.0**, under the **Inventory Management** menu.



The screenshot shows the imMTrax user interface. On the left is a navigation menu with options: Main, Home, Logout, Document Center, Help, Message, Favorites, Patient, Vaccinations, Inventory Management (highlighted with a yellow circle containing the number 1), Reports, and Settings. Under 'Inventory Management', 'VOMS 2.0' is selected. The main content area is titled 'Patient Search' and contains several input fields for patient information, including First Name, Last Name, Birth Date, ID, SIIIS Patient ID, Chart Number, Guardian First Name, Mother's Maiden Name, Street, City, State (a dropdown menu), Zip Code, Phone Number, and Country (set to United States).

2. VOMS 2.0 application appears.
3. Select **Orders & Transfers**, located under the Orders & Returns menu.
4. Once the vaccine arrives at your clinic, select Receive.



The screenshot shows the 'Orders and Transfers' section of the imMTrax interface. On the left, a navigation menu has 'Orders & Returns' expanded, with 'Orders & Transfers' highlighted by a yellow circle containing the number 3. The main area has a 'NEW ORDER' button and an 'ORDER SEARCH' field. Below these are tabs for 'Inbound Orders & Transfers' and 'Outbound Transfers'. A table displays order information with columns: Action, Type, Order #, Sender, Order Date, and Status. The first row shows an order with Type 'Order', Order # '50', Sender 'McKesson', Order Date '08/20/2018', and Status 'Shipped'. A green 'RECEIVE' button is located in the 'Action' column of this row, highlighted by a yellow circle containing the number 4.

5. Check that the physical vaccine information matches the vaccine order details.
 - a. If any information is incorrect, **do not select Receive**. Call the Montana Immunization Program.

- If the physical vaccine information matches the vaccine order details, enter the Receipt Quantity for each vaccine.
- Select the **Receive** button.

Receive order

ORDER # 25

VTckS Order #: VTckS Order Number is Unavailable. Ordered by User and Date: TIE GRA- 08/17/2018

Approval Organization and Date: STATE APPROVER TEST - 08/17/2018 Order Set: VFC ORDER FORM

Vaccine Order Details **5**

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
DTaP/DT/Td HEP-B 3 DOSE POLIO									
Dtap-Hep B-Ipv Pediarix 10 pack - SYRINGES NDC: 58160-0811-52	CS546CA	10/11/2019 ✕		VFC	50	50	50	50 6	ADJUST ADD LOT

CANCEL RECEIVE **7**

- Select **Search/Add Inventory**, located under the **Inventory** menu to check the vaccine order saved into your active inventory.

Search: Q CS546CA

Vaccine: Select Vaccine ✕ Facility: Immrax Training Clinic

Lot #: Type a Lot # Funding Source: All Funding Sources Product Name: Select Product Name ✕

Status: All Active Inactive Inactive Reason: Select Inactive Reason **8**

SEARCH CLEAR

Search Results

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
Dtap-Hep B-Ipv Pediarix SKB 10 pack - SYRINGES NDC: 58160-0811-52 VIEW	CS546CA	11/30/2021	VFC	Immrax Training Clinic	

Viewing 1 - 1 out of 1 Entries

Displaying 10 Results per Page