

MCIR Vaccine E-Ordering Guide

Hospital Pharmacy Universal Hepatitis B Version

4-7-2011

MCIR Home Screen with E-Ordering Options

Only MCIR users that are activated for E-Ordering (Electronic Ordering) will have access to the E-Order options in MCIR. After activation, the E-Ordering user will see these links on the provider MCIR home page under the VFC Program section. To add an E-Ordering user to your MCIR site, see the section **MCIR Site Administrator E-Ordering Responsibilities** in this Guide:

- [Place VFC Orders](#)
- [View Order](#) (if an order is in progress)
- [Order History](#)

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results	Manage Inventory View Inventory History Vaccines Administered
Import/Export	VFC Program	My Site
Submit File Retrieve Results	Place VFC Orders View Order Order History	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Add/Find User Site Users	Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS	Get News View Usage Agreement MCIR Training Course MCIR.org VIS IVEN Exit Application

MCIR Hospital Pharmacy Site Administrator Universal Hepatitis B for E-Ordering & VIM

Activating a User for E-Ordering Privilege

Only those designated as E-Order contacts will have the ability to place an order. The MCIR Site Administrator for your office must follow the steps outlined below to assign a new E-Order contact(s). If your office does not have a current Site Administrator, contact your Regional MCIR Office:

- Click on **Edit my Site** under the **My Site** options on the Home screen.
- From the Edit my Site screen, click the **Site Contacts** tab and then click **Add New Contact**.
- The **Add Contact** screen will pop-up. Choose “*E-Order Contact*” from the **Type** drop-down list.
- Choose the MCIR user who will do E-Ordering (User ID, Name) from the **User** dropdown, and add the user’s e-mail address in the **Email Address** field (note: email address is required).
- Click **Submit**.

The screenshot shows a web application interface for adding a contact. At the top, there are several tabs: Business Hours, Shipping Hours, Principal Storage, Alternate Storage, E Ordering, Contact Information, MCIR Users, Site Contacts, VFC Enrollment, and Emergency Response Plan. The 'Site Contacts' tab is selected. Below the tabs, there is a table with columns: Name, Phone, Email, Lic#/State, and Type. A red box highlights the 'Add New Contact' link. Below this is a pop-up window titled 'Contact Information' with a close button (X). Inside the pop-up, the title is 'Add Contact'. There is a sub-section 'Contact Information' with a 'Type*' dropdown menu set to 'E-Order Contact' and a 'User*' dropdown menu. Below these are fields for 'Title', 'First Name*', 'MI', 'Last Name*', and 'Suffix'. There are also sections for 'Phone Numbers' (Office, Fax, Cell/Pgr) and 'Email Address' (Email*). At the bottom of the pop-up are three buttons: 'Submit', 'Make Primary Contact', and 'Cancel'.

Please note: if the E-Order contact leaves your employment, it is the responsibility of the Site Administrator to set up the new E-order contact and take the old one off of the site contact list as well as the main MCIR user list.

Placing an E-Order

Vaccine Search Screen

To order vaccines, click the **Place VFC Orders** link on the MCIR home screen to access the **Vaccine Search** screen.

Choose **Vaccine Hep B (ped/adol)** from the dropdown list. Manufacturer is optional.

- Click **Search** and available vaccines will appear on the screen.
- Click on the **Add to Order** button to the right of the desired product/packaging.
- Click **View Order** when selections are completed. This takes you to the **Vaccine Order** screen.

Vaccine Order Screen

- On the **Vaccine Order** screen, click on the Garbage Can icon to delete any vaccines not being ordered before entering the number of doses for desired selections. Deleting vaccines after entering dose amounts can reset the number of doses back to the minimum amount for all listed vaccines.

Vaccine Order Print Help
Home Exit

Person Rem/Rcl VIM VFC My Site Admin Reports Other

Pediatric Orders View Order Order Hist

Save Template Delete Template Load Template

X	Product Description	NDC	# of Doses	Price/Dose	Price
	Hep B (ped/adol only) - Glaxo (ENGERIX)	58160-820-11	300	\$10.25	\$3,075.00

Vaccine Search Update Order Continue Order Cancel Order Total: \$3,075.00

- Enter the desired quantity under the number of doses column for the products selected. Click **Update Order** to save number of doses entered.
- After your order is updated, click **Continue Order** to proceed. This takes you to the **Shipping Information** screen automatically during your first order. Access to the Shipping Information screen and Edit option is also available on the **Order Confirmation** screen.
- Clicking the **Save a Template** option saves the current order for future reorder. To access saved templates click the **Load a Template** button.
- To erase an order, click **Cancel Order**.

Shipping Information Screen

- Enter a contact person name into the **Attn** box on the **Shipping Information** screen. This is a required field.

Shipping Information [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM VFC My Site Admin Reports Other

Pediatric Orders [View Order](#) [Order Hist](#)

Shipping Information

Attn*: Pharmacist East Wing 6th Floor

Address: [\(Edit\)](#) Pams Testing Pharmacy Hospital
123 West St.
Okemos, MI 48864

Shipping Hours: [\(Edit\)](#)
Monday: 8:00 A.M. - 11:00 A.M., 1:00 P.M. - 5:00 P.M.
Tuesday: NO SHIPPING
Wednesday: 8:00 A.M. - 11:00 A.M., 1:00 P.M. - 5:00 P.M.
Thursday: NO SHIPPING
Friday: 8:00 A.M. - 11:00 A.M., 1:00 P.M. - 5:00 P.M.

Phone: [\(Edit\)](#) (517) 555-5555

[View Order](#) [Vaccine Search](#) [Continue Order](#) [Cancel Order](#)

- Update the Shipping Address and Shipping Hours from this screen by clicking the **Edit** link to access the **Edit Hours** screen. (A Hospital Pharmacy might be open 24 hours but please select the best times for deliveries.) Click **Submit** on the **Edit Hours** screen when updates are completed to return to the **Shipping Information** screen.

Shipping Information - Site: ProMed Pediatrics Westnedge - Microsoft Internet Explorer

Edit Hours

Edit Hours

Hours - hh[:mm]

Day	Start	End	Start	End
<input checked="" type="checkbox"/> Monday	8:00 A.M.	11:00 A.M.	1:00 P.M.	5:00 P.M.
<input checked="" type="checkbox"/> Tuesday	8:00 A.M.	11:00 A.M.	1:00 P.M.	3:00 P.M.
<input type="checkbox"/> Wednesday				
<input type="checkbox"/> Thursday				
<input type="checkbox"/> Friday				

* 12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

[Submit](#) [Clear](#) [Cancel](#)

- Verify and update the shipping address and hours each time you order.** Anticipate office hours and contacts for the time period the order will be delivered. Vaccine losses due to improper shipping information may be the responsibility of the receiving provider.
- Click **Continue Order** on the **Shipping Information** screen when updates are completed and proceed with your order.

Note: The Shipping Address pulls from the Physical Address listed under the **Edit My Sites**. To update the address information, click on **Edit My Site** under the **My Site** section on the MCIR home screen. Only MCIR users designated as a **Site Administrator** have access to **Edit My Site**.

Order Confirmation Screen

- Review all information on the **Order Confirmation** screen to confirm information is correct. (Note: prices shown on the order are for informational purposes only and could reflect cost of future losses).

Order Confirmation [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
Pediatric Orders View Order Order Hist							

Order Details

<p>Shipping Address: Attn: Pharmacist East Wing 6th Floor Pams Testing Universal HepB 12345 West St Okemos, MI 48864</p>	<p>Shipping Hours: Monday: 8:00 A.M. - 11:00 A.M., 1:00 P.M. - 5:00 P.M. Tuesday: NO SHIPPING Wednesday: 8:00 A.M. - 11:00 A.M., 1:00 P.M. - 5:00 P.M. Thursday: 8:00 A.M. - 11:00 A.M., 1:00 P.M. - 5:00 P.M. Friday: NO SHIPPING Ordered By: Pam Becka</p>
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Purchase Order (optional)

NDC	Description	# of Doses	Price/Dose	Price
58160-820-11	Hep B (ped/adol only) - Glaxo (ENGERIX) Package of 10 VIAL, SINGLE-DOSE	300	\$10.25	\$3,075.00

Total: \$3,075.00

- Click **Continue Order** to process the order. The **Process Order** screen will appear.
- Other **Order Confirmation** screen options:
 - Shipping Info:** Click this option to edit shipping information for this order
 - View Order:** Click to return to the **Vaccine Order** screen
 - Cancel Order:** Click this option if you want to erase the order.
- The option to enter a purchase order (PO) number is available on this screen if your health system uses an invoice to track VFC orders. A PO number inserted does not indicate a charge for the VFC order. This is an optional field for tracking an order and will display on the **Order History** screen.
- When you click Continue Order you will receive an email thanking you for your VFC Pediatric order. You still are required to complete the order following the directions on the next page (Process Order Screen) for the order to be complete.**

Process Order Screen

- Click check boxes for each document submitted to your local health department (LHD) in the **Support Documentation** section on the **Process Order** screen.
- **Support Documentation must be submitted to your local health department (LHD) before a VFC order can be approved.** Check with your LHD for the approved process to submit paper documents. Documents required to be submitted are the Ending Inventory Report and Temperature Logs. Once these have been submitted to your LHD, check the boxes to the right indicating “Done”. Additional documentation may be required by your LHD. **Orders will be delayed if this documentation has not been submitted.**
- Click the **Submit** button to send the order to the LHD. The **Order History** screen will appear.

Process Order [Print Help](#)
[Home](#) [Exit](#)

[Pediatric Orders](#)
[View Order](#)
[Order Hist](#)

Provider Information

Site: Pams Testing Universal HepB **Facility Type:** Pharmacy
County: Ingham (33) County **Approver:** Ingham County Health Department IMMS
VFC Pin: 123456 **Phone:** (517) 708-4988

Order Information

Order #: 201103301234561OT2TU **Order Date:** 03/30/2011 **PO#:** 15438AB
Order Type: VFC Pediatric **Order Status:** Awaiting Support Documentation
Ordered By: bekap6250 Expedite Order
Shipping Address: 12345 West St
 Okemos, MI 48864
Shipping Hours:

Mon	0800 - 1100	1300 - 1700
Tues	NO SHIPPING	
Wed	0800 - 1100	1300 - 1700
Thurs	0800 - 1100	1300 - 1700
Fri	NO SHIPPING	

Support Documentation

Document	Status	Done
Ending Inventory	Not Complete	<input checked="" type="checkbox"/>
Temperature Logs	Not Complete	<input checked="" type="checkbox"/>
VFC Doses Administered	Not Complete	<input checked="" type="checkbox"/>

Order Details		Order Log	
Description	NDC	Ordered	
Hep B (ped/adol only) - Glaxo (ENGERIX) Package of 10 VIAL, SINGLE-DOSE	58160-820-11	300	

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You must check all three (3) boxes for Support Documentation. Hospital Pharmacies are NOT required to submit a "VFC Doses Administered" report but must check the box.

- Additional **Process Order** screen Options:
 - **Cancel Order:** Click this option if you want to erase the order.
 - **Cancel and Reorder:** Click to return to the **Vaccine Order** screen where you can edit your order or begin a new order.
 - **Postpone Order:** This option allows the order to be put on hold until ready to complete.

Order History Screen

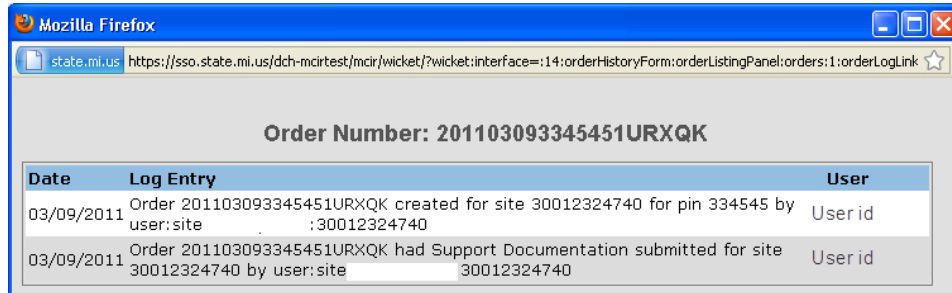
The **Order History** screen will pop-up after submitting an order. The screen can also be accessed through the **Order History** link on the **Home** screen.

Order History						Print Help	
						Home Exit	
Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
Pediatric Orders Order Hist							
Provider Information							
Site:	Pams Testing Pharmacy Hospital			Facility Type:	Pharmacy		
County:	Ingham (33) County			VFC Pin:	334545		
Order Number	Order Date	PO Number	Order Status	Who			
2011030933454522Z6GT	03/09/2011		Awaiting Approval	LHD	Order Log		
201103093345451URXQK	03/09/2011		Awaiting Support Documentation	PRV	Process		

- The **Order History** screen displays the **Order Number**, the **Order Status** and **Who**, which indicates the current approver level for the order. The **Order Log** link displays more detail about an order
 - **Order Number:** Click on the Order Number to display the View Order screen and review details of an order.
 - **PO Number:** Displays a purchase order number entered on the Order Confirmation screen by a provider to track an order, if applicable. This is an optional field.
 - **Order Status:** Shows status of an order and indicates if further action is required to complete.
 - **Awaiting Support Documentation:** Support Documentation check boxes have not been marked on the **Process Order** screen by the provider or the LHD is waiting to receive support documents from the provider.
 - **Awaiting Approval:** The order was submitted to the LHD and has not yet been approved.
 - **Awaiting Shipping Information:** Waiting for confirmation of order shipment and arrival at provider site.
 - **Order Completed:** Shipping Information has been confirmed and order has arrived at provider site.
 - **Order Cancelled:** Order was canceled and not submitted for processing.
 - **Who:** Approval level of order acronym is displayed:
 - **PRV:** order is at the provider level (Hospital Pharmacy)
 - **LHD:** order is awaiting approval at the Local Health Department level
 - **DCH:** order is awaiting approval at the Michigan Department of Community Health level

Order Log Screen

To see details of individual orders on the **Order History** screen, click the **Order Log** link next to an order listed. The **Order Log** screen will appear and show all the Log Entry dates, steps of processing the order and each MCIR user who handled the order.



Date	Log Entry	User
03/09/2011	Order 201103093345451URXQK created for site 30012324740 for pin 334545 by user:site :30012324740	User id
03/09/2011	Order 201103093345451URXQK had Support Documentation submitted for site 30012324740 by user:site 30012324740	User id

When vaccine arrives, check to be sure amount, lot number and expiration date are correct in VIM. Shipments are automatically uploaded into MCIR.

Contact your Local Health Department/VFC Program for assistance.