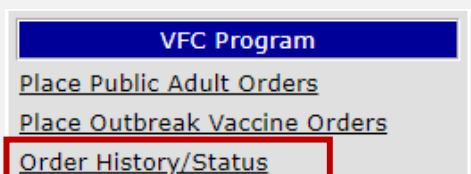


HOW TO VIEW ORDER HISTORY AND ORDER STATUS

Review the guidance below for information on COVID-19 vaccine orders placed by your site and the respective order status.

View Order History and Order Status

1. “[E-Order Contacts](#)” can review order details, including the type and quantity of vaccine that was ordered for your site, the order status and where it is in the approval process.
2. From the MCIR Home Screen, select **Order History/Status** from the VFC Program section.



3. The “Order History” screen will appear with all orders listed. If you also order VFC vaccine, you can quickly identify COVID-19 orders by noting the “Type” column: COVID-19 vaccine order type is “Hzv”. Below, review details for the information available and their respective definitions to inform what stage of processing your order is in.

Provider Information					
Site:	Community Place Clinic	Facility Type:	Primary Care		
County:	Wayne	VFC Pin:	123456	Show Hidden	<input type="checkbox"/>
Order Number 1.	Order Date	PO Number	Order Status 2.	Type	Who 3.
20210505-030000-3C3P7S	05/05/2021		Awaiting Distributor Shipment	Hzv DHHS	Order Log 4.

1. **Order Number**
 - Click on the Order Number link to review details of an order you have previously placed (quantities and products).
2. **Order Status**
 - **Awaiting Approval:** The order was submitted to the LHD and has not yet been approved.
 - **Awaiting Distributor Shipment:** Processed by MDHHS and sent to CDC. 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.
3. **Who:** The approval level where the order is at:
 - **PRV:** Order is at the provider level (not submitted)
 - **LHD:** Order is awaiting approval at the Local Health Department level
 - **DHHS:** Order is awaiting approval at the Michigan Department of Health and Human Services

4. Order Log

- The Order Log screen shows all log entry dates from order creation to final processing and each MCIR user who handled the order (see example below).
- Within the order log, if you see that your order was “processed”, this means it has been sent to CDC for fulfillment.
 - i. This date can assist in confirming date of approval and help gauge shipment timeframes.
 - ii. For information on shipping timeframes and receiving shipping notifications, see [this tip sheet](#).

Order Number: 202105050300003C3P7S		
Date	Log Entry	User
05/05/2021	Order 202105050300003C3P7S created for site 20000004029 for pin 030000 by user:site mcginnism3:20000004029	mcginnism3
05/06/2021	Order 202105050300003C3P7S approved for site 20000004029 by user:site mcginnism3:30011870348	mcginnism3
05/06/2021	Order 202105050300003C3P7S batched for processing for site 20000004029 by user:site mcginnism3:30011870348	mcginnism3
05/06/2021	Order 202105050300003C3P7S processed for site 20000004029 by user:site mcginnism3:30011870348	mcginnism3

Find additional tip sheets at the MDHHS [COVID-19 Provider Guidance & Education website](#) and the [MCIR COVID-19 Provider Webpage](#).