# LHD Guide to E-Ordering (12/27/2017)

- Local Health Departments (LHDs) are activated for E-Ordering by their Regional MCIR Coordinator.

- LHDs work with their Regional MCIR Coordinator to activate VFC Provider Sites in their jurisdiction for E-Ordering.

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:

- Place VFC Orders
- View Order (if an order is in progress)
- Order History
- Order Search
- Process Orders

MCIR Site Administrator E-Ordering Responsibilities

Activating a User for E-Ordering Privileges

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**.



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 a **Vaccine** 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 will reset the number of doses back to the minimum amount for all listed vaccines.

- Enter the desired quantity under the number of doses column for the products selected. Click **Update Order** to save number of doses entered.

- To add additional vaccines and return to the **Vaccine Order** screen, click **Vaccine Search**.

- 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.

- Update the Shipping Address and Shipping Hours from this screen by clicking the **Edit** link to access the **Edit Hours** screen. Click **Submit** on the **Edit Hours** screen when updates are completed to return to the **Shipping Information** screen.



- **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 Site**.  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 accountability purposes only and will reflect cost of VFC vaccine inventory and potential future losses).

## Order Confirmation

Print Help
Home Exit

| Person | Rem/Rcl | Sch/CC | VIM | Imp/Exp | VFC | My Site | Admin | Reports | Other |

VFC Orders   Hzd Vac Orders   View Order   Order Hist   Proc Orders   Hzd Roster

**Order Details**

**Shipping Address:**

Attn: Roxanne Ellis, Wing 1 Room 110
Kalamazoo County HCS
3299 GULL RD
KALAMAZOO, MI 49001

**Shipping Hours:**

| | |
|---|---|
| Monday: | 9:00 A.M. - 4:00 P.M. |
| Tuesday: | 9:00 A.M. - 4:00 P.M. |
| Wednesday: | 9:00 A.M. - 4:00 P.M. |
| Thursday: | 9:00 A.M. - 4:00 P.M. |
| Friday: | 9:00 A.M. - 4:00 P.M. |
| Ordered By: | Laura Korten |

Purchase Order [ _____ ] (optional)

| NDC | Description | # of Doses | Price/Dose | Price |
|---|---|---|---|---|
| 49281-860-52 | IPV - sanofi (IPOL) 100; SYR; Pediatric/Adult | 100 | $13.00 | $1,300.00 |
| 00006-4045-41 | HPV4, quadrivalent - Merck (GARDASIL) 50; SDV; 9-26 years | 50 | $13.00 | $650.00 |
| 00006-4981-00 | Hep B (ped/adol) - Merck (RECOMBIVAX) 120; SDV; Pediatric only | 120 | $13.00 | $1,560.00 |

[ Shipping Info ]   [ View Order ]   [ Continue Order ]   [ Cancel Order ]   Total:   $3,510.00

- 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.

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 to be submitted are the Ending Inventory Report, Temperature Logs, and the VFC Doses Administered report. **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**

| Person | Rem/Rcl | VIM | Imp/Exp | VFC | My Site | Admin | Reports | Other |

VFC Orders   Order Hist

**Provider Information**

| | | | |
|---|---|---|---|
| Site: | Somewhere Pediatrics | Facility Type: | PP - Pediatrics |
| County: | Kalamazoo (39) County | Approver: | Kalamazoo County HCS |
| VFC Pin: | 391000 | Phone: | 555-555-555 |

**Order Information**

| | | | | | |
|---|---|---|---|---|---|
| Order #: | MI-20100804-2PI-W0O | Order Date: | 08/04/2010 | PO#: | |
| Ordered By: | howardk0851 | Order Status: | Awaiting Support Documentation | | |
| Shipping Hours: | M 8 11 1 5 T 8 11 1 3 | | | ☐ Expedite Order | |

**Support Documentation**

| Document | Status | Done |
|---|---|---|
| Ending Inventory | Not Complete | ☐ |
| Temperature Logs | Not Complete | ☐ |
| VFC Doses Administered | Not Complete | ☐ |

| Order Details | Order Log |
|---|---|

| Description | NDC | Ordered |
|---|---|---|
| DTaP-Hep B-IPV - Glaxo (PEDIARIX) 5; SYR; Pediatric only | 58160-811-46 | 50 |
| IPV - sanofi (IPOL) 10; MDV; Pediatric/Adult | 49281-860-10 | 100 |
| MMR - Merck (M-M-R) 10; SDV; Pediatric/Adult | 00006-4681-00 | 100 |

| Submit | Cancel order | Cancel and Reorder | Postpone Order |

- 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.



- 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 approver is waiting to receive support documents from the provider.

    - **Awaiting Approval:** The order was submitted to the approver 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
    - **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.

| Order Number: MI-20100505-2BF-HOF |||
|---|---|---|
| **Date** | **Log Entry** | **User** |
| 05/05/2010 | Order MI-20100505-2BF-HOF created for site 20000003673 for pin 390000 by user:site kortenl:20000003673 | kortenl |
| 05/05/2010 | Support Documentation submitted for site 20000003673 for order MI-20100505-2BF-HOF by user:site kortenl:20000003673 | kortenl |

| Order Number: MI-20100430-2CY-Z42 |||
|---|---|---|
| **Date** | **Log Entry** | **User** |
| 04/30/2010 | Order MI-20100430-2CY-Z42 created for site 20000003673 for pin 390000 by user:site hoylet:20000003673 | hoylet |
| 04/30/2010 | Order did not pass SupportDoc requirement. Order updated but not advanced in the workflow. | hoylet |
| 04/30/2010 | Order MI-20100430-2CY-Z42 cancelled for site 20000003673 by user:site hoylet:20000003673 | hoylet |

Order Search Screen

The **Order Search** (Find Order) screen can be used by LHDs to view their VFC Provider orders.  Search by using any of the following options:

- VFC Pin
- Site ID
- Start Date and End Date
- Order Number (note that the first part of the order number is the Year/Month/Day, for example 8/12/2010 would read as 20100812 in the first part of the order number)

- Click on an **Order Number** link to view details.

Process Orders Screen

The **Process Orders** (Order Approval Task List) screen is used by LHDs to approve their VFC Provider orders.



- Click on **Awaiting Approval** link. The Process Order screen will appear.

- Confirm that Support Documentation (Ending Inventory Report, Temperature Logs, VFC Doses Administered Report) has been received. Check the "Done" boxes to the right of the document types.

- Optional: if needed, change the number of vaccines to be ordered. If you do this, click the **Save Changes** button.

- Click the **Approve** button when completed.

You may also choose to **Reject**, **Escalate** (to MDHHS), or **Postpone** the order by clicking the appropriate button.