




# How do I view/track/accept a shipment of vaccines in CT WiZ?

# Things You Should Know

- If your clinic placed an order in CT WiZ, you are able to view and track the shipment.
- Once you receive a shipment, you should always verify the shipment is correct and exactly what you ordered.
- You **must** accept a shipment in CT WiZ in order for the vaccine to be added to your On-Hand Inventory.
- You should never physically reject a shipment.
- If you have any discrepancies with your shipment, contact your Inventory Staff member immediately.

# Home Screen - Begin Here



It's Your Best Shot!  
**CT WIZ**  
Connecticut  
Immunization Information System

Home

Patients +

Immunizations

Inventory +

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Reports

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CT WIZ

DPH TRAINING CLINIC, DPH TRAINING CLINIC...

PATIENT SEARCH


Before you begin, make sure you have selected the correct Provider and Clinic

**Default Provider/Clinic**


**Provider \***  
DPH TRAINING CLINIC

**Clinic \***  
DPH TRAINING CLINIC 1

**News**


 There are currently no news items available.

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# Navigate to Vaccine Orders

1. Click Inventory
2. Click Vaccines
3. Click Vaccine Orders



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**Default Provider/Clinic**


**Provider \***  
WE LOVE KIDS PEDIATRICS CT

**Clinic \***  
WE LOVE KIDS PEDIATRICS SOUTH

**News**

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# View Orders Already Placed

Vaccine Orders ⓘ
Add New Vaccine Order

Search

Clinic  
(ALL)

Order Status  
(ALL)

Order Type  
(ALL)

Order Date Range  
From: MM/DD/YYYY Through: MM/DD/YYYY

Date Submitted to VTrckS Date Range  
From: MM/DD/YYYY Through: MM/DD/YYYY

Previous Criteria
Clear
Search

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
20190422414901	04/22/2019	APPROVED		04/22/2019	View

Here you can search for all past orders by searching by the order date. If you would like to pull up all past orders, leave the fields blank and hit **Search**. Your results will appear below.

You then can click on **View** to open the order.

# View Orders Already Placed

Here you can view:

- What was ordered
- The Order Status
- Date Submitted into VTrckS
- The Inventory Reconciliation used with the order

Vaccine Order ? i Cancel

**Edit**

[View Vaccine Inventory Reconciliation](#)

Clinic  Last Approved Order Date

Order Number  Order Date  Order Status  Priority Reason  Date Submitted to VTrckS

Clinic Comments

VFC Program Comments

**Vaccine | Mfg | NDC | Brand/Packaging**


BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
1 Hep B, ped/adol	MSD	00006-4981-00	Recombivax (0.5 mL x 10 vials)	PED	1	10	10	123.00	
2 Td (adult), adsorbed	PMC	49281-0215-10	Tenivac (10 pack - 1 dose vial)	PED	1	10	10	200.50	
3 Tdap, Adsorbed	SKB	58160-0842-11	Boostrix (.50 mL x 10 vials)	PED	1	10	10	313.70	
					Total Doses	Total Cost			
					30	\$637.20			

# View Vaccines that Shipped

1. Click Inventory
2. Click Vaccines
3. Click On-Hand



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### Default Provider/Clinic

**Provider \***

WE LOVE KIDS PEDIATRICS CT

**Clinic \***

WE LOVE KIDS PEDIATRICS SOUTH

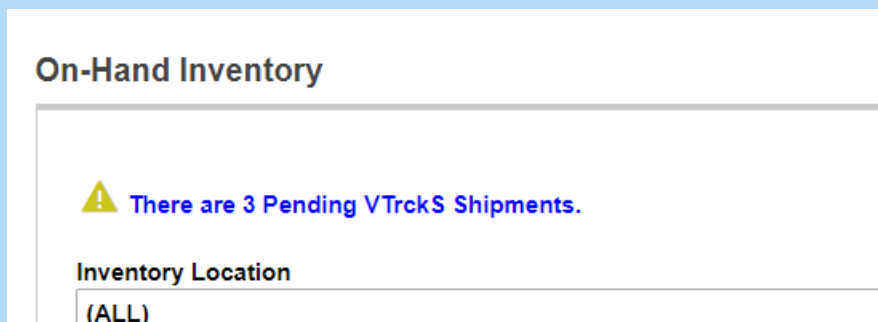
### News

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# View Vaccines that Shipped



When a shipment is ready to be received, a blue link appears at the top of your On-Hand Inventory screen. Click the link to open the shipment.

From this link you will be able to view vaccine shipment details, as well as accept the shipment into your inventory once physically received.

**Remember:** Only accept the shipment in CT WiZ when you physically receive the inventory.



# View Vaccine Information and Tracking Numbers

View tracking information by clicking **Details**.

## Pending VTrckS Shipments

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped				
20190422414901 / 1	04/24/2019	Hep B, ped/adol	00006-4981-00	R021372	10	Details	Receive	Dismiss	?
20190422414901 / 2	04/24/2019	Td (adult), adsorbed	49281-0215-10	U6091AA	10	Details	Receive	Dismiss	?
20190422414901 / 3	04/24/2019	Tdap, Adsorbed	58160-0842-11	X5R7Y	10	Details	Receive	Dismiss	?

## Vaccine Shipment Details

Cancel

View

### Registry Information

Order Date: 04/22/2019 Order ID: 20190422414901 Line No.: 1

Ordering Clinic:

### VTrckS Information

Order Create Date: 04/22/2019 Order ID: 0507516816 Line No.: 10

Date Shipped: 04/24/2019 Delivery Number: 0834853741 Del. Line No.: 10

Carrier: FDX2 Tracking No.: 786837975544 Expedited Shipment: N

### Vaccine Information

Quantity Requested: 10 Quantity Shipped: 10

Order Line Fulfilled: Y Partial Shipment: N

Manufacturer: MERCK SHARP & DOHME NDC: 00006-4981-00

Lot Number: R021372 Expiration Date: 05/25/2021

Once you click **Details**, all the shipment information will appear. You can view the shipping carrier as well and the tracking number.

You can also view the vaccine information such as the lot number and expiration date.

To exit the details, click **Cancel**.

# Accept a Vaccine Shipment

## Pending VTrckS Shipments

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped				
20190422414901 / 1	04/24/2019	Hep B, ped/adol	00006-4981-00	R021372	10	Details	Receive	Dismiss	?
20190422414901 / 2	04/24/2019	Td (adult), adsorbed	49281-0215-10	U6091AA	10	Details	Receive	Dismiss	?
20190422414901 / 3	04/24/2019	Tdap, Adsorbed	58160-0842-11	X5R7Y	10	Details	Receive	Dismiss	?

Once you check your order for accuracy, click **Receive** for each line of vaccine. If you didn't receive one of the vaccines listed, double check the tracking information to see if it is coming separately.

**Remember:** Some vaccines have different tracking information i.e. Frozen, refrigerated vaccines ship separately and Flu direct ships.

If you believe there is an error in your order, contact your VFC Contact immediately for further assistance.

Once you click **Receive**, the inventory is automatically added to your Inventory On-Hand and available for use.