



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



Connecticut Department of Public Health  
*Keeping Connecticut Healthy*



# 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

https://ctwiz-training.dph.ct.gov/ctwiz CT WiZ

CT WiZ DPH TRAINING CLINIC, DPH TRAINING CLINIC... PATIENT SEARCH

Home Patients Immunizations Inventory Clinic Tools Reports

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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.

Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. [Click here to download a free copy of Adobe Reader.](#)



# Navigate to Vaccine Orders

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



**Default Provider/Clinic**

Provider \*

Clinic \*

**News**

 There are currently no news items available.

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[Click here to download a free copy of Adobe Reader.](#)



# View Orders Already Placed

Vaccine Orders 

[Add New Vaccine Order](#)

Search

Clinic <input type="button" value="ALL"/>	Order Status <input type="button" value="ALL"/>	Order Type <input type="button" value="ALL"/>			
<b>Order Date Range</b>					
From: <input type="text" value="MM/DD/YYYY"/>  Through: <input type="text" value="MM/DD/YYYY"/> 	Date Submitted to VTrckS Date Range				
From: <input type="text" value="MM/DD/YYYY"/>  Through: <input type="text" value="MM/DD/YYYY"/> 					
<input type="button" value="Previous Criteria"/> <input type="button" value="Clear"/> <input type="button" value="Search"/>					
Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
20190422414901	04/22/2019	APPROVED		04/22/2019	  <input type="button" value="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

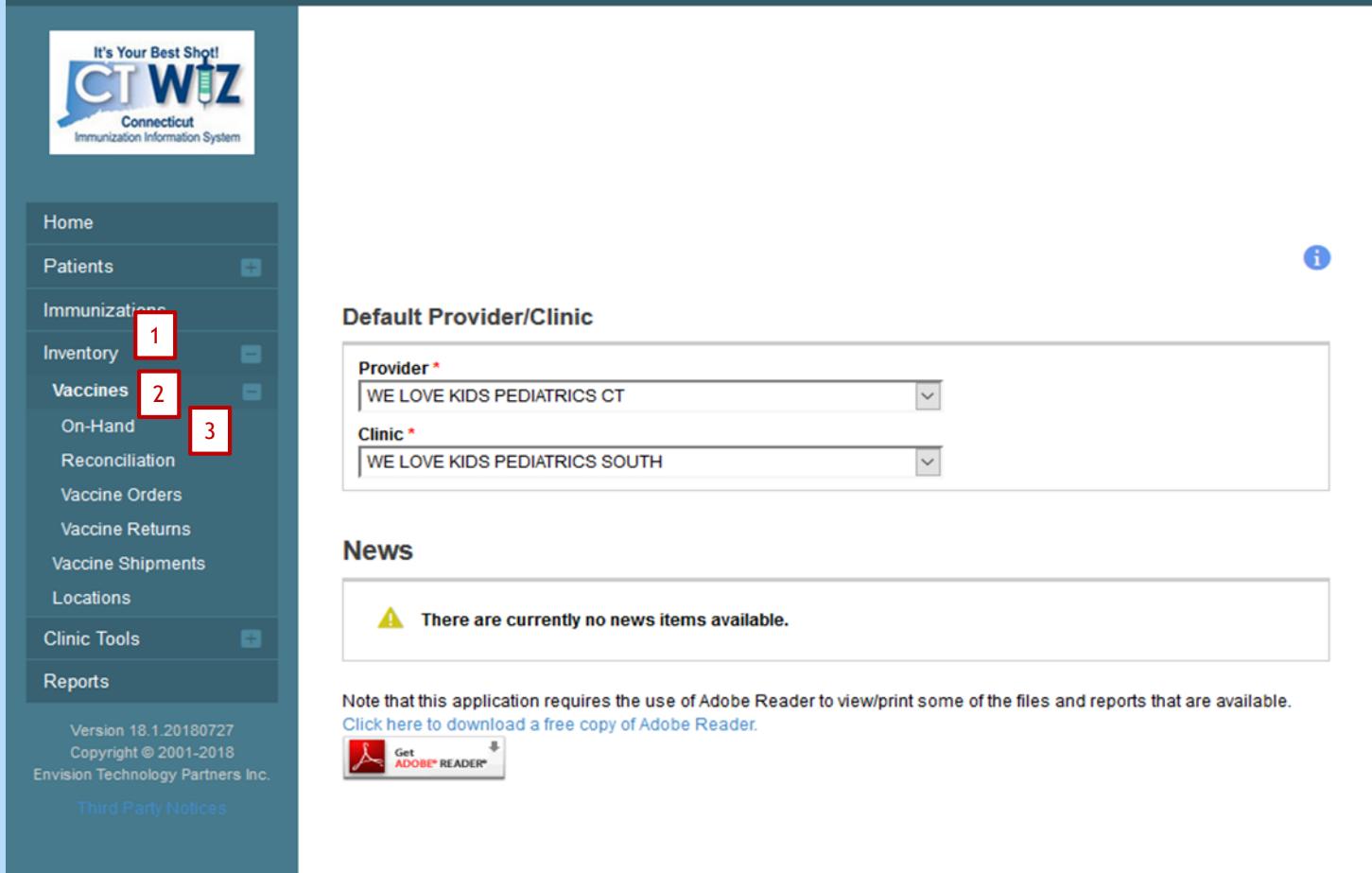
Vaccine Order  

**Edit**

Clinic	Last Approved Order Date								
04/22/2019	04/22/2019								
Order Number	Order Date	Order Status	Priority Reason						
20190422414901	04/22/2019	APPROVED	04/22/2019						
Clinic Comments									
VFC Program Comments									
<b>Vaccine   Mfg   NDC   Brand/Packaging</b> <input type="text" value="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="button" value="▼"/>	<input type="button" value=""/>								
<input type="button" value="Add To Order"/>									
Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Total 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



The screenshot shows the CT WIZ application interface. On the left, a navigation menu is displayed with the following items:

- Home
- Patients
- Immunizations
- Inventory 1
- Vaccines 2
- On-Hand 3
- Reconciliation
- Vaccine Orders
- Vaccine Returns
- Vaccine Shipments
- Locations
- Clinic Tools
- Reports

Below the menu, the version information is listed: Version 18.1.20180727 Copyright © 2001-2018 Envision Technology Partners Inc.

The main content area is titled "Default Provider/Clinic". It contains two dropdown menus:

- Provider \*: WE LOVE KIDS PEDIATRICS CT
- Clinic \*: WE LOVE KIDS PEDIATRICS SOUTH

Below this, a "News" section is shown with the message: "There are currently no news items available." A note at the bottom states: "Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. Click here to download a free copy of Adobe Reader." with a link and a "Get Adobe Reader" button.

# View Vaccines that Shipped

On-Hand Inventory

⚠ There are 3 Pending VTrckS Shipments.

Inventory Location

(ALL)

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	<a href="#">Details</a>	<a href="#">Receive</a>
20190422414901 / 2	04/24/2019	Td (adult), adsorbed	49281-0215-10 U6091AA	10	<a href="#">Details</a>	<a href="#">Receive</a>
20190422414901 / 3	04/24/2019	Tdap, Adsorbed	58160-0842-11 X5R7Y	10	<a href="#">Details</a>	<a href="#">Receive</a>

## Vaccine Shipment Details

i

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				
						Details	Receive	Dismiss	?
20190422414901 / 1	04/24/2019	Hep B, ped/adol	00006-4981-00	R021372	10	<input type="button" value="Details"/>	<input style="border: 2px solid red; border-radius: 10px; padding: 2px 10px; background-color: white; color: black; font-weight: bold; font-size: 10pt; font-family: sans-serif; text-decoration: none; text-align: center; margin-right: 5px;" type="button" value="Receive"/>	<input type="button" value="Dismiss"/>	
20190422414901 / 2	04/24/2019	Td (adult), adsorbed	49281-0215-10	U6091AA	10	<input type="button" value="Details"/>	<input style="border: 2px solid red; border-radius: 10px; padding: 2px 10px; background-color: white; color: black; font-weight: bold; font-size: 10pt; font-family: sans-serif; text-decoration: none; text-align: center; margin-right: 5px;" type="button" value="Receive"/>	<input type="button" value="Dismiss"/>	
20190422414901 / 3	04/24/2019	Tdap, Adsorbed	58160-0842-11	X5R7Y	10	<input type="button" value="Details"/>	<input style="border: 2px solid red; border-radius: 10px; padding: 2px 10px; background-color: white; color: black; font-weight: bold; font-size: 10pt; font-family: sans-serif; text-decoration: none; text-align: center; margin-right: 5px;" type="button" value="Receive"/>	<input type="button" value="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.