



How do I place and check the status of a vaccine order?



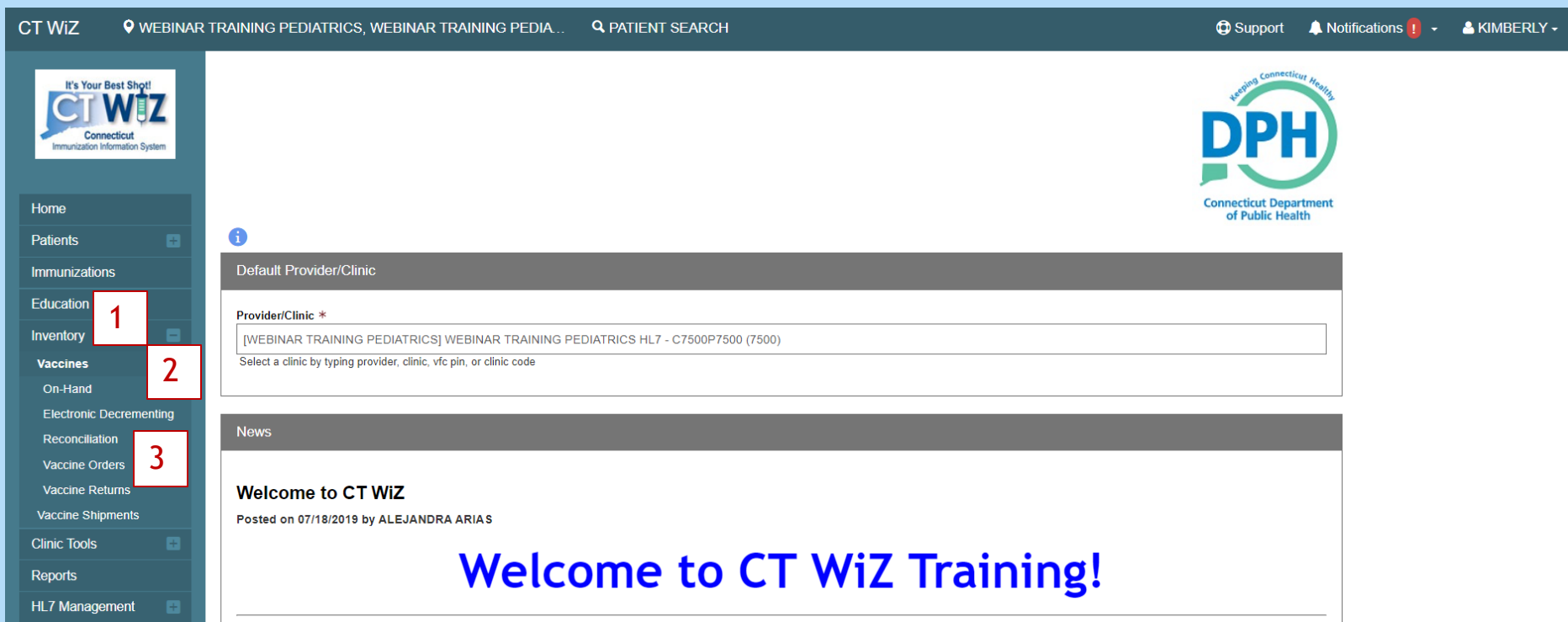
Placing A Vaccine Order

Things You Should Know

About placing your order:

- You are not required to download your data logger temperature history to order.
- In CT WiZ, vaccines are ordered by package rather than by doses.
- You must have a closed reconciliation for all your units (except your private vaccine) to place an order.
- Your vaccine order must be approved by DPH before it is filled.
- If it is not approved, the order will be rejected with a comment.

Navigating to Vaccine Orders



The screenshot shows the CT WiZ web application interface. The top navigation bar includes 'CT WiZ', a location filter for 'WEBINAR TRAINING PEDIATRICS', a 'PATIENT SEARCH' button, and links for 'Support', 'Notifications', and a user profile for 'KIMBERLY'. The left sidebar contains a menu with items: Home, Patients, Immunizations, Education, Inventory (marked with a red box and the number 1), Vaccines (marked with a red box and the number 2), On-Hand, Electronic Decrementing, Reconciliation, Vaccine Orders (marked with a red box and the number 3), Vaccine Returns, Vaccine Shipments, Clinic Tools, Reports, and HL7 Management. The main content area features the DPH logo and a 'Default Provider/Clinic' section with a dropdown menu showing '[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)'. Below this is a 'News' section with a 'Welcome to CT WiZ' message posted on 07/18/2019 by ALEJANDRA ARIAS.

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

Placing a New Order - Getting Started

Vaccine Orders [Learn More](#)

2

Add New Vaccine Order

Search

Clinic

Order Status

Order Type

(ALL)

(ALL)

(ALL)

Order Date Range

Date Submitted to VTrckS Date Range

From: 12/23/2019

Through: 03/23/2020

From: MM/DD/YYYY

Through: MM/DD/YYYY

Previous Criteria

Clear

Search

1

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
SARA J RAWSON SBHC - 4803					
20200220480301	02/20/2020	SUBMITTED FOR APPROVAL			View

1. On this initial screen you can search for any past or open vaccine orders.

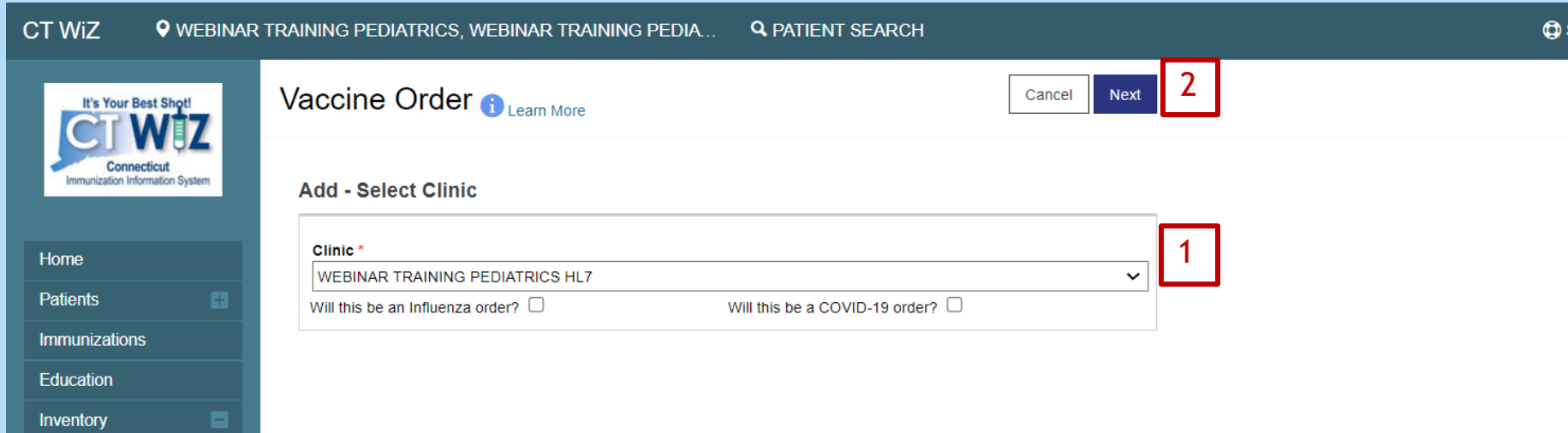
When you click **Search**, results will appear below.

2. If you do not have an open order, click **"Add New Vaccine Order."**

Remember:

You must have a closed reconciliation for all your units (except your private vaccine) in order to place an order.

Placing a New Order - Select Your Clinic



The screenshot shows the 'Vaccine Order' page in the CT WIZ system. The top navigation bar includes 'CT WIZ', a location icon, 'WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA...', a magnifying glass icon, and 'PATIENT SEARCH'. On the left is a sidebar with links: 'Home', 'Patients', 'Immunizations', 'Education', and 'Inventory'. The main content area is titled 'Vaccine Order' with a 'Learn More' link. It features a 'Cancel' button and a 'Next' button, with a red box labeled '2' around the 'Next' button. Below this is a section titled 'Add - Select Clinic'. It contains a dropdown menu labeled 'Clinic *' with 'WEBINAR TRAINING PEDIATRICS HL7' selected, and a red box labeled '1' around the dropdown. Below the dropdown are two checkboxes: 'Will this be an Influenza order?' and 'Will this be a COVID-19 order?'.


1. Click the dropdown to **choose your clinic**. (If you belong to multiple clinics, they will be listed here.)
2. Click on **Next**.

Flu and COVID-19 orders must be done separately.

If you have a flu/COVID-19 order, make sure you check the corresponding box.

You will not be able to order flu/COVID-19 with your other CVP vaccines.

Shipping and Delivery Information

Add Vaccine Order Creation Process 

Cancel

Next

2

Add

Clinic:DPH TRAINING CLINIC 2

Primary Shipping Contact

Name:
Phone:
Fax:
Email:

Shipping Address

450 CAPITOL AVE
HARTFORD, CT 06106

Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:30	12:00	13:00	17:00
Tuesday	08:30	12:00	13:00	17:00
Wednesday	08:30	12:00	13:00	17:00
Thursday	08:30	12:00	13:00	17:00
Friday	08:30	12:00	13:00	17:00
Saturday				
Sunday				

Special Instructions:NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. ☐

1

Review shipping and delivery information for your clinic.

If it is all correct:

1. Click the **check box**.
2. Click **Next**.

Remember:

If the information is not correct, you can change clinic information by clicking on Clinic Tools-Clinic Information.

Placing a New Order-Part 1

Vaccine Order [Learn More](#)

Cancel

Submit To VFC Program

Update

5

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic

WEBINAR TRAINING PEDIATRICS HL7

Last Approved Order Date

11/07/2019

Order Number

Order Date

03/06/2024

Order Status

IN WORK

Priority Reason

Date Submitted to VTrckS

MM/DD/YYYY

Clinic Comments

1

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

2

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

Intent

Quantity of Packages Doses Per Package Total Doses Cost Per Package Total Cost (\$)

3

Add To Order

Clear

4

There are no vaccines in this order

Total Doses

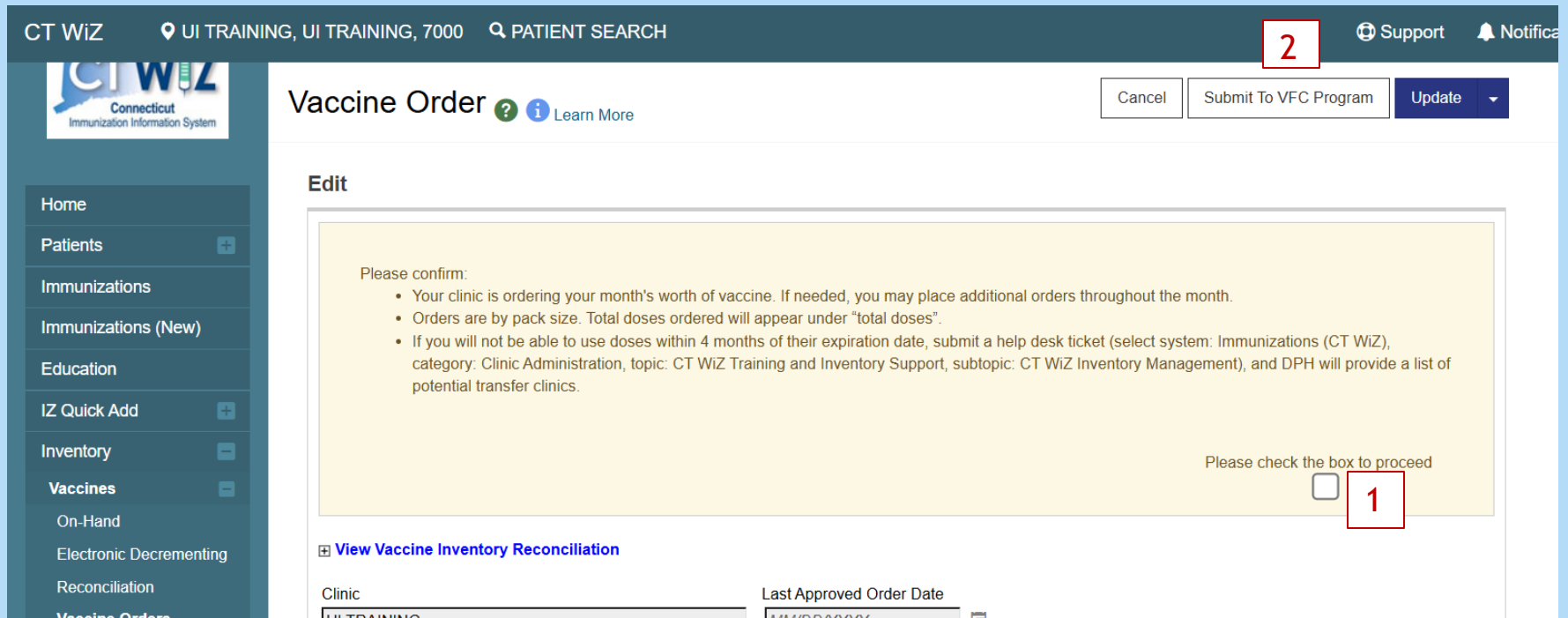
0

Total Cost

\$0.00

1. Enter any Comments you want the CVP program to see (i.e. I will be ordering extra supply for school physicals).
2. Begin typing the vaccine you want to order. All vaccines matching your search criteria will begin to appear. Select which vaccine you want. Once you select a vaccine, it will automatically fill in the intent as Pediatric.
3. Enter the Quantity of Packages. **(Order by packages NOT doses)**
4. Click **Add to Order**. Repeat steps to add additional vaccines to the list. As you add vaccines, they will begin to list at the bottom of the screen.
5. To save your work, click **Update**. This will not submit your order.

Placing a New Order-Part 2



CT WIZ UI TRAINING, UI TRAINING, 7000 PATIENT SEARCH Support Notifications

Vaccine Order [Learn More](#)

Cancel Submit To VFC Program Update

Edit

Please confirm:

- Your clinic is ordering your month's worth of vaccine. If needed, you may place additional orders throughout the month.
- Orders are by pack size. Total doses ordered will appear under "total doses".
- If you will not be able to use doses within 4 months of their expiration date, submit a help desk ticket (select system: Immunizations (CT WIZ), category: Clinic Administration, topic: CT WIZ Training and Inventory Support, subtopic: CT WIZ Inventory Management), and DPH will provide a list of potential transfer clinics.

Please check the box to proceed ☐

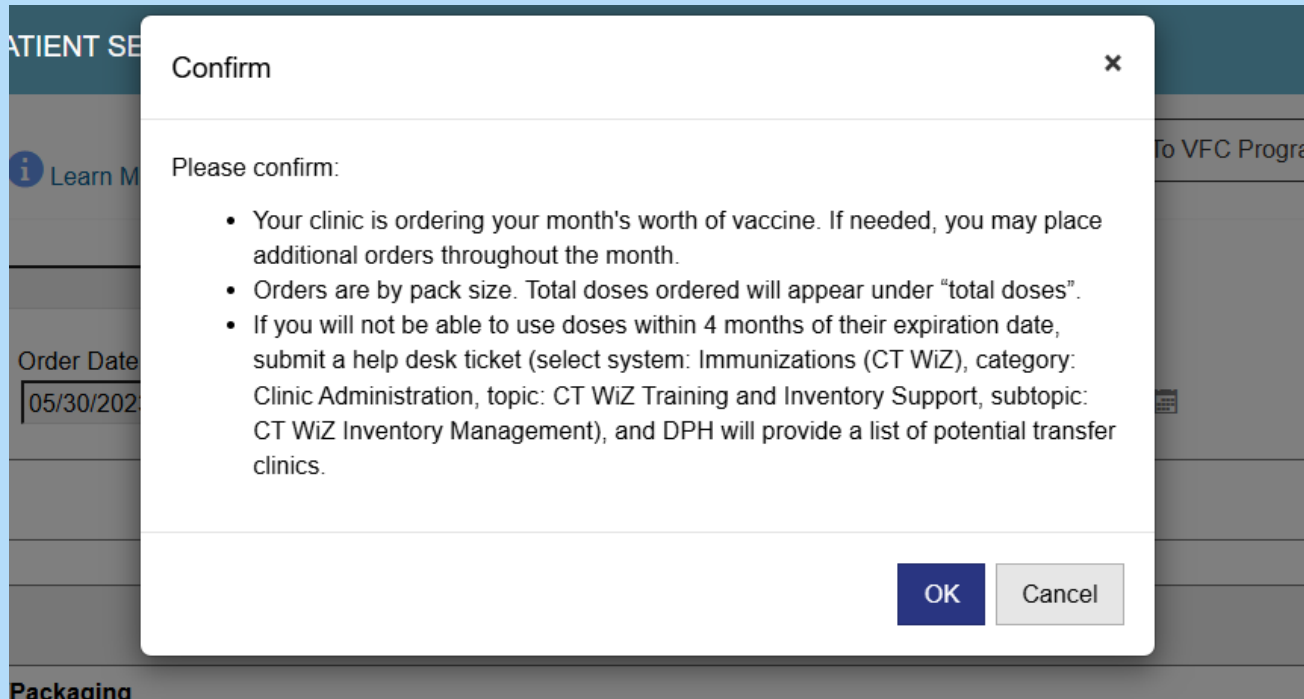
[View Vaccine Inventory Reconciliation](#)

Clinic: UI TRAINING Last Approved Order Date: 11/11/2022

1. Review the message at the top of the ordering screen. This message will change with any important ordering updates, so it is important to review this with each order. Once confirmed, **check the box to proceed**.
2. Click **Submit to VFC Program** once your order is complete.

Your order will not be submitted to DPH until you click Submit to VFC Program.

Placing a New Order-Part 3



The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The dialog contains the text 'Please confirm:' followed by a bulleted list of instructions. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. The background interface is partially visible, showing 'PATIENT SE...', 'Learn M...', 'Order Date 05/30/202...', 'To VFC Progra...', and 'Packaging'.

PATIENT SE

Learn M

Order Date
05/30/202

To VFC Progra

Packaging

Confirm

Please confirm:

- Your clinic is ordering your month's worth of vaccine. If needed, you may place additional orders throughout the month.
- Orders are by pack size. Total doses ordered will appear under "total doses".
- If you will not be able to use doses within 4 months of their expiration date, submit a help desk ticket (select system: Immunizations (CT WiZ), category: Clinic Administration, topic: CT WiZ Training and Inventory Support, subtopic: CT WiZ Inventory Management), and DPH will provide a list of potential transfer clinics.

OK Cancel

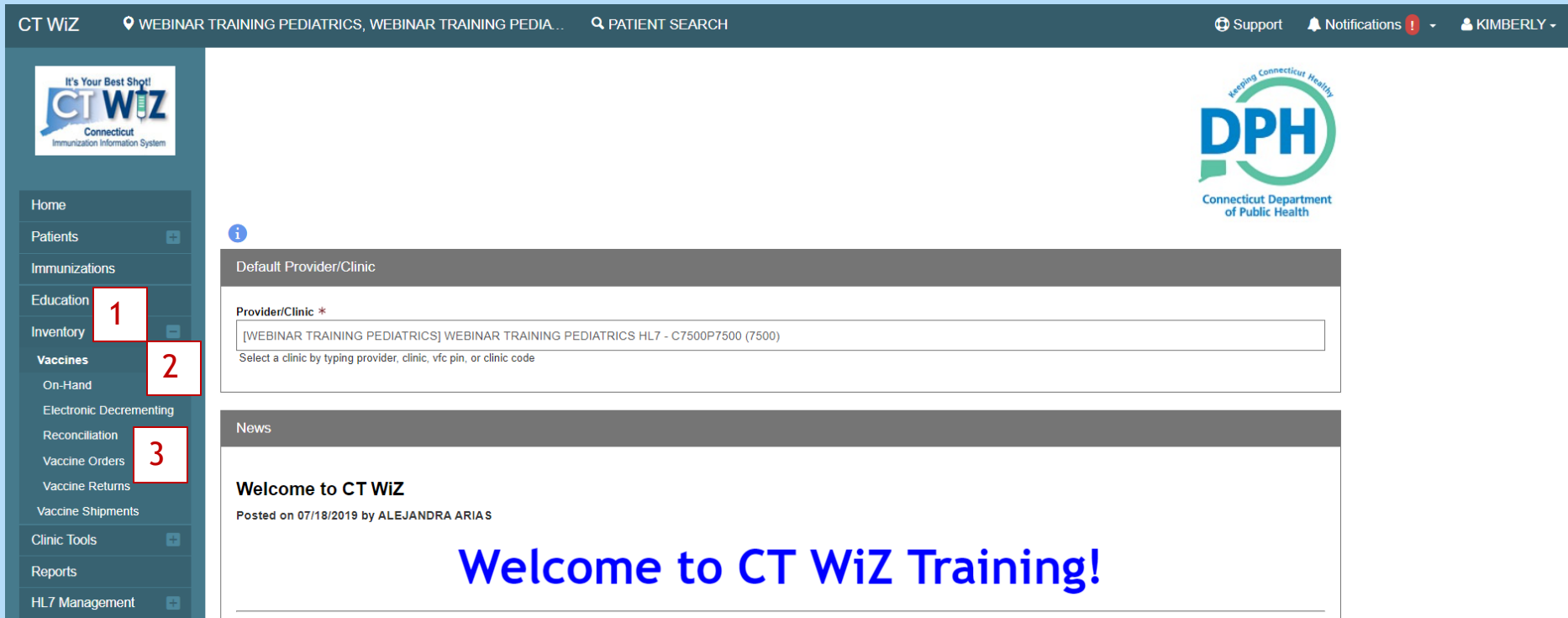
A popup will appear once you submit your vaccine order. Click **Cancel** to return to the ordering screen. Click **OK** to confirm.

Once this is completed, your vaccine order will be submitted.



Check the Status of Your Order

Navigating to Vaccine Orders



The screenshot shows the CT WiZ web application interface. The top navigation bar includes 'CT WiZ', a location filter for 'WEBINAR TRAINING PEDIATRICS', a 'PATIENT SEARCH' button, and links for 'Support', 'Notifications', and a user profile for 'KIMBERLY'. The left sidebar contains a menu with items: Home, Patients, Immunizations, Education, Inventory (marked with a red box and the number 1), Vaccines (marked with a red box and the number 2), On-Hand, Electronic Decrementing, Reconciliation, Vaccine Orders (marked with a red box and the number 3), Vaccine Returns, Vaccine Shipments, Clinic Tools, Reports, and HL7 Management. The main content area features the DPH logo and a 'Default Provider/Clinic' section with a text input field containing '[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)' and a note to 'Select a clinic by typing provider, clinic, vfc pin, or clinic code'. Below this is a 'News' section with the heading 'Welcome to CT WiZ' and the text 'Posted on 07/18/2019 by ALEJANDRA ARIAS'. A large blue text overlay reads 'Welcome to CT WiZ Training!'.

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

Check on Your Order Status - Getting Started

Vaccine Orders [i Learn More](#) [Add New Vaccine Order](#)

Search

1 2 3

Clinic Order Status Order Type

WE LOVE KIDS PEDIATRICS SOUTH (ALL) (ALL)

Order Date Range Date Submitted to VTrckS Date Range

From: 05/31/2018 Through: 08/31/2018 From: MM/DD/YYYY Through: MM/DD/YYYY

4 5





Previous Criteria Clear Search

You can select the following fields to narrow your search for orders by:

1. Clinic
2. Order Status - In Work (not submitted for approval), Submitted for Approval, Rejected, Approved.
3. Order Type - Normal, Influenza, Priority, Unavailable Vaccines.
4. Order Date Range – Date ordered.
5. Date Submitted to VTrckS Date Range – Date order was submitted to VTrckS by DPH.

Where is my order?

- Ensure that your order has been **Submitted for Approval**.
- If the status is **In Work**, it has not yet been submitted.
- Click on **View** for the order and then click on "**Submit To VFC Program**".

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
DR POISON IVY - NM001					
20161122NM00101	11/22/2016	IN WORK			  View
20161014NM00101	10/14/2016	SUBMITTED FOR APPROVAL			  View

If your order has been approved by the CVP Program,
Your **Order Status** will read "**Approved.**"



View and correct a rejected order

Notification of a Rejected Order

TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA... PATIENT SEARCH

Support Notifications **1**

View All My Notifications

Dismiss All Non-Action Notifications

Alert: Order Rejected **2**

Clinic: WEBINAR TRAINING PEDIATRICS HL7
Created: 1 Minute ago.

Default Provider/Clinic

Provider/Clinic *

[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)

Select a clinic by typing provider, clinic, vfc pin, or clinic code

News

Welcome to CT WiZ

Posted on 07/18/2019 by ALEJANDRA ARIAS

Welcome to CT WiZ Training!

You will receive a notification when the order you placed was rejected.

1. Click on the bell to view the notifications.
2. Click on the notification to open the message.

Locate a Rejected Order

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 7777 PATIENT SEARCH



Vaccine Orders [Learn More](#)

Add New Vaccine Order







Search

Clinic: (ALL) Order Status: (ALL) Order Type: (ALL)

Order Date Range: From: 06/10/2018 Through: 09/10/2018


 Date Submitted to VTrack 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 VTrack	Order Detail
WE LOVE KIDS PEDIATRICS SOUTH - 7777					
20180910777701	09/10/2018	REJECTED			  View
20180831777701	08/31/2018	APPROVED			  View
20180831777702	08/31/2018	APPROVED			  View

Click here to view

Review a Rejected Order




Connecticut
Immunization Information System

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

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Edit

 **View Vaccine Inventory Reconciliation**

Clinic

WE LOVE KIDS PEDIATRICS SOUTH

Last Approved Order Date

08/31/2018

Order Number

20180910777701

Order Date

09/10/2018

Order Status

REJECTED

Priority Reason

Date Submitted to VTrakS

MM/DD/YYYY

Clinic Comments

VFC Program Comments

ORDER SEEMS VERY LARGE FOR YOUR CLINIC. YOU ORDERED 40 BOXES (40 BOXES X 10 IN A BOX = 400 DOSES). DID YOU MEAN TO ORDER 4 BOXES (4 BOXES X 10 IN A BOX = 40 DOSES)?

Vaccine | Mfg | NDC | Brand/Packaging

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

Intent

Quantity of Packages

Doses Per Package

Total Doses

Cost Per Package

Total Cost (\$)

Add To Order

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Doses		Total	Doses Cost	Fund Type	
					Quantity of Packages	Package				
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	40	10	400	8420.00	VFC	
					Total Doses	Total Cost				
					400	\$8420.00				

Reason for order rejection is in the VFC Program Comments field.

Amend the Order - Delete the Original Request

Vaccine Order [Learn More](#)

Cancel

Submit To VFC Program

Update

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: WEBINAR TRAINING PEDIATRICS HL7
Last Approved Order Date: 11/07/2019

Order Number: Order Date: 03/06/2024 Order Status: IN WORK Priority Reason: Date Submitted to VTrckS: MM/DD/YYYY

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 (\$):

Add To Order

Clear

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
Hib (PRP-T)	PMC	49281-0545-03	ActHIB (5 pack - 1 dose vial)	PED	3	5	15	138.45	
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	1	10	10	210.50	
DTaP-HepB-IPV	SKB	58160-0811-52	Pediarix (0.5 mL x 10 syr	PED	2	10	20	1159.40	
					Total Doses	Total Cost			
					45	\$1508.35			

If you need to **delete** any vaccine from the original request, click the **red x**.

You can then re-enter the vaccine with the correct amount you want to order.

Amending the Order - Placing a New Request

Vaccine Order [Learn More](#)

Cancel

Submit To VFC Program

Update

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: WEBINAR TRAINING PEDIATRICS HL7
Last Approved Order Date: 11/07/2019

Order Number: [] Order Date: 03/06/2024 Order Status: IN WORK Priority Reason: [] Date Submitted to VTrckS: MM/DD/YYYY

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 (\$): []

Add To Order

Clear


Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
Hib (PRP-T)	PMC	49281-0545-03	ActHIB (5 pack - 1 dose vial)	PED	3	5	15	138.45	⊗
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	1	10	10	210.50	⊗
DTaP-HepB-IPV	SKB	58160-0811-52	Pediarix (0.5 mL x 10 syr	PED	2	10	20	1159.40	⊗
					Total Doses	Total Cost			
					45	\$1508.35			

Once the original request has been deleted:

Add a new order for 4 packages (see slide 8). Click on **Update** to save. Click on **Submit to VFC Program** to submit the order.

Once the CVP Program reviews your corrections, you will receive a notification when the order is approved or rejected.

How to get help

- Click on the  located at the top of the page to get a description of whichever screen you are on.
- Some pages have a [Learn More](#) link. Click on this to see short "How To" videos. These appear on a separate page so you can play videos while navigating through CT WiZ.
- Visit the CT WiZ training page [here](#). The training page has numerous documents and step by step videos to help you.
- Still can't find an answer to your question? After you exhausted all of the above options, submit a help desk ticket to get the quickest answer. You may do so by clicking [here](#).

