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

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

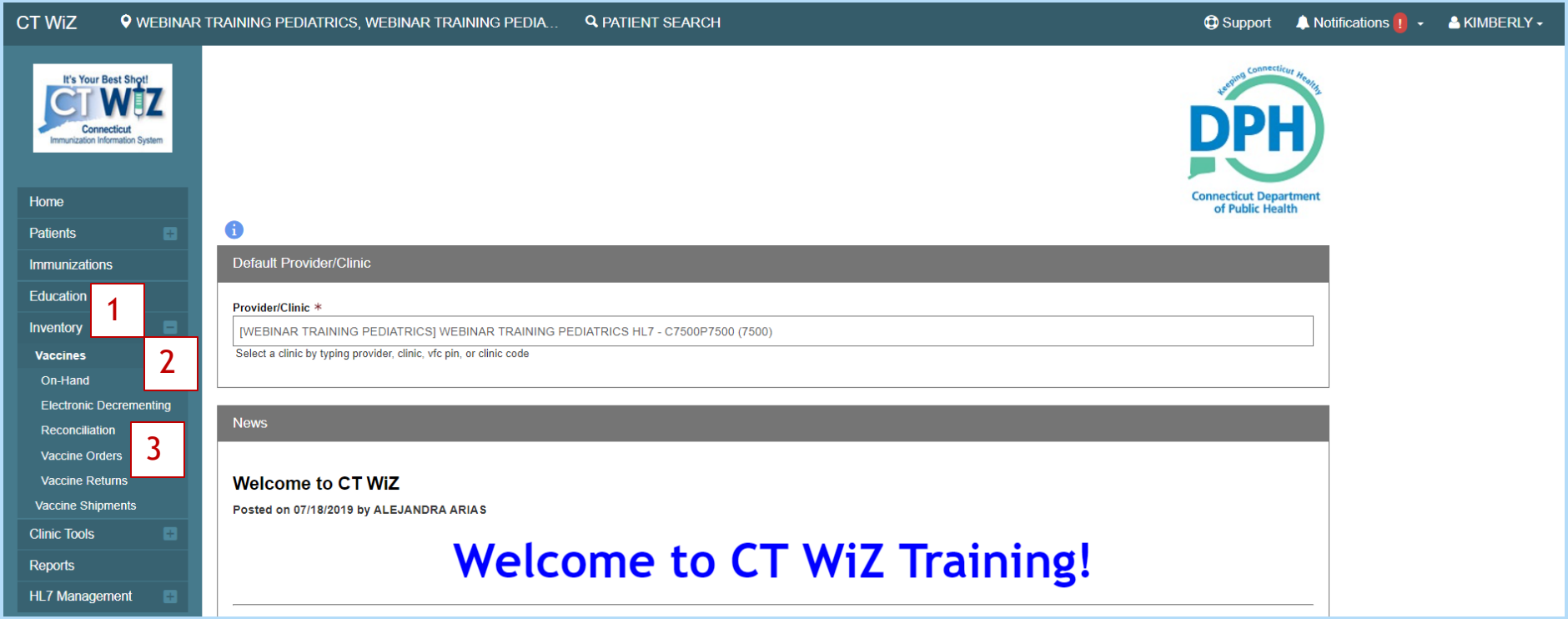
Placing A Vaccine Order

Things You Should Know

About placing your order:

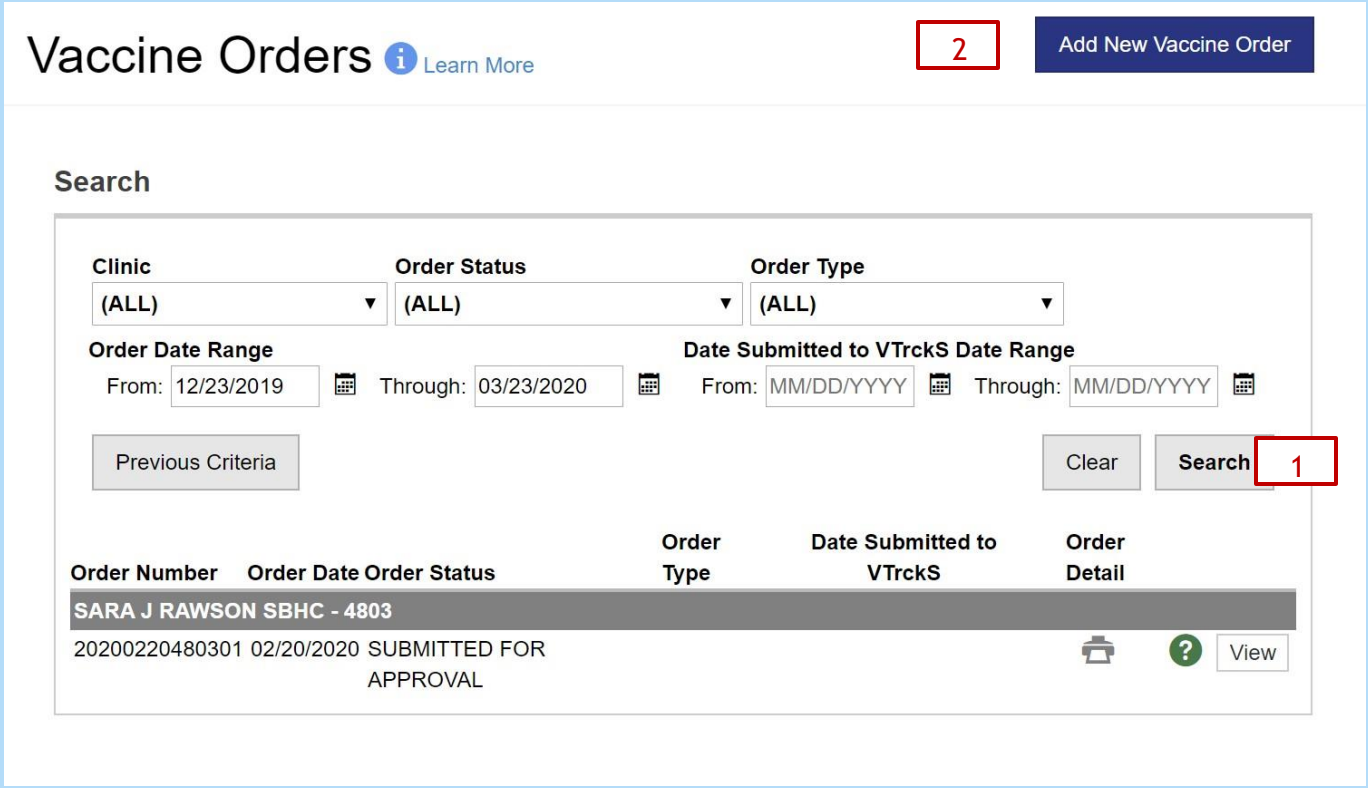
- You are not required to download your data logger temperature history to order.
- In CT WiZ, vaccines are ordered by package rather than by doses.
- You must have a closed reconciliation for all your units (except your private vaccine) to place an order.
- Your vaccine order must be approved by DPH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

Navigating to Vaccine Orders



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

Placing a New Order - Getting Started

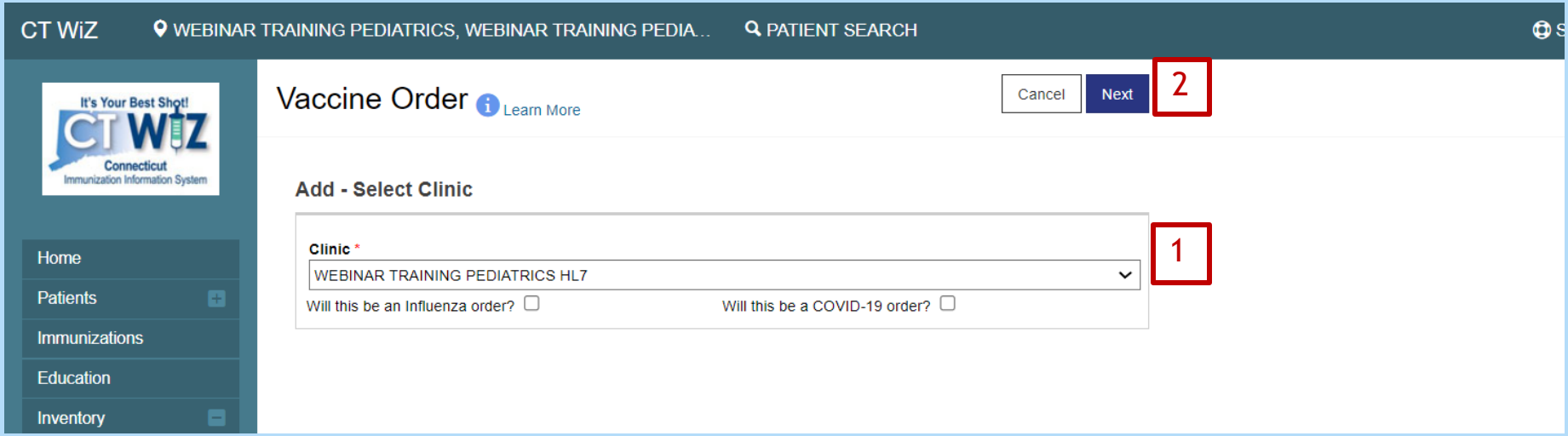


1. On this initial screen you can search for any past or open vaccine orders.
When you click **Search**, results will appear below.

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.

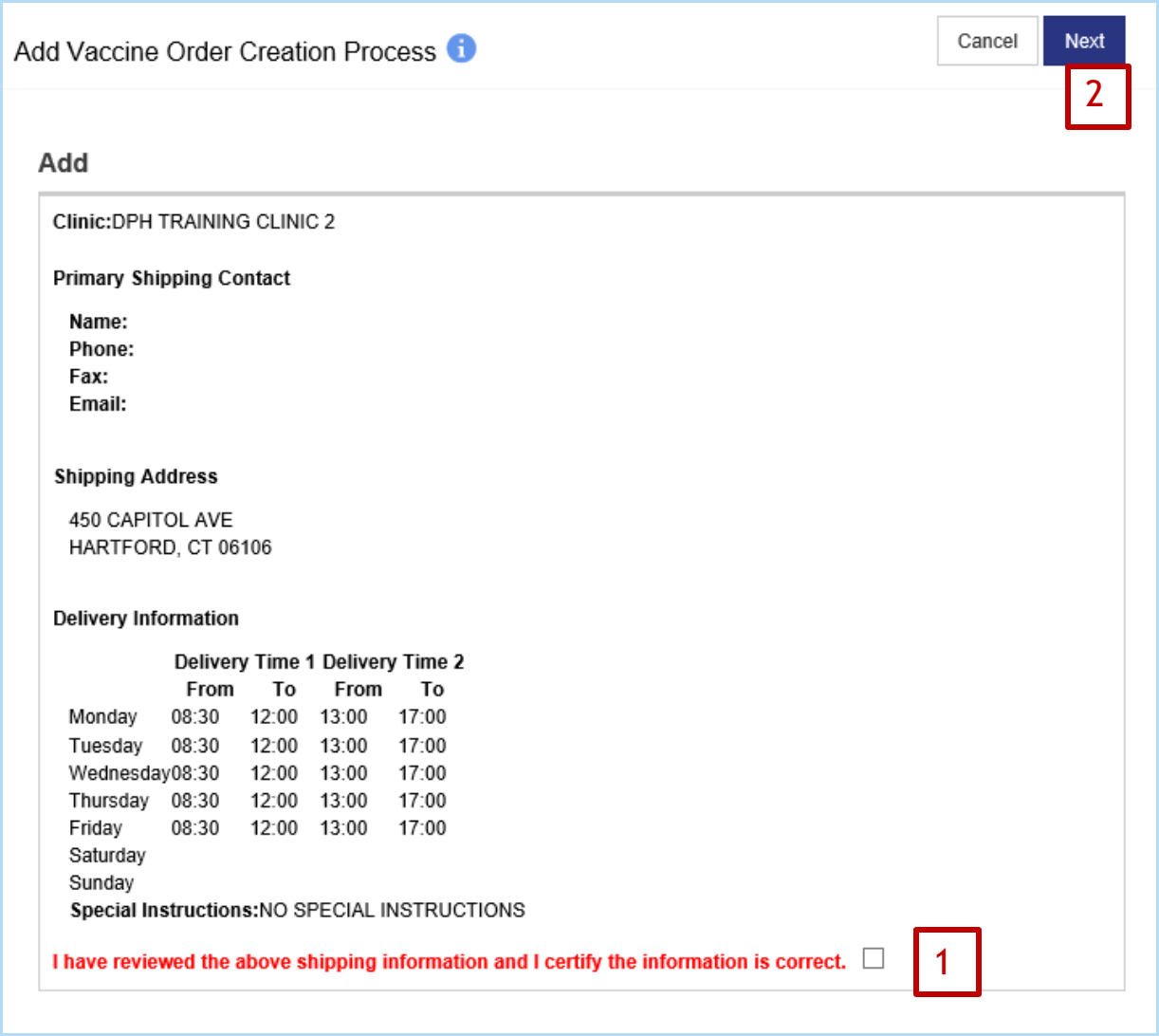
Placing a New Order - Select Your Clinic



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



Review shipping and delivery information for your clinic.

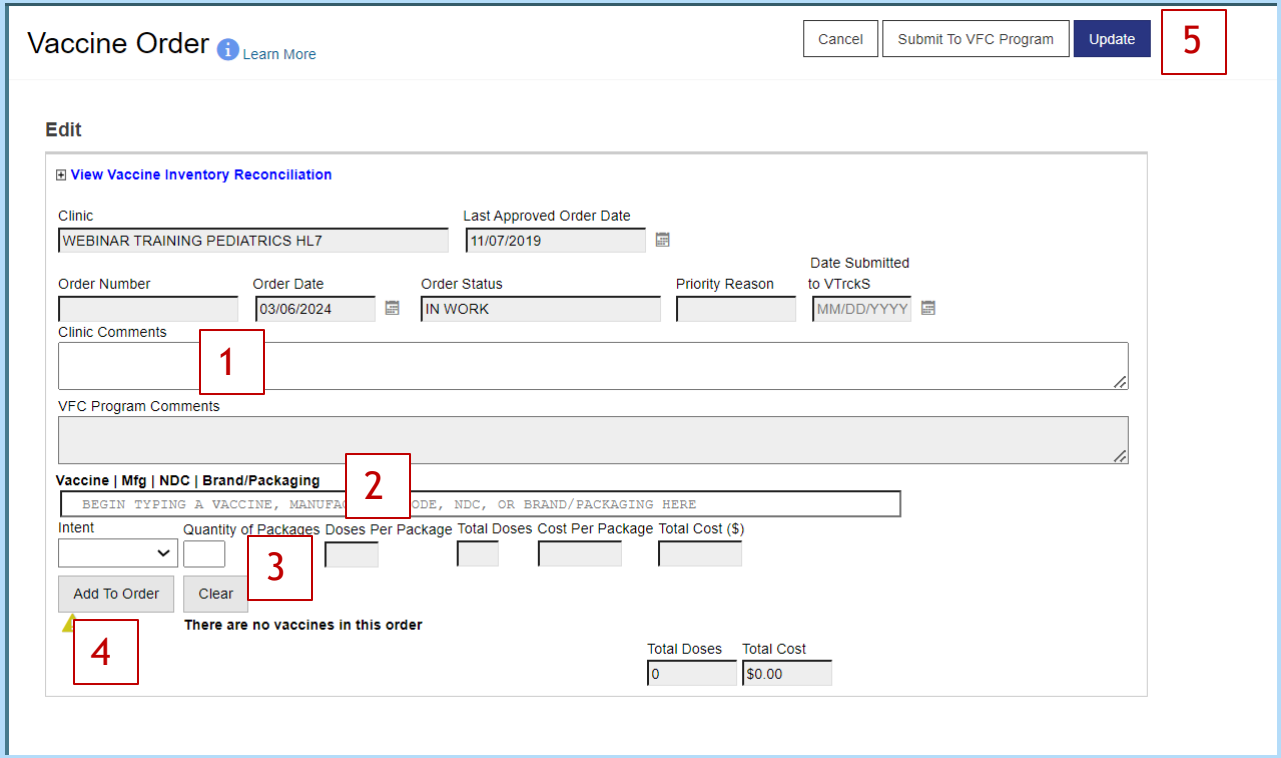
If it is all correct:

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

Remember:

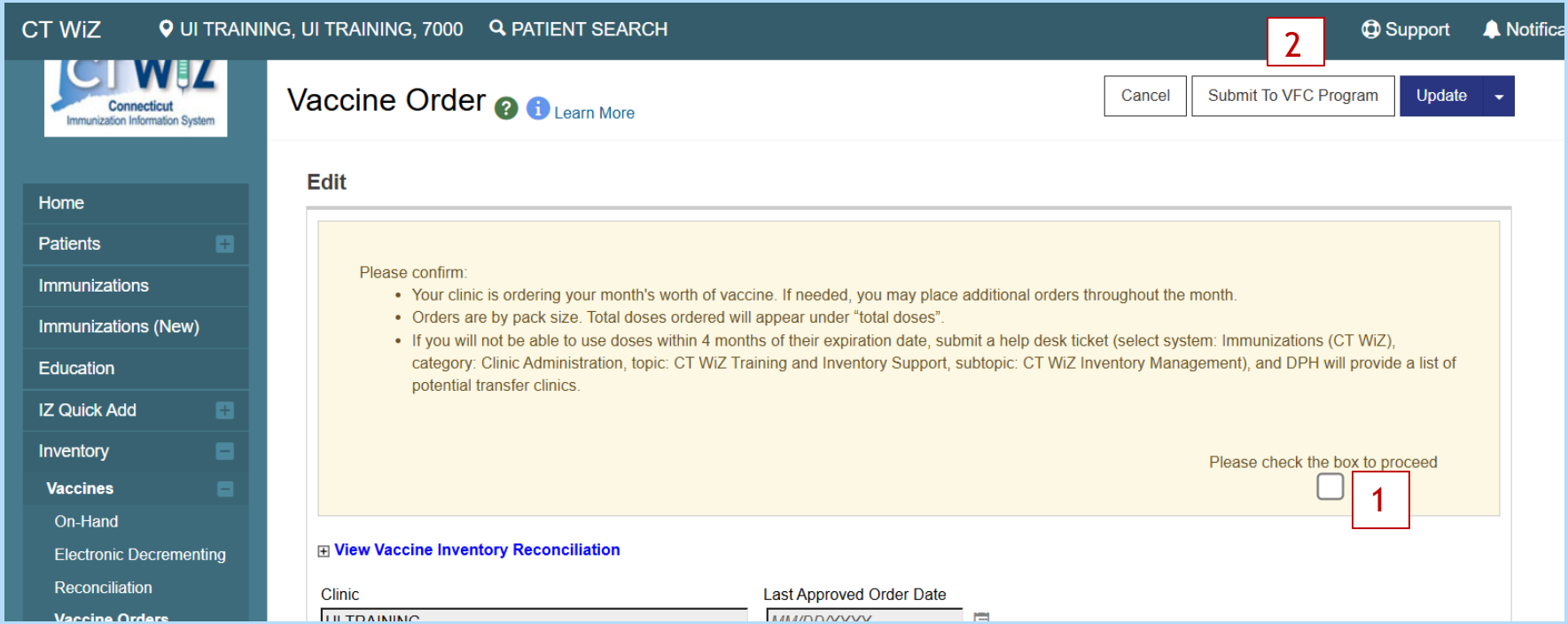
If the information is not correct, you can change clinic information by clicking on Clinic Tools-Clinic Information.

Placing a New Order-Part 1



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.

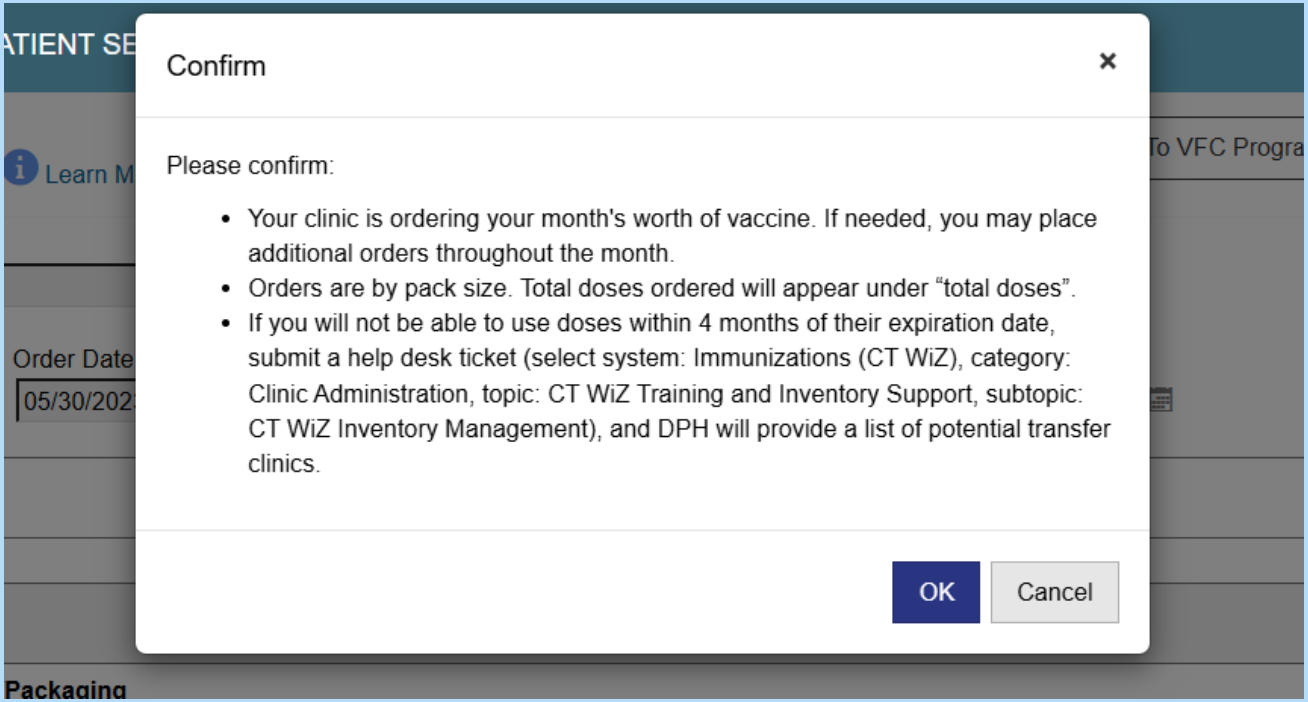
Placing a New Order-Part 2



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



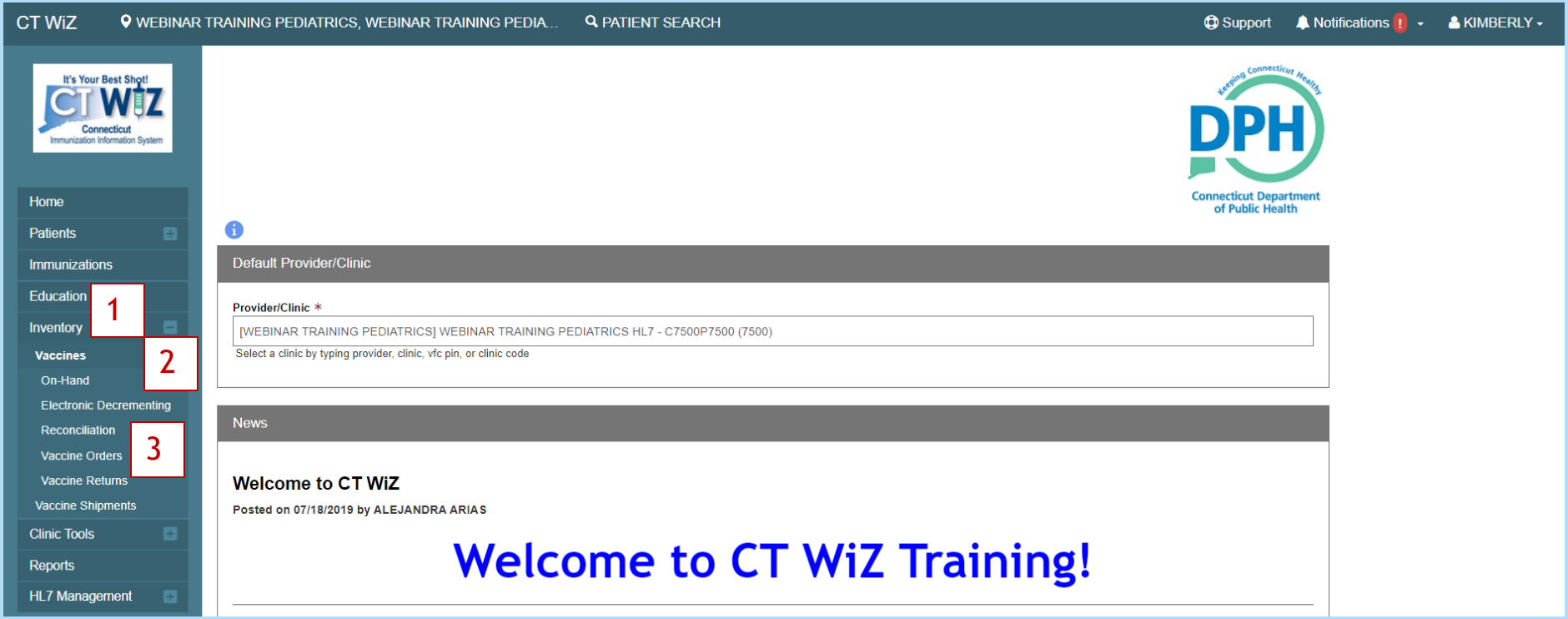
A popup will appear once you submit your vaccine order.
Click **Cancel** to return to the ordering screen. Click **OK** to confirm.

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

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

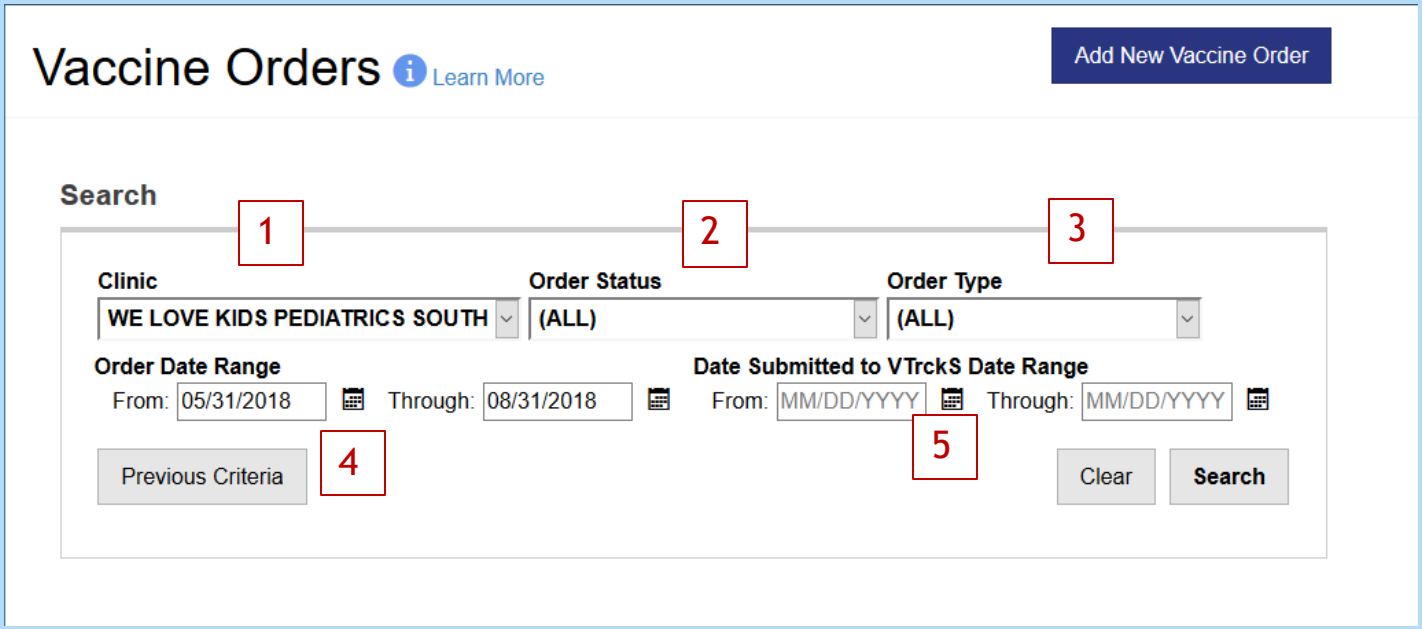
Check the Status of Your Order

Navigating to Vaccine Orders



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

Check on Your Order Status - Getting Started

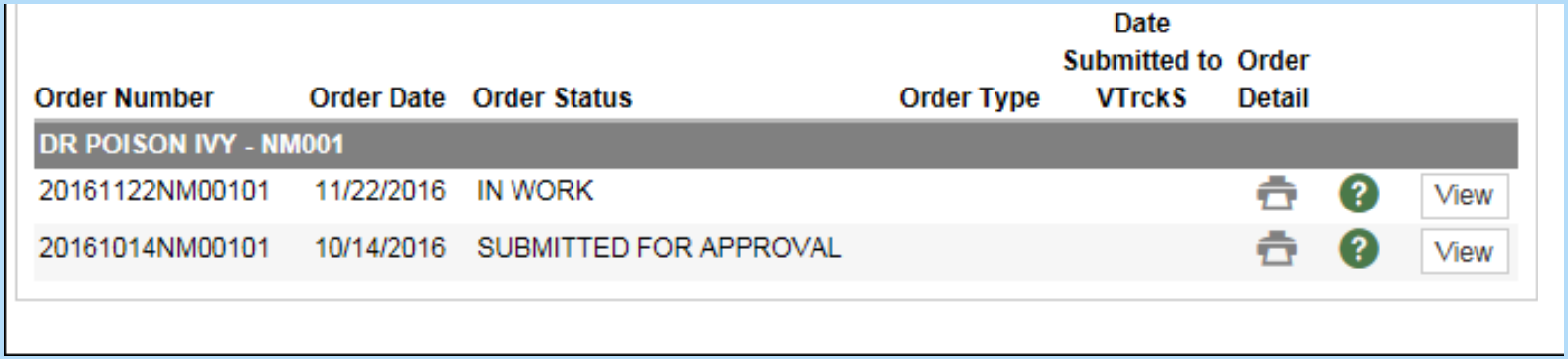


You can select the following fields to narrow your search for orders by:

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**".



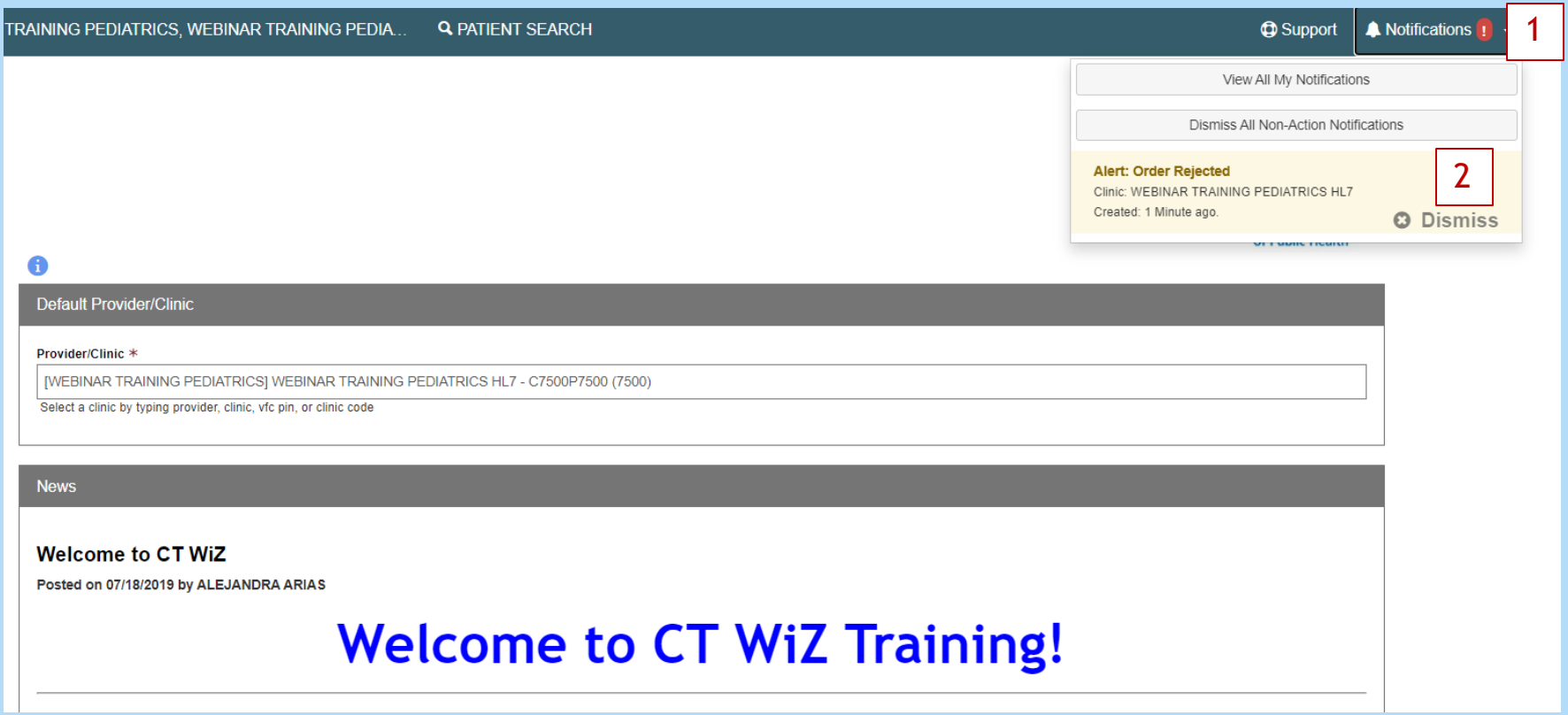
Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail	
DR POISON IVY - NM001						
20161122NM00101	11/22/2016	IN WORK				View
20161014NM00101	10/14/2016	SUBMITTED FOR APPROVAL				View

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

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

View and correct a rejected order

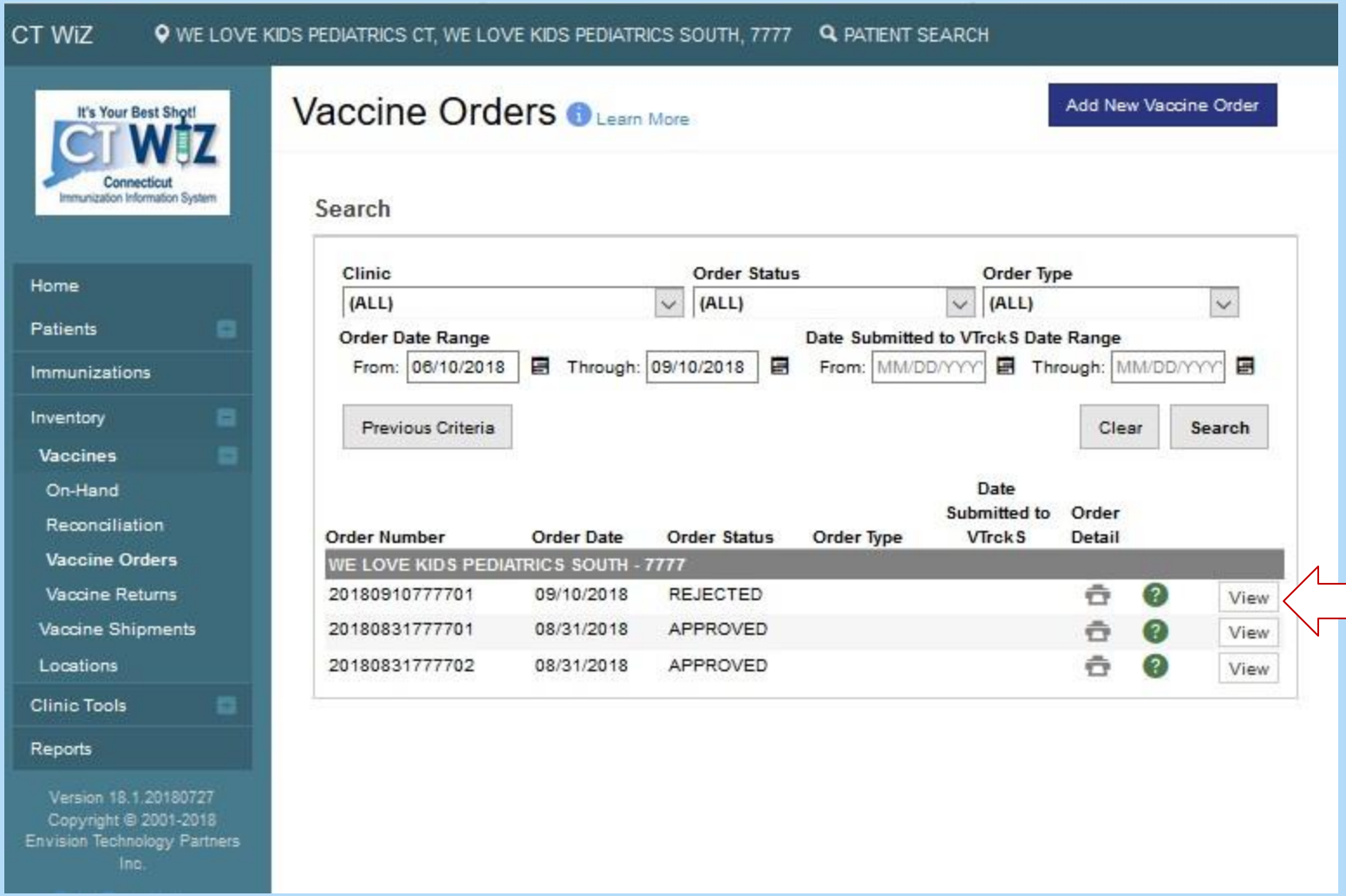
Notification of a Rejected Order



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

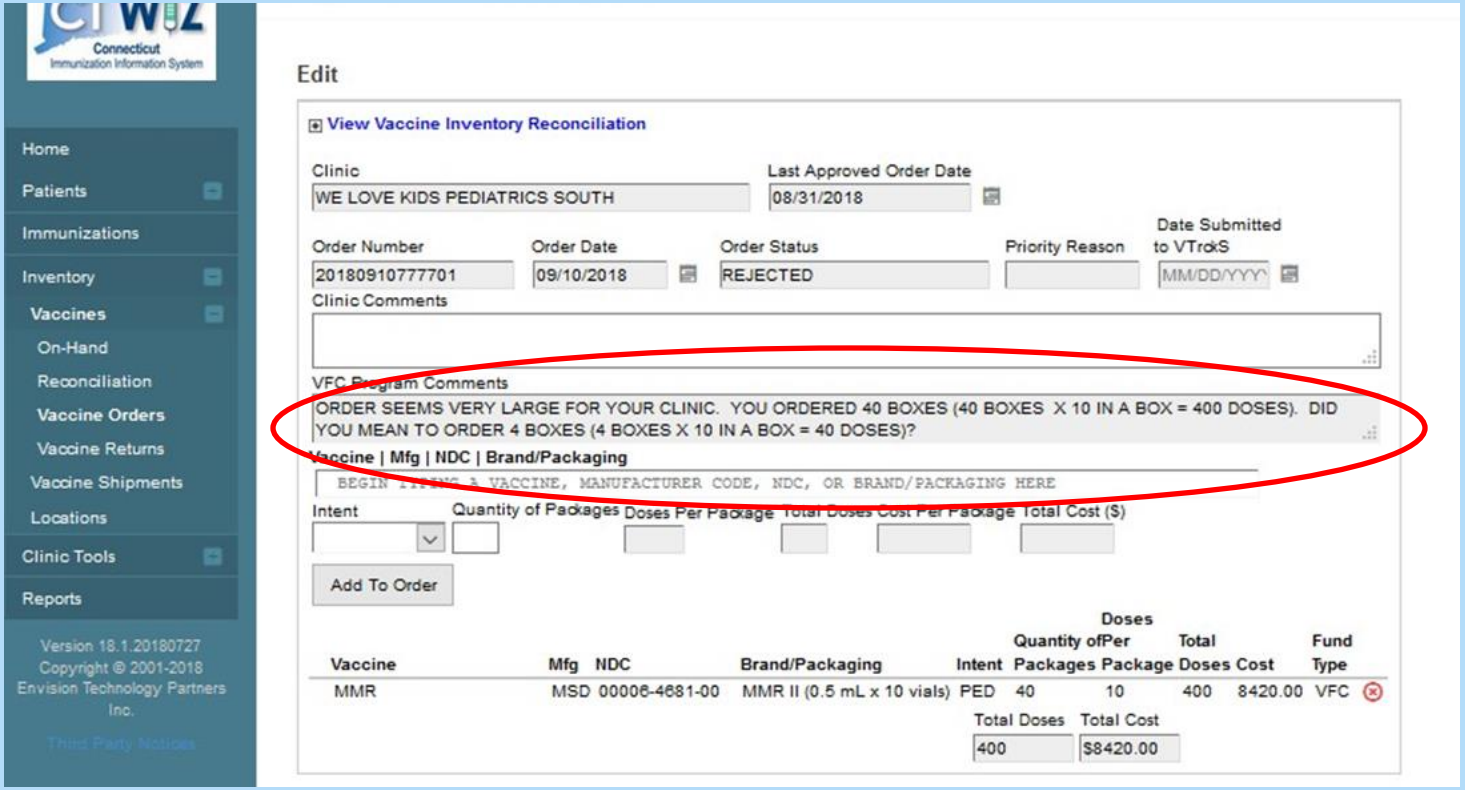
1. Click on the bell to view the notifications.
2. Click on the notification to open the message.

Locate a Rejected Order



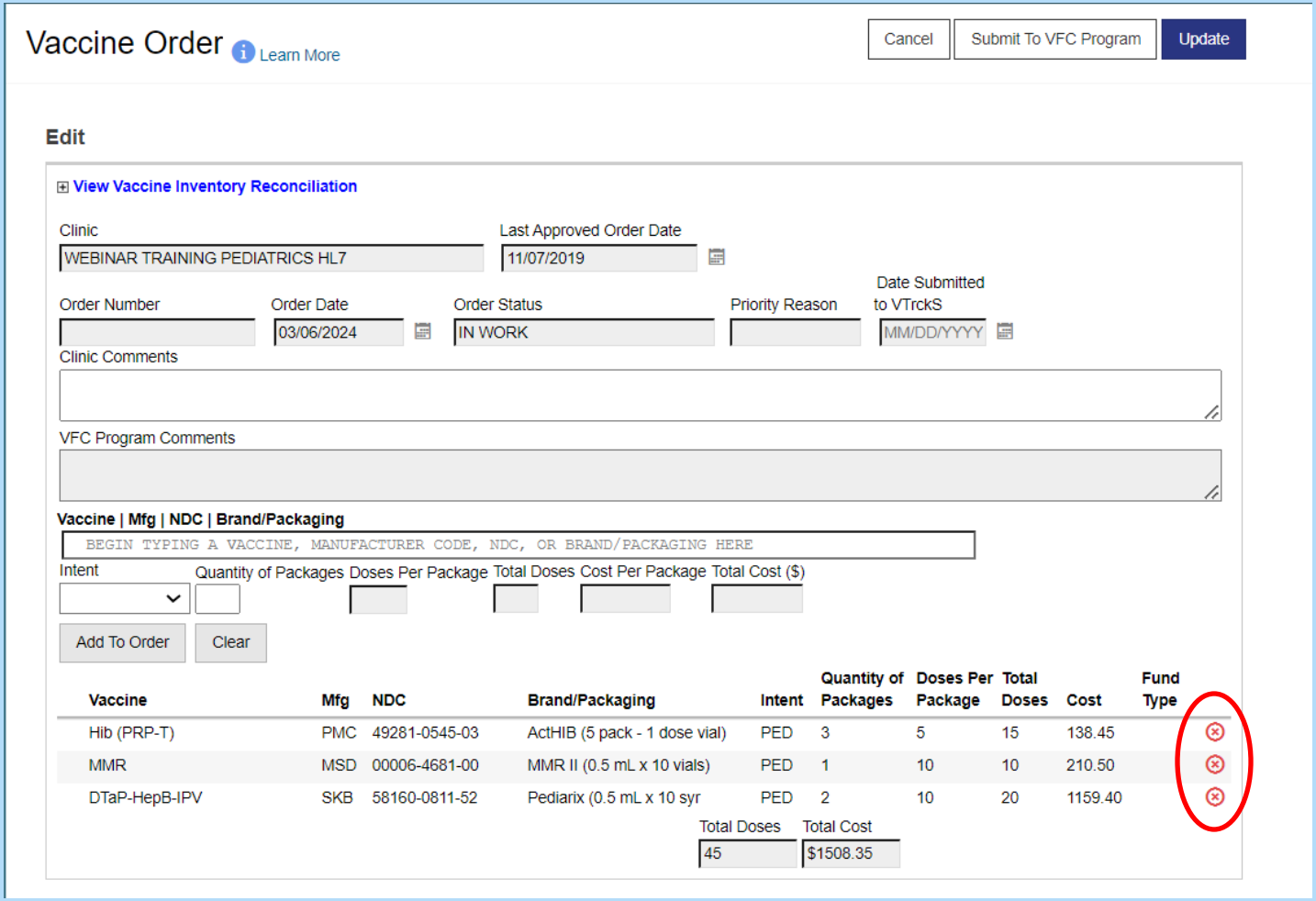
Click here to view

Review a Rejected Order



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

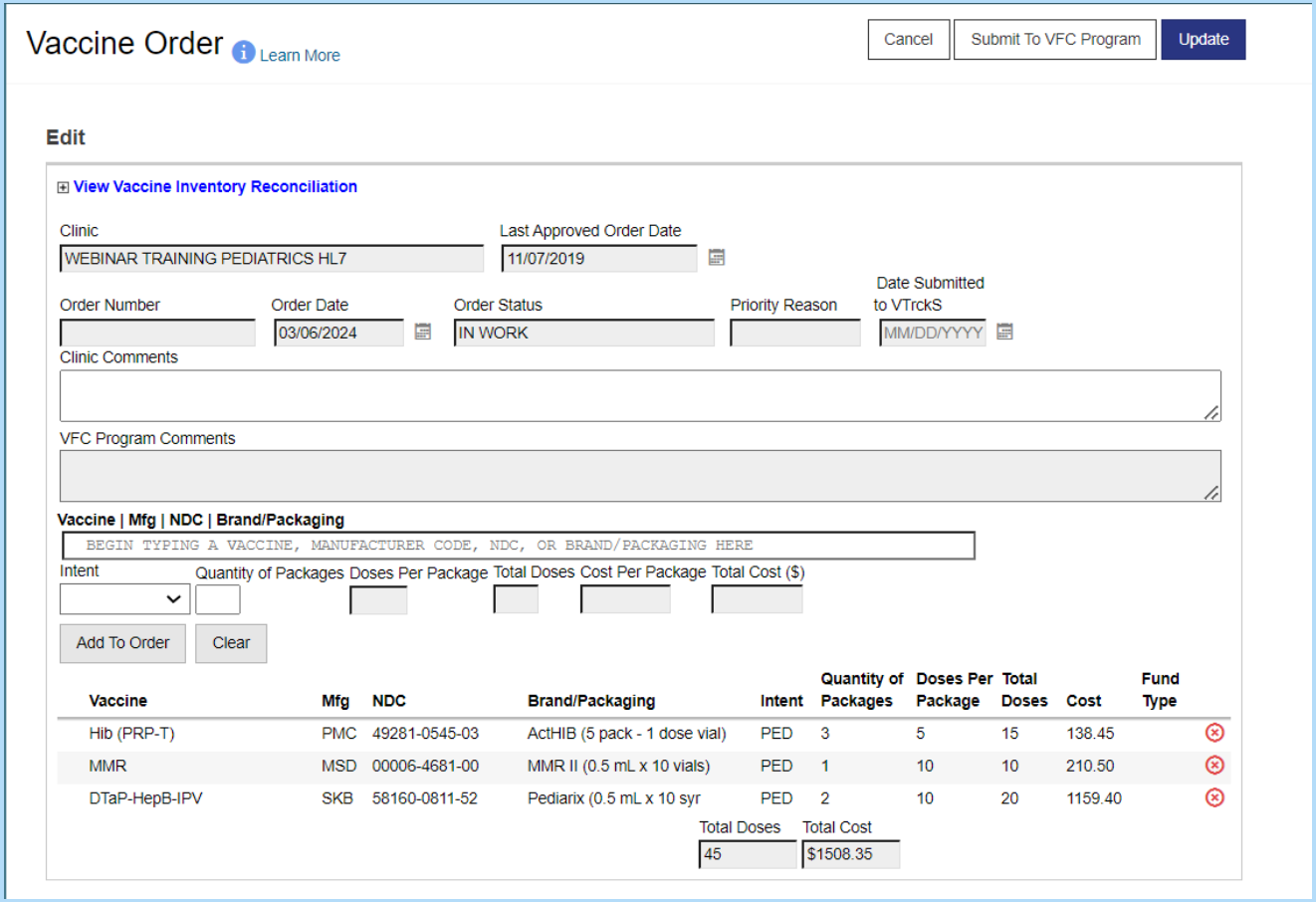
Amend the Order - Delete the Original Request



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



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.