



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



Connecticut Department of Public Health
Keeping Connecticut Healthy





Placing A Vaccine Order



Connecticut Department of Public Health
Keeping Connecticut Healthy

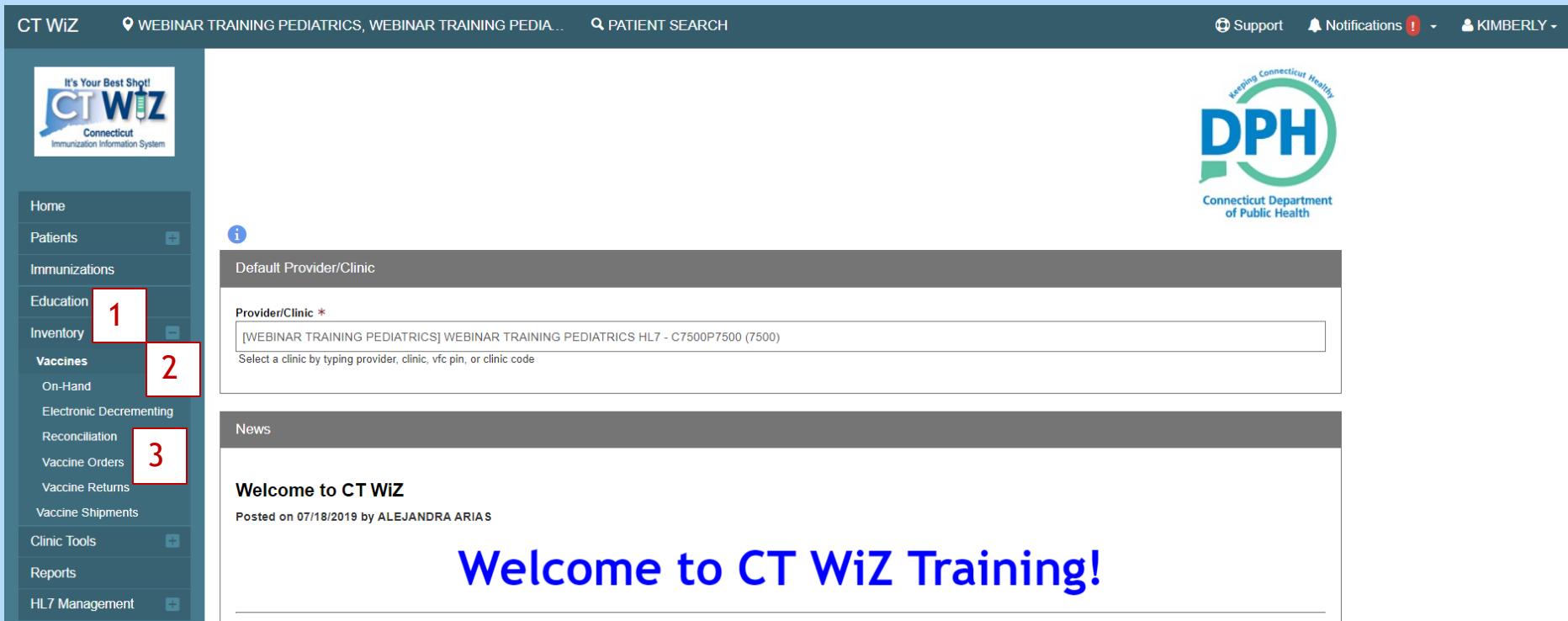


Things You Should Know

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



CT WiZ WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA... PATIENT SEARCH

Support Notifications ! KIMBERLY

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

Home

Patients

Immunizations

Education **1**

Inventory **1**

Vaccines **2**

On-Hand

Electronic Decrementing

Reconciliation

Vaccine Orders **3**

Vaccine Returns

Vaccine Shipments

Clinic Tools

Reports

HL7 Management

i 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!

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

Order Date Range

From:  Through: 

Date Submitted to VTrckS Date Range

From:  Through: 

[Previous Criteria](#)

[Clear](#) [Search 1](#)

Order Number | Order Date | Order Status | Order Type |

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

CT WiZ WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA... PATIENT SEARCH

Vaccine Order [Learn More](#) Cancel Next **2**

Add - Select Clinic

Clinic * **1**

Will this be an Influenza order? Will this be a COVID-19 order?

Home
Patients **+**
Immunizations
Education
Inventory **-**

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 i

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 i Learn More

Cancel Submit To VFC Program Update

5

Edit

i [View Vaccine Inventory Reconciliation](#)

Clinic

WEBINAR TRAINING PEDIATRICS HL7

Last Approved Order Date

11/07/2019



Order Number

03/06/2024

Order Date

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, CODE, NDC, OR BRAND/PACKAGING HERE

Intent

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

3

Add To Order Clear

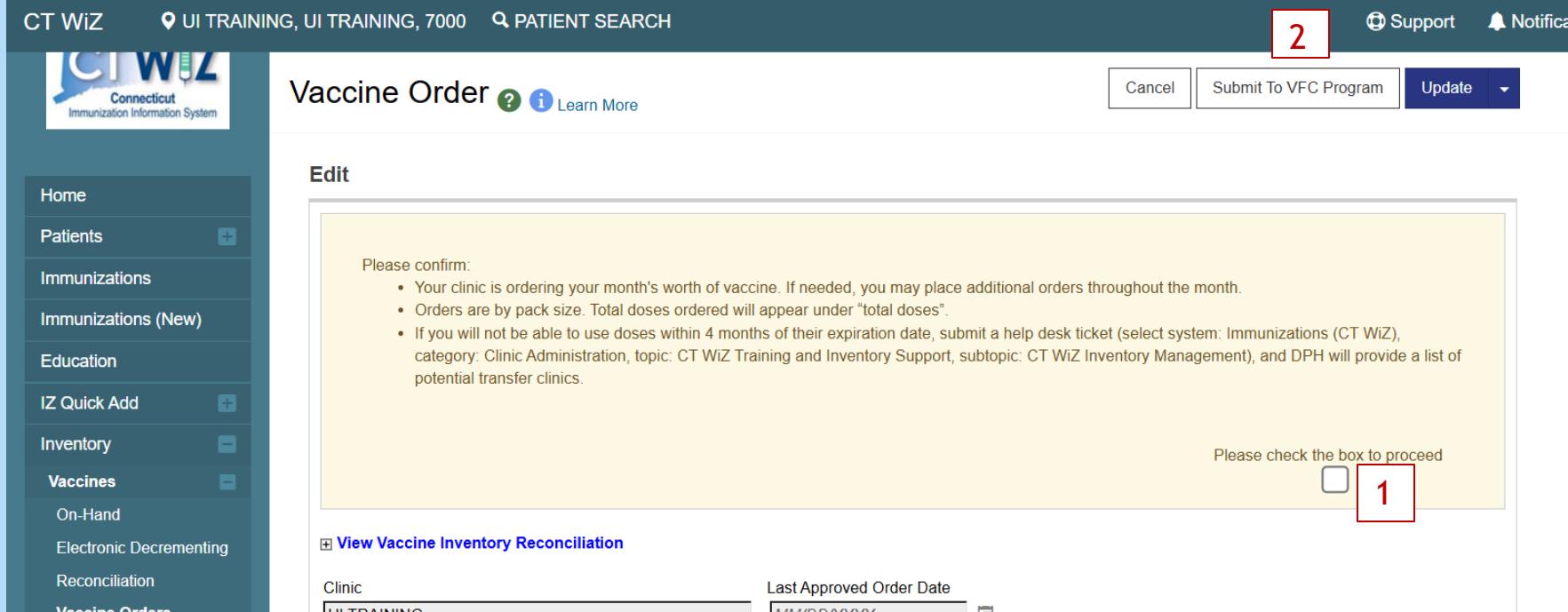
4

There are no vaccines in this order

Total Doses	Total Cost
0	\$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 2 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 1

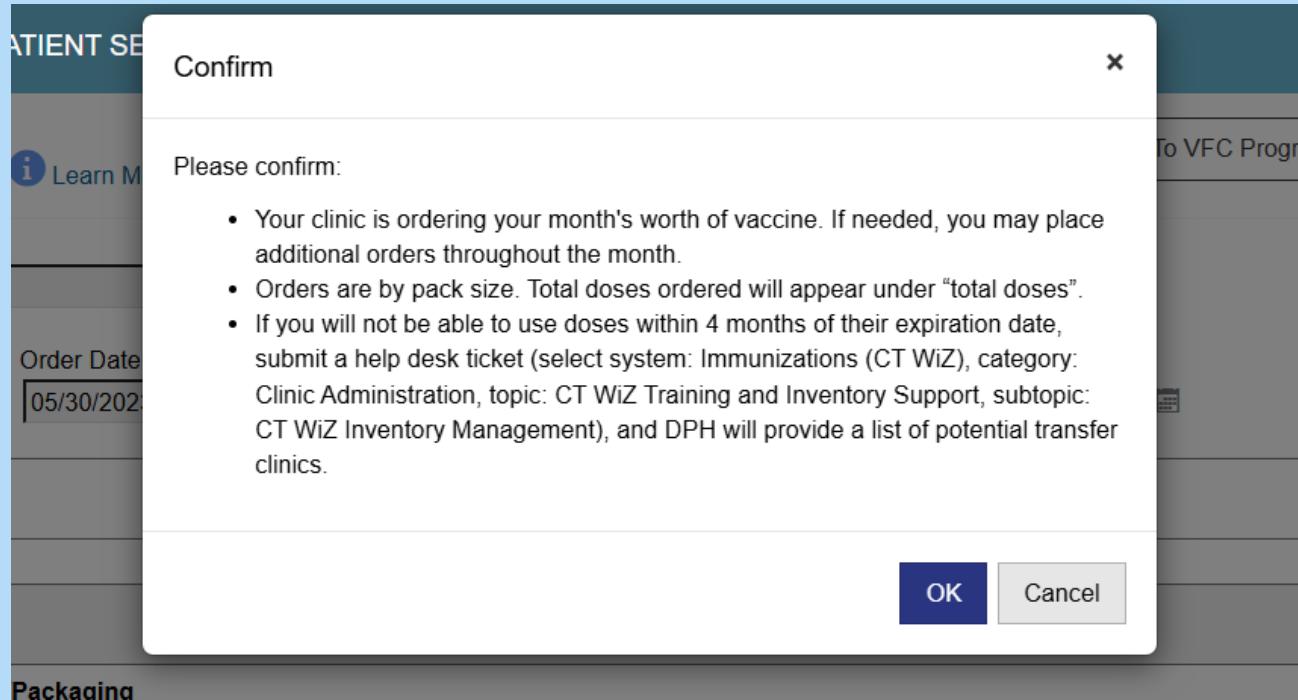
[View Vaccine Inventory Reconciliation](#)

Clinic	Last Approved Order Date
UI TRAINING	2024/01/01

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.



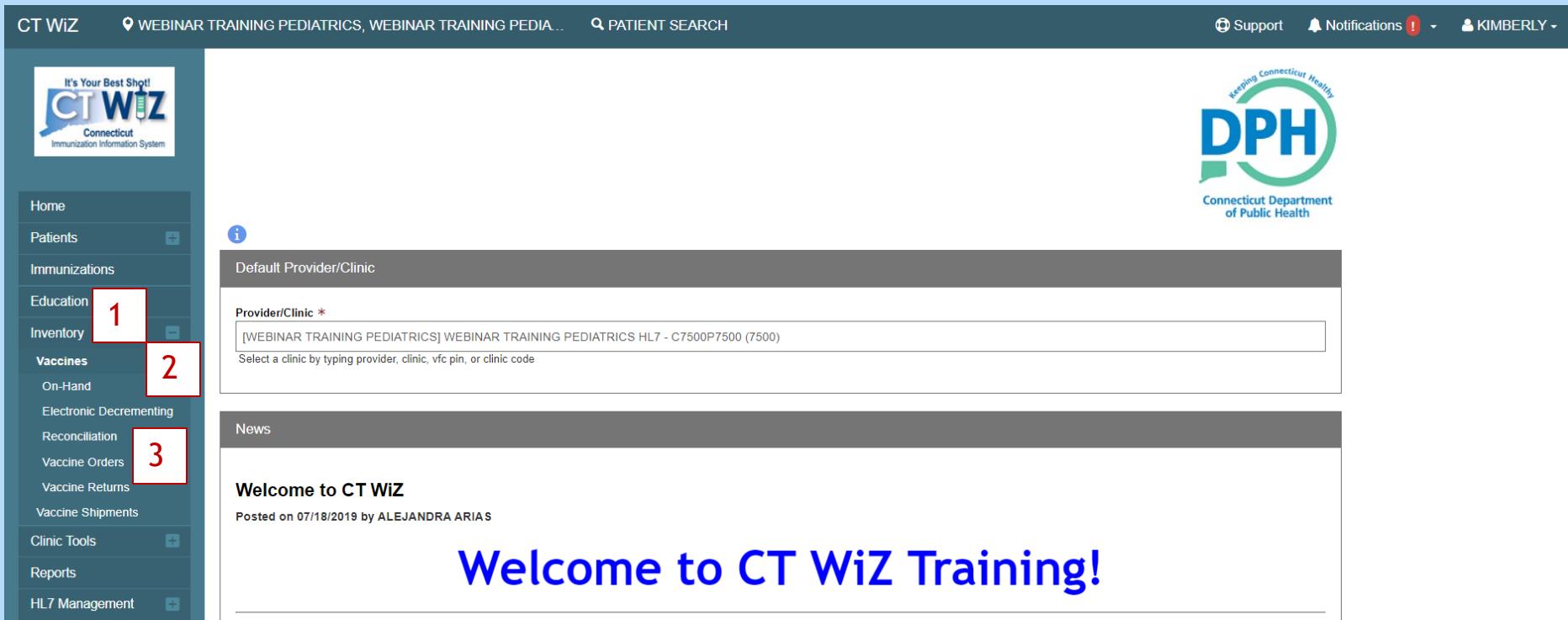
Check the Status of Your Order



Connecticut Department of Public Health
Keeping Connecticut Healthy



Navigating to Vaccine Orders



The screenshot shows the CT WiZ application interface. On the left, a vertical navigation menu is displayed with the following items and their corresponding numbers:

- Home
- Patients
- Immunizations
- Education
- Inventory 1
- Vaccines 2
- On-Hand
- Electronic Decrementing
- Reconciliation
- Vaccine Orders 3
- Vaccine Returns
- Vaccine Shipments
- Clinic Tools
- Reports
- HL7 Management

The main content area shows a search form for 'Default Provider/Clinic' with the placeholder '[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)'. Below the search bar is a note: 'Select a clinic by typing provider, clinic, vfc pin, or clinic code'. To the right of the search form is the DPH logo. Below the search form, a news article titled 'Welcome to CT WiZ' is displayed, posted on 07/18/2019 by ALEJANDRA ARIAS. A large blue banner at the bottom of the news section reads 'Welcome to CT WiZ Training!'. The top navigation bar includes links for 'WEBINAR TRAINING PEDIATRICS', 'PATIENT SEARCH', 'Support', 'Notifications', and 'KIMBERLY'.

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	WE LOVE KIDS PEDIATRICS SOUTH	(ALL)
Order Status	(ALL)	
Order Type	(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			  <input type="button" value="View"/>
20161014NM00101	10/14/2016	SUBMITTED FOR APPROVAL			  <input type="button" value="View"/>

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



View and correct a rejected order



Connecticut Department of Public Health
Keeping Connecticut Healthy



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

Clinic: WEBINAR TRAINING PEDIATRICS HL7

Created: 1 Minute ago.

2

[Dismiss](#)



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	Order Status	Order Type
(ALL)	(ALL)	(ALL)

Order Date Range From: 08/10/2018 Through: 09/10/2018 **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
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

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic	Last Approved Order Date																																													
WE LOVE KIDS PEDIATRICS SOUTH	08/31/2018																																													
Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrakS																																										
20180910777701	09/10/2018	REJECTED		MM/DD/YYYY																																										
Clinic Comments																																														
<p>VFC Program Comments</p> <p>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)?</p>																																														
<p>Vaccine Mfg NDC Brand/Packaging</p> <p>BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE</p> <table border="1"> <thead> <tr> <th>Intent</th> <th>Quantity of Packages</th> <th>Doses Per Package</th> <th>Total Doses</th> <th>Cost Per Package</th> <th>Total Cost (\$)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add To Order</p>					Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)																																				
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					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 i [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					45	Total Cost			

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	WEBSITE TRAINING PEDIATRICS HL7	Last Approved Order Date	11/07/2019
Order Number	Order Date	Order Status	Priority Reason
	03/06/2024	IN WORK	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 (\$)
<input type="button" value="▼"/>	<input type="button" value=""/>				
Add To Order	Clear				

Vaccine	Mfg	NDC	Brand/Packaging	Quantity of Packages	Doses Per Package	Total Doses	Total 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](#).

