



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



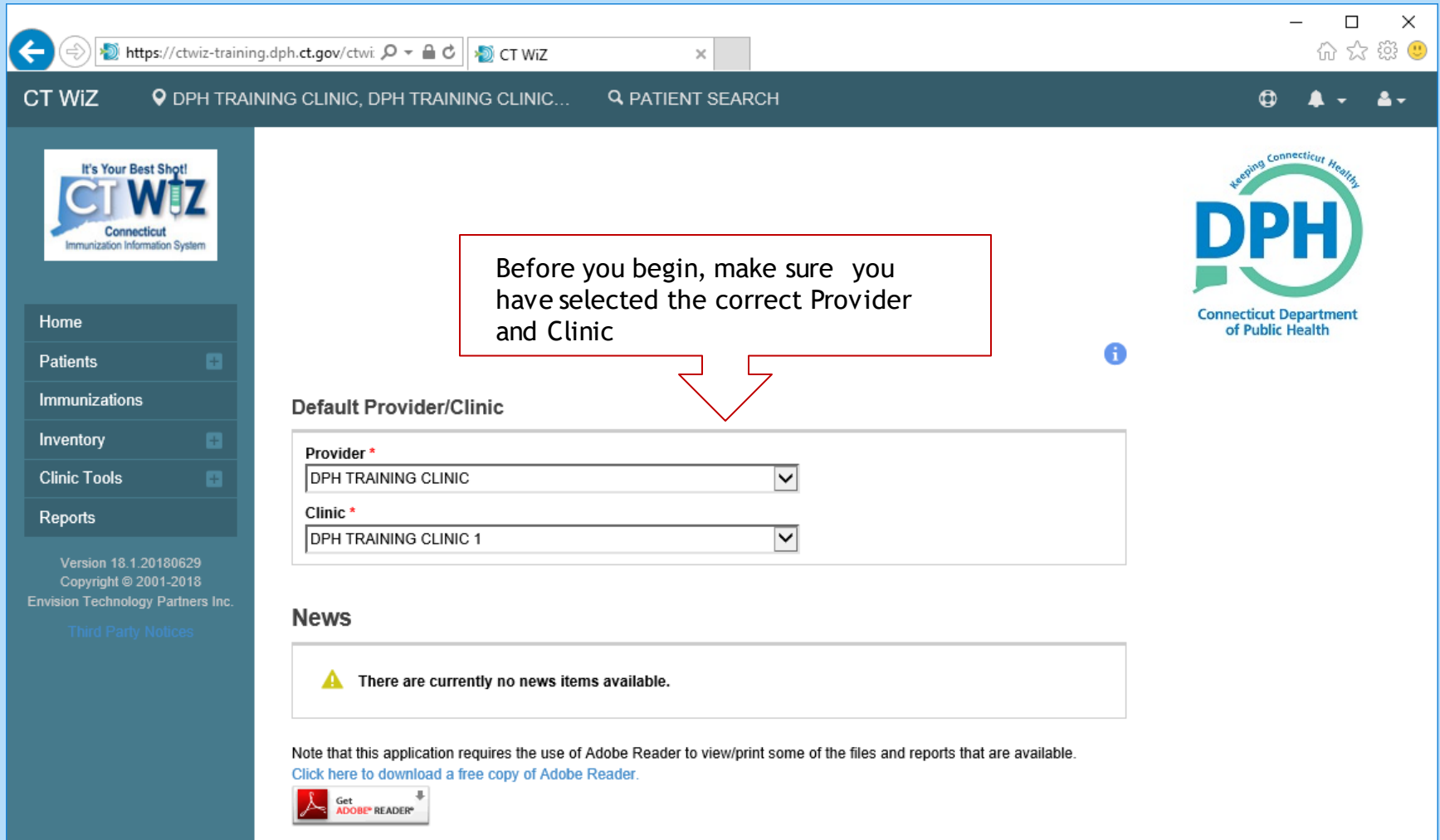
Placing A Vaccine Order

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 dose.
- You must have a closed reconciliation for all your units (except your private vaccine) in order 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.

Home Screen - Begin Here



The screenshot shows the CT WIZ Home Screen in a web browser. The browser address bar shows the URL: <https://ctwiz-training.dph.ct.gov/ctwi>. The page header includes the CT WIZ logo, a location pin for 'DPH TRAINING CLINIC, DPH TRAINING CLINIC...', and a search bar for 'PATIENT SEARCH'. On the left, there is a navigation menu with links for Home, Patients, Immunizations, Inventory, Clinic Tools, and Reports. The main content area features the DPH logo and a central message box that reads: 'Before you begin, make sure you have selected the correct Provider and Clinic'. Below this, the 'Default Provider/Clinic' section contains two dropdown menus: 'Provider *' set to 'DPH TRAINING CLINIC' and 'Clinic *' set to 'DPH TRAINING CLINIC 1'. A 'News' section below shows a warning icon and the text: 'There are currently no news items available.' At the bottom, a note 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.' A 'Get ADOBE READER' button is also visible.

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.
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Navigating to Vaccine Orders

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

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

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

Default Provider/Clinic

Provider *
WE LOVE KIDS PEDIATRICS CT

Clinic *
WE LOVE KIDS PEDIATRICS SOUTH

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.
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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
(ALL) ▼

Order Status
(ALL) ▼

Order Type
(ALL) ▼

Order Date Range
From: 12/23/2019 Through: 03/23/2020

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

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			<input type="button" value="Print"/> <input type="button" value="Help"/> <input type="button" value="View"/>

1

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

Vaccine Order [i Learn More](#)

Cancel

Next

2

Add - Select Clinic

1

Clinic *

WE LOVE KIDS PEDIATRICS SOUTH

Will this be an Influenza order?

1. Click the drop down to choose your clinic. If you belong to multiple clinics, they will be listed here.
2. Click on Next.

Remember: Flu orders must be done separately. If you have a flu order, make sure you check the influenza order check box.



Placing a New Order - Confirm Shipping and Deliver 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 the 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 - Selecting the Quantity & Submitting

Vaccine Order [Learn More](#)

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: WE LOVE KIDS PEDIATRICS SOUTH
 Last Approved Order Date: MM/DD/YYYY

Order Number: [] Order Date: 08/31/2018 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

vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	2	10	20	421.00	VFC
					Total Doses	Total Cost			
					20	\$421.00			

Cancel Update

Cancel Update

Delete

Submit To VFC Program

1. Enter any Comments you would like the CVP program to see (i.e. I will be ordering extra supply for school physicals).
2. Begin typing the vaccine you would like to order. All vaccines matching your search criteria will begin to appear. Select which vaccine you would like. 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 and not submit, click Update.
6. To submit this order to the VFC Program, click the Update dropdown arrow and then click "Submit to VFC Program".



Check the Status of Your Order

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

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


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

Default Provider/Clinic


Provider *
WE LOVE KIDS PEDIATRICS CT

Clinic *
WE LOVE KIDS PEDIATRICS SOUTH

News

 There are currently no news items available.

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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 Order Status (ALL) Order Type (ALL)

Order Date Range From: 05/31/2018 Through: 08/31/2018 Date Submitted to VTrckS Date Range From: MM/DD/YYYY Through: MM/DD/YYYY

4 5





Previous Criteria Clear Search

You can select the following fields to narrow the 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. 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 **Update** drop down then "Submit to VFC Program".

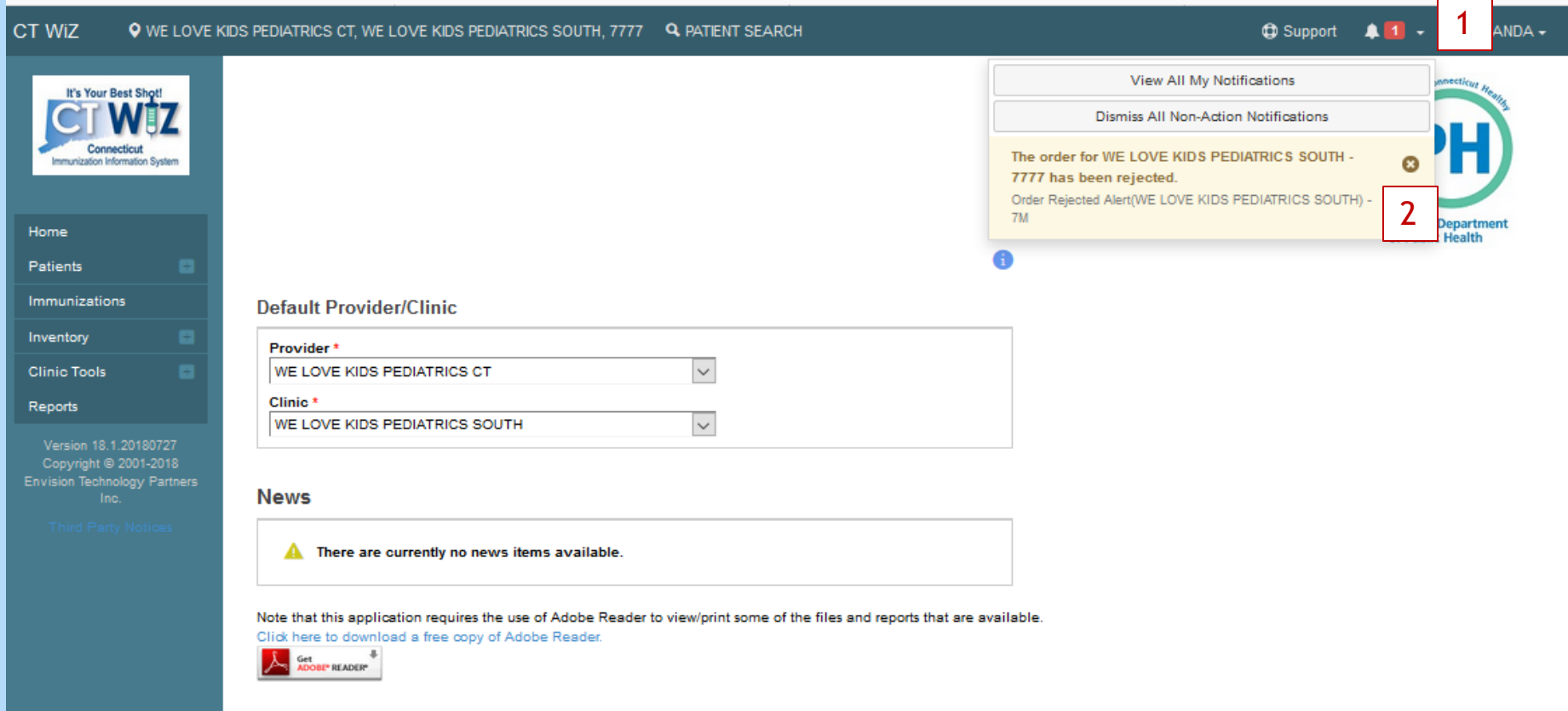
Order Number	Order Date	Order Status	Order Type	Date		Order Detail
				Submitted to	VTckS	
DR POISON IVY - NM001						
20161122NM00101	11/22/2016	IN WORK				  View
20161014NM00101	10/14/2016	SUBMITTED FOR APPROVAL				  View

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



The screenshot shows the CT WIZ web application interface. At the top, the header includes the CT WIZ logo, the user's location (WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 7777), a search bar for PATIENT SEARCH, and a support icon with a notification bell icon showing a red '1'. A red box labeled '1' highlights the notification bell icon. Below the header, a notification dropdown menu is open, showing two buttons: 'View All My Notifications' and 'Dismiss All Non-Action Notifications'. Below these buttons, a yellow notification message states: 'The order for WE LOVE KIDS PEDIATRICS SOUTH - 7777 has been rejected. Order Rejected Alert(WE LOVE KIDS PEDIATRICS SOUTH) - 7M'. A red box labeled '2' highlights the notification message. The main content area is divided into sections: 'Default Provider/Clinic' with dropdown menus for 'Provider' (WE LOVE KIDS PEDIATRICS CT) and 'Clinic' (WE LOVE KIDS PEDIATRICS SOUTH); 'News' with a message 'There are currently no news items available.'; and a footer note about Adobe Reader requirements with a 'Get ADOBE READER' button.

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.



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 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



Vaccine Order ? i Learn More

Cancel Update

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 VTrckS: 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) YOU MEAN TO ORDER 4 BOXES (4 BOXES X 10 IN A BOX = 40 DOSES)?

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

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Doses		Total Cost	Fund Type
					Quantity of Packages	Package Doses		
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

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



Vaccine Order ? i Learn More Cancel Update

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 VTrckS: 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 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"/>

Add To Order

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Doses		Fund Type
					Quantity ofPer Packages	Total Package Doses Cost	
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	

To amend this order, first delete the rejected request for 40 packages.

Click the **x** to delete

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

Amending the Order - Placing a New Request

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

Vaccine Order [?](#) [Learn More](#) Cancel Update Submit To VFC Program

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: WE LOVE KIDS PEDIATRICS SOUTH Last Approved Order Date: 08/31/2018

Order Number	Order Date	Order Status	Priority Reason	Date Submitted to VTrkS
20180910777701	09/10/2018	REJECTED		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 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

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	4	10	40	842.00	VFC
					Total Doses	Total Cost			
					40	\$842.00			

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Once the original request has been deleted:

1. Add a new order for 4 packages (see slide 11).
2. Click on **Update** to save.
3. Click on **Submit to VFC Program** to submit order.

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