



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



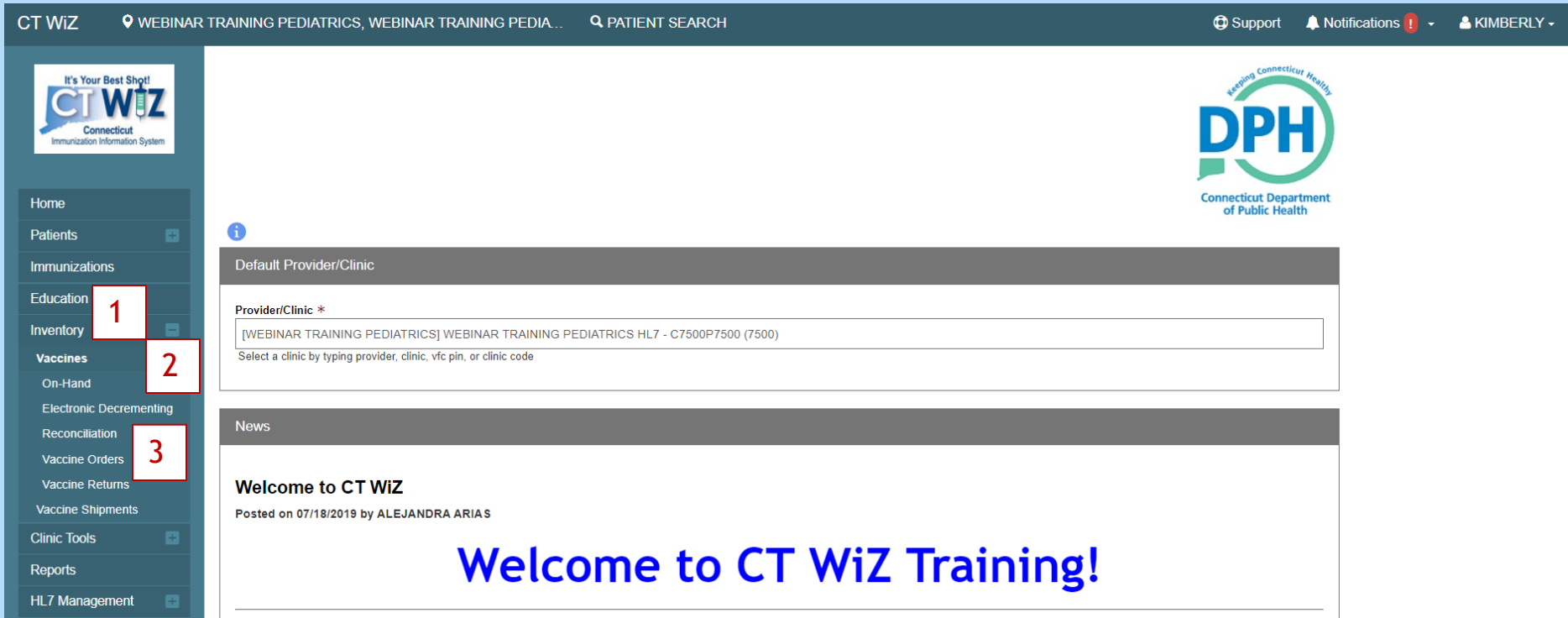
# Placing A Vaccine Order

## 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 indicator for 'WEBINAR TRAINING PEDIATRICS', a search bar for 'PATIENT SEARCH', and user options for 'Support', 'Notifications', and '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' announcement posted on 07/18/2019 by ALEJANDRA ARIAS, and a large blue heading '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**  
(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

[Previous Criteria](#)

[Clear](#)

[Search](#) 1

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
<b>SARA J RAWSON SBHC - 4803</b>					
20200220480301	02/20/2020	SUBMITTED FOR APPROVAL			<input type="button" value="Print"/> <input type="button" value="Help"/> <input type="button" value="View"/>

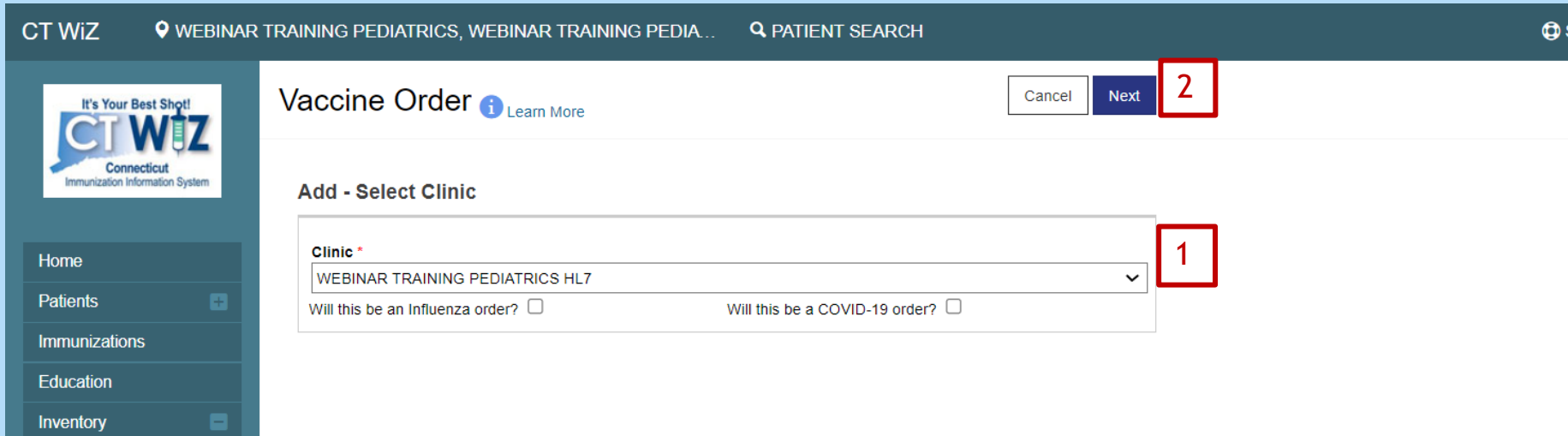
1. On this initial screen you can search for any past or open vaccine orders.

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**

WEBINAR TRAINING PEDIATRICS HL7

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 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](#) 6

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

Intent: Quantity of Packages: 3 Doses Per Package: Total Doses: Cost Per Package: Total Cost (\$):

Add To Order Clear

4 There are no vaccines in this order

Total Doses	Total Cost
0	\$0.00

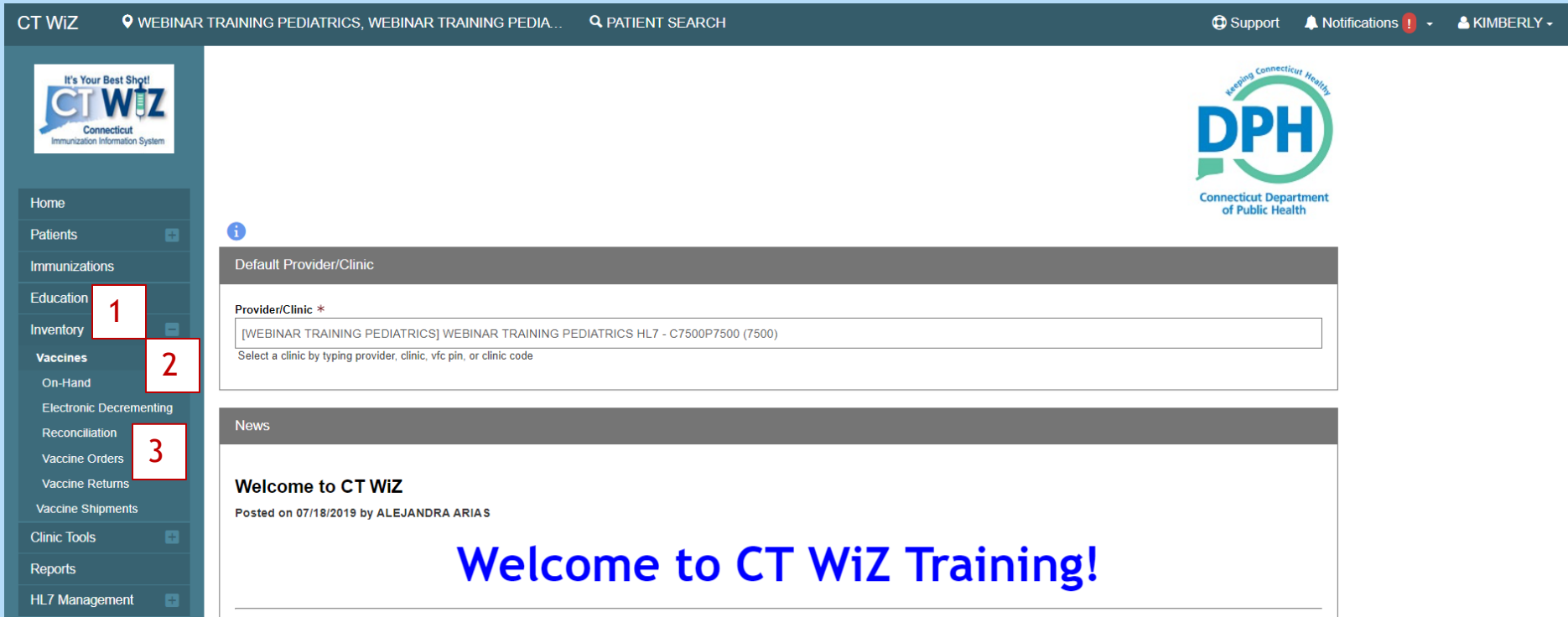
1. Enter any Comments you would like the CVP program to see (i.e. I will be ordering extra supply for school physicals).
2. Begin typing the vaccine you would like to order. All vaccines matching your search criteria will begin to appear. Select which vaccine you would like. Once you select a vaccine, 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 "Submit to VFC Program".





# 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 dropdown for 'WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA...', and a 'PATIENT SEARCH' button. On the right, there are links for 'Support', 'Notifications', and a user profile for 'KIMBERLY'. The left sidebar contains a menu with the following 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 post titled 'Welcome to CT WiZ' by ALEJANDRA ARIAS, dated 07/18/2019. A large blue banner at the bottom of the news section 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 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. 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".

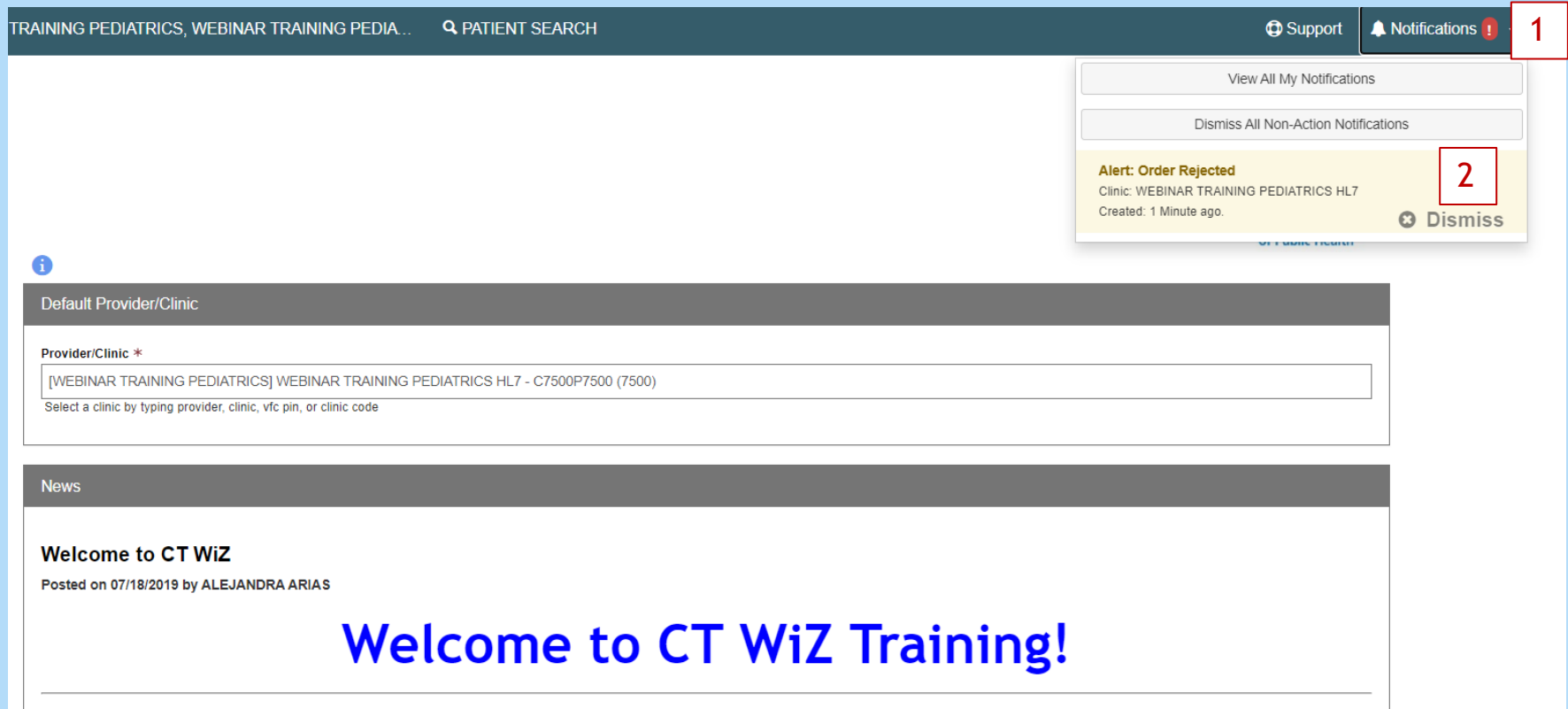
Order Number	Order Date	Order Status	Order Type	Date		Order Detail
				Submitted to	VTckS	
<b>DR POISON IVY - NM001</b>						
20161122NM00101	11/22/2016	IN WORK				  <input type="button" value="View"/>
20161014NM00101	10/14/2016	SUBMITTED FOR APPROVAL				  <input type="button" value="View"/>

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



# View and correct a rejected order

# Notification of a Rejected Order



The screenshot shows the CT WiZ user interface. At the top, there is a dark navigation bar with the text "TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA..." and a search icon labeled "PATIENT SEARCH". On the right side of the navigation bar, there are links for "Support" and "Notifications" with a red exclamation mark icon and a red box containing the number "1". Below the navigation bar, a notification dropdown menu is open, showing options for "View All My Notifications" and "Dismiss All Non-Action Notifications". A yellow notification card is displayed, titled "Alert: Order Rejected" with a red box containing the number "2". The card text reads: "Clinic: WEBINAR TRAINING PEDIATRICS HL7", "Created: 1 Minute ago.", and a "Dismiss" button with a plus icon. Below the notification, there is a section for "Default Provider/Clinic" with a search input field containing "[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)". Below that is a "News" section with the heading "Welcome to CT WiZ" and the text "Posted on 07/18/2019 by ALEJANDRA ARIAS". At the bottom of the news section, the text "Welcome to CT WiZ Training!" is displayed in large blue font.

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



## 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
<b>WE LOVE KIDS PEDIATRICS SOUTH - 7777</b>					
20180910777701	09/10/2018	REJECTED			<a href="#">View</a>
20180831777701	08/31/2018	APPROVED			<a href="#">View</a>
20180831777702	08/31/2018	APPROVED			<a href="#">View</a>

Click here to view

# Review a Rejected Order

- 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 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"/>

Vaccine	Mfg NDC	Brand/Packaging	Intent	Doses		Fund Type
				Quantity of Per Packages	Total Doses Cost	
MMR	MSD 00008-4681-00	MMR II (0.5 mL x 10 vials)	PED	40	8420.00	VFC
				<b>Total Doses</b>	<b>Total Cost</b>	
				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 (\$)

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 would like 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	ActiHIB (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 11). 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  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](#).

