

Alberta Vaccine Inventory (AVI) Quick Reference Guide Approving Vaccine Orders



APPROVING AN ORDER

1. Using the Navigation Menu, click on the Orders/Transfers Menu Heading, then click Approve Orders to show the Approve Orders Screen.

PROCESS TO REVIEW AND APPROVE ORDERS:

2. Orders will appear in the "Reviewed for Approval" section when the ordering entity is placing an order out of the assigned frequency.

Approv	e Orders					
Organizati	ion (IRMS):	select	•			Facility:select V
PIN:		select V				Find
Order Dat	e:	From:		Through:		
Order L	ist					
	Sh	ow: • All • Reviewe	ed For Approv	al 📀 Conditionally A	Approved 🔘 B	ackordered
	ed For Approval					
Order Numbe	er 🔶 (IRMS)	Facility	♦ PIN	Order Set	Order Date	Exception Reason
<u>26</u>	1011-AHS- EDMONTON ZONE	AHS-DEPOT- E EDMONTON	AHSED-ED	CHILDHOOD VACCINES	11/11/2014	Outside Assigned Order Frequency; Outside Recommended Order Quantity
<u>27</u>	1011-AHS- EDMONTON ZONE	AHS-DEPOT- EDMONTON	AHSED-ED	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity
<u>28</u>	1009-AHS-CALGA ZONE	CALGARY	AHSCA-CA	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity
<u>29</u>	1008-AHS-SOUTH ZONE	AHS-DEPOT- MEDICINE HAT	AHSSO-MH	CHILDHOOD VACCINES	11/11/2014	No inventory available; Outside Recommended Order Quantity
<u>32</u>	1012-AHS-NORTH ZONE	AHS-DEPOT-HIGH LEVEL	AHSNO-HL	CHILDHOOD VACCINES	11/13/2014	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity
45	ZONE	AL AHS-DEPOT-RED DEER	AHSCE-RD	CHILDHOOD VACCINES	11/17/2014	Shipping Information Changed; Outside Recommended Order Quantity
<u>47</u>	1010-AHS-CENTR ZONE	AL AHS-DEPOT-RED DEER	AHSCE-RD	UAT	11/17/2014	Outside Recommended Order Quantity
Ready I	For Depot Approval					
	Order Organizat Number (IRMS)	^{ion} ≑ Facility ≑	PIN \$	Order + Order Type Set	Order Date	 Approved By Exception Reason
32	1011-AHS-	AHS DEPOT	SED-ED Deg	CHILDHO	DD 11/11/2014	Outside Assigned Order ADMIN USER Frequency; Outside Recommended Order Quantity
355	1009-AHS- CALGARY ZONE	AHS-DEPOT- AHS CALGARY	SCA-CA Dep	oot CHILDHOO VACCINES		No inventory available; NICK RC Outside Recommended Order Quantity
Select All						Approve and Prin

3. Click the Order Number to open the order details.

Note: The orders are automatically arranged by the order number

4. Verify that the *Doses Used Last Month* and *Physical Inventory* are entered for all vaccine products, and enter any missing information.

- 5. Verify that the *Order Quantity* is appropriate.
- 6. Change the *Order Quantity* if needed, as described on the next page.
- 7. Review exception reason(s) if present.
- 8. <u>To approve</u>: Click the **Approve** button to save changes and exit the order details.
- **9.** The order will move to the next section labeled "Ready For Depot Approval"
- **10.** Click the check box next to each order number that is ready to ship, and click **Approve and Print**. This will create an inventory pick list that will open in another window, and can be printed.

rganizati	on (IRMS):		select			•						Facility:	select V	
IN:			select	•									Find	
rder Dat			From:				Through	h:						
Order Li	ist													
Jouiour	ed For Ap		ow: • All	Revie	wed For /	Approv	/al ○ C	onditi	onally A	ppro	ved OB	ackordered		
Order		rganization	_								Order	_		
Numbe	er 🕈 👘 🗍	(IRMS)		cility	¢	PIN	¢	Order		\$	Date		ption Reason	
<u>6</u>	1011- EDM0	AHS- DNTON ZONE	AHS-DEF EDMONT		AHSE	ED-ED		DHOO CINES		11	/11/2014	Outside Recon	ed Order Frequency; nmended Order Quan	ntity
7	1011- EDM0	AHS- ONTON ZONE	AHS-DEF EDMONT		AHSE	ED-ED		DHOO CINES		11	/11/2014	Assigned Orde	vailable; Outside r Frequency; Outside d Order Quantity	
8	1009- ZONE	AHS-CALGAR	Y AHS-DEF CALGAR		AHS	CA-CA		DHOO		11	/11/2014	Assigned Orde	vailable; Outside r Frequency; Outside d Order Quantity	
9	1008- ZONE	AHS-SOUTH	AHS-DEF MEDICIN		AHS	SO-MH		DHOO		11	/11/2014	No inventory a Recommended	vailable; Outside d Order Quantity	
2	ZONE		AHS-DEF LEVEL		AHSI	NO-HL		DHOO		11	/13/2014	Assigned Orde	vailable; Outside r Frequency; Outside d Order Quantity	
5	ZONE		DEER		AHS	CE-RD		DHOO CINES		11	/17/2014		nation Changed; Outs d Order Quantity	sid
7	1010- ZONE	AHS-CENTRA	L AHS-DEF DEER	OT-RED	D AHSO	CE-RD	UAT			11	/17/2014	Outside Recon	nmended Order Quan	ntity
Ready F	For Depot	Approval												
	Order Number	Organizati (IRMS)	^{on} ¢ Faci	lity 🜩	PIN	÷	Order Type	÷	Order Set	÷	Order Date	 Approved By 	Exception Reaso	on
) <u>325</u>	2	1011-AHS- EDMONTON ZONE	AHS-DE		HSED-ED) De	pot				1/11/2014	ADMIN USER	Outside Assigned Or Frequency; Outside Recommended Ord Quantity	
) <u>355</u>	i	1009-AHS- CALGARY ZONE	AHS-DE CALGAI		AHSCA-CA	De	pot				1/18/2014	NICK RC	No inventory availab Outside Recommen Order Quantity	

11. The order will move into the "Awaiting Shipment" section after the pick list is generated.



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- 12. Select the check boxes next to the orders you wish to ship.
- **13.** Click **Ship.** This will change the order status to "Shipped or Ready for Pickup."

Awa	iting Shipmer								
	Order Number	Organization (IRMS)	Facility	¢ PIN	 Order Type 	Order Set	Order Date	Approved By	Exception Reason
	<u>293</u>	1012-AHS- NORTH ZONE	AHS-DEPOT- WESTLOCK	AHSNO-WES	Depot	ADULT VACCINES	11/06/2014	ADMIN USER	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity
	<u>306</u>	1011-AHS- EDMONTON ZONE	AHS-DEPOT- EDMONTON	AHSED-ED	Depot	CHILDHOOD VACCINES	11/07/2014	ELAINA BOLTON	Outside Recommended Order Quantity
	<u>307</u>	1009-AHS- CALGARY ZONE	AHS-DEPOT- CALGARY	AHSCA-CA	Depot	INFLUENZA	11/07/2014	ADMIN USER	Outside Assigned Order Frequency; Outside Recommended Order Quantity; Urgent
	<u>330</u>	1008-AHS- SOUTH ZONE	AHS-DEPOT- MEDICINE HAT	AHSSO-MH	Depot	CHILDHOOD VACCINES	11/11/2014	ADMIN USER	No inventory available; Outside Assigned Order Frequency; Outside Recommended Order Quantity
	<u>346</u>	1010-AHS- CENTRAL ZONE	AHS-DEPOT- RED DEER	AHSCE-RD	Depot	UAT	11/17/2014	KRISTI SIAHAYA	Outside Recommended Order Quantity
	<u>347</u>	1010-AHS- CENTRAL ZONE	AHS-DEPOT- RED DEER	AHSCE-RD	Depot	UAT	11/17/2014	KRISTI SIAHAYA	Outside Recommended Order Quantity
Selec	t All								Ship

TO MAKE CHANGES TO THE ORDER:

Open the orders under either the "Ready for Approval" or the "Ready for Depot Approval" sections.

To ADD a vaccine to an order:

- 1. Locate the vaccine under the *optionally add vaccines to order by changing order quantity* section.
- 2. Enter values in the *Dose Used Last Month* and *Physical Inventory* fields.
- **3.** Enter the desired quantity in both the *Order Quantity* and *Approved Quantity* fields. The values must be equal.
- 4. Explain why the vaccines were added in the *Comment* field.
- 5. Repeat for each vaccine being added to the order.
- 6. Click the Approve button when finished.

Order D Vaccine		Physical Inventory	Recom- mendec Quantit	Order Quanti	Approv yQuantit	ed Back- order Quant	Denied ity ^{Quantit}	y Description	Denial Rea	son Urge	ent F	riority Reason	Comment	Reason	Exception Resolved
Tdap	0	0	0	50	50				select	•	sele	ti 🔻		Outside Recommende Order Quantity	
Optionall DTaP/IPV		accines to	order b	y chang	ing order	quantity		Advecte Parts & description	a start	• In	- ante	tta 🔻			
отанлеч Нер В	0	0	<u>v</u>	<u> </u>	0			Adacel8-Polio 1 dose/pkg	select	• •	sele	ci •			
Ped/Adol Preserv Free	0	0	0	0	0			Engerix-B® 1 dose/pkg	select	•	sele	ct 🔻			
Hepatitis Badult	0	0	0	0	0			Engerix-B® 1 dose/pkg	select	•	sele	ct 🔻			
	0	0	0	0	0			Adacel® 1 dose/pkg	select	•	sele	ct 🔻			
		0	-	0	0			Boostrik® 10 dose/pkg	select	T	sele	rt			

Important: The values in the **Approved Quantity + Backordered Quantity + Denied Quantity** fields must equal the value in the **Order Quantity** field for each vaccine.

To **INCREASE** the order quantity of a vaccine in the order:

- Enter the new (higher) quantity in both the *Order Quantity* and *Approved Quantity* fields. The order and approved quantities must be equal.
- 2. Explain why the vaccines were increased in the *Comment* field.
- 3. Repeat for each vaccine to increase the order quantity.
- 4. Click the Approve button when finished.

To DECREASE (Deny) the order quantity of a vaccine in the order:

- 1. Enter the new (lower) quantity in the Approved Quantity field.
- 2. Do not change the original Order Quantity.
- **3.** Enter the amount of vaccine being denied in the *Denied Quantity* field. The *Approved Quantities* + the *Denied Quantity* must equal the original *Order Quantity*.
- 4. Select a *Denial Reason* from the drop down menu.
- 5. Explain the vaccine denial/decrease in the *Comment* field.
- 6. Repeat for each vaccine to decrease (deny) the order quantity.
- 7. Click the Approve button.



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To **DENY** an **entire order** so none of the requested vaccines are ordered:

- 1. Select an *Entire Order Denial Reason* from the drop down menu at the bottom of the page.
- 2. Click the *Deny Order* button.

Vaccine	Dose	Physical Inventory	Recom- mended Order Quantity	Approve ityQuantity	d <mark>Back-</mark> order Quantit	Denied yQuantity	Description	Denial Rease	on Urgen	t Priority Reason		Comment	Reason	Exception Resolved
Tdap (0	0	0 50	50				select	•	select	¥		Outside Recommende Order Quantity	
Optionall	v add va	accines to	order by chan	aina order	uantity:									
DTaP/IPV/		0	0 0	0			Adacel®-Polio 1 dose/pkg	select	T	select	•			
Hep B Ped/Adol - Preserv Free	0	0	0 0	0			Engerix-B® 1 dose/pkg	select	•	select	¥			
Hepatitis ,		0	0 0	0			Engerix-B® 1 dose/pkg	select	•	select				
Badult											-			
Tdap (0	0 0	0			Adacel® 1 dose/pkg	select	▼ 目	select	•			
Tdap (0	0	0 0	0			Boostrix® 10 dose/pkg	select	T	select	•			
Deny Ent	ire Orde	r 🗏 Enti	re Order Denial	Reason	select		T					Cancel	Approve	

To **BACKORDER** a vaccine or entire order:

- 1. Enter the backorder quantity in the *Back-order Quantity* field.
- 2. Adjust the *Approved Quantity* in order to ensure the *Back-order Quantity* and the *Approved Quantity* equal the *Order Quantity*.
- **3.** Explain the vaccine back-order in the *Comment* field.
- 4. Repeat for each vaccine that needs back ordered.
- 5. Click the Approve button.

Order De Vaccine		Physical Inventory	Recom- mended Quantity	Order Quantit	Approve yQuantity	d <mark>Back-</mark> order Quantity	Denied Quantity	Description	Denial Reas	on Urge	nt Priority Reason		Comment	Exception Reason	Exception Resolved
Tdap				50	50				select	•	select	¥		Outside Recommende Order Quantit	
Optional	v add v	accines to	order by	v changi	ng order i	quantity:									
DTaP/IPV Hep B	Ó	0	0	0	õ		A	dacel®-Polio 1 dose/pkg	select	•	select	•			
Ped/Adol - Preserv Free	0	0	0	0	0		E	ingerix-B® 1 dose/pkg	select	•	select	¥ [
Hepatitis Badult	0	0	0	0	0		E	ingerix-B® 1 dose/pkg	select	•	select	•			
	D	0	0	0	0		A	dacel® 1 dose/pkg	select	•	select	•			
	0	0	0	0	0			loostrix® 10 dose/pkg	select	•	select	•			
Deny Ent	ire Orde	r 🗆 Entii	re Order I	Denial R	eason	select		•					Cancel	Approve	

URGENT order requests:

Urgent orders will be approved at your discretion.

Review the **Priority Reason** when deciding to approve or deny an urgent order request.

a. To **approve** an urgent request, leave the Urgent checkbox checked.b. To **deny** an urgent request, uncheck the Urgent checkbox. Explain why the request was denied in the *Comment* field.

c. To **mark an order** urgent, select a *Priority Reason* from the dropdown menu.