

Alberta Vaccine Inventory (AVI) Quick Reference Guide Reprint Packing Slip

REPRINT PACKING SLIP

- Using the Navigation Menu, click on the **Orders/Transfers Menu** and then click **Approve Orders** to show the orders submitted to your depot.

Organization (IRMS): AHS-DEPOT-WETASKIWIN (2014) Date: August 12, 2016

Approve Orders

Organization (IRMS): ---select--- Facility: ---select---

PIN: ---select--- Find

Order Date: From: Through:

Order List

Shown: All Reviewed For Approval Conditionally Approved Backordered

Order Number	Organization (IRMS)	Facility	PIN	Order Set	Order Date	Exception Reason
22761	2014-AHS-DEPOT-WETASKIWIN	RIMBEY HOSPITAL PHARMACY - HOSP	7015	WETASKIWIN - ACUTE CARE	2016/07/21	No inventory available; Outside Recommended Order Quantity
22848	2014-AHS-DEPOT-WETASKIWIN	DRAYTON VALLEY ER/LTC - HOSP	7010	WETASKIWIN - ACUTE CARE	2016/07/25	No inventory available; Outside Recommended Order Quantity
22976	2014-AHS-DEPOT-WETASKIWIN	CENTENNIAL CENTRE - HOSP	7014	WETASKIWIN - CENTENNIAL CENTRE	2016/07/27	No inventory available; Outside Recommended Order Quantity
23030	2014-AHS-DEPOT-WETASKIWIN	PONOKA HOSPITAL PHARMACY - HOSP	7013	WETASKIWIN - ACUTE CARE	2016/07/28	No inventory available; Outside Recommended Order Quantity
23056	2014-AHS-DEPOT-WETASKIWIN	RIMBEY COMMUNITY HEALTH CENTRE	7020	WETASKIWIN - ROUTINE	2016/07/28	No inventory available; Outside Recommended Order Quantity
23058	2014-AHS-DEPOT-WETASKIWIN	RIMBEY COMMUNITY HEALTH CENTRE	7020	WETASKIWIN - ROUTINE	2016/07/28	No inventory available; Outside Recommended Order Quantity
23069	2014-AHS-DEPOT-WETASKIWIN	PONOKA COMMUNITY HEALTH CENTRE	7019	WETASKIWIN - ROUTINE	2016/07/28	No inventory available; Outside Recommended Order Quantity
23085	2014-AHS-DEPOT-WETASKIWIN	WETASKIWIN HOSPITAL PHARMACY - HOSP	7016	WETASKIWIN - ACUTE CARE	2016/07/29	No inventory available; Outside Recommended Order Quantity
23091	2014-AHS-DEPOT-WETASKIWIN	WETASKIWIN COMMUNITY HEALTH CENTRE	7021	WETASKIWIN - SCHOOLS	2016/07/29	No inventory available; Outside Recommended Order Quantity

Ready For Depot Approval

Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason
22848	2014-AHS-DEPOT-WETASKIWIN	DRAYTON VALLEY ER/LTC - HOSP	7010	Depot	WETASKIWIN - ACUTE CARE	2016/07/25	ELAINA BOLTON	No inventory available; Outside Recommended Order Quantity

No data available in table

- Select an order from the **Reviewed for Approval Menu**.
- Review the quantities ordered and select the lot number to send. Press the **Approve** button.
- Select the order from the **Ready for Depot Approval Menu** and press the **Approve and Print** button.

Ready For Depot Approval

Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason
22848	2014-AHS-DEPOT-WETASKIWIN	DRAYTON VALLEY ER/LTC - HOSP	7010	Depot	WETASKIWIN - ACUTE CARE	2016/07/25	ELAINA BOLTON	No inventory available; Outside Recommended Order Quantity

Select All Approve and Print

- A packing slip will open in a new tab.

- If the packing slip is accidentally closed before printing or if the original print out is lost or destroyed you can reprint the packing slip by selecting the order under the **Awaiting Shipment Menu**.

Awaiting Shipment

Order Number	Organization (IRMS)	Facility	PIN	Order Type	Order Set	Order Date	Approved By	Exception Reason
22848	2014-AHS-DEPOT-WETASKIWIN	DRAYTON VALLEY ER/LTC - HOSP	7010	Depot	WETASKIWIN - ACUTE CARE	2016/07/25	ELAINA BOLTON	No inventory available; Outside Recommended Order Quantity

Select All Ship

- Press the **Reprint Packing Slip** button at the bottom of the order to reprint the packing slip.

Organization (IRMS): AHS-DEPOT-WETASKIWIN (2014)

Approve Order

Organization (IRMS): 2014-AHS-DEPOT-WETASKIWIN First Name: SHEILA
 Facility: DRAYTON VALLEY ER/LTC - HOSP Middle Name:
 Order Number: 22848 Last Name: THOMPSON
 PIN: 7010 Address: 4550 MADSEN AVENUE
 Submitter Date: 2016/07/25 DRAYTON VALLEY AB
 Submitter: SHEILA THOMPSON (SHEILA THOMPSON) (700)621-4882
 Approver: ELAINA BOLTON Phone Number:
 Phone Extension:
 Email:
 Delivery Hours:
 Instructions:
 Approve Date: 08/12/2016 Exception Description: Other
 Comment: VACCINE REQUIRED Exception Reason: vaccine required
 Order Set / Order Type: WETASKIWIN - ACUTE CARE / Depot Exception Comment: No inventory available; Outside Recommended Order Quantity
 Exception Reason:
 Inventory Last Submitted: 2016/07/25
 Last Order Submitted: 2016/07/25 09:46:09 AM

Order Frequency: Order Timing:
 Order Scheduler:

Order Details

Vaccine	Dose Used Last Month	Physical Inventory	Recomm. Quantity	Order Quantity	Lot Number	Approved Quantity	Back-order Quantity	Denied Quantity	Vaccine Name	Funding	Denial Reason	Urgent	Priority Reason	Comment	Exception Reason
dTap	33	0	0	10	AC137B197AE/PUBLIC/480 on ha	10			Boostrix® 10 dose/ptkg	P	--select--		--select--		Outside Recommended Order Quan

Optionally add vaccines to order by changing order quantity:

Hepatitis B- adult	0	0	0	0	AH8VCS22AC/PUBLIC/16 on ha	0			Engerix-B® Adult 1 dose/ptkg	P	--select--		--select--		
Hepatitis B-dialysis	0	0	0	0	No available lots	0			Recombivax HBB Dialysis 1 dose/ptkg	P	--select--		--select--		
Pneumococcal Polysaccharide	0	0	0	0	No available lots	0			Pneumovax® 23 10 dose/ptkg	P	--select--		--select--		
TIG	0	1	0	0	J1AH500031/PUBLIC/2 on hand	0			HyperTET 250 units/syringe/ptkg	P	--select--		--select--		
Tetanus and Diphtheria Toxoids	0	0	0	0	C4987AA/PUBLIC/15 on hand	0			Td Adorbed 5 dose/ptkg	P	--select--		--select--		
Tuberculin STU0	0	0	0	0	C4858BB/PUBLIC/15 on hand	0			Tubersol® 10 dose/vial/ptkg	P	--select--		--select--		

Deny Entire Order Entire Order Denial Reason --select--

Reprint Packing Slip Print

- The **Reprint Packing Slip** button can be used multiple times until the order has been selected and shipped in the AVI system.