

Alberta Vaccine Inventory (AVI) Quick Reference Guide Toggle Vaccine Returns (Facility)

TOGGLE VACCINE RETURNS (FACILITY)

- The ability to return vaccine to the AHS Depot can be removed from a facility. When the vaccine return function is available to a facility, users will see a **Vaccine Return** button in the **Create/View Orders screen**. To navigate to this screen click **Orders/Transfers** in the Navigation Menu. Then select **Create/View Orders**.

Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	24048	PH8169AHS	2016/08/19	2016/08/25	Approved	
-->	24639	PH8169AHS	2016/08/31	2016/09/01	Approved	

Backordered Orders				
Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date

Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	Status

Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Status

Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Rejected Date	Rejected By	Status

- To turn off this function and remove the **Vaccine Return** button from the **Create/View Orders screen** log in as a Registry Client (an AHS Depot or PVD user).
- In the Navigation Menu, click **Facilities** and then click **Search/Add** to show the **Facility Maintenance screen**.

Organization (IRMS)/Facility: AHS-DEPOT-EDMONTON (2004) / BEAUMONT PUBLIC HEALTH CENTRE

Search/Add Facility - Search Required Before Adding

Organization (IRMS) ID/Name: 2004 - AHS-DEPOT-EDMONTON

Organization (IRMS) ID: []

Organization (IRMS) Name: []

Inactive Status: --select--

Facility Name: []

VFC PIN: --select--

Facility City: []

Phone: []

District/Region: []

Select	Facility Name	Organization (IRMS)	VFC PIN	Phone	City	Province	Postal Code

- Enter appropriate criteria for the facility you would like to edit and click **Search** button. All the facilities that meet the criteria entered will appear in the **Search Results section**.

Organization (IRMS): AHS-DEPOT-EDMONTON (2004)

Search Results

Select	Facility Name	VFC PIN	Phone	City	Province	POSTAL CODE
→	118 STREET MEDICAL CLINIC	PHY8088	(780)482-7511	EDMONTON	AB	T5K 1Y3
→	ABBOTTSFIELD MEDICAL CLINIC	PHY8027	(780)471-4323	EDMONTON	AB	T5W 4W1
→	ABORIGINAL WELLNESS PROGRAM - PRIMARY CARE CLINIC	PHY8411	(780)735-6651	EDMONTON	AB	T5H 3V9
→	ADAMS J.R. DR.	PHY8034	(780)494-1179	SHERWOOD PARK	AB	T8A 3Y1
→	ADAMS, ELFKY AND ASSOCIATES, DR'S	PHY8103	(780)454-2994	SHERWOOD PARK	AB	T8H 2A7
→	ADVANCED HAIR & SKIN SURGERY	PHY8370	(780)415-8999	SHERWOOD PARK	AB	T8H 0N2
→	AGRUM OCCUPATIONAL HEALTH	OHS8208	(780)998-6617	REDWATER	AB	T0A 2W0
→	ALBERTA AVENUE MEDICAL CLINIC	PHY8459	(780)705-4104	EDMONTON	AB	T5G 0N6
→	ALBERTA HEALTH SERVICES OHWS	OHS8059AHS	(780)342-8555	EDMONTON	AB	T5K 0L4
→	ALBERTA HOSPITAL - PHARMACY	AC8000AHS	(780)342-5547	EDMONTON	AB	T5J 2J7
→	ALL HEALTHY MEDICAL	PHY8371	(780)406-5514	EDMONTON	AB	T5L 4X6
→	ALL WELL PRIMARY CARE CENTRE #1	PHY8093	(780)440-9100	EDMONTON	AB	T6K 4A9
→	ALL WELL PRIMARY CARE CENTRE #2	PHY8226	(780)462-0442	EDMONTON	AB	T6L 5Z8
→	ALL-WEATHER WINDOWS	OHS8300	(780)699-8481	EDMONTON	AB	T5S 2K7
→	ALLEN GRAY CONTINUING CARE CENTRE	LTC8135	(780)469-2371	EDMONTON	AB	T6L 7G1

- Select the facility you would like to update by clicking the **Arrow** button beside the facility name.
- In the **Facility Maintenance [Detail]** screen click the **Edit** button.

Organization (IRMS): AHS-DEPOT-EDMONTON (2004)

Facility Maintenance [Detail]

Facility Name: BEAUMONT FAMILY MEDICAL ASSOC.

Facility Display Name: []

Select Facility: []

Select VFC Pin: 2004-AHS-DEPOT-EDMONTON

External Facility Inventory ID: 963

Facility Id: 4,5102 49 AVENUE

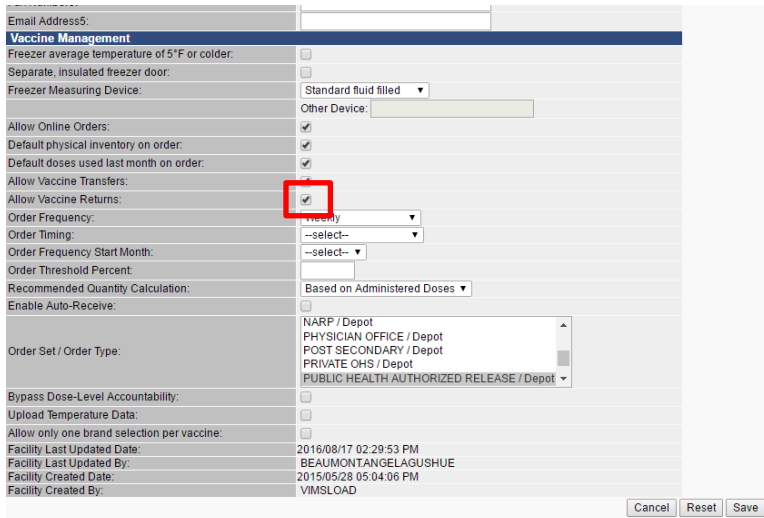
Street Address: []

Street Address 2: []

City: RFAIMONT

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7. Scroll down to the **Vaccine Management section** of the page. Remove the check mark beside *Allow Vaccine Returns:* by clicking the checkmark box.



The screenshot shows the 'Vaccine Management' section of a web application. The 'Allow Vaccine Returns' checkbox is checked and highlighted with a red box. Other options include 'Freezer average temperature of 5°F or colder', 'Separate, insulated freezer door', 'Freezer Measuring Device', 'Allow Online Orders', 'Default physical inventory on order', 'Default doses used last month on order', 'Allow Vaccine Transfers', 'Order Frequency', 'Order Timing', 'Order Frequency Start Month', 'Order Threshold Percent', 'Recommended Quantity Calculation', 'Enable Auto-Receive', 'Order Set / Order Type', 'Bypass Dose-Level Accountability', 'Upload Temperature Data', and 'Allow only one brand selection per vaccine'. At the bottom are 'Cancel', 'Reset', and 'Save' buttons.

8. Click the **Save** button. This facility will now no longer be able to create a vaccine return.
9. To confirm navigate to the facility then navigate to the **Create/View Orders page**. The **Vaccine Return** button should no longer be available.