



## Provider Resource

# Utilizing the Vaccine Ordering Management System (VOMS) for Managing Vaccine Inventory in ImpactSIIS

The Immunization Information System maintained by the Ohio Department of Health (ODH) is called ImpactSIIS.

This system contains some distinct sections that are linked and accessible with a single set of credentials.

One section contains patient demographics and vaccination histories and forecasts of dates when vaccines will be due in the future.

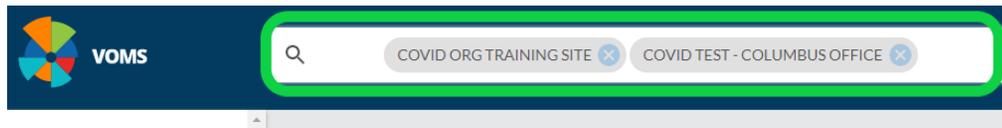
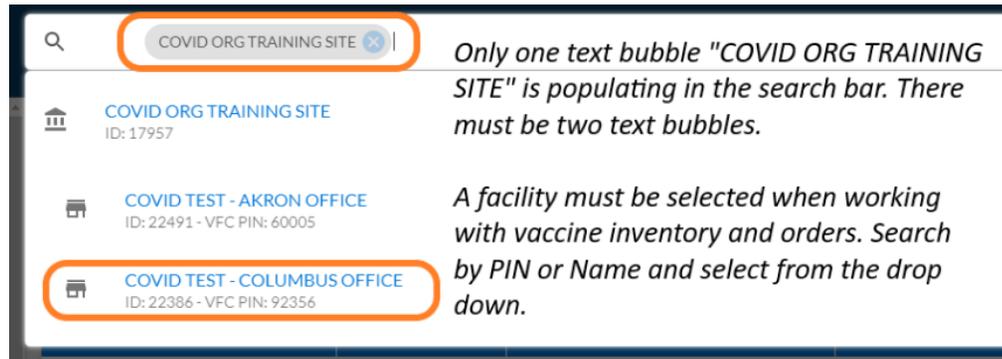
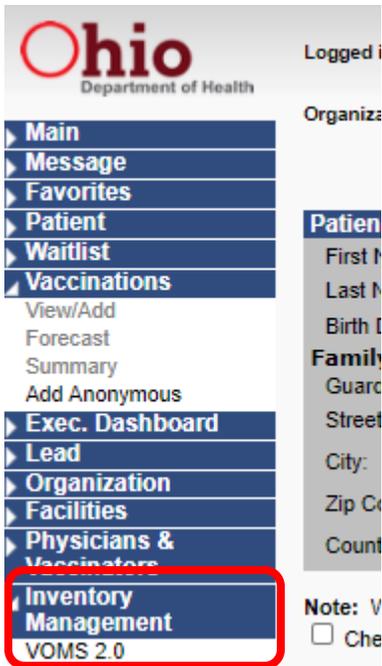
Another section is called VOMS. The look and feel are different, and here there is no patient information, but only information about publicly-purchased vaccine inventory, including ordering functionality.

Some ImpactSIIS users have access to only one section and some have both, depending on job role.

This resource covers some of the functions in VOMS that will be most helpful in the COVID-19 vaccine response.

Logging into VOMS:	Page 1
E-Receiving Orders:	Page 2
Inventory:	Page 3 & 4
Vaccine Ordering:	Page 5 & 6

# Logging into VOMS



Welcome to the Ohio Department of Health's Vaccine Ordering Management System (VOMS) website.

1. Log into <https://voms.ohioimpactsiiis.org/> using your ImpactSIIS username and password.

OR

1. If you have already logged in to ImpactSIIS on the patient side, you can move to VOMS by clicking on the blue link on the left that says "Inventory Management" and then 'VOMS 2.0'
2. In VOMS, ensure that you are on the facility level. There should be 2 "text bubbles" in the search bar. If there is only one text bubble, click on the search bar and enter the office's 5-digit PIN or part of the office name and then click Enter to search, and then select your office from the list.

Some VOMS users may simply need to indicate that a shipment has arrived so the doses will be visible for adding to patient records in ImpactSIIS. That process is 'E-Receiving', described on Page 2.

Other users may need to place an order for more vaccine or indicate that their inventory numbers have changed. Those processes are described on Pages 3-6.

## E-Receiving Publicly Funded Orders

Home

Inventory

**Orders & Returns**

Orders & Transfers

Search History

Prebooking Request

Cold Storage

Pandemic Agreement

NEW ORDER

ORDER SEARCH

Inbound Orders & Transfers

Outbound Transfers

Action	Type	Order #	Sender	Order
RECEIVE	Order	3465	McKesson	11/20
RECEIVE	Order	3465	McKesson	11/20

In order to be able to add vaccines to patients' charts, publicly funded vaccine may need to be **Received** into the VOMS inventory. Ideally, orders should be **Received** into the VOMS inventory the same day as the arrival on site.

1. Click on **Orders & Returns** -> **Orders & Transfers** from the left-hand drop-down menu.
2. Click on the green **RECEIVE** box.
  - If there are no orders to receive, proceed to adjust inventory as instructed below in the *Adjust Inventory (Inventory Reconciliation)* section of the directions.

Receive order

ORDER # 334725

VTrackS Order #: 5080399

Ordered by User and Date: ODH APPROVER - 01/12/2021

Approval Organization and Date: ODH STATE APPROVER

Order Set: COVID-19 PANDEMIC ORDER SET

Vaccine Order Details

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/0.5 mL Dose COVID-19, Mrna, Lnp-S, PF 10 pack - VIALS NDC: 80777-0273-99 Tracking #	CV159963	02/28/2022		VFC	110	110	110	110	ADJUST ADD LOT

CANCEL RECEIVE

After clicking Receive, you will see the Order Details page.

1. Confirm that the lot number (from the box) and expiration date match what was shipped (this can be checked on the actual vaccine box or the paper shipping receipt).
2. Enter in the **Receipt Quantity** to match the **Shipped Quantity**.
3. Click **RECEIVE**.

On the pop-up with the note *Successfully Received (# of lots) Lot*, click **OK**.

The lot numbers will now be in the VOMS inventory and ready to be added to patient charts and adjusted as necessary.

# Adjust Inventory (Inventory Reconciliation)

Before placing a vaccine order, a mandatory step is to adjust the publicly funded vaccine inventory as needed. If all publicly funded vaccine has been E-Received into inventory, proceed to next steps.

To view the publicly funded inventory:  
Click on *Inventory* -> *Reconciliation* -> *Public* tab.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments
Coronavirus (SARS-CoV-2)(COVID-19)								
Covid-19, Mrna, Lnp-s, Pf, 100 Mcg/ 0.5 MI Dose Covid-19, Mrna, Lnp-s, Pf 10 pack - VIALS NDC: 80777-0273-99	TU22845	11/09/2020	PAN	VIEW	12			
	PF5582389	02/28/2022	PAN	VIEW	40	1	37	-3

## Adjusting (non-expired) Doses

If needed, click the printer icon above the right-hand *Inactivate* column, to populate a printer-friendly list of lot numbers to take to the storage units for the physical count.

1. In the *Physical Counts* column, enter the number of viable doses that are on hand in the storage unit for the corresponding lot number.
  - Example: Adjusting the expected *Quantity On Hand* from **40** to a *Physical Counts* of **37**.
  - If no adjustment is needed either leave the *Physical Counts* box empty or enter a **0**.
2. If applicable, click the **ADJUST** box that populated to the right in the *Adjustments* column.
3. A pop-up box will generate, asking for doses and adjustment reasons. In the *DOSE(S)* box, enter the number of doses that are being adjusted, not the total number of doses left, and select the most appropriate *Category* and *Reason*.
  - If multiple adjustment reasons need to be made, click the **ADD ANOTHER REASON** box and adjust appropriately.
  - The *Total Doses Off* should be at **0** before saving.
4. When all adjustments are made, click **SAVE**.

## Adjusting Expired Doses

Doses that are expired will have a red flag in the Exp Date column. These doses will need to be removed from the VOMS inventory.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments
Coronavirus (SARS-CoV-2)(COVID-19)								
Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/ 0.5 MI Dose Covid-19, Mrna, Lnp-s, Pf	TU22845	11/09/2020	PAN	VIEW	12	1 0	-12	2 ADJUST

### ADJUST QUANTITY

COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - COVID-19, mRNA, LNP-S, PF | Lot#: TU22845  
Exp Date: 2020-11-09 | Funding Source: PAN

Total Doses Off: 0

DOSE(S): ADJUST:

3 10 Expired Expired -

2 Correction Correction of invalid entry -

ADD ANOTHER REASON CANCEL SAVE 4

1. In the Physical Counts column for the expired vaccine, enter 0 as the number of doses.
2. Click the **ADJUST** box that populates to the right.
3. A pop-up box will appear, asking for doses and adjustment reasons. In the **DOSE(S)** box, enter the number of expired doses that are left unused, then select the Expired category and Expired reason.
  - If multiple adjustment reasons need to be made, click the **ADD ANOTHER REASON** box and adjust appropriately.
  - The **Total Doses Off** should be at **0** before saving.
4. Once all adjustments are made click **SAVE**.

## Submitting Inventory

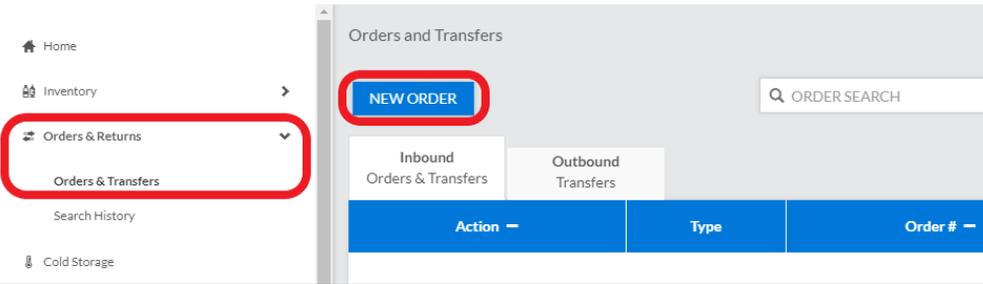
Continue to repeat the adjustment steps on each lot as necessary.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
Coronavirus (SARS-CoV-2)(COVID-19)									
Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/ 0.5 MI Dose Covid-19, Mrna, Lnp-s, Pf 10 pack - VIALS NDC: 80777-0273-99	TU22845	11/09/2020	PAN	VIEW	12	0	0	<ul style="list-style-type: none"> <li>• 10 - Expired</li> <li>• 2 - Correction of invalid entry</li> </ul>	<input type="checkbox"/>
	PFS582389	02/28/2022	PAN	VIEW	40	37	0	<ul style="list-style-type: none"> <li>• 2 - Drawn up, not used</li> <li>• 1 - Administered but not linked to a vaccine</li> </ul>	<input type="checkbox"/>

CLEAR SAVE **SUBMIT INVENTORY**

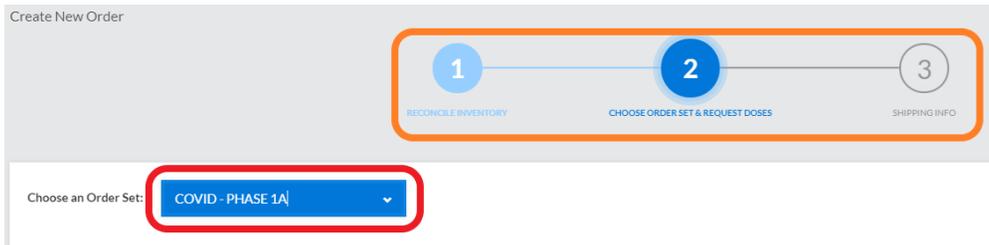
- Once the physical counts have all be adjusted to match the physical number of doses in the refrigerator and freezer, click **SUBMIT INVENTORY**.
- After submitting inventory, any lots that are now at a count of **0** can be inactivated to be removed off your inventory page by checking the **Inactivate** box and then clicking **SUBMIT INVENTORY**.
  - Do not just SAVE inventory, it needs to be submitted.

# Placing a Publicly Funded Vaccine Order (not available in VOMS for COVID-19 vaccine at this time)



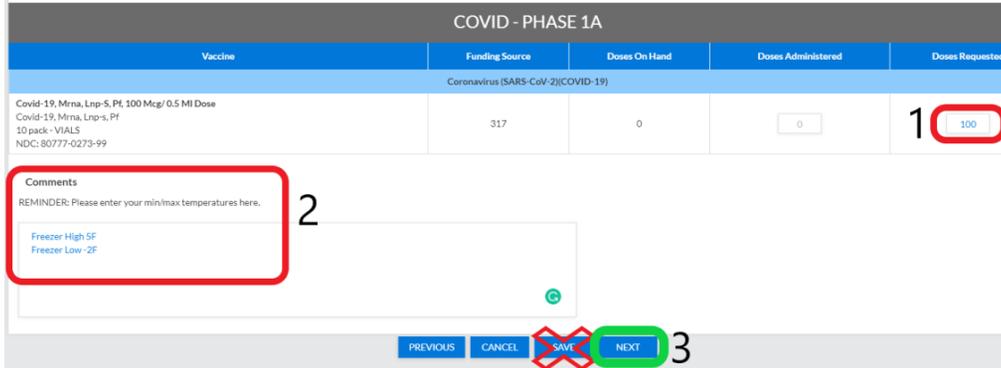
After adjusting inventory as needed, the facility is now able to place a **NEW ORDER** for vaccine.

1. Click on **Orders & Returns** -> **Orders & Transfers** from the left-hand side.
2. Click on the **NEW ORDER** button.



If **Inventory Reconciliation** was not completed on the **Inventory** -> **Reconciliation** section of VOMS, the ordering workflow will now prompt an inventory reconciliation. If incomplete, adjust inventory as needed. If inventory was already submitted (within the past 5 days) this will prompt choosing an order set (Step 2)

Select the appropriate **Order Set**



After selecting the appropriate Order Set, you will see the Order Details page.

1. In the **Doses Requested** column, enter in the number of individual doses your facility wants to place for the order.
  - (in quantities of the package: example - if the vaccine comes in a box of 10 doses, request in increments of 10. Example: 100 doses)
2. In the **Comments** box, enter in the single highest and single lowest temperature in the storage unit since last order was placed or in the last three months, and indicate Fahrenheit or Celsius.
3. Click **NEXT**.
  - Do not click "SAVE." ODH will not receive your order if it is only saved.

1 RECONCILE INVENTORY      2 CHOOSE ORDER SET & REQUEST DOSES      3 SHIPPING INFO

**SHIPPING ADDRESS**

Organization: Covid Org Training Site  
 PIN: 60005  
 Covid Test - Akron Office  
 2254 Summit St  
 Akron, OH 44307

If the address contains errors, the vaccine may be undeliverable.  
 To change your delivery address, please call (614) 752-1352

Primary Vaccine Coordinator: Jane Doe  
 Email: jane@covidvacc.net  
 Phone: 4445552221  
 Fax: Unavailable

**DELIVERY HOURS**

Monday	
Tuesday	12:31 PM - 7:31 PM
Wednesday	
Thursday	12:31 PM - 7:31 PM
Friday	12:31 PM - 7:31 PM
Saturday	
Sunday	

**DELIVERY INSTRUCTIONS**

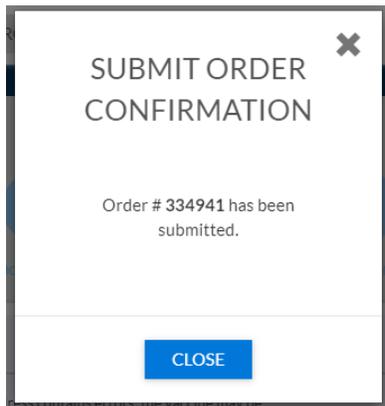
Do not enter Delivery Hours here. Driver will only use Deliver

Enter special instructions: landmarks, doors, etc.

PREVIOUS    CANCEL    ~~SAVE~~    **SUBMIT ORDER**

After clicking Next, you will see the order submission/shipping information screen.

1. If no previous order has ever been placed with ODH, shipping times will need to be entered by clicking on the edit button in the **Delivery Hours** section.
2. Click **SUBMIT ORDER**
  - Do NOT click "SAVE." ODH will not receive your order if only in saved status.



After clicking **SUBMIT ORDER**, you should receive a pop-up saying that the order has been submitted.

Please remember to E-Receive your vaccine in VOMS once it arrives on site!

**Notes:**

- Order status can be checked by clicking **Orders & Returns -> Orders & Transfers**
- The **Action** should be a **VIEW** button.
- If there is a **CONTINUE** button, your order **needs to be submitted**. An order with a CONTINUE status is only SAVED, and not SUBMITTED to ODH.

