WV Statewide Immunization Information Systems (WVSIIS)

User Manual

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Introduction

The West Virginia Statewide Immunization Information Systems (WVSIIS) is a real-time immunization registry system that provides immunization data to improve the health of children and the entire community. WVSIIS provides easy access to consolidated patient immunization records, obtains a history of patient immunizations, generates reminder notices on due, overdue, or invalid immunizations, prints a completed official Immunization Certificate of Compliance (Form 121), provides vaccine inventory management, and generates doses administered and immunization assessment reports.

Privacy Note

To receive the COVID-19 vaccine, personally identifiable information (PII) and protected health information (PHI) will be entered into WVSIIS. PII is any data that could potentially identiy an individual. PHI includes demographic information and relates to the individual's past, present, or future physical or mental health or condition. WVSIIS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For more information about HIPAA visit: https://www.cdc.gov/phlp/publications/topic/hipaa.html

How to use this manual

This manual is to be used by the staff to register, notify, find, and filter vaccination patients. This manual will assist you to better understand and manipulate WVSIIS. In this guide, you will find step by step instructions along with images of the screens to assist you while operating WVSIIS.
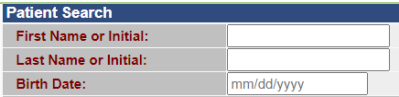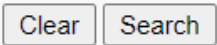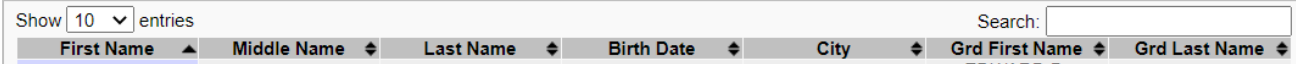
Disclaimer

The content contained in WVSIIS training materials is provided only for educational and informational purposes for the users in West Virginia. West Virginia attempts to ensure that content is accurate and obtained from reliable sources but does not represent it to be error-free. West Virginia does not warrant that any functions on the WVSIIS website will be uninterrupted, that defects will be corrected, or that the website will be free from viruses or other harmful components. Any links to third party information on the website are provided as a courtesy and do not constitute an endorsement of those materials or the third party providing them.

Navigating WVSIIS

Throughout the application, you will utilize these functionalities:

To access WVSIIS, visit: **https://www.wvimm.org/wvsiis/**

Main **Message** **Favorites** **Patient** **Vaccinations** **Organization** **Physicians &** **Vaccinators** **Lot Numbers** **Orders/Transfers** **Reports** **Settings** **Reminder/Recall** **Exports** **Scheduled Reports** **Job Queue** **Change Password** **FAQs** **Answers**	**Menu Bar** The **Menu Bar** is visible on the left side of the screen and allows you to move between screens. Click the blue menu item to view more options.
Patient Search First Name or Initial: [ ] Last Name or Initial: [ ] Birth Date: [mm/dd/yyyy]	**Required Fields** Required fields are indicated by red letters or a red highlight. These functions need to be completed before moving on.
[Clear] [Search]	**Buttons** Buttons will allow you to start, update, advance, clear and complete tasks.

Show [10 ▾] entries   Search: [ ]

First Name ▲	Middle Name ⬍	Last Name ⬍	Birth Date ⬍	City ⬍	Grd First Name ⬍	Grd Last Name ⬍

Tables
Tables allow you to sort and filter information. You can view details by clicking the links in each row. You can also filter the columns by clicking on the table headers.

Search
Search allows you to enter information to find a patient's record.

Arrows
Arrows appear when more information is available than visible on the screen. Use the arrows to navigate between the search results.

Entering Data

Case Sensitivity	The application is not case-sensitive, and data is stored in capital (uppercase) letters.
Dates	The date fields use the forward slash (/) between month, day, and year. Dates can be entered in the following formats: ○ mmddyyyy ○ mmddyy
Social Security Number	The social security number is stored with the dash (-). You may enter the numbers without dashes. SSN's can be entered in the following formats: ○ 123456789 ○ 123-45-6789
Phone and Fax Number	The phone and fax numbers are stored with parenthesis ( ) for the area code and a dash (-) between the three digit prefix and four digit suffix. You may enter phone and fax numbers without the dashes and parenthesis: ○ 3041231234 ○ (304)123-1234
Zip Codes	The zip code is stored with a dash (-) if the entire 9-digit number is entered. Zip codes can be entered as 5-digits or 9-digits without the dash(es): ○ 11111 ○ 111111111 ○ 11111-1111

Home Screen

You will see the menu bar on the left side of the Home screen. The menu bar contains links to various screens and websites. The Home screen also contains links to Useful Tools and Valuable Links.

| Useful Tools	Valuable Links
West Virginia Meaningful Use Guide Provides information for electronic submissions.	**West Virginia Immunization Information** Provides access to the WV Division of Immunization Services webpage and provides links to vaccine information.
West Virginia HL7 Guide	**Lookup county by zip** Allows you to enter a zip code, city and/or state to provide city and zip code information.
New User Enrollment Form This form will get you access to WVSIIS. Complete this form and submit the form to the department listed in the form. The form can be found in the Appendix of this guide.	**American Immunization Registry Association**
	Immunization Action Coalition Provides materials for healthcare professionals and the public that enhance the delivery of safe and effective immunization services
	CDC Directs you to the Vaccines and Immunizations information page
	VAERS reporting Directs you to the Vaccine Adverse Event Reporting System page to Report an Adverse Event.

Log In

Follow the steps below to access your WVSIIS account.
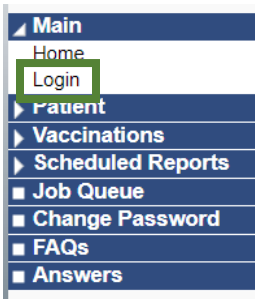
1. Click **Login**, located under the **Main** blue tab.
2. Enter your username.
   a. The username is created when your **New User Enrollment Form** is approved.
   b. The **New User Enrollment Form** can be found in the Appendix of this document.
3. Enter the temporary password provided. You will be prompted to change your password upon initial log in.
4. Click **Log In**.
   a. If you are associated with more than one **Facility**, you will need to choose the **Facility** and click **Submit**.
5. Once logged in, you may see a pop-up **Message of the Day**.
   a. The **Message of the Day** will contain updates pertaining to vaccination or provider information.
6. Review the contents of the pop-up.
7. Click **Ok**.

Log Out

When you have completed your tasks for a patient or record, you should log out.
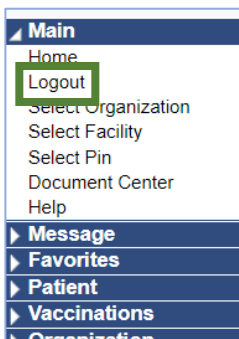
1. Click **Logout**, located under the **Main** blue tab.
2. Click **Ok** to confirm you are closing the application.
3. You will get a confirmation screen informing you were logged out successfully.
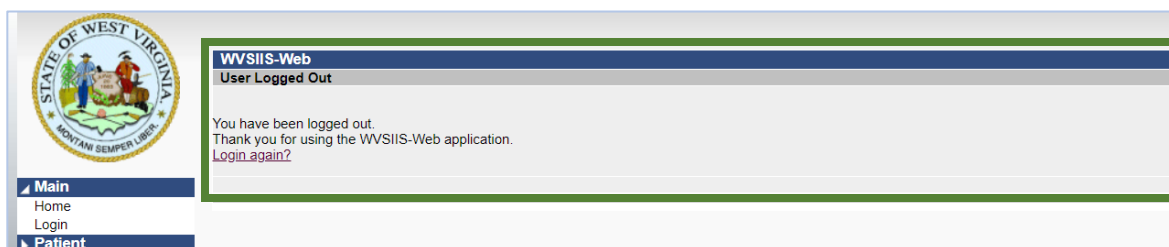
Search, Add, View and Edit a Patient's Record

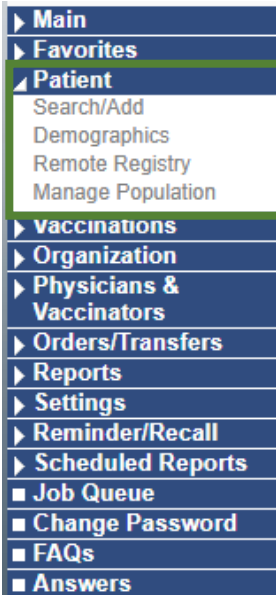You can search, add, view, and edit a patient's record from the left side menu bar. You must search for a patient's record prior to adding or editing a patient's information.

Main
Favorites
Patient
  Search/Add
  Demographics
  Remote Registry
  Manage Population
Vaccinations
Organization
Physicians & Vaccinators
Orders/Transfers
Reports
Settings
Reminder/Recall
Scheduled Reports
■ **Job Queue**
■ **Change Password**
■ **FAQs**
■ **Answers**

To **Search/Add** a patient's record:

1. Click the **Patient** blue tab.
2. Click **Search/Add**.
3. You can enter a combination of the patient's information to search. The more information you enter, the greater chance you are to find the patient.
   a. You can enter one letter in the First and Last Name fields. However, you will need to add one other completed field.
4. Once you have entered the search criteria, click **Search.**
5. If the patient doesn't exist in the search results, click the **Check here if adding a new patient** box.

Patient Search			Click here to use the 'advanced' search
First Name or Initial:	s	ID:	
Last Name or Initial:	s	SIIS Patient ID / Bar Code:	
Birth Date:	mm/dd/yyyy	Chart Number:	
Family and Address Information:			
Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

☐ Check here if adding a new patient.

Clear   Search

6. When you select the **Check here if adding a new patient** box, you will see field headers change to red to indicate the fields that need to be completed to add the new patient.

Patient Search			Click here to use the 'advanced' sear
First Name or Initial:		ID:	
Last Name or Initial:		SIIS Patient ID / Bar Code:	
Birth Date:	mm/dd/yyyy	Chart Number:	
Family and Address Information:			
Guardian First Name:		**Mother's Maiden Name:**	
Street:			
City:		**State:**	WV
Zip Code:		Phone Number:	
Country:	United States		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

☑ Check here if adding a new patient.   (Required fields are highlighted)

Clear   Search

Patient Search Results						
Records Found = 0			Search Criteria: Advanced Search - Add / Edit / View			

Show 10 entries   Search: [   ]

First Name ▲	Middle Name ♦	Last Name ♦	Birth Date ♦	City ♦	Grd First Name♦	Grd Last Name♦
			No data available in table			

Showing 0 to 0 of 0 entries   ◄ ►

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.   Add Patient

7. Enter the required fields and click **Add Patient**.

8. You are taken to the **Patient Demographic Edit** screen.

9. Review the entered information.
10. Add the additional required fields.
    a. When adding the **Address** and **Phone Number**, click the
       Primary button and then **Save**.
11. You may also enter additional information that is not required.
12. You can expand the screen to display additional fields if you click the
    blue **+** symbol beside the demographic title.
13. Once all information is entered, click **Save**.
    a. Depending on the information provided, you may be required
       to enter additional fields for a minor patient. You will be
       notified with a red message at the top of the screen.
14. You will be taken to the **Patient Demographics** screen.

To **View** or **Edit** a current patient record:
1. Follow steps 1-4 above to **Search/Add** a patient's record.
2. The results will display at the bottom of the screen in the **Pateint
   Search Results** table.

3. Click on the patient's name. You will be taken to the **Patient
   Demograpics** screen.
4. The patient's demographic information is displayed on the screen.
5. From this screen, you can **Edit** the patient record, **Update Programs,**
   or click **Back** to return to the **Patient Search** screen.

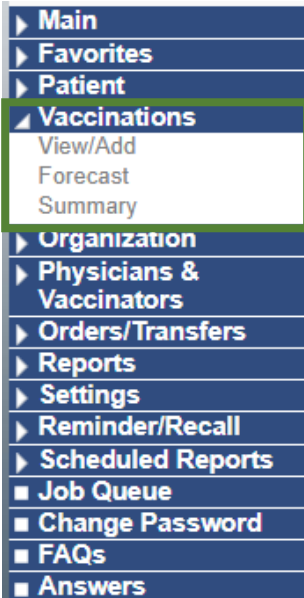a. **Update Programs** will take you to the **Patient Programs Add/Remove** screen. On this screen you will see three rows. You will need to add a program before you can edit or remove a program.
b. **Edit** will take you back to the **Patient Demographic Edit** screen. You can edit the entered fields.
c. **Back** will take you to the **Patient Search** screen. The search results you found will still be displayed.

Entering Present or Historical Vaccinations

To enable the Vaccinations options in the menu bar, you must first view a patient's record. If a patient's record is inactive, you are unable to enter Vaccinations for that record. Historical vaccinations refer to vaccinations entered by a facility or vaccinator who did not administer the vaccine. More than one vaccination from the same vaccine family cannot be entered on the same date. If you enter more than one vaccine in the same family on the same day, you will see a red x beside the date.

To enter a **Present Vaccination**:

1. Follow steps 1-4 in the **Add/Search** section of this guide to search for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add.**
5. You are taken to the **Vaccination View/Add** screen.
6. You will see **Patient** information, **Vaccine Forecast**, and **Vaccine View/Add**.

7. To add a vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.

8. In the first column, or the next available column associated with that vaccine enter the date the vaccine was administered.
   a. You can double click in the box and today's date will be entered.

9. Once you enter the date, move to the bottom of the screen and click **Add Administration**.

10. You are taken to the **Vaccination Detail Add** screen.
11. Enter any additional fields associated to the vaccine.
12. Click **Save**.

13. You are returned to the **Vaccination View/Add** screen.
14. You will see the vaccination and date are entered and the date is a blue hyperlink.

Enter a **Historical** Vaccination:

1. **Add/Search** for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add.**
5. You are taken to the **Vaccination View/Add** screen.
6. To add a historical vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.
7. Enter the date the vaccine was administered.
8. Click **Add Historicals**.

9. The date will be entered beside the vaccine with a red asterisk to indicate it was added historically.

Vaccine	1	2	3	4	5	6
DTaP	03/09/2021					
DTaP-Hep B-IPV	03/09/2021 *					
DTaP-IPV						

Enter Double, Full, Half, or Triple Vaccinations

To enable the Vaccinations options in the menu bar, you must first view a patient's record. If a patient's record is inactive, you are unable to enter Vaccinations for that record. If you enter more than one vaccine in the same family on the same day, you will see a red x beside the date.
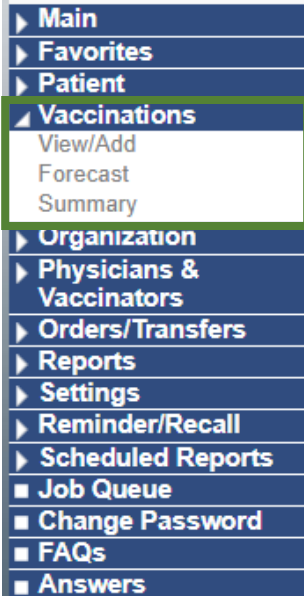
To enter a **Present Vaccination**:

1. Follow steps 1-4 in the **Add/Search** section of this guide to search for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add.**
5. You are taken to the **Vaccination View/Add** screen.
6. You will see **Patient** information, **Vaccine Forecast**, and **Vaccine View/Add**.

Patient

Name:	KISKA SMITH	SIIS Patient ID:		2053037
Date of Birth:	01/01/2001	Age:		20 yrs
Guardian:	TIFFANY	Organization Level Status:		Active

Vaccination Forecast
The forecast automatically switches to the catch-up schedule when a patient is behind schedule.

Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
HEP-B 3 DOSE	1	01/01/2001	01/01/2001	01/28/2001	Past Due
HEP-A	1	01/01/2002	01/01/2002	01/01/2003	Past Due
MMR	1	01/01/2002	01/01/2002	05/28/2002	Past Due
VARICELLA	1	01/01/2002	01/01/2002	05/01/2002	Past Due
Tdap	1	01/01/2008	01/01/2008	01/01/2008	Past Due
HPV	1	01/01/2012	01/01/2010	01/28/2014	Past Due
MENINGOCOCCAL	1	01/01/2012	01/01/2012	01/28/2014	Past Due
MENINGOCOCCAL B, OMV	1	01/01/2017	01/01/2011	01/31/2017	Past Due
MENINGOCOCCAL B, RECOMBINANT	1	01/01/2017	01/01/2011	01/31/2017	Past Due
FLU	1	07/01/2020	07/01/2020	07/28/2020	Past Due
Coronavirus (SARS-CoV-2)(COVID-19)	1	12/12/2020	12/12/2020	01/08/2021	Past Due

Vaccination View/Add
(* - Historicals , # - Adverse Reaction , ! - Warning , ! - Warning , ! - Warning , ^ - Compromised Vaccination)
Documented By: ▢
Double click in any date field below to enter the default date: 03/09/2021

Vaccine	1	2	3	4	5	6	
DTaP							
DTaP-Hep B-IPV							
DTaP-IPV							
DTaP-Hib-IPV							
Hep A, ped/adol, 2 dose							

7. To add a vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.

influenza, live, intranasal	
HepB (recombinant), CpG adjuvanted	
COVID-19, mRNA, LNP-S, PF, 100 mcg/ ▾	
--select-- ▾	

8. In the first column, or the next available column associated with that vaccine enter the date the vaccine was administered.
   a. You can double click in the box and today's date will be entered.

Double-click in any date field below to enter the default date: 03/09/2021

Vaccine	1	2	3	4	5	6	
DTaP	03/09/2021						
DTaP-Hep B-IPV							

9. Once you enter the date, move to the bottom of the screen, and click **Add Administration**.

Add Administered	Clear	Add Historicals

If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary .

Special Considerations	Deferrals

10. You are taken to the **Vaccination Detail Add** screen.
11. Use the **Dose Size** drop down menu to select, either **Double**, **Full**, **Half**, or **Triple**.
12. Click **Save**.
13. You will see a red message at the top of the screen.
14. Verify the **Half Dose** is still selected in the **Dose** drop down menu.
15. Click **Save** again.

Patient

Name:	KISKA SMITH	SIIS Patient ID:	2053037
Date of Birth:	01/01/2001	Age:	20 yrs
Guardian:	TIFFANY	Organization Level Status:	Active

Vaccination Detail Add

Vaccine 1:	DTaP
Date Administered:	03/09/2021
Historical:	○ YES ● NO
Manufacturer:	_____ Click to select
Lot Number:	
Lot Facility:	
Funding Source:	
Provider Noted on Record:	
Lot Noted on Record:	
Manufacturer Noted on Record:	
Facility:	Sel... ▼
Vaccinator:	Select... ▼
Anatomical Site:	Select... ▼
Anatomical Route:	Select... ▼
Dose Size:	Full ▼
Volume (CC):	
VFC Status:	VFC eligible— Medicaid/Medicaid Managed Care 'VFC Status' will be ignored if lot number is not VFC eligible.
District/Region:	
VIS Publications Dates:	1. ____ 2. ____ 3. ____ 4. ____
Date VIS Form Given:	03/09/2021
Ordering Provider:	Select... ▼
Comments:	

Cancel	Save

16. You are returned to the **Vaccination View/Add** screen.
17. You will see the vaccination and date are entered and the date is a blue hyperlink.

NOTE: If you look at your inventory, you will see a half dose was decremented from your inventory.

COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)	10	12/23/2021	299.5		0.0	--No Category Required-- ▼	--No Reason Required-- ▼	PAN	☐	+
COVID-										

Editing or Deleting Vaccinations

Your WVSIIS access determines your ability to edit or delete vaccinations. You can only edit or delete the vaccinations administered in your Immunization Recording Management System (IRMS). You cannot undo a vaccine deletion.
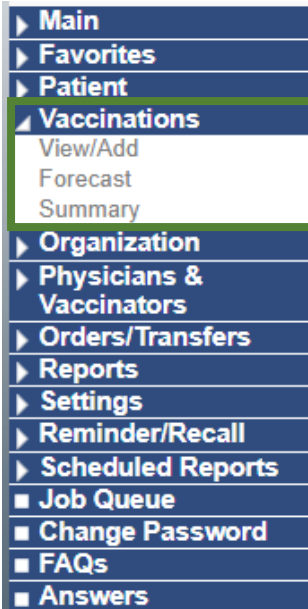
1. Follow steps 1-4 in the **Add/Search** section of this guide to search for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add.**
5. You are taken to the **Vaccination View/Add** screen.
6. Find the vaccination you wish to **Edit** or **Delete**.
7. Locate the blue hyperlink date of the vaccine you wish to delete.

Vaccine	1	2	3	4	5	6
DTaP	03/09/2021					
DTaP-Hep B-IPV	03/09/2021 *					
DTaP-IPV						

8. Click on the blue hyperlink date.
9. You are taken to the **Vaccination/Medical Detail** screen.
10. Scroll to the bottom of the screen and choose **Edit Record** or **Delete Record**.
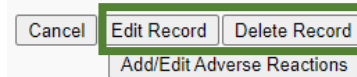
To **Edit** a vaccine:
1. Choose **Edit Record**.
2. You are taken to the **Vaccination Detail Edit** screen.
3. Edit the vaccination details on the screen.
4. Click **Submit Changes**.
5. You are returned to the **Vaccination/Medical Detail** screen.

To **Delete** a vaccine:
1. Choose **Delete Record**.
2. You are taken to the **Vaccination Detail** screen.
3. Click **Delete Record**.
4. You are returned to the **Vaccination/Medical Detail** screen.

Add or Edit Adverse Reactions

You can add or update a vaccine to include adverse reactions. Follow the steps below to add or edit adverse reactions.
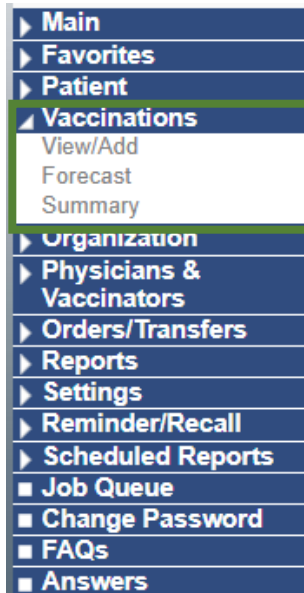
1. **Add** or **Search** for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add.**
5. You are taken to the **Vaccination View/Add** screen.
6. Find the vaccination you wish to add or an adverse reaction.
7. Locate the blue hyperlink date of the vaccine you wish to delete.
8. Click on the blue hyperlink date.
9. You are taken to the **Vaccination/Medical Detail** screen.
10. Scroll to the bottom of the screen and choose **Add/Edit Adverse Reactions.**
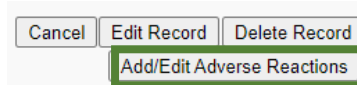
11. You are taken to the **Add/Edit Adverse Reactions** screen.
12. Click or uncheck the check box beside the adverse reaction. The adverse reactions displayed will depend on the contents of the patient's record.
13. When all the adverse reactions are selected or unselected, click **Save and Continue**.

14. You are taken to the **Vaccination/Medicine Detail** screen.
15. You will see a message at the top of the screen informing you about report the adverse reaction to the Vaccine Adverse Events Reporting System (VAERS). Click the blue link to electronically report the adverse reaction.

Add Physicians and Vaccinators

Add a physician or vaccinator to provide access to enter vaccinations and view records.

Menu (left navigation):
- Main
- Favorites
- Patient
- Vaccinations
- Organization
- Physicians & Vaccinators
  - Search/Add
  - Search Results
  - Detail
- Orders/Transfers
- Reports
- Settings
- Reminder/Recall
- Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers
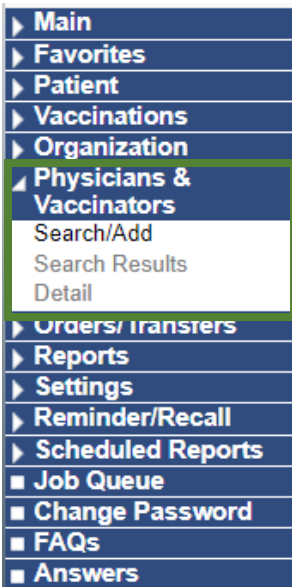
1. Click the **Physicians & Vaccinators** blue tab.
2. Click **Search/Add**.
3. You must search for an individual before you add them into WVSIIS.
4. Choose the **Type** of individual: **Physician, Vaccinator or Physician and Vaccinator.**
5. Enter at least one letter of the **Physician/Vaccinator Last Name.**
   a. You may enter the remainder of the fields to minimize results, but they are not required for a search.
6. Click **Search**.

Physician/Vaccinator Maintenance.
Search/Add Physician or Vaccinator - Search Required Before Adding

☐ Type	--select--
☐ Physician/Vaccinator Last Name:	
⦿ Organization	FAUX WHEELING CLINIC, (69735)
◯ Organization Group	--select--
◯ Do Not Limit	
◯ Facility	--select--
⦿ Do Not Limit	
☐ PIN	--select--

Search

Search Results

Select	First Name	Middle Name	Last Name	Title	Inactive	Type

7. If the Physician or Vaccinator exists, they will appear in the table below. If they do not exist, click **Add** under the table. You are taken to the **Physician/Vaccinator Maintenance [Add]** screen.

Search Results
Show 10 entries   Search:

Select	First Name	Middle Name	Last Name	Title	Inactive	Type
			No data available in table			

Showing 0 to 0 of 0 entries

Add

8. Enter the required fields: **First Name**, **Last Name**, **Organization**, and **Type**.
9. Click **Save**.

Physician/Vaccinator Maintenance [Add]

First Name:	
Middle Name:	
Last Name:	
Title	--none--
Specialty	--none--
SSN:	
BOMEX:	
DO:	
Medicaid PIN	
Medicaid Group	
NPI	
Medical License Number:	
Terminal Distributor's License:	
Other Provider Id	
Organization:	FAUX WHEELING CLINIC, (69735)
Facility:	--select--
Phone Number:	
Phone Number Extension:	
Fax Number:	
Email:	
District/Region:	
Inactive	☐
Automatic Ownership Blocked:	☐
Comments:	
Provider Tax ID	
Type	PHYSICIAN AND VACCINATOR

Cancel   Save

10. You will receive a red success notification.

Physician/Vaccinator successfully added.

Edit Physicians and Vaccinators

You can add or edit information for an existing Physician or Vaccinator. If you have access to the WVSIIS registry system, you are able to update physician and vaccinator records. To add Physicians or Vaccinators to more than one organization, a Provider Enrollment Form will need to be completed for each Organization. The Provider Enrollment form is located in the Appendix of this document.
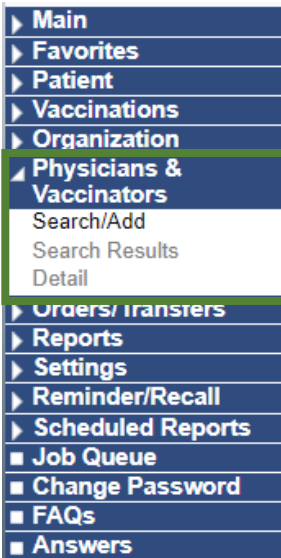
1. Click the **Physicians & Vaccinators** blue tab.
2. Click **Search/Add**.
3. Choose the **Type** of individual: **Physician, Vaccinator** or **Physician and Vaccinator.**
4. Enter at least one letter of the **Physician/Vaccinator Last Name.**
   a. You may enter the remainder of the fields to minimize results, but they are not required for a search.
5. Click **Search**.

6. You will see the results in the table below.
7. Click the arrow to view the user's information.

8. You are taken to the **Physician/Vaccinator Maintenance [Detail]** screen.
9. Click **Edit** on the bottom right.
10. The fields are opened to add or update information.
11. Once complete, click **Save.**
12. You will receive a red success notification.

Lot Numbers

In the Lot Numbers section, you can reconcile your inventory, search or add inventory, view search results and view inventory details.
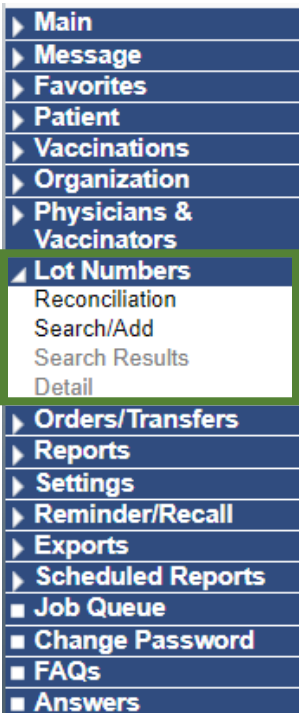
To **Reconcile Inventory**:

1. Click the **Lot Numbers** blue tab.
2. Click **Reconciliation**.
3. You will be taken to the **Reconcile Inventory** screen.
4. You will see all inventory for your clinic.
5. Vaccines that are <mark>Yellow</mark> will expire in 30 days or less.
6. Vaccines that are <mark>Red</mark> are expired.

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DTaP	49TM3	05/28/2022	9		0.0	--No Category Required--	--No Reason Required--	PUB	☐	+
DTaP	J947T	05/30/2021	8		0.0	--No Category Required--	--No Reason Required--	PRVT	☐	+
DTaP-Hep B-IPV	2AJ32	09/02/2022	10		0.0	--No Category Required--	--No Reason Required--	PRVT	☐	+
DTaP-Hep B-IPV	2KD4D	05/08/2022	10		0.0	--No Category Required--	--No Reason Required--	PUB	☐	+
DTaP-Hep B-IPV	47CX9	05/29/2022	10		0.0	--No Category Required--	--No Reason Required--	PUB	☐	+
DTaP-Hep B-IPV	53HA4	03/26/2021	9		0.0	--No Category Required--	--No Reason Required--	PRVT	☐	+
DTaP-Hep B-IPV	74FN7	03/01/2021	2		0.0	--No Category Required--	--No Reason Required--	PUB	☐	+
DTaP-Hib-IPV	UJ220AAA	06/01/2021	3		0.0	--No Category Required--	--No Reason Required--	PUB	☐	+

7. Enter the total amount of on hand inventory in the **Physical Inventory** field.
8. If you have a **Physical Inventory** of zero, enter **0** (zero) in the Physical Inventory field and click the checkbox to make the lot number inactive.
   ❖ To **Deactivate** a **Lot Number** enter **0** (zero) in the Physical Inventory field.
   ❖ You can update the Physical Inventory at any time. Click **Save** to save your inventory levels. Clicking **Submit Monthly Inventory** will allow you to order inventory.
   ❖ If there is no discrepancy between the **Quantity on Hand** and **Physical Inventory**, you still need to enter the total on hand in the Physical Inventory field.
9. Use the drop-down buttons to choose the **Category** and **Reason**. If more than one reason exists for the adjustment, click **+ (Add Row)**.
10. You can only order additional vaccines when you click **Submit Monthly Inventory**.

Print   Reset   Save

Inventory Last Submitted: 02/01/2021

Submit Monthly Inventory

Legend
■ Public Lots
■ Private Lots
■ Expired Vaccines
■ Expires in 30 days or less

11. The **Inventory Last Submitted** date will be updated to the current date.
12. You can now order additional vaccines.

To **Search/Add** Vaccines:
1. Click the **Lot Numbers** blue tab.
2. Click **Search/Add**.
3. You are taken to the **Lot Number Maintenance** screen.

4. Enter the name of the **Vaccine**, **Manufacturer**, or **Lot Number**. The more fields entered will improve your search results.
5. Click **Search**.
6. The **Search Results** will appear at the bottom of the screen.

7. The soon to expire and expired vaccines will display in yellow and red.
8. When you search for a vaccine, you will see a message informing you to ensure you don't have outstanding **Inbound Transfers**.
   ❖ Review **Inbound Transfer**, in this guide, to verify vaccine transfers.
9. To add the vaccine, click the **Add** button.

10. You are taken to the **Lot Number Maintenance [Add]** screen.
11. Enter the required fields, indicated in red.

Lot Number Maintenance [Add]	
Manufacturer:	--select--
Vaccine:	DTaP
Lot Number:	
Facility:	CABELL-HUNTINGTON HEALTH DEPARTMENT
Expiration Date:	mm/dd/yyyy
Funding Source:	--select--
Reason Categories:	--All Categories--
Reason for Change:	--select--
Date of Transaction:	03/12/2021
Number of Doses Added:	
Product:	--select--
NDC Number:	--select--
VFC PIN of other party (if applicable):	
	Cancel Add

12. Click **Add**.

To **View Vaccine Details**:
1. Follow steps 1-6 in the **Search/Add** section of this manual.
2. Find the vaccine in the **Search Results** table.

Search Results						
Show 10 entries						Search:
Facility ▲	Manufacturer ⇕	Lot Number ⇕	Vaccine ⇕	Funding Source ⇕	Exp. Date ⇕	Inactive ⇕
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOFI PASTEUR	C5611AA	DTaP	PUB	04/03/2021	
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOFI PASTEUR	C5611BA	DTaP	PUB	04/03/2021	
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOFI PASTEUR	C5643CA	DTaP	PUB	07/17/2021	

3. Click on the name of the vaccine to view the vaccine details.
4. You will be taken to the **Lot Number Maintenance [Detail]** screen.

Lot Number Maintenance [Detail]	
Manufacturer:	SANOFI PASTEUR
Vaccine:	DTaP
Lot Number Code:	356973
Lot Number:	C5611AA
Facility:	CABELL-HUNTINGTON HEALTH DEPARTMENT
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	10
Doses Total:	10
Expiration Date:	04/03/2021
Funding Source:	PUB
Product:	DAPTACEL/PMC/10 X 1 DOSE VIAL
NDC Number:	(49281-0286-10)
Inactive:	
Inactive Reason:	
	Back Edit
	View Lot Log View Offsite Log

5. Click **Back** to return to the Search/Add screen.

Orders/Transfers

The orders and transfers function monitors vaccine inventory, places vaccine orders and allows transfers. When ordering vaccines, you must order by the number of doses being requested.

View **Alerts**:

1. Click the **Orders/Transfer** blue tab.
2. Click **Alerts**.
3. You will be taken to the **Inventory Order Details** screen.

Inventory Order Details

Inventory That Has Expired Or About to Expire

Vaccine	Funding Source	Lot Number	QOH	Expiration Date
IPV	PUB	R1B252M	9	03/13/2021
MMR	PUB	S013536	6	05/02/2021
varicella	VFC	S004554	5	02/14/2021

Inventory Running Low

Vaccine	Funding Source	QOH

Order Notifications

Order Number	Submit Date	Approval Date	Order Status
5479	09/04/2009	09/08/2009	APPROVED
7001	10/08/2009	10/08/2009	APPROVED
9730	12/03/2009	12/03/2009	APPROVED

4. The screen displays:
   - ❖ Inventory that is about to expire or is expired
   - ❖ Inventory that is running low
   - ❖ Order notifications. You can click on the **Order Number** to view the order.

Create/View Orders:

This screen allows you to create and view orders. You can also transfer orders from this screen.

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	231686	209000	12/14/2020	12/15/2020	Approved
-->	231706	209000	12/14/2020	12/15/2020	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/Facility	Status

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

Create Order | Create Transfer | Vaccine Return

4. Each row will display information related to Inbound, Backordered, Denied Orders, as well as Inbound, Outbound and Rejected Transfers.

Accept an **Inbound Order**:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

	Select	Order Number	PIN	Submit Date	Approval Date	Status
Current Order/Transfer List						
Inbound Orders						
	-->	193006	200000	07/15/2020	07/23/2020	Approved
	-->	52717	200000	08/23/2016	08/23/2016	Shipped

4. Click the arrow beside the Inbound Order to accept. -->
   NOTE: The **Status** of the order must be **Approved**.
5. You are taken to the **Receive Order** screen.

Receive Order

Organization		First Name
Facility: KA		Middle Nan
Phone Numl		Last Name:
Phone Exter		Address:
Email: ASHI		CHARLEST
Order Numb		Instruction
PIN: 200000		Order Statt
Order Date:		Approver:
Submitter: D		
Receiver: TI		
Original Order#: 193006		
Comments:		
Order Set / Order Type: LHD-ADULT / Distributor		

Order Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
30			zoster live	317	--select--			--select--
Comments					Tracking #			

Cancel Receive

6. Enter the **Receipt Quantity**, **Manufacturer**, **Lot Number** and **Expirations Date** for the vaccine.
7. If you are rejecting the order, enter the **Rejected Quantity** and **Reason for Rejecting**.
8. Click **Receive**.

Accept an **Inbound Transfer**:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.
4. Click the arrow beside the **Inbound Transfer**. -->
5. You are taken to the **Receive Transfer** screen.

Receive Transfer

Transfer Number	18040
Submit Date	05/12/2020
Submitter	SANDIE DAVIS (SDAVIS3)
Approval Date	05/12/2020
Approver	MELISSA FERRELL (FERRELLMJ1)
Receiver	TIFFANY KOTALIC (TKOTALIC1)

Transfer Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for Rejecting
20			zoster recombinant	PUB	SKB	FG4P3	07/13/2020		Creating a New Lot	--select--

Cancel Receive

6. Enter the amount of vaccine received in the **Receipt Quantity** box.
7. Click **Receive**.
8. The vaccines are now entered into your inventory.

You can choose to create a new order, create a transfer or return a vaccine.

Create Order	Create Transfer	Vaccine Return

Create an **Order**:

Create Order	Create Transfer	Vaccine Return

1. Click **Create Order**.
   NOTE: if you try to create an order without reconciling first, you will be directed to the Reconcile Inventory screen to complete your reconciliation.
   NOTE: When ordering vaccines, you must order by the number of doses being requested. For example, if a vile contains 6 doses, you must enter '6' in the Order Quantity field.
2. You are taken to the **Create Order** screen.

3. Ensure the Organization and contact information is correct.
4. Enter the begin time and end time for each day you can receive shipments.
5. Enter any special instructions in the **Instructions** field. For example, bring shipments to the back door.
6. Choose the vaccine to order from the **Order Set** drop down box.
7. The vaccine will appear in the **Order Details** table.

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	COV-19 (Moderna); MDV10; 10-pack	PAN	0	0		☐	--select--	

8. Enter the **Order Quantity**.
9. Select the checkbox if it's **Urgent**.
10. Select the **Priority Reason**.
11. You can choose to **Save Order** to submit it at a later time or choose **Submit Order**.

Create a Transfer:

You can transfer vaccines between sites within West Virginia.

1. Click **Create Transfer**.
2. You are taken to the **Create Transfer** and **Transfer Details** screen.

3. Select the **Receiving Organization**.
4. Find the vaccine to transfer from the list in the **Transfer Details** below.
5. Enter the **Transfer Quantity**.
6. Enter the **Transfer Reason**.
7. Click **Create Transfer**.
8. This will now display in the **Outbound Transfers** row in the **Current Order/Transfer List** screen.

Rejecting and Returning an Order:

To reject an order or transfer, you must follow the instructions below and complete the **Return Vaccine Form.** The form and instructions are located in the Appendix of this document.

Reject an Inbound Transfer:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

4. Click the arrow beside the **Inbound Transfer**.
5. You are taken to the **Receive Transfer** screen.

6. Enter the amount of vaccine rejected in the **Rejected Quantity** box.
7. Enter a **Reason for rejecting**.
8. Click **Receive**.
9. The rejected transfers will display in the sending facilities **Rejected Transfers**.

View **Rejected Transfers**:
1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.
4. Click the arrow beside the **Rejected Transfers**. `-->`
5. You are taken to the **Transfer Detail** screen.
6. View the details of the rejected vaccines.

Return a **Vaccine**:

You can return a vaccine if the vaccine is:

- Spoiled or expired in its original vial or manufacturer prefilled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.

1. Click **Vaccine Return**.
2. You are taken to the **Vaccine Return** screen.

3. Enter the **Return Quantity**.
4. Click **Remove**.
5. Click **Submit and Print Vaccine Return**.

Search History:

To view all orders and transfers, use the search history of menu item.
1. Click the **Orders/Transfers** blue tab.
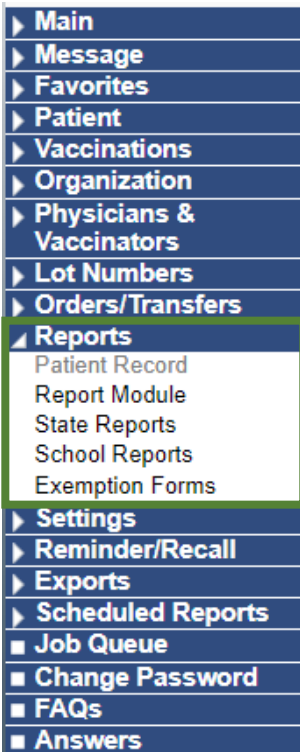2. Click **Search History**.
3. You are taken to the **Search History** screen.

4. Select the **Order**, **Transfer**, **Returns**, or **Wastage** button to filter your results.
5. Enter the **Submit Date**, **Receipt Date**, **Approval Date**, or **Denial Date**.
6. Enter any additional fields to minimize your search results.
7. Click **Search.**
8. To print the results click **Export Report**.

Reports

You can access a patient's report, state reports and school reports. These reports will contain information related to your facility. You also have the ability to print a blank form of a report. In the **Report Module** tab, you will see reports for vaccinations, registration, and vaccine management. To find the reports, follow the instructions below.

| Main |
| Message |
| Favorites |
| Patient |
| Vaccinations |
| Organization |
| Physicians & Vaccinators |
| Lot Numbers |
| Orders/Transfers |
| **Reports** |
| Patient Record |
| Report Module |
| State Reports |
| School Reports |
| Exemption Forms |
| Settings |
| Reminder/Recall |
| Exports |
| Scheduled Reports |
| Job Queue |
| Change Password |
| FAQs |
| Answers |

1. Log into **WVSIIS**.
2. On the menu bar, click the **Reports** blue tab.
3. Select a report to view.
   - ❖ To enable the **Patient Report**, you must search for a patient first.
   - ❖ The reports in the **Reports Module**, will allow you to set filters to narrow your results.
   - ❖ In **State Reports** and **School Reports**, you can set perimeters to filter a report.
   - ❖ In **State Reports**, you will see blank forms that are printable.
   - ❖ **Exemption Forms** allows you to request an exemption for a patient. You can view the forms and approval or denial notices.

Reminder or Recalls

To notify patients about upcoming or past due vaccinations, you will send a reminder or recall. Only the patients you are associated with will be included in the reminder or recall results. You can set filters for reminder or recalls generating notifications to a specific group of patients.

There are three steps to create a reminder or recall:

| Create a list of patients to send reminder/recalls | Remove patients that do not need a reminder or recall | Select Contact Method |
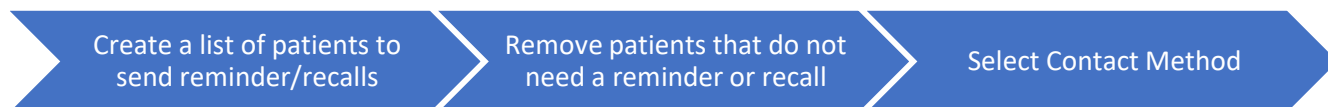
Follow the steps below to create reminders or recalls for your patients.

Menu (left sidebar):
- Main
- Message
- Favorites
- Patient
- Vaccinations
- Organization
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers
- Reports
- Settings
- Reminder/Recall
  - Reminder/Recall
  - Run Templates
  - Create Templates
  - Manage Cohort
- Exports
- Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers

1. Log into **WVSIIS**.
2. On the menu bar, click the **Reminder/Recall** blue tab.
3. Click **Reminder/Recall**.
4. You are taken to the **Reminder/Recall** screen.
5. Enter the perimeters for the notification.
6. You can click the green **Advanced** button to add additional perimeters.
7. Once all perimeters are entered, click **Generate Patient List**.

How do you want to run this Reminder/Recall?

☐ Include Inactive Patients (Excluding deceased)

Due Date Timeframe: Due Now

State Level Status: Select...
County Level Status: Select...
County / Parish: Select...

Who do you want to Contact?

Patient Location: FAUX WHEELING CLINIC, .x   Facility
Organization Group

○ Patient Age Range   >= # of   Select   < # of
Select

● Patient Birth Date   03/10/2021   03/10/2021

Patient Gender   Limit To...

Exclude patients who were sent a notification in the last:
of   ● Days ○ Weeks ○ Months ○ Years

Advanced

Which vaccines would you like to include?

FLU

Vaccine Group	FLU Number of doses in this series
FLU	1

I only want to see my patients who are:
- ✔ Due for all selected vaccines
- ☐ One dose away
- ☐ One visit to complete the series

Clear   Generate Patient List

8. The second step is to select perimeters to remove patients from your reminder/recall list.
9. Once perimeters are entered, if any, you can **Export Patient List** or **Submit**.
   - ❖ **Export Patient List** will place your list in an excel spreadsheet.
   - ❖ **Submit** will take you to a screen to select a contact method for your patients.

What patients do you want to add to your recall group?

Remove Patients who don't have an available
☐ Name ☐ Phone ☐ Address ☐ Email
Remove Patients who have received more than Select notifications.

	Last	First	Age	Vaccines Due	Available Contact Methods	R/R Attempts	Reason for Inactivation
✔	▲	⬍	⬍	⬍		⬍	

No data available in table
Showing 0 to 0 of 0 entries

Previous Next

Export Patient List   Submit
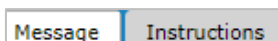
10. The third step is to choose the contact method for your patients.

Generate A Patient List	**Generate a Patient List** – will display the reminder recall criteria, total patients from the criteria you selected, and a list of vaccines due for the patient. Click **Run** to create the list.
Print Letters	**Print Letters –** a pop-up will appear with your facility address and a message default template. You also have the option to create a custom message. Once the message is complete, click **Run**.
Generate Auto-Dialer Content	**Generate Auto-Dialer Content –** will generate a phone list. Follow these steps to create the phone list: 1. Click Run to generate the HTML file. 2. Highlight all the lines in the file. 3. Copy and Paste the file in a text document. 4. Save the document in the directory. 5. Follow the external AutoDialer instructions.
Generate Mail-Merge	**Generate Mail Merge –** Follow these instructions to complete the mail merge: 1. Click Run to generate a text document. 2. Save the document in the same location as the Mail Merge form. The Mail Merge form is located under Mailings heading in Microsoft Word. 3. Open the appropriate letter. 4. Follow the instructions for mail merge in Microsoft Word.
Create Custom Post Cards / Create Avery 8387 Postcards	**Create Custom Post Cards** and **Create Avery 8387 Postcards** – this is similar to the print letters function; you can use a default message or create a custom message. Once the message is complete, click **Run**.
Print Labels	**Print Labels –** you can print labels for patients' letters. Click **Run** to create the labels.
Save As a Patient Group (Cohort)	**Save as Patient Group (Cohort) –** create a group name for these patients. Once the name is entered, click **Run.**
Send Email	**Send Email –** similar to the letter functions, you can use a default message or create a custom message. Once the message is complete, click **Run**.

Additional Functions

These additional functions can be found in the menu bar on the left side of the screen. These additional functions were not discussed above.

| Main | Message | Favorites | Patient | Vaccinations | Organization | Physicians & Vaccinators | Lot Numbers | Orders/Transfers | Reports | Settings | Reminder/Recall | Exports | Scheduled Reports | Job Queue | Change Password | FAQs | Answers |

Main	**Home** – is the main landing page when you log in to WVSIIS. **Select Organization** – you can select an organization to view their WVSIIS application. You will only see organizations you are associated with. **Select Facility** – you can select a facility to view their WVSIIS application. You will only see facilities you are associated with. **Select PIN** – choose your PIN to proceed. **Document Center** – provides you a list of documents that will help you with WVSIIS. **Help –** provides documents that will help with WVSIIS.
Message	**Create Message** – you can create a message to send to one or multiple organizations or facilities. Depending on your access, you may not be able to create a message. **View Messages** – you can view incoming messages from other providers. All users have access to view messages.
Favorites	**Add/Edit Favorites** – will allow you to choose screens you utilize frequently. The screens you choose will be added to the Add/Favorites menu bar item.
Patient	**Remote Registry –** allows you to view immunization registries you are associated with. **Manage Population** – allows you to search for patients in your organization or that you vaccinated. You can set filters to view groups of patients.

Vaccinations	**Forecast** – allows you to see a patient's vaccine forecast. You will see vaccines that are:
	   ❖ Recommendations
	   ❖ Due now
	   ❖ Past due
	   ❖ Not yet due
	   ❖ Optional
	Summary – displays a summary of the patient's vaccinations.

Organization	**Search/Add** – you can search or add an organization. **Search Results** – displays the results for an organizational search. **Detail** – provides details related to the Organization you are logged into. **Group Management** – allows you to create groups. Creating a group will allow you to add members to your organization.
Physicians &Vaccinators	**Detail** – provides details related to a physician or vaccinator search.
Settings	**Personal** – you can view your personal settings established with your enrollment. You can set patient defaults, vaccination defaults, anatomical injection site defaults, vaccine default volume, or user preferences. **Forecast** – you can set vaccine groups to monitor. You can see the groups in the Action Reports.
Reminder/Recall	**Run Templates** – you can create and save templates. When you are ready to send the recalls, you can use an already created template. **Create Templates** – you can create reminder or recall templates to use at a later date. **Manage Cohort** – displays the cohorts you create while creating reminder or recalls.
Exports	**DTT –** Desktop Tracker **–** you may filter criteria and create a file to export related to your patients. **Agg Reporting** – displays the users WVSIIS activity.
Scheduled Reports	**Received Reports –**
Job Queue	**Job Queue** – displays current activities working in the system.
Change Password	**Change Password** – allows you to change your password.
FAQs	**FAQs** – contains questions and answers to frequently asked questions.
Answers	**Answers** – contains contact information to assist you with WVSIIS.

Appendix

New User Enrollment Form

WVSIIS Provider Enrollment Form

Vaccine Return Instructions

Return Vaccine Form

Vaccine Wastage Report

New User Enrollment Form

If you have any questions, please call the Help Desk at 877-408-8930 (Toll Free) or 304-356-4047 (Local).

Each user must complete this form and e-mail it to:
E-Mail: Angela.E.Frederick@wv.gov

Facility Name	
Facility Address	**Point of Contact Phone Number**
Facility County, City, State & Zip	**Facility Fax Number**
Facility Mailing Address (if different from above)	

By Signing this enrollment form, I agree to comply with all privacy and confidentiality rules and state laws set forth in the Provider Agreement.	
Name (please print)	**Credentials**
Signature	
Email Address (only if accessible at facility)	

WVSIIS Access (Check One):	**Reporting Method (Check One):**
❑ View Only (view only)	❑ Web entry
❑ Web Access (view and update)	❑ Data export from another electronic system
	❑ Paper reporting by fax or mail
Permissions Needed:	
❑ Lot # Management Access	
❑ Physician Administration	

Type of organization (Check One)
☐ Federally Qualified Health Center (FQHC)
☐ Hospital
☐ Local Health Department
☐ OB/GYN
☐ Pharmacy
☐ Private Health
☐ School
☐ Other _____

To be completed by WVSIIS: Username assigned _____

West Virginia Department of Health and Human Resources

<div style="border:1px solid black">

PROVIDER AGREEMENT FORM FOR PARTICIPATING IN THE WEST VIRGINIA STATEWIDE IMMUNIZATION INFORMATION SYSTEM

</div>

The West Virginia Department of Health and Human Resources, Office of Epidemiology and Prevention Services has developed a statewide computer-based immunization registry and tracking system in accordance with W. Va. Code § 16-3-5(d). Sharing of immunization records via the computer is compatible with the W. Va. Reportable Diseases Events and Conditions legislative rule, 64CSR7.

Patient or provider specific information is only available to the authorized participating immunization providers, and non-immunization providers (e.g., schools, insurers), and the West Virginia Statewide Immunization Information System (WVSIIS). The registry is one tool that is available for participating providers to help them assess their patients' immunization status. It is not intended to be the patient's official medical record although an official immunization record can be printed from WVSIIS. WVSIIS data will not be used to evaluate a provider's care although it will be used to assess vaccine coverage rates.

As a condition of participating in the WVSIIS, I/We

Name: _____
(Print Name of Provider/Hospital/Clinic/Vendor)

Address: _____

City: _____ ZIP: _____

Phone: _____ FAX: _____

agree to do the following:

1. Use the WVSIIS for patient registration and immunization information for all patients.

2. Only access the system when needed to provide health care for our patient(s).

3. Immunization information shall be confidential: Provided, information may be shared with any provider providing health care for any patient included in the system (64CSR7-14.1). I/We understand that any participating provider can view and update information in the system for patients under their care.

4. Enter accurate and timely data.

5. Safeguard our user ID and password against unauthorized use.

_____ _____
Signature of Provider or Representative   Date

<div style="border:1px solid black">

For office use only:

_____ _____ _____
Date Received   Received By   IRMS Number

WVDHHR Division of Information Services
Immunization Services – WVSIIS
350 Capitol St., Room 125
Charleston, WV 25301-3715

Please retain a copy for your files   WVSIIS-UAGR-OCT-2012

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Return Vaccine Form (RVF) Instructions

The Return Vaccine Form is to be completed when your office has either wasted or expired vaccines. Complete the form by using the following instructions:

1) DATE: List the date you are completing the RVF

2) PIN NUMBER: Make sure you indicate your PIN number

3) PHONE: Please list your phone number or direct line if available

4) FAX: Please indicate your office fax number

5) CONTACT PERSON: Please indicate the person we need to speak with regarding the expired vaccine.

6) RETURN CODE REASON: Please use one of these codes in the chart on the RVF. Then complete the remaining sections of the chart. You need to list the vaccines, doses, manufacturer, lot number, and expiration date. If you use return code 9, you will need to explain the reason for return in the box above the chart.

7) Please review the following page regarding "What Not to Return to McKesson" before returning any vaccine.

8) Fax a copy of this form to the Immunization Program immediately 1-304-957-7591.

9) Include a copy of this form with the vaccine you returning to McKesson
   ** You must dispose of your own private stock vaccine **

10) Keep a copy of the RVF for your records

11) If you have questions about completing this form call the VFC program at (304) 558-2188 or 1-800-642-3634

NONVIABLE VACCINE RETURNS

What **NOT** to Return to McKesson

The following items should **_NEVER_** be returned to McKesson:

- Used syringes, with or without needles
- Broken vials
- Wasted products such as a syringe that was drawn up but not used
- Any multidose vial from which some doses have been withdrawn
- IG, HBIG, PPD
- Diluent (expired or not expired); or
- Private-purchased vaccine.

The items listed above should be disposed of according to usual medical biosafety procedures, and according to your immunization program's procedures.

What Should **be** Returned to McKesson

The following items should be returned to McKesson:

- Spoiled or expired product in its original vial or manufacturer prefilled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.

Federal excise tax (FET) credits can only be processed for unopened vials and for unopened manufacturer pre-filled syringes. Returns of product other than these are not eligible for FET credit.

REMINDER: You must contact your VFC program office before returning any vaccines to McKesson Specialty Distribution.

Return Vaccine Form

West Virginia Division of Immunization Services
Phone: (800) 642-3634 Fax: 1- 304-957-7591

Date: _____   Pin Number: _____

Provider Name: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Return Reason Codes:

1. Expired
2. Natural Disaster/power outage
3. Refrigerator temperature too warm
4. Refrigerator temperature too cold
5. Failure to store properly upon receipt
6. Vaccine spoiled in transit
7. Mechanical Failure
8. Spoiled
9. Other   *Required Vaccine Information*

Explanation of 9 - Other, if applicable

PLEASE PRINT CLEARLY

Return Code	Vaccine	Doses	Manufacturer	Lot #	Syringe or Vial	Expiration Date

Return only State-Supplied Vaccines

You must dispose of your private stock yourself. Fax a copy of this form to the Division of Immunization Services at 1-304-957-7591. McKesson recommends that you keep one or two empty shipping boxes for expired vaccine returns. Please recycle any additional boxes that you receive.

COVID-19 Vaccine Wastage Report Form
West Virginia Division of Immunization Services
Phone: (800) 642-3634

Date: _____ Pin Number: _____

Provider Name: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Wastage Reason Codes:

		Explanation of 10 - Other, if applicable

1. Pfizer vial provided 5 doses or fewer
2. Expired
3. Natural Disaster/power outage
4. Refrigerator temperature too warm
5. Refrigerator temperature too cold
6. Failure to store properly upon receipt
7. Vaccine spoiled in transit
8. Mechanical Failure
9. Spoiled
10. Other

PLEASE PRINT CLEARLY

Wastage Code	Doses	Manufacturer	Lot #	Expiration Date

Please email the completed copy of this form to COVIDVaccinationprog@wv.gov Providers are responsible for disposing of vaccines in accordance with West Virginia Infectious Medical Waste Rule 64CSR56