



Create a VFC Vaccine Order

In the Colorado Immunization Information System

This guide will review how to create a VFC vaccine orders in the Colorado Immunization Information System (CIIS).

- 1) Log-in to CIIS at <https://ciis.state.co.us/ciis> and enter your username and password.
- 2) On the Home screen, make sure the clinic you are working with that day is selected from the drop down menu.

WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM
MAIN APPLICATION

Default Provider/Clinic

Provider
LORIN TEST CLINIC

Clinic
LORDOC CLINIC

- 3) In the left hand menu click *Inventory*, *Vaccines*, and *Vaccine Orders*.

Create a VFC Vaccine Order

In order to create a new vaccine order, you must close an inventory reconciliation within 7 days of placing your VFC vaccine order. If you wait longer than 7 days, you will need to create and close a new inventory reconciliation.

- 1) Click the *Add New Vaccine Order* button.

Vaccine Orders

In order to see the list of vaccine orders enter search criteria and then press the "Search" button. Select a vaccine order and click the "View" button to manage the selected item. Select "Add New Vaccine Order" to add new order.

Add New Vaccine Order

- 2) From the drop-down menu select the clinic you would like to place an order for and then click *Next*.
- 3) Verify your clinic's delivery and shipping information. To confirm, click the check box at the bottom of the screen. If any of the information is incorrect, please submit a VFC Change of Information form before you place an order.
- 4) On the vaccine order screen, add vaccines to your order, start to type in the vaccine name of brand name in the Vaccine | Mfg | NDC | Brand/Packaging section. A list of vaccines will appear for you to select from.

Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>					

Edit

Submit To VFC Program Update Cancel

View Vaccine Inventory Reconciliation

Clinic
LORDOC CLINIC

Order Number Order Date Order Status Priority Reason Date Submitted to VTrckS
MM/DD/YYYY

11/19/2015 IN WORK

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

DTaP | SKB | 58160-0810-11 | INFANRIX (0.5 ML X 10 VIALS)

DTaP | SKB | 58160-0810-11 | Infanrix (0.5 mL x 10 vials)

DTaP | SKB | 58160-0810-52 | Infanrix (0.5 mL x 10 syringes)

DTaP (Daptacel) | FMC | 49281-0286-10 | Daptacel (0.5 mL x 10 vials)

DTaP-HepB-IPV (Pedia | SKB | 58160-0811-52 | Pediarix (0.5 mL x 10 syringes)

DTaP-Hib-IPV (Pentac | FMC | 49281-0510-05 | Pentacel (0.5 mL x 5 vials)

DTaP-IPV (Kinrix) | SKB | 58160-0812-11 | Kinrix (0.5 mL x 10 vials)

DTaP-IPV (Kinrix) | SKB | 58160-0812-52 | Kinrix (0.5 mL x 10 syringes)

Update Cancel

5) Click the vaccine that you would like to order from the list. If you have selected it, it will appear in the Vaccine | Mfg | NDC | Brand/Packaging section.

6) Enter the Quantity of Packages you would like to order of the vaccine.

Note: You do not need to change the Intent or enter information in the Doses Per Package, Totals Doses, Cost Per Package or Total Cost.

Vaccine | Mfg | NDC | Brand/Packaging

DTaP | SKB | 58160-0810-11 | INFANRIX (0.5 ML X 10 VIALS) ✓

Intent Quantity of Packages Doses Per Package Total Doses Cost Per Package Total Cost (\$)

PEDIATRIC 2 10 20 15.76 315.20

Add to Order

7) Click the *Add to Order* button. The vaccine will appear below when it is added to your order. Continue these steps until you add all the vaccine to your order.

8) When you have completed your order, click the *Submit to VFC Program* button.

Note: Click the *Update* button to save your order. You can finish your order at another time if it is saved.

9) Click the *Cancel* button to leave the order screen.

10) Check the status of your order in CIIS within two days of placing you order. To check the status of your order, please review the Order Status job aid.

Edit

Submit To VFC Program **Update** Cancel

View Vaccine Inventory Reconciliation

Clinic
LORDOC CLINIC

Order Number Order Date Order Status Priority Reason Date Submitted to VTrckS
 11/19/2015 IN WORK MM/DD/YYYY

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging
 BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent Quantity of Packages Doses Per Package Total Doses Cost Per Package Total Cost (\$)

Add to Order

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Type
DTaP	SKB	58160-0810-11	Infanrix (0.5 mL x 10 vials)	PED	2	10	20	315.20	VFC <input type="button" value="X"/>
Polio-IPV	PMC	49281-0860-10	IPOL (5.0 mL multi-dose vial)	PED	1	10	10	124.20	VFC <input type="button" value="X"/>
Hib-HepB (Comvax)	MSD	00006-4898-00	Comvax (10 pk x 1 dose vials)	PED	2	10	20	489.20	VFC <input type="button" value="X"/>

Total Doses Total Cost
 50 \$928.60

Submit To VFC Program **Update** Cancel

When you first start your order the order status will show as IN WORK. You will not be able to enter information in any of the grayed-out boxes.

To give the VFC program more information about your order, enter comments in the Clinic Comments section. Leave a comment for the VFC program if you are ordering more than a 45-day supply of vaccine.

To remove vaccine from you order before you submit it, click the X next to the vaccine line item.

Make sure to include information in the Clinic Comments section if you are ordering more than a 45-day supply of vaccine or need additional vaccine for special vaccination clinics.

If you have submitted your order correctly, the order status will change to Submitted for Approval and your order will show an order number. You will not be able to make any changes to your order once it is submitted. Contact the VFC program if there are any issues with your order once you have submitted it.

Clinic
LORDOC CLINIC

Order Number 20151119012801 Order Date 11/19/2015 Order Status SUBMITTED FOR APPROVAL Priority Reason Date Submitted to VTrckS MM/DD/YYYY