



Maryland's
Immunization
Information
System

ImmuNet
Webinar Training Part 2

Learning Objectives

1. Editing Your VFC Profile
2. Submitting a VFC Inventory Report
3. Ordering Specialty and Flu Vaccines
4. Adding and Modifying ImmuNet Inventory

What is ImmuNet?

- ImmuNet is a secure, online database that holds vaccine histories for children and adults throughout Maryland.
- ImmuNet data is confidential and HIPAA-compliant.
- ImmuNet is easy to use. In most cases ImmuNet can automatically get this data from electronic health records your office is already using.

New for 2017: ImmuNet Mandate

1. VFC providers will be required to report VFC vaccines administered to their patients.
2. VFC providers will be required to order vaccines, including specialty and flu vaccines, through ImmuNet.

New for 2017: ImmuNet Reporting

Reporting to ImmuNet is mandated for all enrolled VFC providers starting in 2017.

Setting up electronic data exchange will allow you to meet your VFC reporting requirement without any interruption in your workflow.

New for 2017: Online Ordering

This year you will be able to order vaccines through ImmuNet. This will be much easier and faster than faxing inventory forms. You'll also be able to check the status of your vaccine order and track the package!

VFC Inventory / Orders

Click to proceed to the VFC Order screen to enter your Inventory on hand for your VFC order to be processed.

Enhanced User Experience

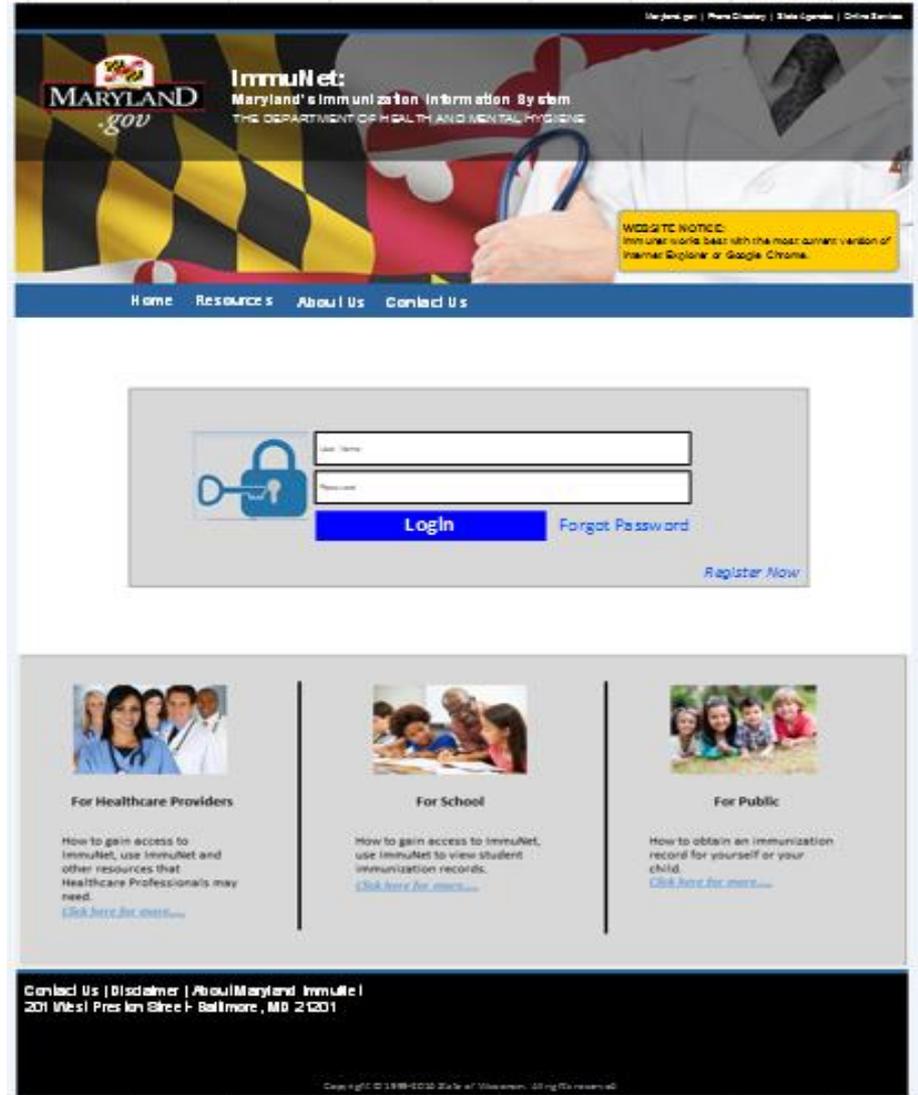
ImmuNet recently introduced an enhanced user experience with simplified menus and workflow.

Today's training session shows the completed project. The last parts, the home page, front page, and search screen will be deployed at the end of January but are not yet in ImmuNet.

Logging In: The ImmuNet Homepage

www.mdimmunet.org

Enter your username and Password. Click “Forgot Password” (next to the “Login” button) if you no longer remember your password.



The screenshot shows the ImmuNet homepage. At the top, there is a navigation menu with links for Home, Resources, About Us, and Contact Us. Below the navigation menu is a large banner image featuring the Maryland state flag and a doctor in a white coat. The banner includes the text "ImmuNet: Maryland's Immunization Information System" and "THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE". A yellow box on the right side of the banner contains a "WEBSITE NOTICE" stating that the site uses Mozilla Firefox with the most current version of Internet Explorer or Google Chrome.

In the center of the page is a login form. It features a blue padlock icon with a keyhole. To the right of the icon are two input fields: "User Name" and "Password". Below these fields are two buttons: a blue "Login" button and a "Forgot Password" link. To the right of the login form is a "Register Now" link.

Below the login form are three columns of content, each with a small image and a heading:

- For Healthcare Providers:** How to gain access to ImmuNet, use ImmuNet and other resources that Healthcare Professionals may need. [Click here for more...](#)
- For School:** How to gain access to ImmuNet, use ImmuNet to view student immunization records. [Click here for more...](#)
- For Public:** How to obtain an immunization record for yourself or your child. [Click here for more...](#)

At the bottom of the page, there is a footer with the following text: "Contact Us | Disclaimer | About Maryland ImmuNet | 201 West Preston Street - Baltimore, MD 21201".

Logged In: Your Front Page

Once you're logged in, click VFC Inventory/Orders.

The screenshot shows the ImmuNet web application interface. At the top, a user is logged in as Samir Baisnav, with organization IR Physicians and role Standard User. The page features the Maryland state logo and the text 'ImmuNet: Maryland's Immunization Information System THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE'. A yellow 'WEB SITE NOTICE' box indicates that the system works best with the latest versions of Internet Explorer or Google Chrome. A navigation bar includes links for Home, Resources, Contact Us, and Help. On the left, a vertical menu lists various system functions such as Patients, Immunization, Reports, Inventory, Maintenance, ImmuNet-Lite, Data Exchange, Query Only, School Access, Admin Support, System Monitoring, Vaccine, and Events. The main content area contains three primary sections: 'Patient Search' (with a description of its functions), 'VFC Inventory / Orders' (highlighted with a red box and a description), and 'My Organization's Inventory Status'. The status section displays three items: 'Active Inventory expiring soon or has expired with quantity left' (marked with a green downward arrow), 'Inventory running low by Vaccine Group' (marked with a yellow downward arrow containing an exclamation point), and 'Inventory running low by Trade Name' (marked with a green downward arrow). A legend at the bottom explains the arrow icons: a green arrow for 'No review needed' and a yellow arrow for 'Attention needed please click on the status link to review.'

Welcome **Samir Baisnav** logged in as: > Organization: IR Physicians Role: Standard User > My Account > Logout

MARYLAND
.gov

ImmuNet:
Maryland's Immunization Information System
THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE

WEB SITE NOTICE:
ImmuNet works best with the most current version of Internet Explorer or Google Chrome.

Home Resources Contact Us Help

Patients
Immunization
Reports
Inventory
Maintenance
ImmuNet-Lite
Data Exchange
Query Only
School Access
Admin Support
System Monitoring
Vaccine
Events

Patient Search Click to locate a patient, enter a new patient, view patient reports or add immunizations to a patient record.

VFC Inventory / Orders Click to proceed to the VFC Order screen to enter your Inventory on hand for your VFC order to be processed.

My Organization's Inventory Status

- Active Inventory expiring soon or has expired with quantity left
- Inventory running low by Vaccine Group
- Inventory running low by Trade Name

No review needed. Attention needed please click on the status link to review.

Your VFC Profile

On this page, you can edit your VFC profile, generate a VFC inventory report, order flu or specialty vaccines, and check the status of your order.

Manage Orders Screen

VFC Profile

Status: Active

[Edit VFC Profile](#)

[Generate Inv. Report](#)

[Order Flu](#)

Provider Pin: JB5

Initiating Organization: JBTest5

Initiating User: Jeanne Becker

Delivery Contact Last Name: mullikin

Delivery Contact First Name: christine

Delivery Contact Middle Name:

Delivery Address (Street): 5450 knoll north drive suite 300

Delivery Address (Other):

Delivery City: columbia

Delivery State: MD Delivery Zip: 21045 +4: Delivery County: Howard

Delivery Phone: (410) 964-6327 Extension:

Delivery Fax: (410) 964-6227

DeliveryEmail: cmullikin@cmpractice.com

Special Ordering Instructions:

Delivery Hours ▲

Delivery Window #1:

Monday: CLOSED
Tuesday: CLOSED
Wednesday: CLOSED
Thursday: CLOSED
Friday: CLOSED
Saturday: CLOSED
Sunday: CLOSED

Delivery Window #2:

Monday: CLOSED
Tuesday: 08:30 to 12:00
Wednesday: CLOSED
Thursday: CLOSED
Friday: CLOSED
Saturday: CLOSED
Sunday: CLOSED

Inventory Reports

From: 08/14/2014



To: 10/14/2016



Show: Current

Historical

Both

[Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
10001182	Jeanne Becker	10/14/2016	Sent to Distributor-Flu
10001161	Jeanne Becker	10/14/2016	pending
10000909	Jeanne Becker	11/20/2014	Sent to Distributor-Flu
10000908	Jeanne Becker	11/20/2014	Sent to Distributor
10000880	Jeanne Becker	09/25/2014	Sent to Distributor

Editing Your VFC Profile

To edit your VFC Profile, click “Edit VFC Profile Profile.”

Manage Orders Screen

VFC Profile

Status: Active

[Edit VFC Profile](#)

[Generate Inv. Report](#)

[Order Flu](#)

Provider Pin: JB5

Initiating Organization: JBTest5

Initiating User: Jeanne Becker

Delivery Contact Last Name: mullikin

Delivery Contact First Name: christine

Delivery Contact Middle Name:

Delivery Address (Street): 5450 knoll north drive suite 300

Delivery Address (Other):

Delivery City: columbia

Delivery State: MD Delivery Zip: 21045 +4: Delivery County: Howard

Delivery Phone: (410) 964-6327 Extension:

Delivery Fax: (410) 964-6227

DeliveryEmail: cmullikin@cmpractice.com

Special Ordering Instructions:

Delivery Hours ▲

Delivery Window #1:

Monday: CLOSED
Tuesday: CLOSED
Wednesday: CLOSED
Thursday: CLOSED
Friday: CLOSED
Saturday: CLOSED
Sunday: CLOSED

Delivery Window #2:

Monday: CLOSED
Tuesday: 08:30 to 12:00
Wednesday: CLOSED
Thursday: CLOSED
Friday: CLOSED
Saturday: CLOSED
Sunday: CLOSED

Inventory Reports

From: 08/14/2014  To: 10/14/2016  Show: Current Historical Both [Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
10001182	Jeanne Becker	10/14/2016	Sent to Distributor-Flu
10001161	Jeanne Becker	10/14/2016	pending
10000909	Jeanne Becker	11/20/2014	Sent to Distributor-Flu
10000908	Jeanne Becker	11/20/2014	Sent to Distributor
10000880	Jeanne Becker	09/25/2014	Sent to Distributor

Editing Your VFC Profile

From this page you can confirm and edit your primary and backup VFC contact information. Be sure to also confirm that the delivery times are correct.

In the section below what's visible in the screenshot, you can add additional medical providers.

Edit VFC Profile

VFC Profile Save

Provider Pin: JB5 * Facility Type: Pediatric Practice Cancel

Initiating Organization: JBTest5
Initiating User: Jeanne Becker

Delivery Contact Information ▲

* Delivery Contact Last Name:
* Delivery Contact First Name:
Delivery Contact Middle Name:
* Delivery Address (Street):
Delivery Address (Other):
* Delivery City: Delivery State: MD
* Delivery Zip: +4: * Delivery County:
* Delivery Phone: Ext. Delivery Fax:
* Delivery Alternative Phone:
Delivery Email:

Delivery Window #1:		Delivery Window #2:	
Monday:	<input type="text"/> to <input type="text"/>	Monday:	<input type="text"/> to <input type="text"/>
Tuesday:	<input type="text"/> to <input type="text"/>	Tuesday:	08:30 to 12:00
Wednesday:	<input type="text"/> to <input type="text"/>	Wednesday:	<input type="text"/> to <input type="text"/>
Thursday:	<input type="text"/> to <input type="text"/>	Thursday:	<input type="text"/> to <input type="text"/>
Friday:	<input type="text"/> to <input type="text"/>	Friday:	<input type="text"/> to <input type="text"/>
Saturday:	<input type="text"/> to <input type="text"/>	Saturday:	<input type="text"/> to <input type="text"/>
Sunday:	<input type="text"/> to <input type="text"/>	Sunday:	<input type="text"/> to <input type="text"/>

Special Ordering Instructions: (35 Character Limit)

Mailing Address ▲

Mailing Address:
Mailing City: Mailing State: MD
Mailing Zip: +4: Mailing County:

Backup Contact Information ▲

Entries must be different from Delivery Contact Information

*Backup First Name:
*Backup Last Name:
*Backup Office Position:
*Backup Phone Number: *Backup Fax Number:
*Backup Email Address (must be different than oher emails provided)

Creating a VFC Inventory Report

The following slides will show you how to order vaccines through ImmuNet. **This functionality is not yet available to you.** Starting February 6th you must submit your VFC Inventory Report through ImmuNet.

Ordering your VFC vaccines through ImmuNet is **required** so these slides are vitally important.

Creating a VFC Inventory Report

To generate a VFC inventory report, click on “Enter Inventory.”

As with the faxed forms, you should do this when you are getting low on vaccines.

Create and View Orders

VFC Profile Status: Active

[Edit VFC Profile](#)
[Enter Inventory](#)
[Order Specialty/Flu Vaccines](#)

Provider Pin: PINIR1
Initiating Organization: IR Physicians
Initiating User: Jeanne Becker
Delivery Contact Last Name: Dubon
Delivery Contact First Name: Jennifer
Delivery Contact Middle Name:
Delivery Address (Street): 8933 Colesville Road
Delivery Address (Other):
Delivery City: Silver Spring
Delivery State: MD **Delivery Zip:** 20910 **+4: Delivery County:** Montgomery
Delivery Phone: (301) 585-9600 **Extension:**
Delivery Fax: (301) 585-5888
DeliveryEmail: saalattarmd@verizon.net
Special Ordering Instructions:

Delivery Hours ▲

Delivery Window #1:		Delivery Window #2:	
Monday:	05:00 to 14:00	Monday:	CLOSED
Tuesday:	CLOSED	Tuesday:	CLOSED
Wednesday:	CLOSED	Wednesday:	CLOSED
Thursday:	CLOSED	Thursday:	CLOSED
Friday:	CLOSED	Friday:	CLOSED
Saturday:	CLOSED	Saturday:	CLOSED
Sunday:	CLOSED	Sunday:	CLOSED

Inventory Reports

From: 11/24/2016 To: 01/24/2017 Show: Current Historical Both [Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
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Generating a VFC Inventory Report

Add the quantity in doses for each lot you have in your VFC inventory. If you don't have any inventory on hand of a particular lot put in a "0." All rows **must** be filled. When you're done, click "Submit Inventory."

Provider Inventory Data

Please enter the number of VFC doses remaining in your organization's inventory as of today's date. If your organization has used up all doses for a lot number below, please enter a "0".

Note: Only VFC, non-expired inventory lots with a quantity of 1 dose or higher and an NDC on file in the ImmuNet inventory module will display in the table below.

Once you have completed your organization's data entry, select the Submit Inventory button. The VFC Program will then place a vaccine order on your organization's behalf.

Grantee Code: MDA Provider Pin: PINIR1 Inventory Date: 10/14/2016

#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	AceImmune	12121-1222-12	PED	jkko	01/01/2020	<input type="text"/>
2	ActHib	49281-0545-05	PED	999999	01/01/2020	<input type="text"/>
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	<input type="text"/>
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	<input type="text"/>
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	<input type="text"/>
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	<input type="text"/>
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	<input type="text"/>
8	IPOL	49281-0860-10	PED	98765	12/31/2020	<input type="text"/>
9	Prevnar 13	00005-1971-02	PED	Test123	04/22/2025	<input type="text"/>

VFC Inventory Report Tips

- If you don't see a lot number you have on hand on the VFC Inventory Report, press cancel and enter the vaccines into your ImmuNet inventory.
- The VFC inventory report should be filled with **doses** on hand. For multi-dose vials, report the number of doses left in the vial.
- Remember to match the lots number for the vaccines on hand with the lot numbers on the VFC Inventory Report.

VFC Inventory Report Tips

- **Be accurate!** The VFC Inventory Report determines how much vaccine you are sent.
- The VFC Inventory Report on ImmuNet will not show expired vaccines. You must continue to use the paper Vaccine Return Form.
- Td, DT, Prevnar 23, and the MenB vaccines are available through the Specialty Vaccine Ordering page which we will cover now.

Order Specialty and Flu Vaccines

To order flu vaccine or specialty vaccines, click “Order Specialty/Flu Vaccines.”

Create and View Orders

VFC Profile Status: Active

[Edit VFC Profile](#)
[Enter Inventory](#)
[Order Specialty/Flu Vaccines](#)

Provider Pin: PINIR1
Initiating Organization: IR Physicians
Initiating User: Jeanne Becker
Delivery Contact Last Name: Dubon
Delivery Contact First Name: Jennifer
Delivery Contact Middle Name:
Delivery Address (Street): 8933 Colesville Road
Delivery Address (Other):
Delivery City: Silver Spring
Delivery State: MD **Delivery Zip:** 20910 **+4: Delivery County:** Montgomery
Delivery Phone: (301) 585-9600 **Extension:**
Delivery Fax: (301) 585-5888
DeliveryEmail: saalattarmd@verizon.net
Special Ordering Instructions:

Delivery Hours ▲

Delivery Window #1:		Delivery Window #2:	
Monday:	05:00 to 14:00	Monday:	CLOSED
Tuesday:	CLOSED	Tuesday:	CLOSED
Wednesday:	CLOSED	Wednesday:	CLOSED
Thursday:	CLOSED	Thursday:	CLOSED
Friday:	CLOSED	Friday:	CLOSED
Saturday:	CLOSED	Saturday:	CLOSED
Sunday:	CLOSED	Sunday:	CLOSED

Inventory Reports

From: 11/24/2016  To: 01/24/2017  Show: Current Historical Both [Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
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Order Specialty and Flu Vaccines

Put your current inventory for each flu or specialty vaccine item in the appropriate row.

Put the amount you'd like sent in the column at the right.

At the bottom, you will be asked to justify your request.

<i>Specialty Trade Name/Mfr/Description</i>	<i>NDC</i>	<i>Inventory Quantity (in doses)</i>	<i>Ordering Intention</i>	<i>Funding Type</i>	<i>Package Quantity</i>	<i>Order Quantity (in doses)</i>
Ixiaro Intercell Biomedical Ltd 1 Dose Vial	42515-0001-01	<input type="text"/>	ADU	State	1	<input type="text" value="0"/>
Ixiaro Intercell Biomedical Ltd 1 Dose Vial	42515-0001-01	<input type="text"/>	PED	State	1	<input type="text" value="0"/>
Menveo Novartis Pharmaceutical Corporation (Ciba-Geigy and Sandoz) 1 Dose Vial	46028-0208-01	<input type="text"/>	ADU	VFC	100	<input type="text" value="0"/>
Menveo Novartis Pharmaceutical Corporation (Ciba-Geigy and Sandoz) 1 Dose Vial	46028-0208-01	<input type="text"/>	PED	VFC	100	<input type="text" value="0"/>
<i>Single Dose Trade Name/Mfr/Description</i>	<i>NDC</i>	<i>Inventory Quantity (in doses)</i>	<i>Ordering Intention</i>	<i>Funding Type</i>	<i>Package Quantity</i>	<i>Order Quantity (in doses)</i>
Afluria Quad, P-free Seqirus 1 Dose Syringe	33332-0316-01	<input type="text"/>	ADU	VFC	100	<input type="text" value="0"/>
Bexsero Novartis Pharmaceutical Corporation (Ciba-Geigy and Sandoz) 1 Dose Syringe	46028-0114-02	<input type="text"/>	PED		1	<input type="text" value="0"/>
<i>Flu Trade Name/Mfr/Description</i>	<i>NDC</i>	<i>Inventory Quantity (in doses)</i>	<i>Ordering Intention</i>	<i>Funding Type</i>	<i>Package Quantity</i>	<i>Order Quantity (in doses)</i>
Afluria Quadrivalent Seqirus 1 Dose Syringe	33332-0416-10	<input type="text"/>	ADU	VFC	1	<input type="text" value="0"/>
Flu-Mist Medimmune, Inc. 1 Dose Sprayer (Intranasal)	66019-0110-10	<input type="text"/>	PED		10	<input type="text" value="0"/>

Tracking and Editing Your VFC Orders

From your VFC Profile you can track or edit a VFC order.

Your order can have several different statuses.

Manage Orders Screen

VFC Profile Status: Active

Provider Pin: PINIR1 [Edit VFC Profile](#)

Initiating Organization: IR Physicians [Generate Inv. Report](#)

Initiating User: Jeanne Becker [Order Specialty/Flu Vaccines](#)

Delivery Contact Last Name: Dubon

Delivery Contact First Name: Jennifer

Delivery Contact Middle Name:

Delivery Address (Street): 8933 Colesville Road

Delivery Address (Other):

Delivery City: Silver Spring

Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery

Delivery Phone: (301) 585-9600 Extension:

Delivery Fax: (301) 585-5888

DeliveryEmail: saalattamd@verizon.net

Special Ordering Instructions:

Delivery Hours ▲

	Delivery Window #1:	Delivery Window #2:
Monday:	05:00 to 14:00	Monday: CLOSED
Tuesday:	CLOSED	Tuesday: CLOSED
Wednesday:	CLOSED	Wednesday: CLOSED
Thursday:	CLOSED	Thursday: CLOSED
Friday:	CLOSED	Friday: CLOSED
Saturday:	CLOSED	Saturday: CLOSED
Sunday:	CLOSED	Sunday: CLOSED

Inventory Reports

From: 08/19/2012  To: 10/19/2016  Show: Current Historical Both [Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
10001260	Jason Linker	10/19/2016	pending
10000762	Celia Joseph	07/22/2014	Sent to Distributor
10000761	Celia Joseph	07/22/2014	Sent to Distributor
10000740	Celia Joseph	07/18/2014	Sent to Distributor
10000680	Celia Joseph	06/25/2014	Sent to Distributor
10000462	Dakota Kramer	01/09/2014	Sent to Distributor
10000440	Nanette White	12/02/2013	Sent to Distributor
10000387	Jeanne Becker	09/25/2013	Sent to Distributor
10000320	Kyle Bowers	08/28/2013	Sent to Distributor
10000084	Jeanne Becker	03/15/2013	Sent to Distributor
10000082	Jeanne Becker	03/15/2013	Shipped/Complete

Tracking and Editing Your VFC Orders

Pending: You've submitted an inventory report but it has not yet been approved by the VFC program. You can still edit it at this time by clicking on "Pending."

This will take you back to the Submit Inventory Report screen.

Manage Orders Screen

VFC Profile	Status: Active	Edit VFC Profile
Provider Pin: PINIR1		
Initiating Organization: IR Physicians		
Initiating User: Jeanne Becker		
Delivery Contact Last Name: Dubon		
Delivery Contact First Name: Jennifer		
Delivery Contact Middle Name:		
Delivery Address (Street): 8933 Colesville Road		
Delivery Address (Other):		
Delivery City: Silver Spring		
Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery		
Delivery Phone: (301) 585-9600 Extension:		
Delivery Fax: (301) 585-5888		
DeliveryEmail: saalattamd@verizon.net		
Special Ordering Instructions:		

Delivery Hours ▲

	Delivery Window #1:	Delivery Window #2:
Monday:	05:00 to 14:00	CLOSED
Tuesday:	CLOSED	CLOSED
Wednesday:	CLOSED	CLOSED
Thursday:	CLOSED	CLOSED
Friday:	CLOSED	CLOSED
Saturday:	CLOSED	CLOSED
Sunday:	CLOSED	CLOSED

Inventory Reports

From: 08/19/2012 To: 10/19/2016 Show: Current Historical Both [Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
10001260	Jason Linker	10/19/2016	pending
10000762	Celia Joseph	07/22/2014	Sent to Distributor
10000761	Celia Joseph	07/22/2014	Sent to Distributor
10000740	Celia Joseph	07/18/2014	Sent to Distributor
10000680	Celia Joseph	06/25/2014	Sent to Distributor
10000462	Dakota Kramer	01/09/2014	Sent to Distributor
10000440	Nanette White	12/02/2013	Sent to Distributor
10000387	Jeanne Becker	09/25/2013	Sent to Distributor
10000320	Kyle Bowers	08/28/2013	Sent to Distributor
10000084	Jeanne Becker	03/15/2013	Sent to Distributor
10000082	Jeanne Becker	03/15/2013	Shipped/Complete

Tracking and Editing Your VFC Orders

In Progress or Sent to Distributor: Your inventory was submitted and has been approved by the VFC program.

You may click on the “Report ID” link to see the inventory report that was sent.

Manage Orders Screen

VFC Profile Status: Active

Provider Pin: PINIR1 [Edit VFC Profile](#)

Initiating Organization: IR Physicians [Generate Inv. Report](#)

Initiating User: Jeanne Becker [Order Specialty/Flu Vaccines](#)

Delivery Contact Last Name: Dubon

Delivery Contact First Name: Jennifer

Delivery Contact Middle Name:

Delivery Address (Street): 8933 Colesville Road

Delivery Address (Other):

Delivery City: Silver Spring

Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery

Delivery Phone: (301) 585-9600 Extension:

Delivery Fax: (301) 585-5888

DeliveryEmail: saalattamd@verizon.net

Special Ordering Instructions:

Delivery Hours ▲

	Delivery Window #1:	Delivery Window #2:
Monday:	05:00 to 14:00	Monday: CLOSED
Tuesday:	CLOSED	Tuesday: CLOSED
Wednesday:	CLOSED	Wednesday: CLOSED
Thursday:	CLOSED	Thursday: CLOSED
Friday:	CLOSED	Friday: CLOSED
Saturday:	CLOSED	Saturday: CLOSED
Sunday:	CLOSED	Sunday: CLOSED

Inventory Reports

From: 08/19/2012  To: 10/19/2016  Show: Current Historical Both [Refresh](#)

Current Reports

Report ID	User	Submit Date	Order Status
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10000762	Celia Joseph	07/22/2014	Sent to Distributor
10000761	Celia Joseph	07/22/2014	Sent to Distributor
10000740	Celia Joseph	07/18/2014	Sent to Distributor
10000680	Celia Joseph	06/25/2014	Sent to Distributor
10000462	Dakota Kramer	01/09/2014	Sent to Distributor
10000440	Nanette White	12/02/2013	Sent to Distributor
10000387	Jeanne Becker	09/25/2013	Sent to Distributor
10000320	Kyle Bowers	08/28/2013	Sent to Distributor
10000084	Jeanne Becker	03/15/2013	Sent to Distributor
10000082	Jeanne Becker	03/15/2013	Shipped/Complete

Tracking and Editing Your VFC Orders

Shipped/Complete: Your order has been sent to your office from the distributor.

Clicking on the “Report ID” will allow you to see the inventory that was submitted. Clicking on the “Shipped/Complete” link will allow you to see what was sent and find the carrier and tracking number.

Manage Orders Screen

VFC Profile Status: Active

Provider Pin: PINIR1
 Initiating Organization: IR Physicians
 Initiating User: Jeanne Becker
 Delivery Contact Last Name: Dubon
 Delivery Contact First Name: Jennifer
 Delivery Contact Middle Name:
 Delivery Address (Street): 8933 Colesville Road
 Delivery Address (Other):
 Delivery City: Silver Spring
 Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery
 Delivery Phone: (301) 585-9600 Extension:
 Delivery Fax: (301) 585-5888
 DeliveryEmail: saalattamd@verizon.net
 Special Ordering Instructions:

Edit VFC Profile

Generate Inv. Report

Order Specialty/Flu Vaccines

Delivery Hours ▲

	Delivery Window #1:	Delivery Window #2:
Monday:	05:00 to 14:00	Monday: CLOSED
Tuesday:	CLOSED	Tuesday: CLOSED
Wednesday:	CLOSED	Wednesday: CLOSED
Thursday:	CLOSED	Thursday: CLOSED
Friday:	CLOSED	Friday: CLOSED
Saturday:	CLOSED	Saturday: CLOSED
Sunday:	CLOSED	Sunday: CLOSED

Inventory Reports

From: 08/19/2012 To: 10/19/2016 Show: Current Historical Both Refresh

Current Reports

Report ID	User	Submit Date	Order Status
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10000761	Celia Joseph	07/22/2014	Sent to Distributor
10000740	Celia Joseph	07/18/2014	Sent to Distributor
10000680	Celia Joseph	06/25/2014	Sent to Distributor
10000462	Dakota Kramer	01/09/2014	Sent to Distributor
10000440	Nanette White	12/02/2013	Sent to Distributor
10000387	Jeanne Becker	09/25/2013	Sent to Distributor
10000320	Kyle Bowers	08/28/2013	Sent to Distributor
10000084	Jeanne Becker	03/15/2013	Sent to Distributor
10000082	Jeanne Becker	03/15/2013	Shipped/Complete

Tracking and Editing Your VFC Orders

The order tracking page is a list of “Order Line Items,” each of which is a vaccine. The red circles show the trade name and description of the vaccine. The blue circles show how many doses you’ve been shipped. The green circles show the carrier and tracking number.

Order Line Item	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)	Order Quantity (in doses)
12	Rotarix 1 Dose Vial	58160-0854-52	FDX2	784381747869	10	2

This is FedEx. Track it at [fedex.com](https://www.fedex.com)

Order Line Item	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)	Order Quantity (in doses)
13	Varivax 1 Dose Vial	00006-4827-00	UNITED PARCEL SERVIC	1ZA2F4990136118568	20	10

This is UPS. Track it at [ups.com](https://www.ups.com)

Tracking and Editing Your VFC Orders

Clicking on an order's Report ID brings up an inventory report for that order.

Inventory Report for: IR Physicians

Provider Pin: PINIR1

Inventory Date: 10/19/2016

#	Trade Name	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Acel-Imune	12121-1222-12	PED	jkko	01/01/2020	0
2	Acel-Imune	12121-1222-12	PED	1234	10/17/2017	0
3	Acel-Imune	12121-1222-12	PED	1234	10/17/2017	0
4	ActHib	49281-0545-05	PED	999999	01/01/2020	0
5	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	0
6	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	0
7	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	0
8	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	0
9	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	0
10	IPOL	49281-0860-10	PED	98765	12/31/2020	0
11	Pevnar 13	00005-1971-02	PED	Test123	04/22/2025	0

Managing Your Inventory

The ImmuNet inventory module allows you to track the number of vaccines on hand easily. It can show you what will be expiring soon and quantities that are low helping you to better time your vaccine orders.

Click on “Inventory and Ordering” to expand the menu and then “Manage Inventory.”

Patients

Organization Reports

Inventory and Ordering

> Create and View Orders

> **Manage Inventory**

> Manage Transfers

> Transfer Shipping Documents

Managing Your Inventory

The Inventory page shows active inventory that is going to expire and inventory that is running low.

Click “Show Inventory” to see your complete ImmuNet Inventory.

Manage Inventory

Show Inventory for Sites....

Show Transactions for Sites....

Update inventory Alerts....

Return to the Previous Screen....

Show Inventory

Show Transactions

Update Alert Prefs

Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	Public
No trade names have a low inventory.		

Managing Your Inventory

From here, you can see the specific vaccines you have on hand, their lot numbers and quantity. You can add inventory (red) or modify a quantity of existing inventory (yellow)

The screenshot displays the 'Manage Inventory' interface. It features a header bar with the title 'Manage Inventory'. Below the header, there are four main action buttons: 'Add Inventory' (highlighted with a red border), 'Modify Quantity' (highlighted with a yellow border), 'Show Transactions', and 'Cancel'. Below these buttons, there is a section for site selection and filtering. The 'Site:' field is empty. The 'Show' section includes radio buttons for 'Active', 'Inactive', 'Non-Expired' (which is selected), and 'Expired'. Below this is a table with the following columns: 'Select Trade Name', 'Lot Number', 'Inv On Hand', 'Active', 'Public', and 'Exp Date'. The table contains three rows of data:

Select Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/> ActHib	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/> DAPTACEL	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/> Engerix-B Peds	Test 3	12	Y	Y	10/21/2018

Add Inventory

Select the trade name from the top dropdown. The manufacturer will be automatically added as well as the NDC if only one exists. Add the lot number, expiration date, and quantity on hand. This will be done automatically for most, if not all, vaccines sent by VFC. Click “Save” when you’re done.

Add Vaccine Inventory Information

Site:

Trade Name:

Manufacturer:

NDC:

Package Description:

Lot Number:

Dose:

Expiration Date: 

Funding Type:

Lot Active:

Quantity on Hand:

Cost Per Dose (\$):

Add Inventory

If you're adding your privately purchased vaccines to the ImmuNet inventory module you must select "Private" as the funding type.

Click "Save" when you're done.

The screenshot shows a web form titled "Add Vaccine Inventory Information". The form contains several input fields and dropdown menus. The "Funding Type" dropdown menu is highlighted with a red box and is currently set to "Public". Other fields include "Trade Name" (Acel-Imune), "Manufacturer" (Wyeth-Ayerst (Lederle and Praxis)), "NDC" (12121-1222-12 - inactive), "Package Description" (5 Dose Vial), "Lot Number" (empty), "Dose" (.5), "Expiration Date" (empty), "Lot Active" (Yes), "Quantity on Hand" (empty), and "Cost Per Dose (\$)" (empty). There are "Save" and "Cancel" buttons on the right side of the form.

Site:		
Trade Name:	Acel-Imune	<input checked="" type="radio"/>
Manufacturer:	Wyeth-Ayerst (Lederle and Praxis)	<input type="radio"/>
NDC:	12121-1222-12 - inactive	
Package Description:	5 Dose Vial	
Lot Number:		
Dose:	.5	
Expiration Date:		
Funding Type:	Public	
Lot Active:	Yes	
Quantity on Hand:		
Cost Per Dose (\$):		

Modify Existing Inventory

Vaccines sent from VFC are automatically entered into your ImmuNet inventory module. Since VFC has been sending lots to your ImmuNet inventory for some time, your active inventory may show lots that you've already used. To remove them from your VFC inventory report, modify the number of doses on hand for a vaccine in your ImmuNet inventory to zero. Check the box or boxes for the lot you'd like to modify and then click "Modify Quantity."

Manage Inventory	
Add Inventory for Site (Access Family Clinic)....	Add Inventory
Modify Quantity On Hand for Selected Sites....	Modify Quantity
Show Transactions for Sites....	Show Transactions
Return to the Previous Screen....	Cancel

Site: <input type="text"/>	Show	<input type="radio"/> Active	<input type="radio"/> Inactive	<input checked="" type="radio"/> Non-Expired	<input type="radio"/> Expired
SelectTrade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/> ActHib	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/> DAPTACEL	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/> Engerix-B Peds	Test 3	12	Y	Y	10/21/2018

Modify Existing Inventory

In general, you select whether you're going to add or subtract from your inventory. Select the amount you will add or subtract and then give a reason. To remove them from your inventory report, subtract the number of doses on hand and use the "Error Correction" reason. When you're done, click "Save."

Manage Inventory						
<i>Save Changes to Quantity On Hand for Selected Sites...</i>					Save	
<i>Return to the Previous Screen...</i>					Cancel	

Modify Quantity On Hand for Selected Site(s)						
Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason	
ActHib	Test 1	12	Add ▾	<input type="text"/>	Receipt of Inventory ▾	
					Receipt of Inventory	
					Error Correction	
					Doses Returned	
					Doses Transferred	
					Doses Wasted	

Modify Existing Inventory

You can also adjust a vaccine's quantity on hand in the inventory module by click on the trade name.

The screenshot displays the 'Manage Inventory' interface. At the top, there is a header bar with the title 'Manage Inventory'. Below this, there are four rows of buttons for navigation: 'Add Inventory', 'Modify Quantity', 'Show Transactions', and 'Cancel'. Each button is associated with a specific action: 'Add Inventory for Site (Access Family Clinic)...', 'Modify Quantity On Hand for Selected Sites...', 'Show Transactions for Sites...', and 'Return to the Previous Screen...'. Below the navigation buttons, there is a section for site selection and filtering. It includes a 'Site:' dropdown menu, a 'Show' section with radio buttons for 'Active', 'Inactive', 'Non-Expired' (which is selected), and 'Expired'. Below this is a table with the following columns: 'Select Trade Name', 'Lot Number', 'Inv On Hand', 'Active', 'Public', and 'Exp Date'. The table contains three rows of data: 'ActHib' (Test 1, 12, Y, Y, 10/21/2017), 'DAPTACEL' (Test 2, 12, Y, Y, 10/21/2017), and 'Engerix-B Peds' (Test 3, 12, Y, Y, 10/21/2018). A red box highlights the 'ActHib' trade name in the first row of the table.

Select Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/> ActHib	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/> DAPTACEL	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/> Engerix-B Peds	Test 3	12	Y	Y	10/21/2018

Modify Existing Inventory

Modify Quantity on Hand is at the bottom. Click “Save” when you’re done.

If the delete button appears, do not click “Delete.”
This can affect your patient records.

Edit Vaccine Inventory Information

Site: A

Trade Name: DAPTACEL

Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieu)

NDC: 49281-0286-10 - active

Package Description: 1 Dose Vial

Lot Number: Test 2

Dose: .5

Expiration Date: 10/21/2017

Funding Type: Public

Lot Active: Yes

Quantity on Hand: 12

Cost Per Dose (\$):

Modify Quantity On Hand

Action: Add

Amount:

Reason: Receipt of Inventory

Buttons: Save, Cancel, Add New, Delete (highlighted with a red X)

Help Desks

The ImmuNet Help Desk is available to answer any questions you have about enrollment or using ImmuNet.

Email: dhmh.mdimmunet@maryland.gov

Call:

410-767-6606		410-303-8421	410-935-9295
Allegany	Kent	Baltimore	Frederick
Anne Arundel	Queen Anne's	Baltimore City	Montgomery
Calvert	St. Mary's	Harford	Prince George's
Caroline	Somerset	Howard	
Carroll	Talbot		
Cecil	Washington		
Charles	Wicomico		
Dorchester	Worcester		
Garrett			