

**Training Manual**

**Vaccine Ordering**

**And**

**Receiving PA-SIIS Electronic**

**Inventory Shipments**

Pennsylvania Statewide Immunization Information System  
Bureau of Health Statistics and Registries  
Division of Statistical Registries  
555 Walnut Street, 6<sup>th</sup> FL  
Harrisburg, PA 17112

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## A. Logging In and Logging Out of the PA-SIIS

Every PA-SIIS user is assigned a unique username and password by registry staff. This security measure ensures that only authorized personnel have access to the PA-SIIS database. You must know your username and password to log into PA-SIIS.

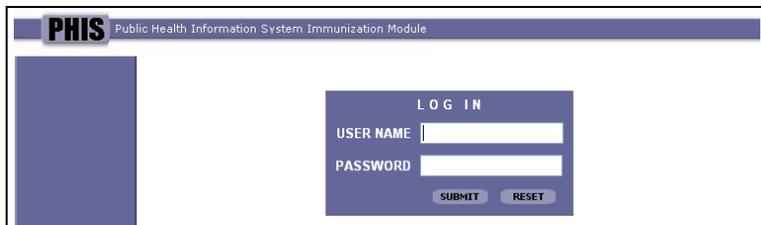
As an additional security measure, the PA-SIIS will time out after a period of inactivity. This is to prevent someone else from using your computer and connection if you step away without logging out. If the system times out, you must re-log in to resume using the system.

### To log into PA-SIIS:

1. Using your Web browser, navigate to the PA-SIIS Web site:

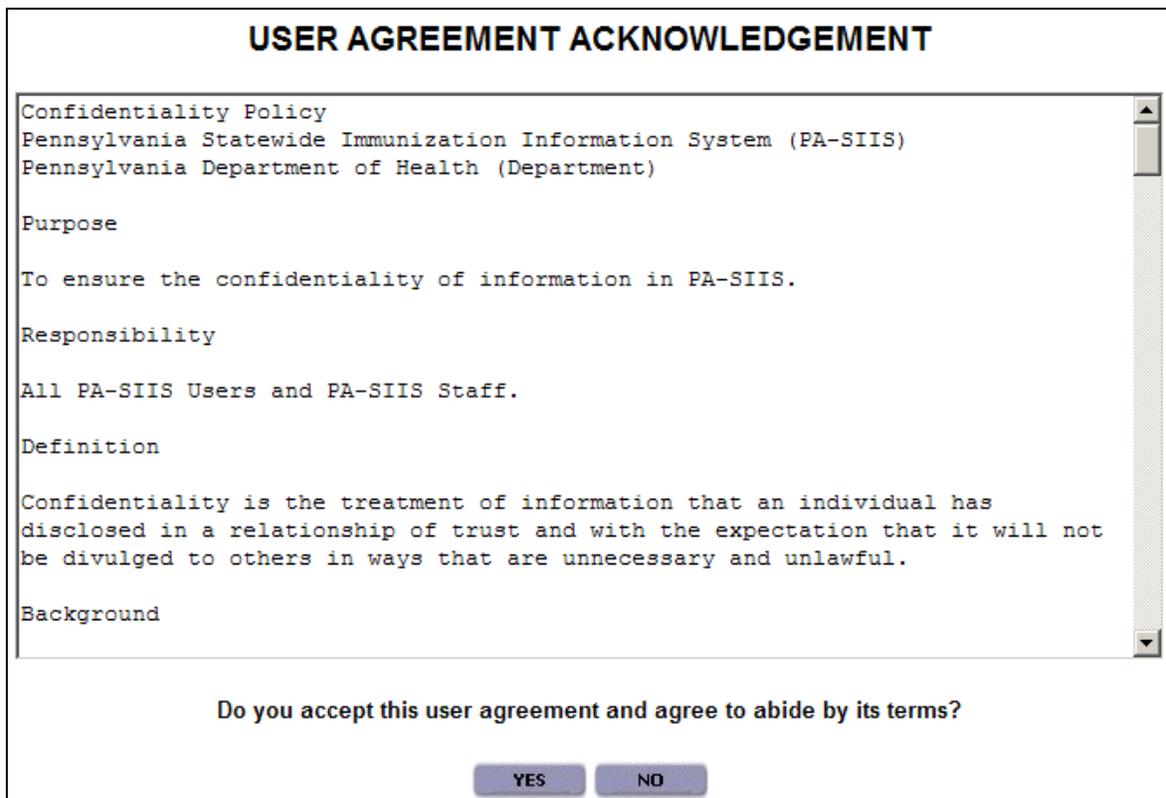
**<https://siis.health.state.pa.us/siis>**

2. When the login screen appears, enter your user name and password into the appropriate fields. The password will display as a series of asterisks (\*\*\*\*) for security purposes.



The screenshot shows a web browser window with the title 'PHIS Public Health Information System Immunization Module'. On the left is a blue vertical bar. On the right is a white box with a blue border containing the text 'LOG IN'. Below this are two input fields: 'USER NAME' and 'PASSWORD'. At the bottom of the box are two buttons: 'SUBMIT' and 'RESET'.

3. Click **Submit**. Users logging into the PA-SIIS for the first time will receive the user agreement acknowledgement screen. Please review the agreement and accept the agreement by selecting **yes**.



The screenshot shows a web page titled 'USER AGREEMENT ACKNOWLEDGEMENT'. The content is as follows:

**Confidentiality Policy**  
Pennsylvania Statewide Immunization Information System (PA-SIIS)  
Pennsylvania Department of Health (Department)

**Purpose**  
To ensure the confidentiality of information in PA-SIIS.

**Responsibility**  
All PA-SIIS Users and PA-SIIS Staff.

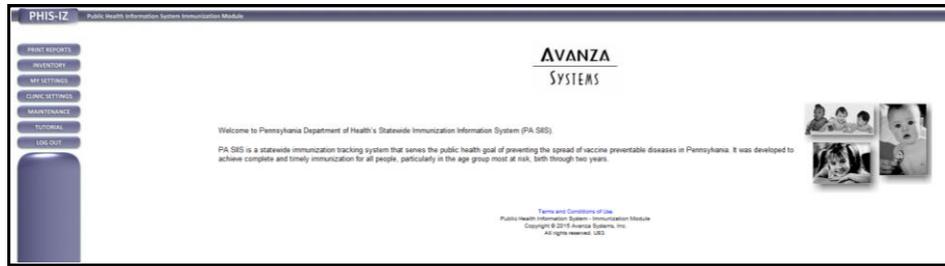
**Definition**  
Confidentiality is the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others in ways that are unnecessary and unlawful.

**Background**

Do you accept this user agreement and agree to abide by its terms?

YES NO

- The Avanza Systems screen displays. From here you can access the print reports, inventory, my settings and clinic settings.



### To log out of the PA-SIIS:

From any screen within the PA-SIIS, click the **Log Out** button. The system logs you out and displays the login screen.

## B. Generate Clinic Inventory Report:

Follow the steps below to generate your clinic inventory report:

- Select the **Print Reports** button on the left-hand side of the Avanza Systems screen.
- Select Clinic Inventory from the select report screen and select **Generate**.
- Verify that your clinic name is in the **Choose Clinic** field and select **Submit**.

### GENERATE REPORT

You can generate a report based on a combination of any criteria below

CLINIC :

STATUS :

**pennsylvania**  
DEPARTMENT OF HEALTH

### CLINIC INVENTORY

Clinic: Sample Clinic  
 Address: 555 Walnut Street  
 Floor 6  
 Harrisburg, Pennsylvania  
 17101  
 Phone: 717-783-2548  
 Fax: 717-772-3258

VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE	VOLUME	REFRIGERATOR COUNT	MANUFACTURER	VENDOR
DTaP-IPV-HepB	VFC	AHAVB667CB	03/22/2015	20	<input type="text"/>	SmithKline	State
Hep B - Child	VFC	55698	07/23/2015	30	<input type="text"/>	Merck	State
Varicella	VFC	H016238	04/11/2015	50	<input type="text"/>	Merck	State

Generated April 28, 2015
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## C. Clinic Settings:

Every practice must validate all of the clinic information contained on this screen for content accuracy to assure a timely approval and delivery of vaccines for every order that is placed.

Follow the steps below to verify clinic properties.

1. Select the **Clinic Settings** button on the left-hand side of the Avanza System screen.
2. Verify that your practice name is in the **Clinic Name** field and update any additional information as needed.
3. Click on the **Update** button to save the updates.
4. Click on the **Ok** button to confirm the Edit Clinic was accepted and then **Cancel** at the bottom of the Edit Clinic Screen.

**EDIT CLINIC**

<b>CLINIC NAME *</b> Sample Clinic	<b>CLINIC TYPE</b> Private	<b>VFC PIN</b> 123854	
<b>CLINIC PHONE *</b> 7177832548	<b>EXTENSION</b> 	<b>CLINIC FAX</b> 7177723258	
<b>PRIMARY VFC CONTACT</b>			
<b>LAST NAME *</b> Duck	<b>FIRST NAME *</b> Shirley	<b>MIDDLE NAME</b> 	<b>EMAIL ADDRESS</b> 
<b>BACKUP VFC CONTACT</b>			
<b>LAST NAME *</b> Duck	<b>FIRST NAME *</b> Shirley	<b>MIDDLE NAME</b> 	<b>EMAIL ADDRESS</b> 
<b>Clinic Address * EDIT</b> 555 Walnut Street Floor 6 Harrisburg, Pennsylvania 17101		<b>Shipping Address EDIT</b> 	
<b>Associated Providers EDIT</b> 		<b>Delivery Times EDIT</b> Mon Tue Wed Thu Fri	
<b>Patient Population EDIT</b> Total (0) Enrolled in MA (0) Uninsured (0) American Indian (0) Underinsured (0)		<b>VFC Acknowledgement EDIT</b> Physician Name: License #: MA ID: VFC Enrollment Signature Date:	

UPDATE CANCEL

\* Required

## D. Reconciling Inventory:

Follow the steps below to adjust the current volume of a given inventory item due to spoilage, waste, unaccountability, etc.:

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Verify that your clinic name is in the **Choose Clinic** field.

3. Select the applicable inventory item by clicking directly on the vaccine (blue hyperlink). The *Edit Inventory Item* screen will appear.
4. Click on the **Reconcile** button at the bottom of the *Edit Inventory Item* screen. The *Add New Reconciliation Note* screen will appear.

5. The **date** field will default to today's date. This date can be modified if necessary.
6. In the **Type** field, select the appropriate reconciliation type:
  - If subtracting doses from the inventory item, use reconciliation type **Administered (-)**, **Wasted (-)**, **Spoiled (-)**, or **Unaccountable (-)**.
  - If adding doses to the inventory item, use reconciliation type **Unaccountable (+)**.
7. Enter the number of doses that were administered, wasted, spoiled, unaccountable (-), or unaccountable (+) in the **Volume** field.
8. Click on the **Update** button to save the transaction. The *Edit Inventory Item* screen will appear.
9. Verify that all information is correct and select the **Update** button on the bottom of the *Edit Inventory Item* screen and then select OK to return to the *Edit Inventory Screen* and then select Close Inventory to return to the *Avanza System Screen*.

### Inactivating Inventory Items

When the CURRENT VOLUME of a vaccine item reaches zero (0):

1. Select the **Inventory** button on the left-hand side of the *Avanza System* screen.
2. Maximize the *Edit Inventory* screen by clicking on the box "☐" beside the "x" in the top right hand corner of the screen (if it is not already maximized).
3. Verify that your clinic name is in the **Choose Clinic** field.
4. Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**). The *Edit Inventory Item* screen will appear.

**EDIT INVENTORY ITEM**

CLINIC : Sample Clinic	VACCINE : Influenza	SOURCE/VENDOR : State	FUNDING SOURCE : Non-VFC
CURRENT VOLUME : 0	ADMIN VOLUME : 490	DOSAGE VOLUME : 1	MINIMUM VOLUME : 0

ACTIVE  
 RECOMMEND

NOTES :

**LOT INFORMATION**

LOT NUMBER	EXPIRATION DATE	MANUFACTURER
58794	6/30/2010	Lederle

**RECONCILIATION INFORMATION**

DATE	TYPE	VOLUME	NOTES
8/18/2009	In Transit	500	Shipped By PA State DOH
8/18/2009	Received (+)	500	Received
8/18/2009	Spoiled (-)	-10	

- Uncheck the “**Active**” box (as appears above) and select **Update** on the bottom of the *Edit Inventory Item* screen to save the changes.

## E. Inventory Management:

### Part 1: Ordering Vaccines

Follow the steps below to electronically order vaccines within PA-SIIS:

- Select the **Inventory** button on the left-hand side of the Avanza System screen. The *Edit Inventory* screen will appear.

**EDIT INVENTORY**

CHOOSE CLINIC

VACCINE	FUNDING SOURCE	LOT NUMBER(S)	EXPIRATION DATE(S)	CURRENT VOLUME
DTaP-IPV-HepB	VFC	A121B326AA	11/08/2013	20
Hep B - Child	VFC	0131AE	10/26/2014	30
Varicella	VFC	00369AA	01/12/2014	50

Active

- Verify that your clinic name is in the **Choose Clinic** field.
- Click on the **Orders** button at the bottom of the *Edit Inventory* screen. The *Edit Orders* screen will appear.

**EDIT ORDERS**

CLINIC : Sample Clinic	STATUS : Incomplete
---------------------------	------------------------

CLINIC	DATE	ORDER ID	STATUS	VACCINE NAME	TRADE SOURCE	FUNDING VOLUME ORDERED

- Your clinic name will automatically default in the Clinic field. Select the **Add Orders** button at the bottom of the *Edit Orders* screen. The *Add New Order* screen will appear. At the top of the Add New Order Screen you will see a notes field: This field should be used to explain rush orders in order to prevent approval and shipment delays. You will also notice two radial buttons requesting you to attest your temperature log is current and maintained, and that you completed your inventory reconciliation (section C) prior to submitting your current vaccine order.

All Childhood Vaccines (Ages 0-18) are listed first on the new ordering screen.

### ADD NEW ORDER

ORDER ID 48223	CLINIC Cumberland County SHC	VFC PIN S42101	ORDER DATE 6/16/2015	STATUS * Pending Approval ▼
PRIORITY ORDER No ▼	REASON Select ▼			
NOTES <div style="border: 1px solid gray; height: 40px;"></div>				
VACCINE DOSE QUANTITY ORDERED BY FUNDING SOURCE				
VACCINE	TRADE NAME	VFC		
<b>Childhood Vaccines</b>				
DTaP	49281-0286-10 Daptacel	<input type="text" value="0"/>		
DTaP	58160-0810-11 Infanrix VIAL	<input type="text" value="0"/>		
DTaP	58160-0810-52 Infanrix SYR	<input type="text" value="0"/>		

All Adult vaccines (Ages 19 and over) are listed for our providers that are permitted to order Adult (317) vaccines.

<b>Adult Vaccines (Ages 19 and over)</b>				
Hep A - Adult	58160-0826-52 Havrix ADU SYR	<input type="text" value="0"/>		
Hep A - Adult	00006-4096-09 Vaqta ADU SYR	<input type="text" value="0"/>		
Hep B - Adult	58160-0821-52 Engerix ADU SYR	<input type="text" value="0"/>		
Hep B - Adult	00006-4094-09 Recomb ADU SYR	<input type="text" value="0"/>		
HPV4	00006-4045-41 Gardasil 4 ADU	<input type="text" value="0"/>		
MCV4	46028-0208-01 Menveo ADU	<input type="text" value="0"/>		
MMR	00006-4681-00 MMR ADU	<input type="text" value="0"/>		
PNU - 13	00005-1971-02 Prevnar 13 ADU	<input type="text" value="0"/>		
PNU - 23	00006-4943-00 PPV 23 ADU	<input type="text" value="0"/>		
Td	49281-0215-15 Tenivac ADU SYR	<input type="text" value="0"/>		
Tdap	58160-0842-52 Boostrix ADU SYR	<input type="text" value="0"/>		
Tdap	49281-0400-15 Adacel ADU SYR	<input type="text" value="0"/>		
Varicella	00006-4827-00 Varicella ADU	<input type="text" value="0"/>		

By checking this box I take full responsibility for this information and attest that there is a current temperature log at this practice site with documentation in compliance with the Vaccines for Children vaccine temperature log documentation requirements.

By checking this box I take full responsibility for this information and attest that the Department-supplied vaccine inventory listed is an accurate reflection of the inventory on hand at this practice site.

UPDATE

CANCEL

- Locate the vaccine and trade name of vaccine requested. Enter the vaccine doses quantity being ordered under the "VFC" funding source of the vaccine requested.
- Select the **Update** button on the bottom of the *Add New Order* screen.

7. Select the **Ok** button on the *Add New Order* screen. The *Edit Orders* screen will appear.
8. The order will now appear in the *Edit Orders* screen with a status of “Pending Approval”. Click on **Cancel** button and the *Edit Inventory* screen will appear.

After your vaccine order is created in the PA-SIIS, the order will be reviewed and processed by the PA Department of Health, Division of Immunizations. You will receive an email notification after the order is approved and shipped. Also, an electronic shipment will automatically be created in the PA-SIIS for your approved order. Please review the instructions in **Part 2: Receiving PA-SIIS Electronic Inventory Shipments** for receiving your electronic shipment within the PA-SIIS.

## Part 2: Receiving PA-SIIS Electronic Inventory Shipments

Follow the steps below to receive a PA-SIIS electronic inventory shipment:

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Verify that your clinic name is in the **Choose Clinic** field. The new inventory item will appear on your list of current active inventory, the current volume will be “0” (if you don’t already have that lot number in your inventory).
3. Select the **Shipments** button on the bottom of the *Edit Inventory* screen. The *Edit Shipments* screen will appear.

**EDIT SHIPMENTS**

CHOOSE CLINIC:  STATUS:

CURRENT INVENTORY					RECEIVING							
VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE(S)	CURRENT VOLUME	#	DATE	FROM	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
DTaP	Private	00001	12/31/2010	72	1177638	18/2009	PA State DOH	Influenza	58794	6/30/2010	500	
Hep B - Child	VFC	0053X	7/28/2010	195								
Influenza	Non-VFC	58794	6/30/2010	0								

**SENDING**

#	DATE	TO	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL

4. Under the **Receiving** section, select the blue hyperlink of the shipment number for the shipment that you are receiving into the PA-SIIS (e.g., [117763](#)). The *Edit Shipment* screen will appear.

**EDIT SHIPMENT**

SHIPPED FROM:  SHIPPED TO:  ORDER ID:  SHIPMENT DATE:  STATUS:

Notes:

VACCINE :	FUNDING SOURCE :	ITEMS SHIPPED LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :	VOL RECEIVED :
Influenza	Non-VFC	58794	6/30/2010	500	

5. Click on the **Receive Shipment** button on the bottom of the *Edit Shipment* screen. The *Receive Shipment* screen will appear.

**RECEIVE SHIPMENT**

TOTAL VOL RECEIVED :	VACCINE :	FUNDING SOURCE :	LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :
500	Influenza	Non-VFC	58794	6/30/2010	500

Is this shipment complete ?

Yes

6. Type the volume that you received in the “**Total Vol. Received**” column.
7. Select **Yes** under the question, “Is this shipment complete?” and then click on the **Update** button on the bottom of the *Receive Shipment* screen. The *Edit Shipment* screen will appear.
8. Verify that all information is correct and select the **Update** button. The *Edit Shipments* screen will appear.
9. The shipment that was received will have disappeared from the Receiving section of the *Edit Shipments* screen. Click on **Cancel** and the *Edit Inventory* screen will appear (with the new volumes added to your current inventory).