

SECTION 5 – PA Statewide Immunization Information System

PA Statewide Immunization Information System (PA-SIIS)

PA-SIIS is a population-based registry that collects vaccination data for all ages and is considered to be part of the medical record. PA-SIIS is a lifelong public health registry.

PA-SIIS

- Provides a complete and accurate immunization history for new and existing patients;
- Assists with vaccine management;
- Produces immunization records for managed care, child care centers, schools and camps;
- Electronically stores all required immunization data for VFC and the Healthcare Effectiveness Data and Information Set (HEDIS);
- Allows approved facility staff the ability to electronically place vaccine orders; and
- Offers providers that fully participate through a certified electronic health record system the opportunity to attest for public health reporting as required by meaningful use.

In 2013, all DOH vaccine ordering was transitioned from paper to online through PA-SIIS. DOH VFC providers are required to enroll in PA-SIIS in order to place DOH supplied vaccine orders electronically.

PA-SIIS User Log on Credentials

All newly enrolled facilities with access to the internet are provided a unique PA-SIIS username and password. The logon credentials allow facility staff to order vaccines online, reconcile inventory, update facility address, list vaccine shipping hours, etc.

- Credentials are issued per person, to the individual person who has completed the required CDC modules, and not per site. New personnel will be required to contact Pa. VFC to acquire their individual credentials, upon successful completion of CDC modules.
- Sharing of credentials may result in site suspension or disenrollment from the Pa. VFC program.

Log into PA-SIIS

Using your web browser, navigate to the PA SIIS website:

PA-SIIS website: <https://siis.health.state.pa.us/siis>

PA-SIIS support: <https://www.health.pa.gov/topics/Reporting-Registries/PA-SIIS/Pages/PA-SIIS.aspx>

Phone number: 877-774-4748

Online Ordering

Orders for all DOH supplied vaccine must be placed electronically through the PA-SIIS. Provider orders will still be reviewed by the DOH staff and then electronically uploaded to the ordering system through the PA-SIIS.

The following attachments in this section are provided by PA-SIIS to assist providers with online ordering.

Receiving Shipments in PA-SIIS

NOTE: The electronic receiving process described here will automatically increase your inventory by the amount of each vaccine received in the shipment. This may cause your inventory to be incorrect. You **must** reconcile your inventory prior to each order. Failure to do so may cause problems with ordering vaccine.

1. While on the main screen, click on the **inventory** button. This takes you to the clinic's **edit inventory** page.
2. Scroll down to the bottom of the **edit inventory** page. There are five purple buttons (**add inventory**, **shipments**, **orders**, **batches** and **close inventory**). Click on the second button from the left labeled **shipments**. This takes you to the **edit shipments** page.
3. On the left side of the **edit shipments** page, you will see a miniaturized version of your inventory. On the right side of the page, there are two purple boxes (labelled **receiving** and the other **sending**). If you have any shipments that need to be received, they will be listed under the purple rectangle labeled **receiving**.
4. Click on the blue five-digit number under the left corner of the rectangle. This takes you to the **edit shipment** page.
5. There are three purple buttons at the bottom of the page (**update**, **receive shipment** and **cancel**). Click on the purple button labeled **receive shipment**. This takes you to the **receive shipment** page. On the far right is the volume shipped to your facility. On the far left is a blank box under **total volume received**; click on the box and a flashing cursor will appear.

6. Type in the volume you received for that vaccine. (Most of the time the number will be the same as the **volume shipped**; if it is not, put

- the actual volume received by your facility.)
7. Repeat steps 5 and 6 for each of the vaccines listed on the shipment.
 8. After you have entered all the **total volume received**, click on the downward pointing arrow under “**Is the shipment complete?**” You must choose either **Yes** or **No**.
 9. Once you indicate whether the shipment is complete, click on the left purple button labeled **update**. Selecting this will change your shipment from open to closed status and automatically take you back to the **edit shipment** page.
 10. Click the left purple button labeled **update** on the **edit shipment** page. This will complete the receiving of this shipment, automatically take you to the **edit shipments** page and remove it from the purple **receiving** portion of your **edit shipments** page.
 11. Repeat the above steps until all that have been received by your facility are properly received electronically.

*****Again, remember that by receiving your shipment electronically, your inventory increases automatically by the amount of vaccine in each shipment electronically received.*****

Reconciling Inventory in PA-SIIS

1. Log into PA-SIIS <https://siis.health.state.pa.us/siis>.
2. Generate Clinic Inventory Report from main page. Use this report to write updated number of doses on hand:
 - a. Select **print reports**
 - b. Select **clinic inventory**
 - c. Select **generate**
 - d. Select **submit**
 - e. Select **print**
3. Select **inventory** from main page:
 - a. Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**).
 - b. On the **edit inventory item** screen, click the **reconcile** button (bottom of screen).
 - i. In the **type** field, use drop-down arrow to select:
 1. Administered (-) when subtracting doses; or
 2. Unaccountable (+) when adding doses.
 - ii. In the **volume** field, enter the number of doses that were administered.
 - iii. Click **update**.
 - c. Verify all information is correct. (TIP: When **current volume** is zero, uncheck the **active** box)

- d. Click **update**.
- e. Click **ok** to return to the **edit inventory** screen.

*Please refer to the accompanying training manual for more information.

Prior to Sending or Transferring Vaccine:

Before any vaccine transfer is considered, please notify the PA DOH Vaccines for Children program at 1-888-646-6864.

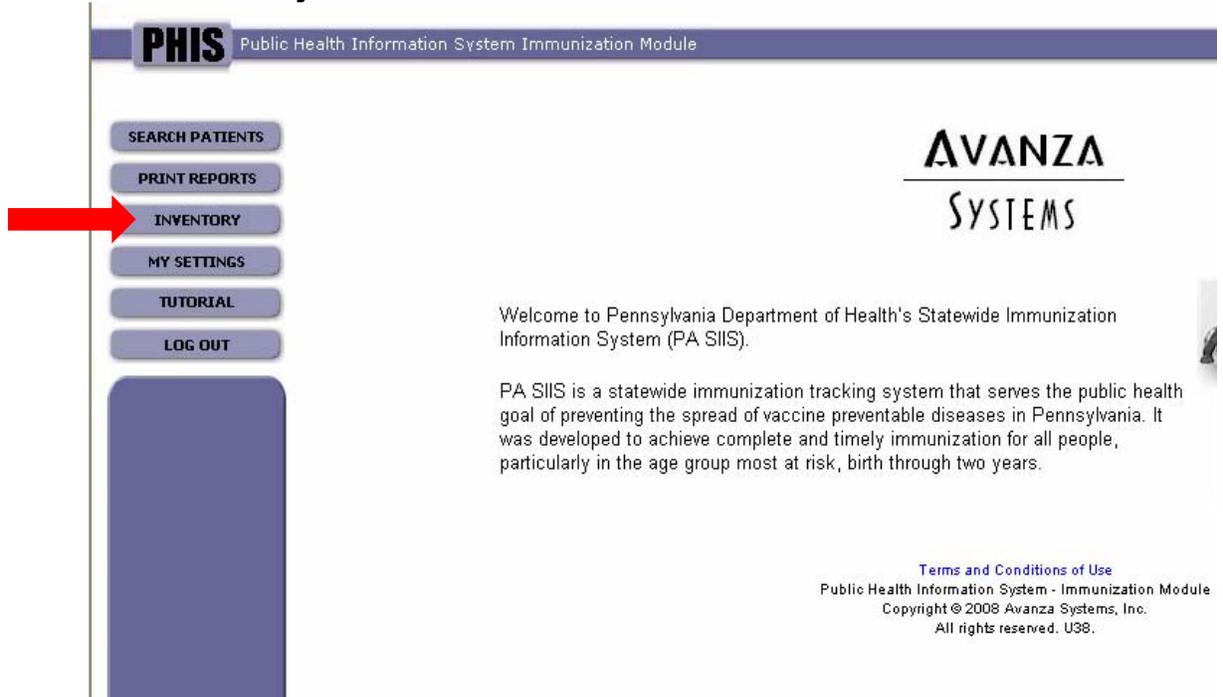
You are also required to submit three months of temperature logs, along with digital data logger downloads for review.

The steps listed below should be used when sending or transferring vaccines.

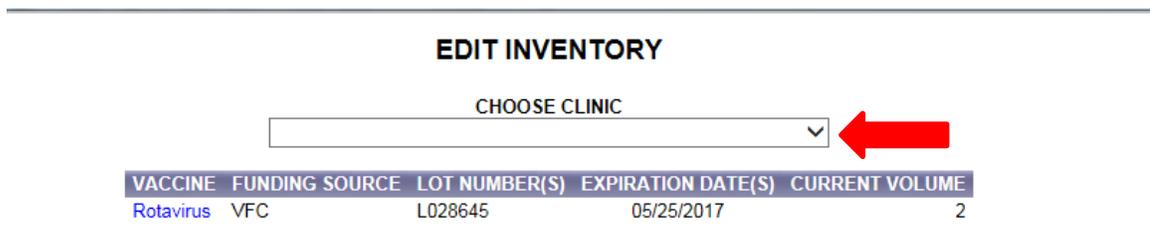
1. Click on the **inventory** menu option and maximize the **edit inventory** screen.
2. Select **shipments**. The **edit shipments** screen is divided into 3 sections (Current Inventory, Receiving, and Sending). Select the **add shipment** button.
3. Within the **add shipment** screen, select the site you are sending the vaccine to, select **open** within the Status field, and select the **next** button.
4. Within the **select inventory** screen, type in the amount you are sending, and select the **associate inventory** button.
5. Make sure all the information is correct within the **edit shipment** screen, and select **update**.
6. The item is added to the **sending** section. Select the **cancel** button to return to **edit inventory**.

SENDING/TRANSFERRING AN ELECTRONIC SHIPMENT OF VACCINE

1. Select the **Inventory** button on the left-hand side of the 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 isn't already maximized).
3. Verify that “your” clinic name is in the **Choose Clinic** field.



4. Select the **Shipments** button.



5. The **Edit Shipments** screen will appear. Click on the **Add Shipment** button.

EDIT SHIPMENTS

CHOOSE CLINIC: Carbon County SHC STATUS: Not Closed

CURRENT INVENTORY

VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE(S)	CURRENT VOLUME
DT	VFC	DTPa574A2	4/11/2004	5
DTaP-IPV-HepB	VFC	01235	11/11/2005	10
MMR	Catch-up	0192N	2/19/2005	10

RECEIVING

#	DATE	FROM	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
75	1/13/2004	PA State DOH	DT	DTPa574A2	4/11/2004	10	10
77	1/15/2004	PA State DOH	MMR	0192N	2/19/2005	5	5
78	1/15/2004	PA State DOH	DTaP-IPV-HepB	01235	11/11/2005	10	

SENDING

#	DATE	TO	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
76	1/13/2004	Montour County SHC	DT	DTPa574A2	4/11/2004	5	

ADD SHIPMENT
CANCEL

6. The **Add New Shipment** screen will appear. Select the site to which you are shipping vaccine in the **“Shipped To”** drop-down box. Click on Next.

Note: Site names ending in “BT” are for smallpox shipments only.

ADD NEW SHIPMENT

SHIPPED FROM : Carbon County SHC
 *** SHIPPED TO :** SELECT
 SHIPMENT DATE : 2/25/2004
 *** STATUS :** Open

Notes :

NEXT
CANCEL

7. The **Select Inventory** screen will appear. Type the volume that you are sending in the **“Volume Shipped”** box beside the applicable inventory item. Click on the Associate Inventory button.

SELECT INVENTORY

VOLUME SHIPPED	VACCINE	FUNDING SOURCE	LOT NUMBER	EXPIRATION DATE	CURRENT VOLUME
<input type="text"/>	DTaP	DOH	C1697AA	7/31/2005	4
<input type="text"/>	DTaP-IPV-HepB	DOH	21936A2	7/10/2005	1760
<input type="text"/>	DTaP-IPV-HepB	DOH	21883B2	3/11/2004	15
<input type="text"/>	Hep A - Child	DOH	VHA724A9	9/25/2004	12
<input type="text"/>	Hep B - Adult	DOH	0640M	8/14/2005	21
<input type="text"/>	Hep B - Adult	DOH	0453M	2/24/2005	8
<input type="text"/>	Hep B - Child	DOH	ENG5557A9	6/12/2005	42
<input type="text"/>	Hep B - Hib	Private	W0196-2	2/14/2005	0
<input type="text"/>	Hib	DOH	0020N	11/15/2005	0
<input type="text"/>	Hib	DOH	UE173AA	2/2/2006	39
<input type="text"/>	IPV - Child	DOH	X0772-2	7/2/2006	70
<input type="text"/>	MMR	DOH	0956N	8/27/2005	11
<input type="text"/>	PNU - Child	DOH	495-222	10/31/2005	40
<input type="text"/>	PNU - Child	DOH	494-754	8/31/2005	0
<input type="text"/>	Td	DOH	U1019AA	10/6/2005	29
<input type="text"/>	Varicella	DOH	0072P	1/9/2006	19

Active

8. Verify that all information is correct and select **Update**. (The Edit Shipments screen will appear).

9. The transaction should have been added under the Sending section of that screen. Click on **Cancel** and the Edit Inventory screen should appear (with the volumes subtracted from your current inventory).

Pennsylvania Statewide Immunization Information System

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, 6th FL
Harrisburg, PA 17112

(877) 774-4748



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.

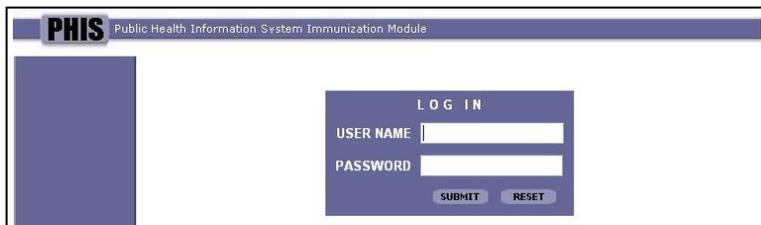
As an additional security measure, the PA-SIIS will time out after a period of inactivity. This is to prevent someone else from using your computer and connection if you step away without logging out. If the system times out, you must re-log in to resume using the system.

To log into PA-SIIS:

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

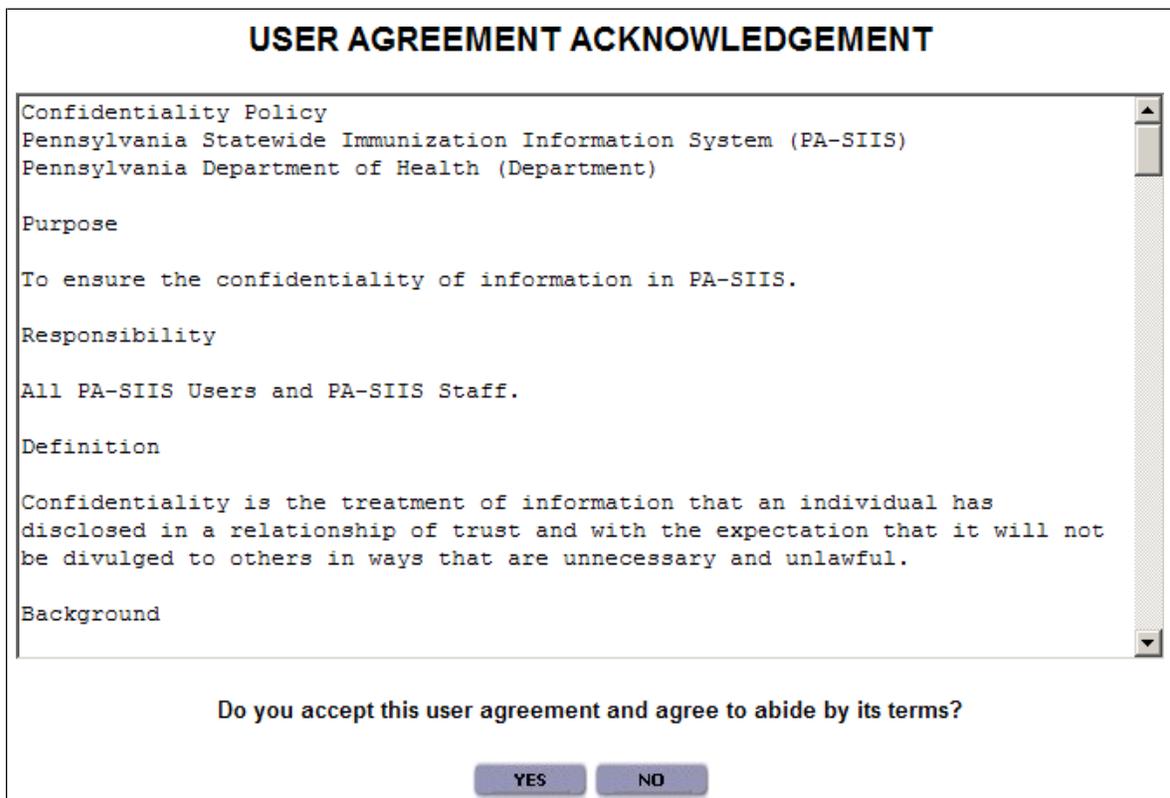
<https://siis.health.state.pa.us/siis>

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 the login interface for the PA-SIIS system. At the top, there is a header with the logo 'PHIS' and the text 'Public Health Information System Immunization Module'. Below the header, there is a large blue rectangular area on the left. To the right of this area is a white box containing the 'LOG IN' form. The form has two input fields: 'USER NAME' and 'PASSWORD'. Below the 'PASSWORD' field 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**.

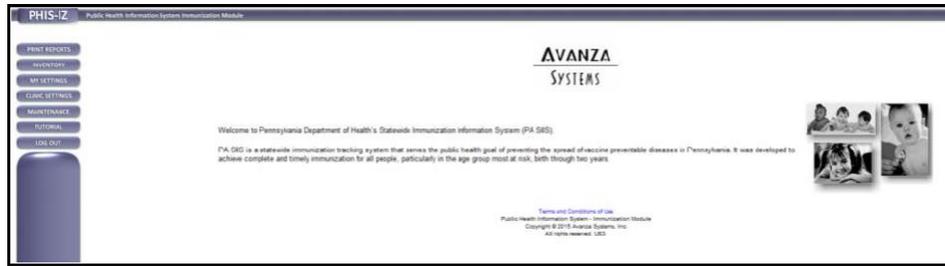


The screenshot displays the 'USER AGREEMENT ACKNOWLEDGEMENT' screen. The title is centered at the top. Below the title, there is a scrollable text area containing the following sections:

- 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**

At the bottom of the screen, there is a question: 'Do you accept this user agreement and agree to abide by its terms?' Below the question are two buttons: 'YES' and '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

CLINIC NAME * Sample Clinic		CLINIC TYPE Private	VFC PIN 123854
CLINIC PHONE * 7177832548	EXTENSION 	CLINIC FAX 7177723258	
PRIMARY VFC CONTACT			
LAST NAME * Duck	FIRST NAME * Shirley	MIDDLE NAME 	EMAIL ADDRESS
BACKUP VFC CONTACT			
LAST NAME * Duck	FIRST NAME * Shirley	MIDDLE NAME 	EMAIL ADDRESS
Clinic Address * EDIT 555 Walnut Street Floor 8 Harrisburg, Pennsylvania 17101		Shipping Address EDIT 	
Associated Providers EDIT 		Delivery Times EDIT Mon Tue Wed Thu Fri	
Patient Population EDIT Total (0) Enrolled in MA (0) Uninsured (0) American Indian (0) Underinsured (0)		VFC Acknowledgement EDIT Physician Name: License #: MA ID: VFC Enrollment Signature Date:	

* 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.

ADD NEW RECONCILIATION NOTE

DATE *	TYPE *	VOLUME *
4/16/2015	Administered (-) ▼	
NOTES		
<div style="border: 1px solid #ccc; padding: 5px;"> <!-- Placeholder for notes content --> </div>		

* Required

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
<input checked="" type="checkbox"/> ACTIVE	NOTES :		
<input checked="" type="checkbox"/> RECOMMEND			

LOT INFORMATION

LOT NUMBER	EXPIRATION DATE	MANUFACTURER
58734	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

Sample 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 TRADE NAME	FUNDING VOLUME SOURCE	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.

The screenshot displays the 'ADD NEW ORDER' interface. At the top, there is a header with 'ADD NEW ORDER' and a 'Notes' field. Below this is a table with columns for 'Vaccine', 'Quantity', and 'Unit Price'. The table contains multiple rows of vaccine orders, each with a 'Vaccine' name, a 'Quantity' field, and a 'Unit Price' field. At the bottom of the screen, there are two checkboxes for attestation:

- By checking this box, I attest for responsibility for the information and attest that this is a current temperature log at the practice site with documentation in my records with the evidence for correct vaccine temperature log documentation requirements.
- By checking this box, I attest for responsibility for the information and attest that the temperature log is current and maintained, and that I completed my inventory reconciliation (section C) prior to submitting my current vaccine order.

At the very bottom, there are 'Back' and 'Done' buttons, and a red 'X' icon.

5. 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.
6. 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	17763	8/18/2009	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., [11763](#)). The *Edit Shipment* screen will appear.

EDIT SHIPMENT

SHIPPED FROM :	SHIPPED TO :	ORDER ID :	SHIPMENT DATE :	STATUS :
PA State DOH	Sample Clinic		8/18/2009	Open

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

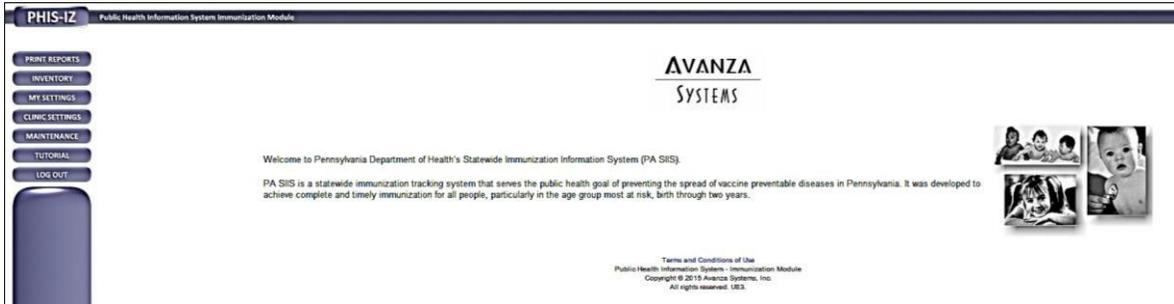
TOTAL VOL RECEIVED :	VACCINE :	FUNDING SOURCE :	LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :
<input type="text" value="500"/>	Influenza	Non-VFC	58794	6/30/2010	500

Is this shipment complete ?

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).

Initial PA-SIIS User set up prior to placing your first VFC Vaccine order

After logging into the PA-SIIS and accepting the on-line User Agreement you will land on the Avanza home screen as shown below.



Please go directly to My Settings and enter a new Password, and confirm your new Password. Select update and then select Okay and then select close my settings to return to the Avanza home page.

EDIT MY SETTINGS

FIRST NAME Donald	MIDDLE NAME 	LAST NAME Duck
LOGIN ID fcaniglia2	PASSWORD ●●●●●●●●	CONFIRM PASSWORD ●●●●●●●●

IMMN. PROVIDER
SELECT ▼

USER NOTES

SIGNATURE BLOCK

UPDATECLOSE MY SETTINGS

Initial PA-SIIS User set up prior to placing your first VFC Vaccine order

From the Avanza home screen **select Clinic Settings** and the following screen will appear. Please select the maximize button located at the top right corner of the Edit Clinic screen to expand the Edit Clinic screen.

EDIT CLINIC

CLINIC NAME * Sample Clinic	CLINIC TYPE Private	VFC PIN 123654	
CLINIC PHONE * 7177832548	EXTENSION 	CLINIC FAX 7177723258	
PRIMARY CLINIC CONTACT			
LAST NAME * Smith	FIRST NAME * Mary	MIDDLE NAME 	EMAIL ADDRESS msmith@pa.com
PRIMARY VFC CONTACT			
LAST NAME * Duck	FIRST NAME * Shirley	MIDDLE NAME 	EMAIL ADDRESS
BACKUP VFC CONTACT			
LAST NAME * Duck	FIRST NAME * Donald	MIDDLE NAME 	EMAIL ADDRESS
Clinic Address * EDIT 555 Walnut Street Floor 6 Harrisburg, Pennsylvania 17101		Shipping Address EDIT 	
Associated Providers EDIT 		Delivery Times EDIT Mon Tue Wed Thu Fri	
Patient Population EDIT Total (0) Enrolled in MA (0) Uninsured (0) American Indian (0) Underinsured (0)		VFC Acknowledgement EDIT Physician Name: License #: MA ID: VFC Enrollment Signature Date:	

UPDATE **CANCEL**

* Required

Please validate the information that is presented for accuracy. If changes are needed please make the required changes for every field and include any information that is missing. Particular attention to the following fields is necessary as any incorrect information may cause a delay in your VFC order approval and shipment.

Clinic phone, Clinic fax

Primary VFC contact: Last Name, First Name, and Email Address

Secondary VFC Contact: Last Name, First Name, and Email Address

Select **Edit** to open the following sections of the Edit Clinic screen:

Clinic Address, Shipping Address, Delivery Times, Patient Population, and VFC Acknowledgment

The above information is required by the CDC and will cause orders to be rejected if not properly completed.