

Creating and Viewing Vaccine Orders

MIIC USER GUIDANCE TRAINING RESOURCE

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to create and view vaccine orders for the Minnesota Vaccines for Children (MnVFC) program and the Uninsured and Underinsured Adult Vaccine (UUAV) program.

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Getting Started

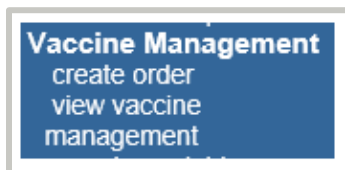
1. Gather all the information needed to place your order, including current vaccine inventory information and refrigerator/freezer temperatures.

Note: you cannot save partially completed orders in MIIC.

2. Log in to MIIC.
 - a. Go to [MIIC \(https://miic.health.state.mn.us\)](https://miic.health.state.mn.us).
 - b. Enter your organization code, username, and password. Select “Login.”
 - c. If you have not logged in to MIIC for 60 days or more, your account will be locked. Contact your organization’s MIIC administrator or the MIIC help desk at 651-201-5207 or HEALTH.Miichelp@state.mn.us to have your account unlocked.
 - d. For more guidance on logging into MIIC, please refer to [Logging into MIIC: MIIC User Guidance and Training Resources \(https://www.health.state.mn.us/people/immunize/miic/train/intro.html\)](https://www.health.state.mn.us/people/immunize/miic/train/intro.html).

Creating Your Order

1. In the “Vaccine Management” section on the left-hand navigation bar, select “create order.” Then follow four steps below.



Step 1. Verify Contact and Shipping Information

Create Order for MN DEPT OF HLTH-MNVFC PROGRAM **Step 1: Verify Contact and Shipping Information**

| | | |
|-----------------------------|--|---|
| Shipping Information | | <input type="button" value="Continue"/> |
| MnVFC Pin | 999999 | <input type="checkbox"/> There has been a change to my shipping information |
| Delivery Address | 625 Robert St N TEST deliv, 2nd Floor-Loading Dock St Paul, MN 55164 | |
| Delivery Days/Hours | MO:8:00 AM-4:00 PM TU:8:00 AM-4:00 PM WE:8:00 AM-4:00 PM TH:8:00 AM-4:00 PM FR:8:00 AM-4:00 PM | Special Delivery Instructions <input style="width: 100%;" type="text"/> |
| Ordered by MIIC | | |
| User | Lucy Cosgrove | |
| Email | <input style="width: 150px;" type="text" value="testing@test.com"/> | An order confirmation will be sent to this email address. |
| CC email address | <input style="width: 150px;" type="text"/> | |

1. Enter an email address in the box next to “Email.” MDH will send an order confirmation to this email address.
2. Check that your shipping and delivery information is correct.
3. If the information is not correct, select the box next to, “There has been a change to my shipping information.” Then continue with your order. A MnVFC staff member will contact you to update the information before shipping.
4. Once the information is correct, select “Continue.”

Note: If at any time you wish to cancel your order, select “Cancel Order.”

Step 2. Verify Authorization and Temperatures

Create Order for MN DEPT OF HLTH-MNVFC PROGRAM **Step 2: Verify Authorization and Temperatures**

MnVFC Pin 999999 Continue

Name of Licensed Prescribing Professional **Title**

Test Order M.D. ▼ Back to Step 1

Authorization **Current Refrigerator Temperature**

I am a licensed practitioner and am authorized to procure vaccine/biologicals according to Minnesota Statutes, Section 151.37, (e.g., M.D., D.O., N.P., P.A., OR R.Ph only). 40 F C

I attest that I have the authority to complete this vaccine order form on behalf of the "Prescribing Professional" on this form whose signature is on file at our site as required by state law. **Current Freezer Temperature**

0 F C Cancel Order

1. Enter your site’s authorization information and current refrigerator/freezer temperatures.
2. Select “Continue” to move to the next step or “Back to Step 1” to return to Step 1.

Note: If your fridge or freezer temperatures are out of range, please contact MDH immediately at 651-201-5522 before continuing with your order.

Step 3. Enter “Doses on Hand” Information

Before placing your vaccine order, you are required to provide information on your current MDH vaccine inventory. This information includes the quantities of doses on hand, lot numbers, and expiration dates. Lot numbers and expiration dates should prepopulate in MIIC for most MDH vaccine based on previous vaccine shipment information.

Note: If a vaccine’s expiration date is highlighted in orange, that vaccine expires in the next 1 to 3 months. If it is highlighted in red, that vaccine expires in 1 month or less.

Create Order for MN DEPT OF HLTH-MNVFC PROGRAM **Step 3: Enter Doses on Hand**

MnVFC Pin 999999 Continue

Instructions Back to Step 2

Print Preview

| Vaccine | Brand | Unit Size and Packaging | Lot Number | Expiration Date | Doses on Hand |
|---|------------------------|-----------------------------------|------------|-----------------|---------------|
| MnVFC Pediatric Vaccine | | | | | |
| DTaP-Hep B-IPV | Pediarix - GSK | 10 pre-filled syringes | S020160 | 06/30/2021 | 5 |
| MnVFC Pediatric Varicella Vaccines | | | | | |
| MMR-V | ProQuad - MRK | 10 single-dose vials with diluent | T010315 | 03/24/2022 | 5 |
| Adult Un and Underinsured Vaccine | | | | | |
| Hepatitis A | VAQTA-Adult - MRK | 10 pre-filled syringes | T010315 | 03/24/2022 | 5 |
| Hepatitis B | Recombivax-Adult - MRK | 10 single-dose vials | R1B251M | 03/13/2021 | 5 |

CREATING AND VIEWING VACCINE ORDERS

1. Enter the number of MDH vaccine doses on hand, even if you are not ordering all products at this time.
 - If you redistribute vaccines to satellite sites, include those doses in the totals.
 - **Note:** Influenza vaccine will not display, as it is not necessary to report inventory for influenza vaccine.
2. Manually add inventory that is not automatically displayed (e.g., if your site has received a vaccine transfer from another site).
 - **Note:** Find detailed information on this step by selecting “Instructions.”
3. On the “Add Vaccine Inventory” screen, enter vaccine program, vaccine type, brand, unit size and packaging, lot number, expiration date, and quantity of doses on hand.
 - **Note:** Fields display in this order. When you complete a field, the next field will display.

Additional Vaccines (for example, vaccines that your site received as a vaccine transfer)
*Please do not report inventory for influenza vaccines

Add Vaccine Inventory

| | |
|-------------------------|--------------------------|
| Vaccine Program | MnVFC Pediatric Vaccines |
| Vaccine | DTaP |
| Brand | Daptacel - SP |
| Unit Size and Packaging | 10 single-dose vials |
| Lot Number | ABC123 |
| Expiration | 10/01/2021 |
| Doses on Hand | 5 |

Add Additional Vaccine

- Lot numbers can contain letters, numbers, and dashes. No other special characters are accepted.
 - The expiration date field uses the date format “MM/DD/YYYY”. If an expiration date only contains month and year, use the last day of the month for the “DD” portion.
4. Once all fields are complete, select “Add Additional Vaccine.”
 5. Select “Continue” to move to the next step or “Back to Step 2” to return to Step 2.

Step 4. Order Vaccine

There are separate tabs for each vaccine program. The tabs are labeled “MnVFC Pediatric,” “MnVFC Pediatric Varicella,” and “Adult Un & Underinsured.” You will only see the tabs for programs that your organization participates in currently. You will also see the quantities of doses on hand that you entered in Step 3.

CREATING AND VIEWING VACCINE ORDERS

Create Order for MN DEPT OF HLTH-MNVFC PROGRAM **Step 4: Order Vaccine**

MnVFC Pin 999999

Please Note: If the product you request is not available, another product will be substituted, if this is NOT acceptable, please check here.

MnVFC Pediatric **MnVFC Pediatric Varicella** **Adult Un & Underinsured**

DT, Hib-MenCY, PPSV23 and Td should only be used in certain circumstances. To order call the MnVFC Program at 651-201-5522.

| Vaccine | Brand | Doses on Hand | Doses Ordered | Unit Size and Packaging |
|----------------|----------------|---------------|----------------------|-------------------------|
| DTaP | Daptacel - SP | | <input type="text"/> | 10 single-dose vials |
| DTaP | Infanrix - GSK | | <input type="text"/> | 10 single-dose vials |
| DTaP | Infanrix - GSK | | <input type="text"/> | 10 pre-filled syringes |
| DTaP-Hep B-IPV | Pediarix - GSK | 5 | <input type="text"/> | 10 pre-filled syringes |

1. For each vaccine that you want to order, enter the number of doses you are ordering under "Doses Ordered."
2. Select the "Preview Order" button to view your order.
3. On the preview order page, review the list of vaccines you want to order.

Preview Order for MN DEPT OF HLTH-MNVFC PROGRAM

If the order is final select Submit Order. If changes are necessary select Modify Order.

Once an order is submitted no changes can be made.

Shipping Information

| | | | | |
|---------------------|--|--|-------------------|---|
| MnVFC Pin | 999999 | Prescribing Professional | Test Order | <input type="button" value="Submit Order"/> |
| Delivery Address | 625 Robert St N TEST deliv, 2nd Floor- Loading Dock St Paul, MN 55164 | Title | M.D. | <input type="button" value="Modify Order"/> |
| Delivery Days/Hours | MO: 8:00 AM -4:00 PM TU: 8:00 AM -4:00 PM WE: 8:00 AM -4:00 PM TH: 8:00 AM -4:00 PM FR: 8:00 AM -4:00 PM | I attest that I have the authority to complete this vaccine order form on behalf of the "Prescribing Professional" on this form whose signature is on file at our site as required by state law. | Refrigerator Temp | 40 F |
| | | | Freezer Temp | 0 F |

Ordered by SMPOXMDH

User: test test1
Email: lucy.cosgrove@state.mn.us

Vaccine Order Allow approximately 3 weeks for delivery of varicella and 2 weeks for delivery of all other vaccines.

| Vaccine | Brand | Doses on Hand | Doses Ordered | Unit Size and Packaging |
|---|-------------------|---------------|---------------|-----------------------------------|
| MnVFC Pediatric Vaccines | | | | |
| DTaP | Daptacel - SP | | 10 | 10 single-dose vials |
| MnVFC Pediatric Varicella Vaccines | | | | |
| MMR-V | ProQuad - MRK | 5 | 10 | 10 single-dose vials with diluent |
| Adult Un and Underinsured Vaccines | | | | |
| Hepatitis A | VAQTA-Adult - MRK | 5 | 10 | 10 pre-filled syringes |

CREATING AND VIEWING VACCINE ORDERS

- To modify your order, select "Modify Order." The modify order page will display.

Modify Order for MN DEPT OF HLTH-MNVFC PROGRAM

MnVFC Pin 999999 Preview Order

Please Note: If the product you request is not available, another product will be substituted, if this is NOT acceptable, please check here. Cancel Order

MnVFC Pediatric
MnVFC Pediatric Varicella
Adult Un & Underinsured

DT, Td and PPSV23 should only be used in certain circumstances. To order call the MnVFC Program at 651-201-5522.

| Vaccine | Brand | Doses on Hand | Doses Ordered | Unit Size and Packaging |
|----------------|----------------|---------------|---------------|-------------------------|
| DTaP | Daptacel - SP | | 10 | 10 single-dose vials |
| DTaP | Infanrix - GSK | | [] | 10 single-dose vials |
| DTaP | Infanrix - GSK | | [] | 10 pre-filled syringes |
| DTaP-Hep B-IPV | Pediarix - GSK | 5 | [] | 10 pre-filled syringes |

- If your order is complete, select "Submit Order."
- After you submit an order, an order confirmation page will display. This page includes a confirmation number and a list of all vaccines included in your order. MDH will also send an email confirmation to the email address you provided.

Order Confirmation for MN DEPT OF HLTH-MNVFC PROGRAM

Order Confirmation Number 384727

Your order has been saved and submitted to the state for review/processing.

Shipping Information

MnVFC Pin 999999
 Delivery Address 625 Robert St
 N TEST deliv,
 2nd Floor-
 Loading Dock
 St Paul, MN
 55164

Delivery Days/Hours
 MO: 8:00 AM -4:00 PM
 TU: 8:00 AM -4:00 PM
 WE: 8:00 AM -4:00 PM
 TH: 8:00 AM -4:00 PM
 FR: 8:00 AM -4:00 PM

Ordered by SMPOXMDH
 User test test1
 Email lucy.cosgrove@state.mn.us

Prescribing Professional Test Order
 Title M.D.
 I attest that I have the authority to complete this vaccine order form on behalf of the "Prescribing Professional" on this form whose signature is on file at our site as required by state law.

Refrigerator Temp 40 F
 Freezer Temp 0 F

Print Preview

View Vaccine Management

Vaccine Order Allow approximately 3 weeks for delivery of varicella and 2 weeks for delivery of all other vaccines.

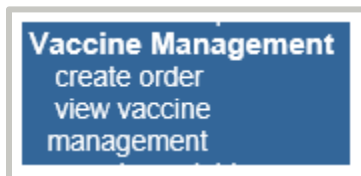
| Vaccine | Brand | Doses on Hand | Doses Ordered | Unit Size and Packaging |
|---|-------------------|---------------|---------------|-----------------------------------|
| MnVFC Pediatric Vaccines | | | | |
| DTaP | Daptacel - SP | | 10 | 10 single-dose vials |
| MnVFC Pediatric Varicella Vaccines | | | | |
| MMR-V | ProQuad - MRK | 5 | 10 | 10 single-dose vials with diluent |
| Adult Un and Underinsured Vaccines | | | | |
| Hepatitis A | VAQTA-Adult - MRK | 5 | 10 | 10 pre-filled syringes |

- If you notice a mistake with your order after your order is confirmed, please contact the MnVFC program immediately at 651-201-5522.

Ordering on Behalf of Satellite Sites

This section is for systems that complete vaccine ordering for satellite sites at a central location. The individual completing the order can order for all of the sites using only one username and password.

- Go to “Vaccine Management” on the left-hand navigation bar and select “create order.”



- Click on “Create Order” for the site you would like to order on behalf of.

A screenshot of the "Create Order" form. The form has a title "Create Order" and a subtitle "Choose Provider to Order on Behalf of". Under "Organization Search Criteria", there are dropdown menus for "Organization Type" (set to "All Orgs") and "Search Field" (set to "MnVFC Pin"), and a "Search String" input field. A "Search" button is to the right. Below is a "Search Results" table with two rows of data. The "Create Order" link in the "Select" column of the second row is circled in red.

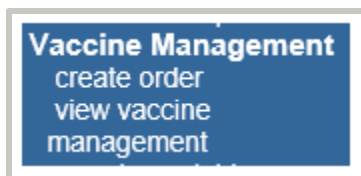
| MnVFC Pin | MnVFC Name | City | County | Zip | Select |
|-----------|------------|---------------------|------------|-------|------------------------------|
| 123456 | Test Mnvfc | Inver Grove Heights | Washington | 55076 | Create Order |
| 000196 | Testvfc2 | Test | Itasca | | Create Order |

- Follow steps 1-4 of the [Creating Your Order](#) section above to complete your order for a satellite site.

Viewing and Tracking Your Order

Once your vaccine has shipped, you will receive a shipping confirmation email. To view and track your order in MIIC:

- Go to “Vaccine Ordering” on the left-hand navigation bar and choose “view vaccine management.”



CREATING AND VIEWING VACCINE ORDERS

2. Under "Search Criteria," select "All" from the "Date Filter" drop-down. Then select "Search."

View Vaccine Management

Search Criteria

Use the search criteria below to display vaccine management history.

Search Field:

Search String:

Date Filter:

Search Results

Select the status of an order or nonviable request to view additional details.

Orders Nonviable Vaccines

| Order ID | MnVFC PIN | MnVFC Site Name | User | Submit Date | Status |
|----------|-----------|---|---------------|-------------|---------------------------------------|
| 10835 | 666666 | MIIC- Testing Org | Lucy Cosgrove | 10/12/2020 | SUBMITTED |
| 10833 | 666666 | MIIC- Testing Org | Lucy Cosgrove | 10/12/2020 | APPROVED WITH CHANGES |
| 10829 | 999999 | Minnesota Department of Health - Vaccination Clinic | Lucy Cosgrove | 10/11/2020 | CANCELLED |

3. Select your vaccine order's status. Order statuses include:
 - a. **Submitted:** Your vaccine order is with MDH for review.
 - b. **On hold:** Your vaccine order is on hold. MDH contacted your site and is waiting for additional information before approving your order. Contact our program so we can approve your order.
 - c. **Approved:** MDH approved your vaccine order.
 - d. **Approved with changes:** MDH approved your order with modifications (e.g. adjustments were made to the number of doses you ordered or to the brand or presentation).
 - e. **Sent to distributor:** MDH sent your vaccine order to our distributor for fulfillment.
 - f. **Partially fulfilled:** Part of your vaccine order has shipped.
 - g. **Fulfilled:** Your entire vaccine order has shipped.
 - h. **Cancelled:** Your vaccine order was cancelled.
4. After selecting your vaccine order's status, the order confirmation page will display. This page includes a confirmation number and a list of all vaccines included in the order.
5. On this page, you can select the order's status in the upper left-hand corner to view shipping information for your whole order, or select a vaccine's ship status to view shipping information for that vaccine.

CREATING AND VIEWING VACCINE ORDERS

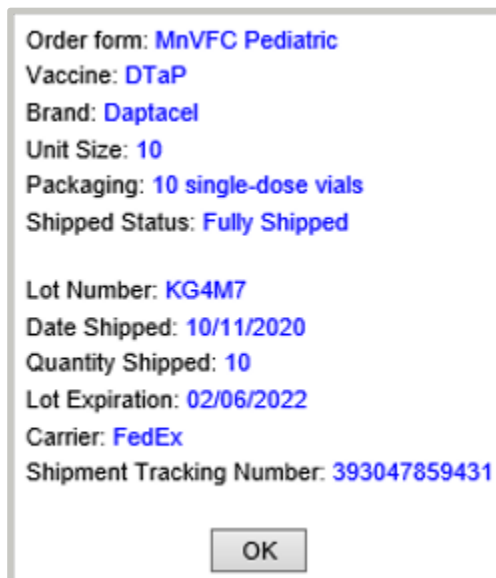
- a. Select the order's status to view shipping information for your order.



Shipped Status: **FULFILLED**
Date Shipped: **10/11/2020**
Carrier: **FedEx**
Shipment Tracking Number: **393047859431**

OK

- b. Select a vaccine's ship status to view shipping information for that vaccine. Vaccine shipped statuses include:



Order form: **MnVFC Pediatric**
Vaccine: **DTaP**
Brand: **Daptacel**
Unit Size: **10**
Packaging: **10 single-dose vials**
Shipped Status: **Fully Shipped**

Lot Number: **KG4M7**
Date Shipped: **10/11/2020**
Quantity Shipped: **10**
Lot Expiration: **02/06/2022**
Carrier: **FedEx**
Shipment Tracking Number: **393047859431**

OK

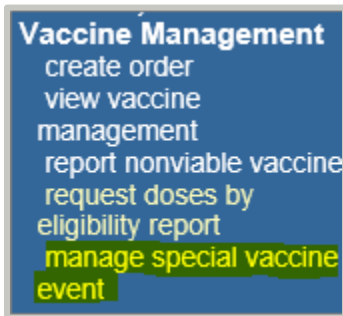
- **Blank:** Your vaccine order has not shipped.
- **Partially shipped:** Part of the vaccine line item has shipped.
- **Fully shipped:** The entire vaccine line item has shipped.
- **Cancelled:** This particular vaccine line item was cancelled.

Viewing and Tracking Special Vaccine Event Orders

Some vaccine orders are allocated and distributed to providers as part of a special vaccine event (e.g. pandemic vaccines). Once MDH staff approve your special vaccine event order, you will receive an order confirmation email. Once that order has shipped, you will receive a shipping confirmation email. Both confirmation emails will come from health.mdhvaccine@state.mn.us. To view and track your special vaccine event orders in MIIC:

CREATING AND VIEWING VACCINE ORDERS

1. Go to “Vaccine Management” on the left-hand navigation bar and choose “manage special vaccine event.”



2. Under “Event,” select the “Event Name” from the “Event Filter” drop-down. Then select “Search.”

Vaccine List

Event:

Organization Type:

Search Field:

Search String:

3. View the aggregate summary of the total doses ordered for that event by NDC and vaccine type.
4. Select the total doses distributed hyperlink.

| Vaccine List Search Results | | | | | |
|-----------------------------|---------------|--------------|----------------------|--------------------|-------------------------|
| MnVFC PIN | NDC | Brand, Maker | Packaging | Ordering Intention | Total Doses Distributed |
| 999999 | 49281-0589-05 | Menactra, SP | 10 single-dose vials | Adult | 100 |
| Total Doses | - | - | - | - | 100 |

5. Scroll down to the bottom of the page to view the history and details of vaccine orders associated with that vaccine type.

| History of Menactra Doses Distributed | | | | | | | | |
|---------------------------------------|---------------|---------------|----------|--------------|------------|--------------|---------|--------------------------|
| Order Date | Doses Ordered | Doses Shipped | Order ID | Order Status | Lot Number | Date Shipped | Carrier | Shipment Tracking Number |
| 11/10/2020 | 100 | 100 | 183145 | FULFILLED | S031497 | 11/10/2020 | UPS | 1Z5R12510321002325 |

6. Select a vaccine’s order status to view shipping information for that vaccine.

MIIC Help

For MIIC assistance, contact the MIIC help desk by phone at 651-201-5207 or by emailing health.miichelp@state.mn.us or by clicking on the “help desk” button on MIIC.

The screenshot shows the MIIC web application interface. On the left is a dark blue sidebar with the MIIC logo and text: "Minnesota Immunization Information Connection", "Production Region 7.22", and "Routine Functions" with sub-links "manage client" and "manage immunizations". The top navigation bar is dark blue with links for "home", "manage my account", "logout", and "help desk" (the last is circled in red). Below the navigation bar is a yellow header with the text "organization MIIC • user MIIC User • role Typical User". The main content area has a grey header for "announcements:" followed by three entries, each with a "NEW" tag in yellow, a date, and a link: "07/08/2020 ~ MIIC release 7.22 is live", "03/23/2020 ~ COVID-19 help desk phone suspension", and "03/11/2020 ~ MIIC release 7.21 is live".

MnVFC Help

For questions related to vaccine orders, contact the MnVFC ordering staff at health.mnvfc@state.mn.us or call 651-201-5522 or 1-800-657-3970.

Minnesota Department of Health
Minnesota Vaccines for Children Program
PO Box 64975, St. Paul, MN 55164
651-201-5522
health.mnvfc@state.mn.us
www.health.state.mn.us/people/immunize/miic

11/16/2020

To obtain this information in a different format, call: 651-201-5503.