Guide to Accepting Vaccine Shipments

Follow these steps to accept your vaccine shipments into your correct inventory. You must accept all shipments and transfers before starting your reconciliation. *Never dismiss shipments*. If you have any questions reach out to <u>dphproviderhelp@phila.gov</u>.

- 1. Log in to PhilaVax with your personal username and password.
- 2. Type in the site pin on PhilaVax home screen, then click **Inventory**, then **Vaccines**, then **On-Hand** from the left-hand navigation plane

Phila Vax	PhilaVax Philadelphia's Immunization Information System a service from the Philadelphia Department of Public Health	City of Philadelphia DEPARTMENT OF PUBLIC HEALTH Division of Disease Control
Home	0	
Patients	Default Provider/Clinic	
Immunizations		1
IZ Quick Add	Provider/Clinic *	your site pin
Inventory 📃	Select a clinic by typing provider, clinic, vfc pin, or clinic code	
Verstere		
On-Hand	2	
Electronic Dourementing	News	
Reconciliation		
Vaccine Orders	Test Environment Warning	
Vaccine Returns	Posted on 04/10/2023 by CINDY KELLY	
Vaccine Shipments		

3. Next, click on the blue **Pending VTrckS Shipment** link at the top.

/accine Inventory On∙	Hand 🚯 Learn More	Add New Inventory
Filter Options		-
There are 11 Pending Inventory Tr There is 1 Pending VTrckS Shipm Inventory Location		
Vaccine v	Funding Source	▼ Filter ►

Philadelphia Department of Public Health - Division of Disease Control - Immunization Program - Routine Immunizations 1101 Market St. Floor 12, Philadelphia, PA, 19107 | **vaccines.phila.gov** | **DPHproviderhelp@phila.gov** | **December 2023**



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4. Click Receive to receive the vaccines into your correct inventory location. For COVID, you will select your COVID location. For all other routine vaccines, you will select your Pediatric or Adult inventory locations, respectively.

Pending VTrckS Shipme	ents 🚯 L	.earn More	9						
Pending VTrckS Sh	ipments	5						Ca	ancel
Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped		4		
20230726P1097101 / 1	07/31/2023	COVID Bivalent (PFR 12+)	59267-0304-02	GK0928	8 180	Details	Receive	District	0

5. In the next screen, double click the time box (the date box is prefilled for you.) Confirm all the information in the fields indicated by the red asterix "*" match what's printed on the vaccine packing slip. Then click Create.

****IMPORTANT NOTE:** Make sure you select the correct inventory location (plus the correct site pin) Inventory Location to avoid misplacing your vaccines.

V	accine Inventory	Cancel Create
	View	
~	Date/Time *	09/18/2023 HH:MM AM/PM (HH:MM A/P) 5
\checkmark	Inventory Location *	confirm pin and
	Vaccine Mfg NDC Brand *	COVID BIVALENT (PFR 12+) PFR 59267-0304-02 PFIZER COVID-19 12+ vaccine location
Ň	Lot Number *	GK0928
V	Expiration Date *	02/29/2024
\checkmark	Funding Source *	
	Doses Adjusted *	180
•	Container Id	
	Comments	RECEIVED FROM SHIPMENT 0512804823 ON 07/28/2023 FOR VACCINE ORDER 20230726P1097101, LINE ITEM 1, ADU INTENT.
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6. After clicking **Create**, confirm that the vaccines have been added to your On-Hand inventory by selecting the *correct* Inventory Location then, click **Filter**.

Vaccine Inventory On-Hand									Add New Inventory	
Filter Options										-
Inventory Location Vaccine	Status ON-HAND Funding Source	~								Ø
									<	T Filter
Location	Vaccine (Brand) $\stackrel{\circ}{\forall}$	Mfg	♦ NDC	¢ Lot No	Exp Date	Funding ÷ Source	Doses On- Hand	Expiring 🕴 Soon	Audit	Action
										Clear
REFRIGERATOR/FREEZER (COMBO (AGGREGATE REPORTER)	COVID-19 (PFR) 12+YRS (COMIRNATY 2023-2024 (10 X 0.3ML VIALS))	PFR	00069- 2362-10	X018584	01/05/2025	VFC	30		0	Action -

Reach out to <u>dphproviderhelp@phila.gov</u> if you have any questions or find any discrepancies with your vaccine inventory.

