Overview

VACMAN version 4 introduces centralized distribution. Most types of vaccine are shipped directly from a central distributor to providers. This replaces the previous method of shipping from a project depot to providers.

Note: Version 4.1.3.1 supersedes and corrects two issues in the initial release of version 4.1.3.

CDC places large volume orders with manufacturers, to replenish the central distributor's inventory. Manufacturers ship to the distributor. Inventory and funding balance are no longer adjusted within VACMAN.

VACMAN v4.1.3.1 presents these features:

- A fixed list of non-CDC vaccines that can be distributed within VACMAN.
- Formatted shipping instructions, which is a distributor requirement.
- Provider Order screens, for CDC contract vaccines, non-CDC contract vaccines, and non-frozen flu vaccine.
- Order Entry screen, for multiple orders of any vaccines for one provider.
- Order History screen, for all orders for one provider.
- The ability to pre-enter flu vaccine, and defer transmitting flu orders until orders for all, or manageable groups of, providers are in place.
- The ability to suspend ordering for a provider.
- The minimum order is based on package size. (v4.1.3.)
- CDC **Order ID** replaces the previous CDC **Purchase Order** number on Provider Orders. *OrderID* is available as a Search value (v4.1.3.).
- The reorganization of reports among three, instead of two, report tabs.
- A new report, accessible from *Reports-1* tab, Orders *Sent to CDC, On Back Order*

Setup Tab

Before you begin using VACMAN version 4.1.3.1, review the provider vaccine screens on the *Setup* tab.

Provider Vaccines screens

Access: *Setup* tab – **Provider Order Vaccines** option.

If the **CDC Contract Vaccines** radio button, at the top of the screen, is selected, this screen displays a list of the current CDC contract vaccines. Its functions are unchanged from VACMAN v3. These are federal government-contracted vaccines. The vaccines and costs change occasionally. Such changes automatically update in VACMAN when you transmit via the *Utilities* tab - *Exchange Data with CDC* screen. See **Figure 1**.

Figure 1. Provider Vaccines screen, CDC Contract Vaccines button.

To manage the federally-contracted vaccines, choose a vaccine from the list by clicking next to it in the far left column. The system then displays detail about the selected vaccine at the top of the screen.

To make changes, click the **Edit** button on the VACMAN toolbar. The system opens the fields you can edit.

You can edit the following fields on the *Provider Vaccines screen* if the **CDC Contract Vaccines** button is selected:

- *Shortcut (for entering new records)* –Type the shortcut in this field; up to three characters.

- *Name to appear on Invoices & ordering forms* – Type the name in this field. This usually is the same as the *Vaccine Code*.

- *InActive (Exclude from popup lists of vaccines)?* – To <u>exclude</u> a vaccine from display in vaccine lists throughout the system, check this box. Those you check will <u>not</u> display in vaccine drop down lists.

If the **Non-CDC Contract Vaccines** radio button, at the top of the screen, is selected, the system displays a list of the current non-CDC contract vaccines. These are vaccines that projects have requested, so they can be distributed within the VACMAN system. The vaccines and costs change occasionally. Such changes automatically update in VACMAN when you transmit (*Utilities* tab - *Exchange Data with CDC* screen). See **Figure 2**.

Note: The VACMAN team recommends that you <u>not</u> maintain non-CDC contract vaccines on this screen; use it only for review. A separate screen, *Non-CDC Contract Vaccines*, is available for maintenance on these vaccines; see **Figure 3**.

Figure 2. Provider Vaccines screen, Non-CDC Contract Vaccines button.
       Do not edit this screen.

Non-CDC Contract Vaccines screen

Access: *Setup* tab – **Non-CDC Vaccines** option.

This screen displays a list of the current non-CDC contract vaccines. These are vaccines, other than federally-contracted vaccines, that projects distribute within the VACMAN system. Your project purchases these vaccines with state funds (Funding code 3). See **Figure 3**.

The vaccine list is based on project input to the CDC and changes occasionally. Such changes automatically update in VACMAN when you transmit via the *Utilities* tab - *Exchange Data with CDC* screen.

Figure 3. Non-CDC Contract Vaccines screen.
Maintain your project's non-CDC vaccine list on this screen.

To manage the non-CDC-contracted vaccines, choose a vaccine from the list by clicking next to it in the far left column. The system then displays detail about the selected vaccine at the top of the screen.

Click the **Edit** button on the VACMAN toolbar. The system then opens enterable fields.

You can edit the following fields on the *Non-CDC Vaccines screen*:

- *Shortcut (for entering new records)* –Type the shortcut in this field; up to three characters.

- *Cost Per Dose* – Type the cost per dose your project pays for the vaccine.

- *Name to appear on Invoices & ordering forms* – Type the vaccine name in this field. This usually is the same as the *Vaccine Code*.

- *Active (Include in popup lists of vaccines)?* – To include a vaccine for display in vaccine lists throughout the system, check this box. Those you check will display in vaccine drop down lists.

The system mirrors changes that you make on this *Non-CDC Contract Vaccines* screen, on the *Provider Vaccines* screen - **Non-CDC Contract Vaccines** button; see **Figure 2**.

Data tab

Providers Addresses tab - Shipping Instructions

Access: *Data* tab – **Enroll Provider** option; *Providers* screen – *Addresses* tab.

In previous versions of VACMAN, *Shipping Instructions* was a free-form field of up to 50 characters. A centralized distribution requirement is that the instructions be standardized and formatted. VACMAN v4.1.3.1 contains a dialog box to facilitate changes to this field.

This is a required field; the system default is 9:00 a.m. to 5:00 p.m., Monday through Friday. The field is limited to 50 characters. The correct format for the default is: `MTWTHF 9 to 5`. Within space limitation, you can add special instructions.

As you enter orders, the system displays an error message if shipping instructions for the provider are not in the correct format; see **Figure 4**. When you click the **OK** button, the system displays the *Provider Shipping Instructions Modification* screen; see **Figure 6**.

Figure 4. Provider Shipping Instruction – Example of Error Message.

When you add a new provider to the system, or review and update existing shipping instructions, access the *Provider Shipping Instructions Modification* screen, **Figure 6**, from the *Providers* screen – *Address* tab, **Figure 5**.

On the *Address* tab, **Figure 5**, notice the **Update Ship Instruction** button.

Figure 5. *Providers* **screen –** *Address* **tab. Shows existing non-formatted** *Shipping Instructions***.**
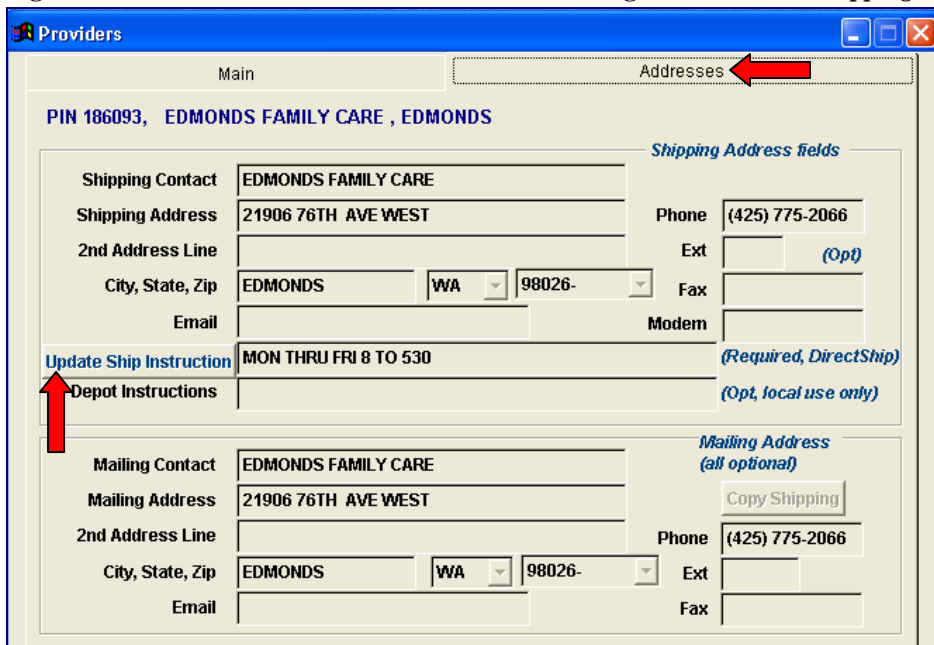
On the *Addresses* tab, click the **Edit** button on the VACMAN toolbar, then click the **Update Ship Instructions** button. The system displays a dialog box, *Provider Shipping Instructions Modification*; see **Figure 6**.

Figure 6. *Provider Shipping Instructions Modification* **screen. Initial access.**

The top portion of the *Provider Shipping Instructions Modification* shows address information. This information cannot be edited on this screen. To edit this data, use the *Providers* screen – *Address* tab; see **Figure 5**.

The center portion contains an array of five weekdays, and two time spin boxes for each day. The default times are 9:00 a.m. to 5:00 p.m.

The existing instructions for this provider are in the pink box below the day and time section. Using these existing instructions as a reference, select a start and close time for each day.

Initially, all of the weekdays are checked except *Friday*. If the provider's office usually is closed on a particular week day, uncheck that day's box. If the office is closed on Friday, check, and then uncheck, the *Friday* box.

When you check the *Friday* box, the system displays the formatted instructions in the *New Shipping Instructions Format* box at the bottom of the screen. See **Figure 7**.

Figure 7. *Provider Shipping Instructions Modification* **screen.**
Times edited, "Friday" checked, special instructions added.

You can type other information in the *Special Instructions* field. The instructions can only include alphabetic and numeric characters, and these two special characters: comma (**,**) and semi-colon (**;**).

If the time frames or special instructions for a provider vary considerably from day to day, the 50 character limitation might be a problem. In that case, set one time frame that is consistent throughout the work week.

When you complete your entries, click the **Save** button. The system re-displays the *Providers* screen – *Address* tab with the new shipping instructions; see **Figure 8**.

Click the **Save** button on the VACMAN toolbar to save these and any other changes to the *Providers* screen.

Figure 8. *Provider* **screen –** *Address* **tab. Showing formatted Shipping Instructions.**

Data tab

Providers Main tab – Suspend Provider Ordering checkbox

Figure 9. *Provider* screen – *Main* tab. Note Suspend Provider Ordering checkbox.

To prohibit provider orders for this provider, check the *Suspend Provider Ordering* check box.

Note: To also prohibit Direct Ship orders for the provider, <u>uncheck</u> the *Direct Ship Eligible* check box.
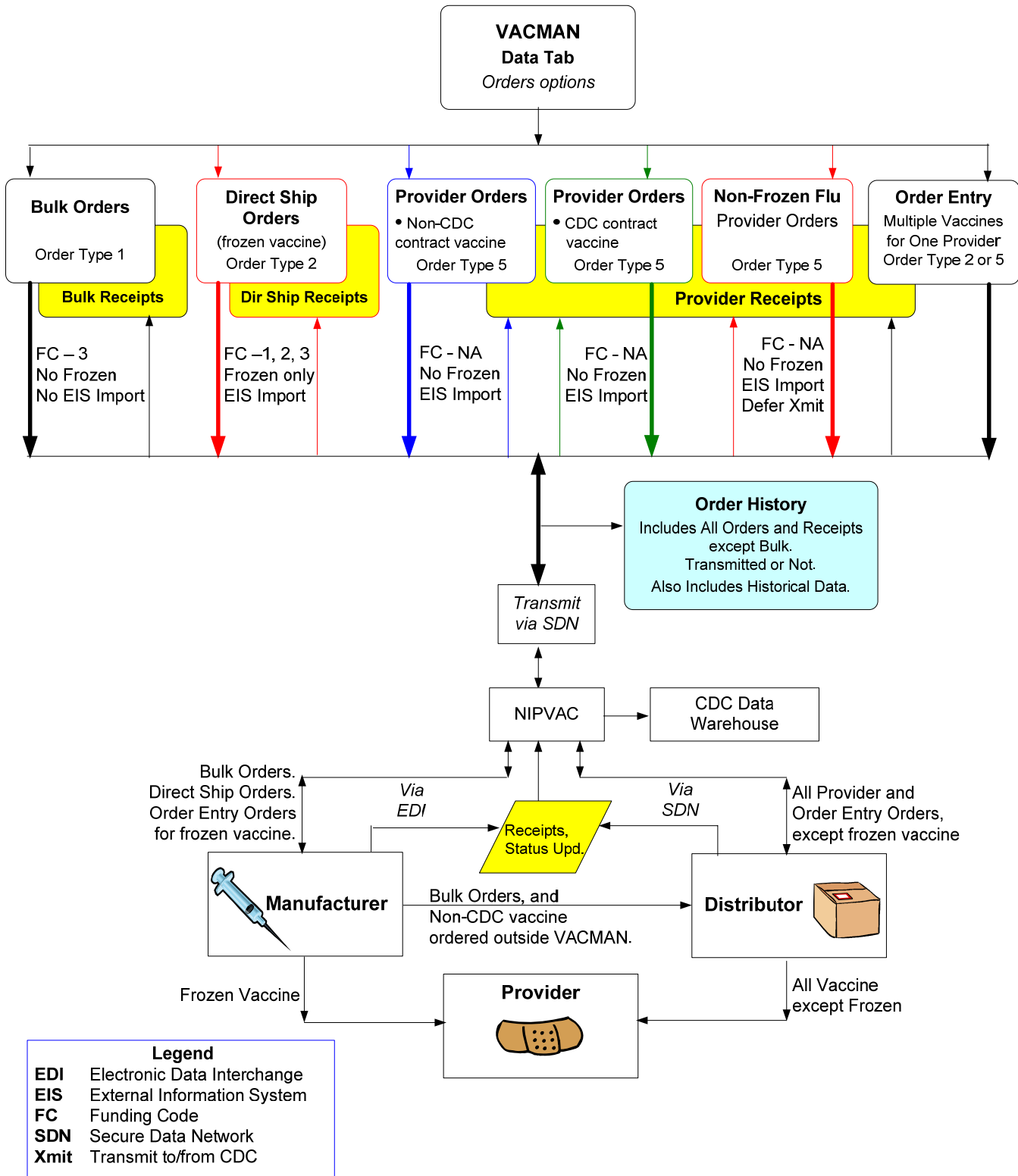
Data Tab - Orders

A variety of order screens are available:

- **Bulk Order** –Use this screen only for state-funded vaccine orders (funding code 3). A *State Purchase Order Number* is required. The manufacturer ships the vaccine to your project's central distributor. You then use one of the other order screens to distribute vaccine to providers.

- **Direct Ship Order** – This function, which accommodates frozen vaccine, is unchanged for VACMAN version 4.1.3.1. Choose *Funding Code* 1, 2, or 3. The manufacturer ships the vaccine to the provider.

   Note: FluMist® no longer requires direct shipment; order it via the *Non-Frozen Flu Order* screen or the *Order Entry* screen.

- **Provider Order** – This is a new function in VACMAN v4x. Use this screen to order one vaccine for one provider. You can order either CDC contract vaccine or non-CDC contract vaccine. Funding code is not applicable. The distributor ships the vaccine to the provider.

- **Non-Frozen Flu Order** – This is a new function in VACMAN v4x. Use this screen to order non-frozen flu vaccine for one provider. The function lists each flu order in a grid at the bottom of the screen. The orders in the grid are not transmitted until you instruct the system to do so; do that during the **Transmit** function via *Exchange Data with CDC*. Funding code is not applicable. The distributor ships the vaccine to the provider.

- **Order Entry** – This is a new function in VACMAN v4x. Use this screen to enter multiple orders for one provider. You can enter any CDC vaccines and non-CDC vaccines on this screen. The system generates a mirror *Provider Order* screen, *Influenza Orders*, or *Direct Ship* screen for each order. Funding code is applicable only for frozen vaccine, and the system prompts you to specify a funding code if it should be other than "1" (VFC - Vaccines for Children). If non-frozen vaccine, the distributor ships to the provider. If frozen vaccine, the manufacturer ships to the provider.

For a graphic comparison of the processing of these orders, refer to the flow chart on the following page.

VACMAN v4 – Order Flow

VACMAN
Data Tab
Orders options

Bulk Orders

Order Type 1

Bulk Receipts

FC – 3
No Frozen
No EIS Import

Direct Ship Orders
(frozen vaccine)
Order Type 2

Dir Ship Receipts

FC –1, 2, 3
Frozen only
EIS Import

Provider Orders
• Non-CDC contract vaccine
Order Type 5

FC - NA
No Frozen
EIS Import

Provider Orders
• CDC contract vaccine
Order Type 5

FC - NA
No Frozen
EIS Import

Non-Frozen Flu
Provider Orders

Order Type 5

FC - NA
No Frozen
EIS Import
Defer Xmit

Order Entry
Multiple Vaccines for One Provider
Order Type 2 or 5

Provider Receipts

Order History
Includes All Orders and Receipts except Bulk.
Transmitted or Not.
Also Includes Historical Data.

Transmit via SDN

NIPVAC

CDC Data Warehouse

Bulk Orders.
Direct Ship Orders.
Order Entry Orders for frozen vaccine.

Via EDI

Via SDN

All Provider and Order Entry Orders, except frozen vaccine

Receipts, Status Upd.

Manufacturer

Bulk Orders, and Non-CDC vaccine ordered outside VACMAN.

Distributor

Frozen Vaccine

All Vaccine except Frozen

Provider

Legend
EDI	Electronic Data Interchange
EIS	External Information System
FC	Funding Code
SDN	Secure Data Network
Xmit	Transmit to/from CDC

Provider Orders screen

Access: *Data* tab – **Provider Orders** option.

Use this screen to order one non-frozen vaccine for one provider. You can order either CDC contract vaccine or non-CDC contract vaccine on this screen. Funding code is not applicable. The distributor ships the vaccine to the provider.

Figure 10. New *Provider Orders* screen. CDC Vaccines button selected.

To add a new provider order, or edit an existing non-transmitted order, click the **Add** or **Edit** button on the VACMAN toolbar. The system opens the enterable fields.

To Add an order, choose one of the two radio buttons at the top of the screen: **CDC Vaccines** or **Non-CDC Vaccines**. The system subsequently displays the appropriate vaccine drop down list in *the Vaccine Code* field. You can select from the list, or enter the shortcut created on the *Setup* tab – *Provider Vaccines* screen. See **Figure 1**, or the *Setup* tab – *Non-CDC Contract Vaccines* screen, **Figure 2**.

Notes:

• For CDC Contract Vaccines, only those vaccines you activated via the *Setup* tab – **Provider Order Vaccines** option, display in the *Vaccine Code* drop down box.

• For Non-CDC Vaccines, only those vaccines you activated via the *Setup* tab – **Non-CDC Vaccines** option, display in the *Vaccine Code* drop down box.

If the **CDC Vaccines** button is selected, you can request expedited handling by checking the *Urgent Order* box. Use this feature carefully; expedited handling increases the cost.

Press the **Tab** or **Enter** keys to exit each field as you complete it.

To save your changes, click the **Save** button on the VACMAN toolbar. After transmitting, the system generates a *Provider Receipts* screen.

Influenza Orders screen

Access: *Data* tab – **Non-Frozen Flu Orders** option.

Use this screen to order flu vaccine for all providers. Funding code is not applicable. The distributor ships the vaccine to the provider. This feature allows you to pre-enter flu orders and retain them in a manageable status until you are ready to transmit them to CDC for processing. You can edit the orders until they are transmitted.

These orders do not transmit until you instruct the system to do so, on the *Utilities* tab - *Exchange Data with CDC* screen. Once you transmit flu orders, the system clears the grid and creates a *Provider Receipts* screen for each order.

All flu orders for all providers display in a grid at the bottom of the screen. You can change the sort order in the "**AZ↓**" field at the top of the screen.

As of v4.1.3.1, you can request expedited handling for flu orders. Use this feature carefully; expedited handling increases the cost of the order.

Figure 11. *New Influenza* **screen.**

Figure 12. Flu Vaccine Code drop down box.

- To add a new influenza order, click the **Add** button on the VACMAN toolbar.

- To edit an existing influenza order, select the order from the grid at the bottom of the screen by clicking in the far left column. Then click the **Edit** button. The system opens the enterable fields.

Note: Only those vaccines you activated via the *Setup* tab display in the *Vaccine Code* drop down box. See **Figure 1**, **Figure 2** and **Figure 12**.

Press the **Tab** or **Enter** keys to exit each field as you complete it. To save your changes, click the **Save** button on the VACMAN toolbar.

Order Entry screen

Access: *Data* tab – **Order Entry** option.

Use this screen to order multiple vaccines for one provider. You can order any CDC contract vaccines or non-CDC contract vaccines on this screen. Enter up to ten orders on the screen.

As of v4.1.3, the **Provider Memo** and **Current Data** buttons are added.

Notes:
- If you order non-frozen flu vaccine on this screen, the system mirrors each order on the grid of the *Influenza Orders* screen; see **Figure 11**.
- If you order frozen vaccine on this screen, the system mirrors each order on the *Direct Ship Orders* screen.
- For other vaccine you order on this screen, the system mirrors each order on the *Provider Orders* screen; see **Figure 10**.

Funding code is not applicable except for frozen vaccine; the system prompts you to select a funding code for these direct ship orders. The default is Funding Code 1 (VFC). To enter another funding code, overtype the default value **1**.
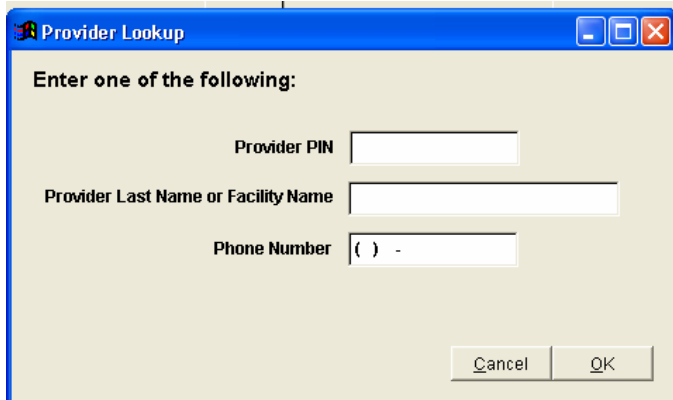
For frozen vaccine, the manufacturer ships the vaccine to the provider.

For non-frozen vaccines, the distributor ships the vaccine to the provider.

When you click the **Order Entry** option, the system presents the *Provider Lookup* screen, where you can select a provider. Type the PIN, name, or phone number; then click the **OK** button. See **Figure 13**.

Note: Click **Alt**+**P** to access the *Providers* screen, if you need to research provider look up information.

Figure 13. Provider Lookup screen.

Figure 14. Order Entry screen. Notice the formatted shipping instructions under the address.

- To add new orders for a provider, click the **Add** button on the VACMAN toolbar. The system opens the enterable fields; see **Figure 14**.
- To save your entries, click the **Save** button.
- You can edit these entries until you **Close** the screen. Subsequently, to edit an existing order that has not been transmitted, access the applicable *Provider Order* screen, then click the **Edit** button. See **Figure 10**.

On the *Order Entry* screen, the following fields are enterable:

Field	Description
Order Type	Choose one of the following: **C** – CDC Contract vaccine **N** – Non-CDC Contract vaccine Your selection determines which vaccines display in the *Vaccine Code* drop down box.
Vaccine Code	Drop down box displays those vaccines activated via the *Setup* tab. See **Figure 1** and **Figure 2**. You can select from the list, or enter the shortcut.
DS	Direct Ship indicator; system generated.
Vaccine	Vaccine description; system generated. Includes package information.
Cost	Cost per dose for the vaccine. For CDC contract vaccines, the cost is system generated. For non-CDC vaccines, the cost is what you entered via the *Setup* tab; see **Figure 2**.
Doses	Number of doses to order for this provider. The value must be in exact multiples of the package size. The default is the minimum package size.
Urgent	For CDC contract vaccines, this check box allows you to request expedited handling of this order. As of v4.1.3, you can request expedited handling for all orders on the screen. **Note:** Use this feature carefully; expediting handling increases the cost of the order. Notice that the **Tab** key skips this field.

Press the **Tab** or **Enter** keys to exit each field as you complete it.

To save your changes, click the **Save** button on the VACMAN toolbar.

After transmitting, the system generates the appropriate *Receipts* screen.

Order History screen

Access: *Data* tab – **Order History** option.

Use this screen to review all orders for one provider. The information displayed includes the status of each order. You cannot perform edits on this screen. If an order has not been transmitted, you can perform edits on the applicable *Direct Ship Orders* or *Provider Orders* screen.

When you click the **Order History** option, the system presents the *Provider Lookup* screen, where you can select a provider. Type the PIN, name, or phone number; then click the **OK** button. See **Figure 13**. (This is the same screen the system displays when you click the **Order Entry** option; see **Figure 13**.)

Figure 15. Provider Lookup screen from Order History option.

Figure 16. Order History screen. Notice formatted shipping instructions under the address.

The system displays all orders within the system for this provider, in chronological descending order. To view a specific date, select from the *Order Date* drop down box at the top of the screen.

This document can be found on the CDC website at:

http://www.cdc.gov/vaccines/programs/vacman/downloads/4131quickref.pdf