

VACMAN Version 4.1.3.1

Quick Reference Guide

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**.

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

Provider Vaccines Updated // By

CDC Contract Vaccines
 Non-CDC Contract Vaccines

Vaccine Code: PNU 7 Shortcut (for entering new records):
 Description: 10-PACK 1 DOSE SYRINGES
 Name to appear on invoices & ordering forms: Minimum provider order (Doses): 10
 InActive (Exclude from pop-up lists of vaccines)? Maximum doses Administered: 1

Vaccine	Maker	Description	Cost	MinBulk	UniteSize	PkgSize
MMR-V	MSD	MMR AND VARICELLA	74.85	10	1	10
PNEUMO	MSD	PNEUMO ADULT	14.65	100	10	5
PNU 7	LED	10-PACK 1 DOSE SYRINGES	57.59	200	1	10
ROTA	MSD	10-PACK 2ML TUBES	52.00	60	1	10
TD	AVENTIS	TD PEDIATRIC	16.62	100	1	10
TD	AVENTIS	10-PACK 1-DOSE VIALS	16.62	100	1	10
TD	HENRY SC	TD ADULT	11.36	60	1	15
TDAP	AVENTIS	TDAP BOOSTER FOR ADOLESCENTS	30.75	50	1	10

For Import/Export data exchange:

HL7 Code: Other Code: CPT Code: 90476
 HL7 Full Name: Adenovirus vaccine, type 4, live oral

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 exclude a vaccine from display in vaccine lists throughout the system, check this box. Those you check will not 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 not 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**.

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

Setup - Provider Vaccine Types

Updated // By

Provider Vaccines UnSorted

CDC Contract Vaccines
 Non-CDC Contract Vaccines

Vaccine Code: Shortcut (for entering new records):
 Description:
 Name to appear on invoices & ordering forms: Minimum provider order (Doses):
 Active (include on pop-up lists of vaccines)? Maximum doses Administered:

Vaccine	Brand	Manufacturer	Package Size	Presentation	NDCNO
AVA		BIOPORT	10.00	5 ML, VIAL, 10 DOSE PKG	64678-211-05
AVA		HOLLISTE	0.00	5 ML X 13 MM, VIAL, DOSE PKG	65044-2161-11
DT		MASSACHU	10.00	5 ML, VIAL, 10 DOSE PKG	14362-0113-15
DT		SCLAVO I	10.00	10 X 0.5 ML, VIAL, 10 DOSE PKG	46331-210-05
DT		SCLAVO I	10.00	1 X 5 ML, VIAL, 10 DOSE PKG	46331-210-11
DT		SCLAVO I	10.00	10 X 0.5 ML, VIAL, 10 DOSE PKG	46331-211-07
DT		SCLAVO I	10.00	1 X 5 ML, VIAL, 10 DOSE PKG	46331-211-09
DT		sanofi p	10.00	1 X 5 ML, VIAL, 10 DOSE PKG	49281-275-10

For Import/Export data exchange:

HL7 Code: Other Code: CPT Code: 90476
 HL7 Full Name: Adenovirus vaccine, type 4, live oral

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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.

Non-CDC Contract Vaccines

Updated: 05/01/1998
By:

Vaccine: Shortcut (for entering new records)

Supplier: Minimum Order Doses Per Pkg

Description:

NDC No: Cost Per Dose

Name to appear on invoices & ordering forms

Active (include on pop-up lists of vaccines)?

Vaccine	Brand	Maker	Description	Pkgsz	Active	Cost	NDCNO
AVA	BIOTHRAX IN	BIOPORT	5 ML, VIAL, 10 DOSE PKG	0	N	\$ 0.00	64678-'211-0
AVA	ANTHRAX VA	HOLLISTE	5 ML X 13 MM, VIAL, DOSE PKG	0	N	\$ 0.00	65044-2161-
DT	DIPHThERIA	MASSACHU	5 ML, VIAL, 10 DOSE PKG	10	N	\$ 0.00	14362-0113-
DT	DIPHThERIA	SCLAVO I	10 X 0.5 ML, VIAL, 10 DOSE PKG	10	N	\$ 0.00	46331-'210-0
DT	DIPHThERIA	SCLAVO I	1 X 5 ML, VIAL, 10 DOSE PKG	10	N	\$ 0.00	46331-'210-
DT	DIPHThERIA	SCLAVO I	10 X 0.5 ML, VIAL, 10 DOSE PKG	10	N	\$ 0.00	46331-'211-0
DT	DIPHThERIA	SCLAVO I	1 X 5 ML, VIAL, 10 DOSE PKG	10	N	\$ 0.00	46331-'211-0
DT	DIPHThERIA	sanofi p	1 X 5 ML, VIAL, 10 DOSE PKG	10	N	\$ 0.00	49281-'275-4
DT	DIPHThERIA	sanofi p	1 DOSE, VIAL, 1 DOSE PKG	1	N	\$ 0.00	49281-'278-4
DT	DIPHThERIA	sanofi p	1 X 5 ML VIAL, VIAL, 10 DOSE PKG	10	N	\$ 0.00	49281-0271-
DT	DIPHThERIA	Sanofi P	10 X 1 DOSE, VIALSD, 10 DOSE PKG	10	N	\$ 0.00	49281-0278-
DT (ADUL	DIPHThERIA	MASSACHU	7.5 ML, VIAL, 15 DOSE PKG	15	N	\$ 0.00	14362-0111-
DT (ADUL	DIPHThERIA	MASSACHU	5 ML VIAL 10 DOSE PKG	10	N	\$ 0.00	14362-0111-

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**.

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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**.

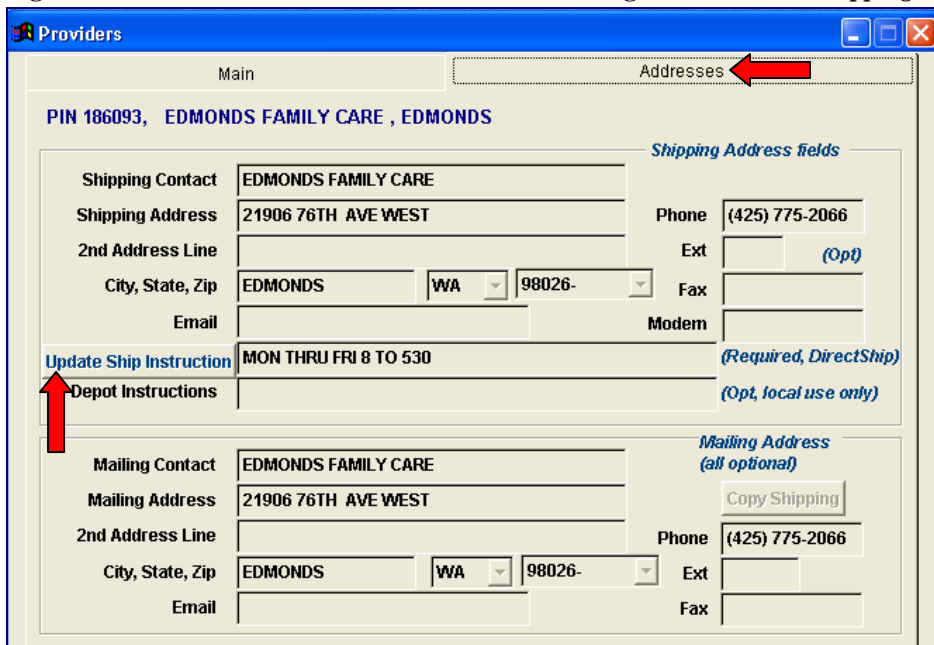
Figure 4. Provider Shipping Instruction – Example of Error Message.



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**.

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

PIN: 186093

Shipping Contact: EDMONDS FAMILY CARE

Shipping Address: 21906 76TH AVE WEST

City, State, Zip: EDMONDS, WA 98026

Phone #: (425) 775-2066

<input checked="" type="checkbox"/> Monday	9:00 To 5:00	<input checked="" type="checkbox"/> Tuesday	9:00 To 5:00	<input checked="" type="checkbox"/> Wed.	9:00 To 5:00
<input checked="" type="checkbox"/> Thursday	9:00 To 5:00	<input type="checkbox"/> Friday	9:00 To 5:00		

Existing Shipping Instructions for this Provider

MON THRU FRI 8 TO 530

New Shipping Instructions Format

Special Instructions:

Save Exit

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**.

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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.

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Data tab

Providers Main tab – Suspend Provider Ordering checkbox

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

Providers

Main Addresses

Updated 04/24/2007
By VACCINE
[more...](#)

Enrollment
View Physicians
Edit Physicians
View Memo

PIN 154038 Parent Provider (Opt) 154000

(Optional: enter Last Name only in Facility field)
Facility Name SOL DUC CLINIC
(Optional: First Name) Init Title

Classification 20 Private Practice (Individual or Group)
County CLALLAM
Counties CLALLAM

Status ACTIVE
Status Date / /
Record Originally Created 04/24/2007
Original VFC Cert. Date 04/24/2007
Current VFC Cert. Date / /
Departed VFC / /
Medicaid #
Other

Suspend Provider Ordering
 Direct Ship Eligible ?

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

Note: To also prohibit Direct Ship orders for the provider, uncheck the *Direct Ship Eligible* check box.

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Data Tab - Orders

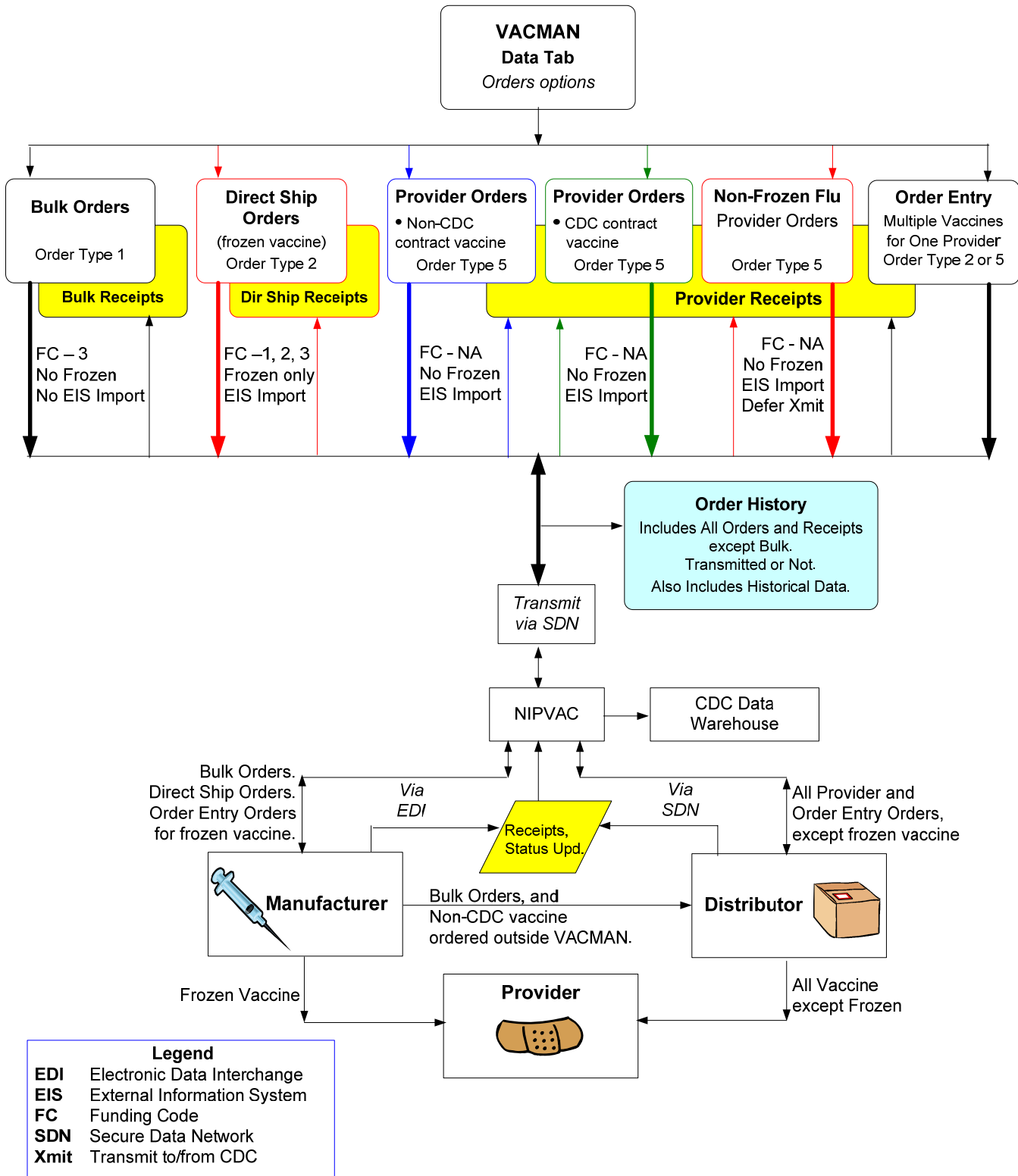
A variety of order screens are available:

- **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.

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VACMAN v4 – Order Flow



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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.

Provider Nontransmitted Orders

Provider Orders UnSorted Updated: 10/31/2007
By: VACMAN

Order Type CDC Vaccines NonCDC Vaccines
Vaccine dropdown list is per your vaccine setup.

Urgent Order Urgent Order indicator to Distributor

Order Date 10/31/2007 Wednesday, October 31, 2007

Provider PIN 193026 ABC PEDIATRICS PLLC

Vaccine Details

Vaccine Code DTAP DTAP W/O THIMEROSAL, 10 X 1 DOSE VIAL PACKAGE

Cost 12.6500 (\$2530.00)

Doses Per Pkg 10 CDC Contract 200-2007-20304 HL7 Code 20

Manufacturer AVENTIS NDC No. 49281-298-10 CPT Code 90700

Doses 200 Min. Order 10, Mult. of 10

Optional Details (Not Sent to CDC)

Order ID

Notes

Provider Memo Provider Address Allowance Current Data

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.

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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.

The screenshot shows the 'Influenza Orders' window. At the top, there's a title bar and a toolbar with a sort dropdown set to 'Unsorted' and an 'Updated: 03/08/2007' status. Below that, the 'Order Date' is 03/08/2007 (Thursday, March 8, 2007). The 'Provider PIN' is 148000, with 'WASHINGTON IMMUNIZATION PROGRAM' as the provider name. The 'Vaccine Code' is FLU, with 'FLUZONE 10X1 DOSE VIALS' as the vaccine details. 'Doses Per Pkg' is 10, and the 'Cost' is \$ 13.75 (\$24889.31). The 'Manufacturer' is AVENTIS, with CDC Contract 200-2007-19662 and NDC No. 49281-007-10. There are fields for 'Doses' (1810) and an 'Urgent' checkbox. Below these are 'Order Number' and 'Notes' fields. At the bottom is a table of existing orders:

Order Date	Pin	Vaccine	Presentation	NCDNO	Maker
03/08/07	148000	FLU		49281-007-10	AVENTIS
07/23/07	195046	FLU	FLUZONE 1 DOSE .5ML SYR	49281-007-50	AVENTIS
10/23/07	193026	FLU	FLUZONE 1 DOSE .5ML SYR	49281-007-50	AVENTIS

Figure 12. Flu Vaccine Code drop down box.

Vaccine Code	Doses Per Pkg	Manufacturer	Doses	Order Number
FLU	13.7510	AVENTIS	10	1
FLU	13.7510	AVENTIS	10	1
FLU	10.1530	AVENTIS	1	10
FLU	10.1600	CHIRON	1	10
FLU	17.6500	MEDIMMUN	10	1
FLU	12.0000	SKB	5	1
FLU-PF	12.7700	AVENTIS	10	1

- 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**.

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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**.

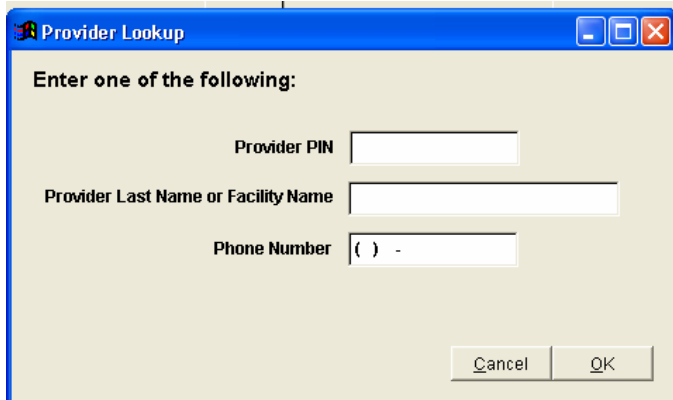
For frozen vaccine, the manufacturer ships the vaccine to the provider.

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.



Provider Lookup

Enter one of the following:

Provider PIN

Provider Last Name or Facility Name

Phone Number () -

Cancel OK

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

Order Type	Vaccine Code	DS	Vaccine Description	Cost	Doses	Qty Last Ordered	Urgent
C	DTAP		DTAP W/O THIMEROSAL, 10 X 1 DOSE	\$12.65	10	10	<input type="checkbox"/>
C	EIPV		INACT. POLIO-IPOL-10 DOSE VIAL	\$11.06	10	10	<input type="checkbox"/>
C	FLU		FLUZONE 10X1 DOSE VIALS	\$13.75	10	90	<input type="checkbox"/>
C	PNU 7		10-PACK 1 DOSE SYRINGES	\$62.14	10	20	<input type="checkbox"/>
C				0	0		<input type="checkbox"/>
C				0	0		<input type="checkbox"/>
C				0	0		<input type="checkbox"/>
C				0	0		<input type="checkbox"/>
C				0	0		<input type="checkbox"/>
C				0	0		<input type="checkbox"/>

- 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 <i>Vaccine Code</i> drop down box.
Vaccine Code	Drop down box displays those vaccines activated via the <i>Setup</i> 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 <i>Setup</i> 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.

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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.

Order Date	Vaccine	Description	Mfg	Qty	Lot	Exp Date	Status	Current Status Date	Urgent	Order ID
10/31/2007	DTAP	DTAP W/O THIMEROSAL, 10 X 1 DOSE VIAL	AVENTIS	10		}}	Not Transmitted	10/31/07	N	
10/31/07	EIPV	INACT. POLIO-IPOL-10 DOSE VIAL	AVENTIS	10		}}	Not Transmitted	10/31/07	N	
10/31/07	FLU	FLUZONE 10X1 DOSE VIALS	AVENTIS	10		}}	Not Transmitted	10/31/07	N	
10/31/07	PNU 7	10-PACK 1 DOSE SYRINGES	LED	10		}}	Not Transmitted	10/31/07	N	
10/29/07	DTAP	DTAP W/O THIMEROSAL, 10 X 1 DOSE VIAL	AVENTIS	10		}}	Not Transmitted	10/29/07	N	
10/29/07	EIPV	INACT. POLIO-IPOL-10 DOSE VIAL	AVENTIS	10		}}	Not Transmitted	10/29/07	N	
10/29/07	HEP A	HEP A PED HAVRIX TIPLOK	SKB	5		}}	Not Transmitted	10/29/07	N	
10/29/07	PNEUMO	PNEUMOCOCCAL 23 VALENT 5-DOSE VIAL	MSD	5		}}	Not Transmitted	10/29/07	N	
10/29/07	VAR	Varicella - Varivax	MSD	10		}}	Not Transmitted	10/29/07	N	
04/30/07	DTAP	DTAP W/O THIMEROSAL, 10 X 1 DOSE VIAL	AVENTIS	30		}}	Submitted to Me			

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>