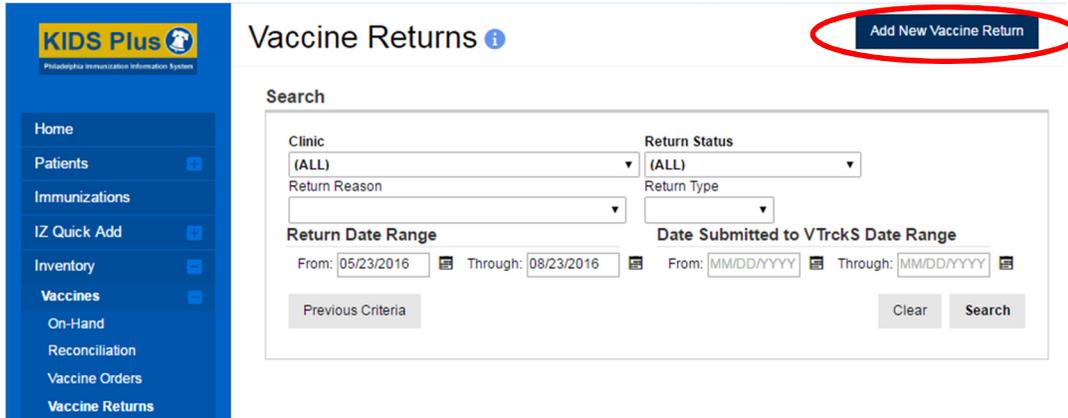


VFC & VFAAR KIDS Plus IIS Processing Returns

<https://kids.phila.gov>

- 1) From the left-side navigation panel select **Inventory** → **Vaccines** → **Returns** from the subsequent dropdown menus.
- 2) Click on the **Add Vaccine Return** button in the upper right hand corner.



KIDS Plus Philadelphia Immunization Information System

Vaccine Returns ⓘ Add New Vaccine Return

Search

Clinic: (ALL) Return Status: (ALL)

Return Reason: Return Type:

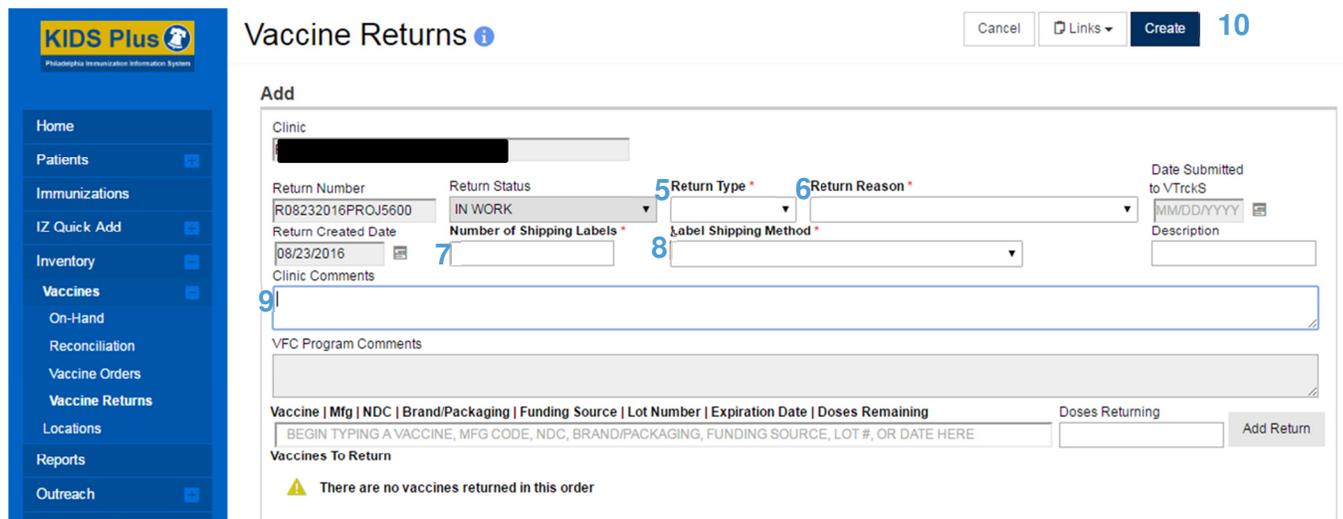
Return Date Range: From: 05/23/2016 Through: 08/23/2016 Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Previous Criteria Clear Search

- 3) Select YOUR clinic (it begins with your clinic's PIN). Click Next.
- 4) Take the time to verify that the info in the Shipping Info box is correct.
 - a. If it IS correct, certify it by checking the small box (see below) in the lower right-hand corner. Then click **Next**.

I have reviewed the above shipping information and I certify the information is correct.

- b. If it is NOT correct, phone the VFC/VFAAR program right away.
- 5) Select **RETURN ONLY** under **Return Type**.
 - 6) Under **Return Reason**, select the reason for the current return. Each return reason must be processed separately.
 - 7) Enter "1" in the box under **Number of Shipping labels**.
 - 8) Select **EMAILED TO PROVIDER EMAIL STORED IN VTRCKS**.
 - 9) Enter your email address into the Clinic Comments box.
 - 10) Click Create to save draft.



KIDS Plus Philadelphia Immunization Information System

Vaccine Returns ⓘ Cancel Links Create 10

Add

Clinic: [Redacted]

Return Number: R08232016PROJ5600 Return Status: IN WORK **5** Return Type: [Dropdown] **6** Return Reason: [Dropdown] Date Submitted to VTrckS: MM/DD/YYYY

Return Created Date: 08/23/2016 Number of Shipping Labels: **7** Label Shipping Method: [Dropdown] **8** Description: [Text Box]

Clinic Comments: **9** [Text Area]

VFC Program Comments: [Text Area]

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining | Doses Returning | Add Return

BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE

Vaccines To Return

⚠ There are no vaccines returned in this order

- 11) Type in the first three letters of the vaccine you wish to return in the **Vaccine** box. Select the vaccine to be returned from the drop down menu.
- 12) Type in the number of doses to be returned in the **Doses Returning** box.
- 13) Click **Add Return**. The vaccine selection will then populate at the bottom of the page.
- 14) Click **Update** to save changes as you work or if you need to navigate away from the page.
- 15) When all vaccines related to the **Return Reason** have been entered, click on the arrow (▼) to the right of **Update** and select **Submit to VFC**.

Vaccine Returns ? i Cancel Links Update ¹⁴

Delete
15 Submit To VFC Program

Edit

Clinic
[REDACTED]

Return Number: R08282016PU032001 Return Status: IN WORK Return Type: [] Return Reason: [] Date Submitted to VTrckS: MM/DD/YYYY

Return Created Date: 08/26/2016 Number of Shipping Labels: [] Label Shipping Method: [] Description: []

Clinic Comments: []

VFC Program Comments: []

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining | **12** Doses Returning | **13**

11 BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE Add Return

Vaccines To Return

⚠ There are no vaccines returned in this order

- 16) Note the **Submitted for Approval** status in the **Return Status** box. Your submission has been sent to the VFC/VFAAR program.

Vaccine Returns ? i Cancel Links Select Action

Edit

Clinic
[REDACTED]

Return Number: R07252016PU032000 **16** Return Status: SUBMITTED FOR APPROVAL Return Type: RETURN ONLY Return Reason: EXPIRED VACCINE Date Submitted to VTrckS: MM/DD/YYYY

Return Created Date: 08/26/2016 Number of Shipping Labels: 1 Label Shipping Method: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS Description: []

Clinic Comments: PLEASE EMAIL TO [REDACTED]

VFC Program Comments: []

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining | Doses Returning | Add Return

BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE

Vaccines To Return

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
1 Meningococcal B OMV	PFR	00005-0100-10	TRUMENBA - 10 Pack - 1 Dose Syringe	VFC	L13514	07/31/2016	0	5

Things to remember:

- You will receive an email after submitting your order as well an email indicating whether your return has been **Approved** or **Rejected**. Please add WebIZDevEmail@envisiontechnology.com to your email address book. We recommend updating your email addresses to one that you check continuously and to ensure emails from the health department do not get flagged as spam.
- Once a Return has been rejected, it must be deleted and a new return created.
- Click the red x to the right of each vaccine added to the return if you make an error and need to change your selection.