
Pennsylvania Statewide Immunization Information System

Production Website: <https://siis.health.state.pa.us/siis>

PA-SIIS Support Site: www.health.state.pa.us/pasiis

Phone Number: (717) 783-2548 or (877) 774-4748

Training Manual

Vaccine Ordering

And

Receiving PA-SIIS Electronic

Inventory Shipments



A. Logging In and Logging Out of the PA-SIIS

Every PA-SIIS user is assigned a unique username and password by registry staff. This security measure ensures that only authorized personnel have access to the PA-SIIS database. You must know your username and password to log into PA-SIIS.

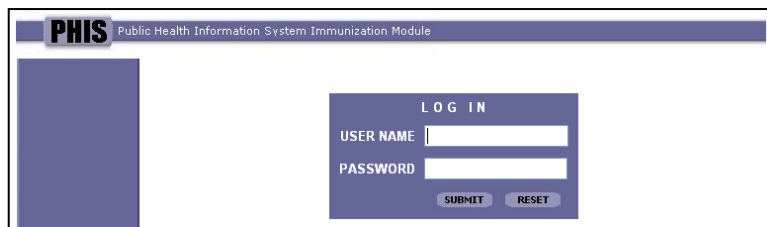
As an additional security measure, the PA-SIIS will time out after a period of inactivity. This is to prevent someone else from using your computer and connection if you step away without logging out. If the system times out, you must re-log in to resume using the system.

To log into PA-SIIS:

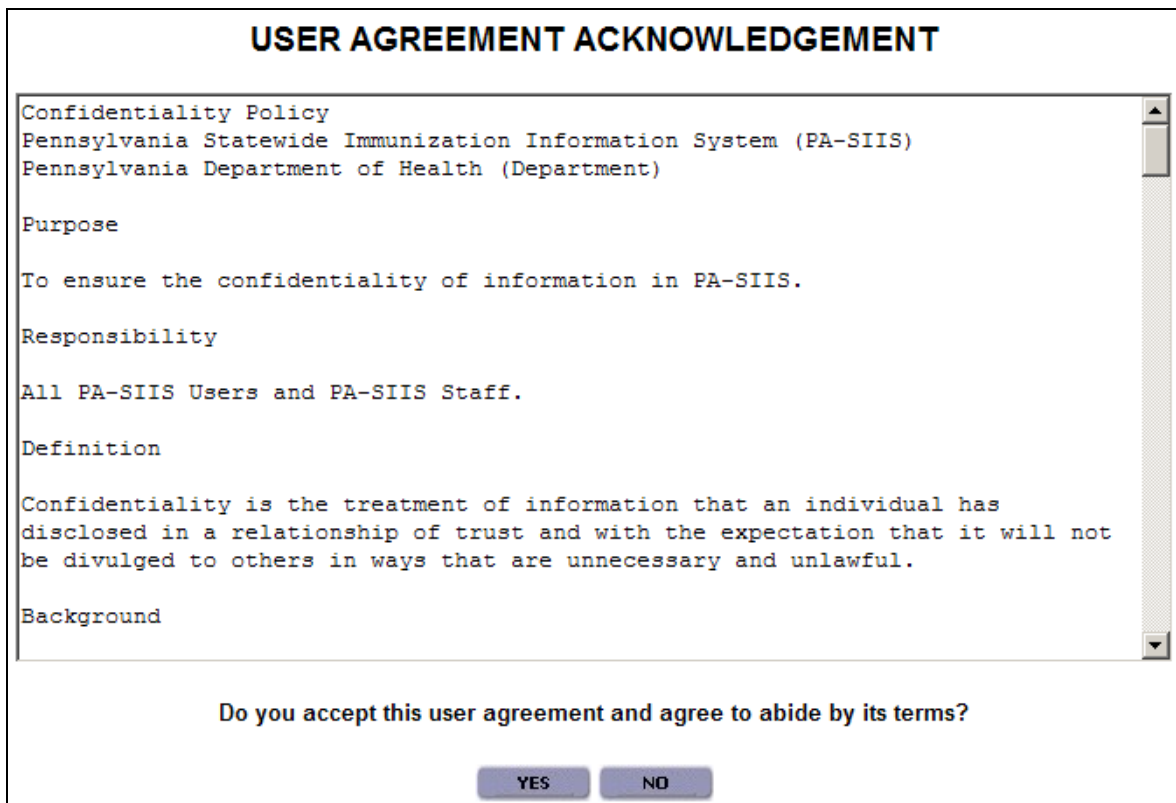
1. Using your Web browser, navigate to the PA-SIIS Web site:

<https://siis.health.state.pa.us/siis>

2. When the login screen appears, enter your user name and password into the appropriate fields. The password will display as a series of asterisks (****) for security purposes.



3. Click **Submit**. Users logging into the PA-SIIS for the first time will receive the user agreement acknowledgement screen. Please review the agreement and accept the agreement by selecting **yes**.



USER AGREEMENT ACKNOWLEDGEMENT

Confidentiality Policy
Pennsylvania Statewide Immunization Information System (PA-SIIS)
Pennsylvania Department of Health (Department)

Purpose
To ensure the confidentiality of information in PA-SIIS.

Responsibility
All PA-SIIS Users and PA-SIIS Staff.

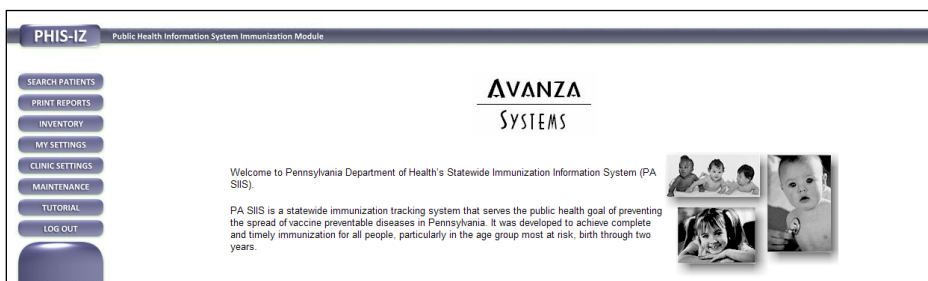
Definition
Confidentiality is the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others in ways that are unnecessary and unlawful.

Background

Do you accept this user agreement and agree to abide by its terms?

YES NO

- The Avanza Systems screen displays. From here you can access the print reports, inventory, my settings and clinic settings.



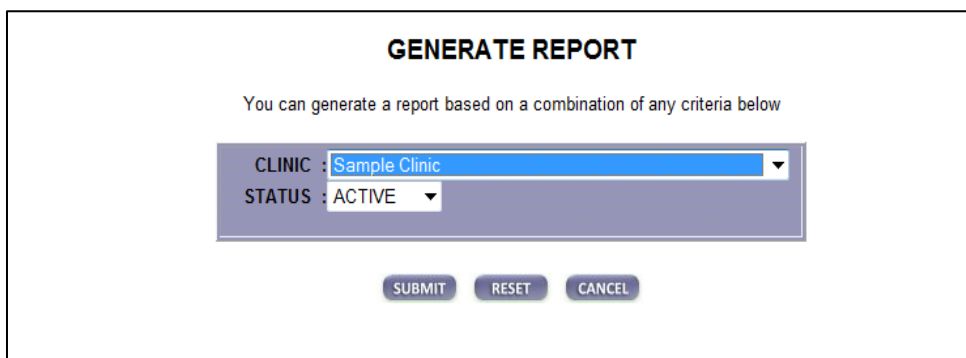
To log out of the PA-SIIS:


From any screen within the PA-SIIS, click the **Log Out** button. The system logs you out and displays the login screen.

B. Generate Clinic Inventory Report:

Follow the steps below to generate your clinic inventory report:

- Select the **Print Reports** button on the left-hand side of the Avanza Systems screen.
- Select Clinic Inventory from the select report screen and select **Generate**.
- Verify that your clinic name is in the **Choose Clinic** field and select **Submit**.





pennsylvania
DEPARTMENT OF HEALTH

CLINIC INVENTORY

Clinic: Sample Clinic
Address: 555 Walnut St
Harrisburg, Pennsylvania
17101
Phone: 717-555-5555
Fax: 717-666-6666

VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE	VOLUME	REFRIGERATOR COUNT	MANUFACTURER	VENDOR
DTaP-IPV-HepB	VFC	A121B326AA	11/08/2013	20	<input type="text"/>	SmithKline	State
Hep B - Child	VFC	0131AE	10/26/2014	30	<input type="text"/>	Merck	State
Varicella	VFC	00369AA	01/12/2014	50	<input type="text"/>	Merck	State

Generated January 29, 2013
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PRINT SAVE CANCEL DONE

C. Clinic Settings:

Every practice must validate all of the clinic information contained on this screen for content accuracy to assure a timely approval and delivery of vaccines for every order that is placed.

Follow the steps below to verify clinic properties.

1. Select the **Clinic Settings** button on the left-hand side of the Avanza System screen.
2. Verify that your practice name is in the **Clinic Name** field and update any additional information as needed.
3. Click on the **Update** button to save the updates.
4. Click on the **Ok** button to confirm the Edit Clinic was accepted and then **Cancel** at the bottom of the Edit Clinic Screen.

EDIT CLINIC

CLINIC NAME * Sample Clinic	CLINIC TYPE Private	VFC PIN A123-45	
CLINIC PHONE * 7175555555	EXTENSION 	CLINIC FAX 7176666666	
PRIMARY VFC CONTACT			
LAST NAME * Duck	FIRST NAME * Shirley	MIDDLE NAME 	EMAIL ADDRESS shduck@sample.com
Clinic Address <small>EDIT</small> 555 Walnut St Harrisburg, Pennsylvania 17101		Shipping Address <small>EDIT</small> 555 Walnut St Harrisburg, Pennsylvania 17101	
Associated Providers <small>EDIT</small>		Delivery Times <small>EDIT</small>	
		Mon 0900-1130 1300-1600 Tue Wed 0900-1130 1300-1600 Thu Fri 0900-1130	
Patient Population <small>EDIT</small>		VFC Acknowledgement <small>EDIT</small>	
Total (1906) Enrolled in MA (1246) Uninsured (615) American Indian (4) Underinsured (41)		Physician Name: Donald Duck, MD License #: 1234534AD MA ID: ADC-5467-Q	

* Required

D. Reconciling Inventory:

Follow the steps below to adjust the current volume of a given inventory item due to spoilage, waste, unaccountability, etc.:

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Verify that your clinic name is in the **Choose Clinic** field.
3. Select the applicable inventory item by clicking directly on the vaccine (blue hyperlink). The *Edit Inventory Item* screen will appear.
4. Click on the **Reconcile** button at the bottom of the *Edit Inventory Item* screen. The *Add New Reconciliation Note* screen will appear.

ADD NEW RECONCILIATION NOTE

* DATE : 8/18/2009 * TYPE : Spoiled (-) * VOLUME : 10

Notes :

* Required

UPDATE CANCEL

5. The **date** field will default to today's date. This date can be modified if necessary.
6. In the **Type** field, select the appropriate reconciliation type:
 - If subtracting doses from the inventory item, use reconciliation type **Wasted (-)**, **Spoiled (-)**, or **Unaccountable (-)**.
 - If adding doses to the inventory item, use reconciliation type **Unaccountable (+)**.
7. Enter the number of doses that were wasted, spoiled, unaccountable (-), or unaccountable (+) in the **Volume** field.
8. Click on the **Update** button to save the transaction. The *Edit Inventory Item* screen will appear.
9. Verify that all information is correct and select the **Update** button on the bottom of the *Edit Inventory Item* screen and then select OK to return to the Edit Inventory Screen and then select Close Inventory to return to the Avanza System Screen.

Inactivating Inventory Items

When the CURRENT VOLUME of a vaccine item reaches zero (0):

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Maximize the *Edit Inventory* screen by clicking on the box "□" beside the "x" in the top right hand corner of the screen (if it is not already maximized).
3. Verify that your clinic name is in the **Choose Clinic** field.
4. Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**). The *Edit Inventory Item* screen will appear.

EDIT INVENTORY ITEM

CLINIC : Sample Clinic VACCINE : Influenza SOURCE/VENDOR : State FUNDING SOURCE : Non-VFC

CURRENT VOLUME : 0 ADMIN VOLUME : 490 DOSAGE VOLUME : 1 MINIMUM VOLUME : 0

ACTIVE NOTES :

RECOMMEND

LOT INFORMATION

LOT NUMBER	EXPIRATION DATE	MANUFACTURER
58794	6/30/2010	Lederle

RECONCILIATION INFORMATION

DATE	TYPE	VOLUME	NOTES
8/18/2009	In Transit	500	Shipped By PA State DOH
8/18/2009	Received (+)	500	Received
8/18/2009	Spoiled (-)	-10	

UPDATE SELECT LOT(S) RECONCILE CANCEL

- Uncheck the “**Active**” box (as appears above) and select **Update** on the bottom of the *Edit Inventory Item* screen to save the changes.

E. Inventory Management:

Part 1: Ordering Vaccines

Follow the steps below to electronically order vaccines within PA-SIIS:

- Select the **Inventory** button on the left-hand side of the Avanza System screen. The *Edit Inventory* screen will appear.

VACCINE	FUNDING SOURCE	LOT NUMBER(S)	EXPIRATION DATE(S)	CURRENT VOLUME
DTaP-IPV-HepB	VFC	A121B326AA	11/08/2013	20
Hep B - Child	VFC	0131AE	10/26/2014	30
Varicella	VFC	00369AA	01/12/2014	50

- Verify that your clinic name is in the **Choose Clinic** field.
- Click on the **Orders** button at the bottom of the *Edit Inventory* screen. The *Edit Orders* screen will appear.

CLINIC DATE	ORDER ID	STATUS	VACCINE NAME	TRADE NAME	FUNDING SOURCE	VOLUME ORDERED
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- Your clinic name will automatically default in the Clinic field. Select the **Add Orders** button at the bottom of the *Edit Orders* screen. The *Add New Order* screen will appear. At the top of the Add New Order Screen you will see a notes field: This field should be used to explain rush orders in order to prevent approval and shipment delays. You will also notice two radial buttons requesting you to attest your temperature log is current and maintained, and that you completed your inventory reconciliation (section C) prior to submitting your current vaccine order.

ADD NEW ORDER

ORDER ID 9579	CLINIC Sample Clinic	ORDER DATE 1/21/2013	STATUS * Pending Approval
NOTES			
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>			
VACCINE VOLUME ORDERED BY FUNDING SOURCE			
VACCINE	TRADE NAME		VFC
DTaP	49281-0286-10 Daptacel SDV10		0
DTaP	49281-0298-10 Tripedia SDV10		0
DTaP	58160-0810-11 Infanrix SDV10		0
DTaP	58160-0810-52 Infanrix SYR10		0
DTaP-Hib	58160-0811-52 Pediarix SYR10		0
DTaP-IPV	58160-0812-11 Kinrix SDV10		0
DTaP-IPV	58160-0812-52 Kinrix SYR10		0
DTaP-IPV-Hib	49281-0510-05 Pentacel SDV5		0
Hep A - Child	00006-4831-41 Vaqta SDV10		0
Hep A - Child	58160-0825-11 Havrix SDV10		0
Hep A - Child	58160-0825-52 Havrix SYR10		0
Hep A/B - Child	58160-0815-11 Twinrix SDV10		0
Hep A/B - Child	58160-0815-48 Twinrix SYR5		0
Hep A/B - Child	58160-0815-52 Twinrix SYR10		0
Hep B - Child	00006-4981-00 Recombivax SDV10		0
Hep B - Child	58160-0820-11 Engerix SDV10		0
Hep B - Child	58160-0820-52 Engerix SYR10		0
Hep B - Hib	00006-4898-00 Comvax SDV10		0
Hib	00006-4897-00 PedvaxHIB SDV10		0
Hib	49281-0545-05 ActHIB SDV5		0
Hib	58160-0806-05 Hiberix SDV10		0
HPV	00006-4045-41 Gardasil SDV10		0
HPV	58160-0830-46 Cervarix SYR5		0
Influenza	19515-0888-07 Flulaval MDV101		0
Influenza	33332-0011-01 Afluria SYR10		0
Influenza	33332-0111-10 Afluria MDV101		0
Influenza	49281-0011-10 Fluzone AD SDV10		0
Influenza	49281-0011-50 Fluzone AD SYR10		0
Influenza	49281-0111-25 Fluzone SYR10		0
Influenza	49281-0388-15 Fluzone AD MDV101		0
Influenza	49281-0389-65 Fluzone AD SYR10		0
Influenza	49281-0703-55 Fluzone AD SYR10		0
Influenza	58160-0878-52 Fluairix SYR10		0
Influenza	66019-0109-10 FluMist SPR10		0
Influenza	66521-0114-02 Fluvirin SYR10		0
Influenza	66521-0114-10 Fluvirin MDV101		0
IPV - Adult	49281-0860-10 IPV MDV101		0
MCV4	46028-0208-01 Menveo SDV5		0
MCV4	49281-0589-05 Menactra SDV5		0
MMR	00006-4681-00 MMR SDV10		0
PNU - 13	00005-1971-02 Prevnar SYR10		0
PNU - Adult	00006-4739-00 Pneumovax AD MDV51		0
PNU - Adult	00006-4943-00 Pneumovax SDV10		0
Rotavirus	00006-4047-20 RotaTeq ORAL25		0
Rotavirus	00006-4047-41 RotaTeq ORAL10		0
Rotavirus	58160-0854-52 Rotarix SDV10		0
Td	00006-4133-41 Td Adult SDV10		0
Td	14362-0111-03 Massbio SDV10		0
Td	49281-0291-10 Decavac SYR10		0
Td	49281-0291-83 Decavac SDV10		0
<input type="checkbox"/> By checking this box I take full responsibility for this information and attest that there is a current temperature log at this practice site with documentation in compliance with the Vaccines for Children vaccine temperature log documentation requirements.			
<input type="checkbox"/> By checking this box I take full responsibility for this information and attest that the Department-supplied vaccine inventory listed is an accurate reflection of the inventory on hand at this practice site.			

UPDATE

CANCEL

* Required

4. Locate the vaccine and trade name of vaccine requested. Enter the volume by doses of vaccines requested under the “VFC” funding source of the vaccine requested.

5. Select the **Update** button on the bottom of the *Add New Order* screen.
6. Select the **Ok** button on the *Add New Order* screen. The *Edit Orders* screen will appear.
7. The order will now appear in the *Edit Orders* screen with a status of “Open”. Click on **Cancel** button and the *Edit Inventory* screen will appear.

After your vaccine order is created in the PA-SIIS, the order will be reviewed and processed by the PA Department of Health, Division of Immunizations. You will receive an email notification after the order is approved and shipped. Also, an electronic shipment will automatically be created in the PA-SIIS for your approved order. Please review the instructions in **Part 2: Receiving PA-SIIS Electronic Inventory Shipments** for receiving your electronic shipment within the PA-SIIS.

Part 2: Receiving PA-SIIS Electronic Inventory Shipments

Follow the steps below to receive a PA-SIIS electronic inventory shipment:

1. Select the **Inventory** button on the left-hand side of the Avanza System screen.
2. Verify that your clinic name is in the **Choose Clinic** field. The new inventory item will appear on your list of current active inventory, the current volume will be “0” (if you don’t already have that lot number in your inventory).
3. Select the **Shipments** button on the bottom of the *Edit Inventory* screen. The *Edit Shipments* screen will appear.

EDIT SHIPMENTS

CHOOSE CLINIC STATUS
Sample Clinic Not Closed

CURRENT INVENTORY					RECEIVING							
VACCINE	FUNDING SOURCE	LOT #	EXPIRATION DATE(S)	CURRENT VOLUME	#	DATE	FROM	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL
DTaP	Private	00001	12/31/2010	72	17763	8/18/2009	PA State DOH	Influenza	58794	6/30/2010	500	
Hep B - Child	VFC	0053X	7/28/2010	195								
Influenza	Non-VFC	58794	6/30/2010	0								

SENDING											
#	DATE	TO	VACCINE	LOT #	EXP DATE	SHIP VOL	RCVD VOL				

ADD SHIPMENT CANCEL

4. Under the **Receiving** section, select the blue hyperlink of the shipment number for the shipment that you are receiving into the PA-SIIS (e.g., [11763](#)). The *Edit Shipment* screen will appear.

EDIT SHIPMENT

SHIPPED FROM :	SHIPPED TO :	ORDER ID :	SHIPMENT DATE :	STATUS :
PA State DOH	Sample Clinic		8/18/2009	Open

Notes :

VACCINE :	FUNDING SOURCE :	ITEMS SHIPPED LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :	VOL RECEIVED :
Influenza	Non-VFC	58794	6/30/2010	500	

UPDATE RECEIVE SHIPMENT CANCEL

- Click on the **Receive Shipment** button on the bottom of the *Edit Shipment* screen. The *Receive Shipment* screen will appear.

RECEIVE SHIPMENT

TOTAL VOL RECEIVED :	VACCINE :	FUNDING SOURCE :	LOT NUMBER :	EXPIRATION DATE :	VOL SHIPPED :
500	Influenza	Non-VFC	58794	6/30/2010	500

Is this shipment complete ?

- Type the volume that you received in the **"Total Vol. Received"** column.
- Select **Yes** under the question, "Is this shipment complete?" and then click on the **Update** button on the bottom of the *Receive Shipment* screen. The *Edit Shipment* screen will appear.
- Verify that all information is correct and select the **Update** button. The *Edit Shipments* screen will appear.
- The shipment that was received will have disappeared from the Receiving section of the *Edit Shipments* screen. Click on **Cancel** and the *Edit Inventory* screen will appear (with the new volumes added to your current inventory).