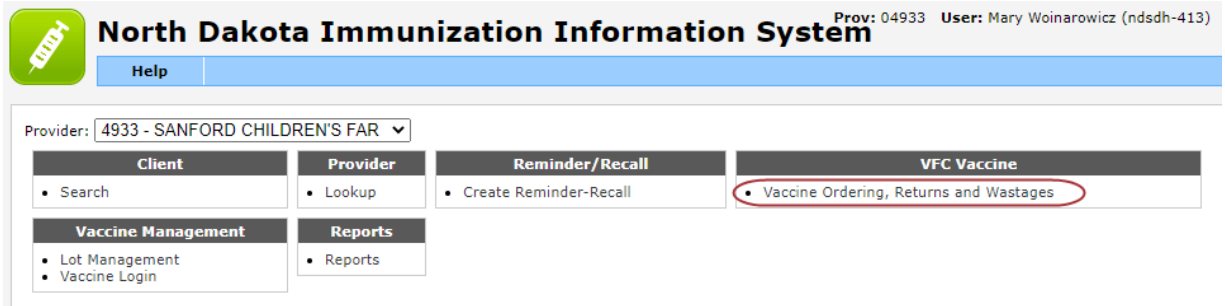


## North Dakota Immunization Information System: Entering a Vaccine Return

1.) To enter a vaccine return, click the Vaccine Ordering, Returns and Wastages hyperlink from the NDIIS homepage



**North Dakota Immunization Information System** Prov: 04933 User: Mary Woinarowicz (ndsdh-413)

Help

Provider: 4933 - SANFORD CHILDREN'S FAR

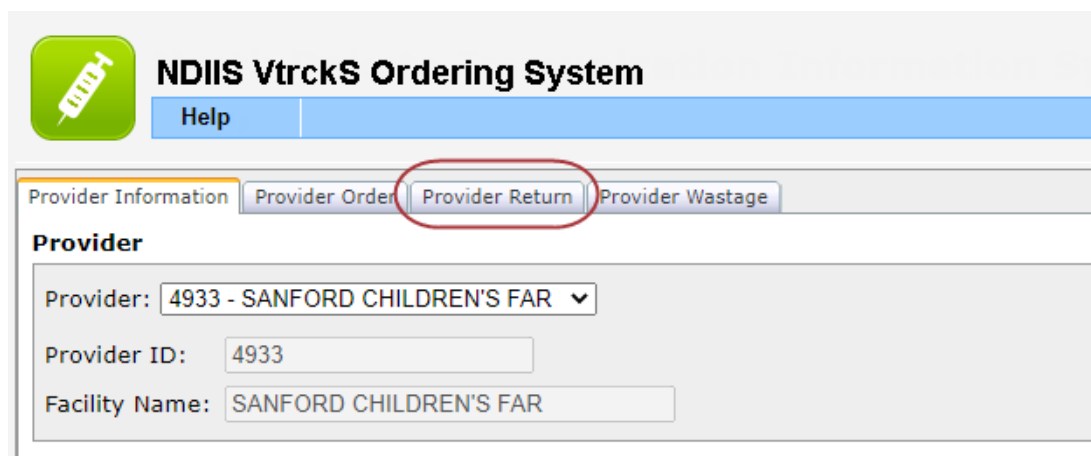
Client	Provider	Reminder/Recall	VFC Vaccine
<ul style="list-style-type: none"><li>Search</li></ul>	<ul style="list-style-type: none"><li>Lookup</li></ul>	<ul style="list-style-type: none"><li>Create Reminder-Recall</li></ul>	<ul style="list-style-type: none"><li>Vaccine Ordering, Returns and Wastages</li></ul>

Vaccine Management	Reports
<ul style="list-style-type: none"><li>Lot Management</li><li>Vaccine Login</li></ul>	<ul style="list-style-type: none"><li>Reports</li></ul>

2.) Review and update, if necessary, the shipping address, primary and secondary contact information, and office hours on provider information page

3.) Click the checkbox to certify the provider information

4.) Click on the Provider Return tab



**NDIIS Vtrcks Ordering System**

Help

Provider Information | **Provider Order** | **Provider Return** | Provider Wastage

**Provider**

Provider: 4933 - SANFORD CHILDREN'S FAR

Provider ID: 4933

Facility Name: SANFORD CHILDREN'S FAR

5.) Click on the **New Return** button from the Provider Return page

Provider Information | Provider Order | **Provider Return** | Provider Wastage

**Return History**

Prov ID: 4933

RETURN ID	RETURN DATE	STATUS	PRINT STATUS
103666	06/05/2019	Submitted to CDC	Ready To Print
103556	04/01/2019	Submitted to CDC	Ready To Print
103519	03/07/2019	Submitted to CDC	Ready To Print
103492	02/27/2019	Submitted to CDC	Ready To Print
103391	12/28/2018	Submitted to CDC	Ready To Print
103358	12/03/2018	Submitted to CDC	Ready To Print
103055	06/29/2018	Submitted to CDC	Ready To Print
103036	06/25/2018	Submitted to CDC	Ready To Print
102852	04/02/2018	Submitted to CDC	Ready To Print
102794	02/05/2018	Submitted to CDC	Ready To Print
102783	02/02/2018	Submitted to CDC	Ready To Print

**Definition of vaccine return:** nonviable vaccine that needs to be returned to McKesson because it was expired, was spoiled because of a temperature excursion or because of a vaccine recall. Multi-dose vials (MDV) can only be returned if no doses have been drawn from the vial. Partially used MDVs must be documented as wasted vaccine.

Review Selected Return

**New Returns**

	VAC NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSES RETURNED	RETURN REASON	COMMENTS
Edit	DTAP	2N43Z	04/12/2020	6			
Edit	DTAP	D2KX9	11/26/2021	10			
Edit	DTaP-Hib-IPV (Pentacel)	UI966AAA	07/07/2020	5			
Edit	DTaP-Hib-IPV (Pentacel)	UI968ABA	07/20/2020	5			
Edit	DTaP-Hib-IPV (Pentacel)	UJ084AAA	07/24/2020	10			

- The return grid will be populated with state-supplied lot numbers from the provider's NDIIS vaccine inventory and will include:
  - Lots that have expired in the past 12 months
  - Lots that have not yet expired
  - Lots with greater than zero doses on hand
- The return screen is defaulted to list vaccines by Vaccine Name
  - Return screen can be sorted by Vaccine Name, Lot Number or Expiration Date
  - To change the sort, use the drop-down box below the order window

Sort by : Vaccine Name ▼

Vaccine Name ▼  
 Vaccine Name  
**Lot Number**  
 Expiration Date

6.) Click the **Edit** button next to the vaccine

	VAC NAME	LOT NUMBER	EXPIRATION DATE
Edit	DTAP	2N43Z	04/12/2020

7.) Fill in the *Doses Returned* field with the number of doses that need to be sent back to the distributor

**Edit Vaccine Return**

Vaccine Name: DTAP  
Lot Number: 2N43Z  
Expiration Date: 04/12/2020  
NDIIS Inventory: 6  
Doses Returned:   
Return Reason: Select One  
Comments:   
  
Save Cancel

8.) Select a *Return Reason* from the drop-down box

- Opened multi-dose vials need to be entered as a vaccine wastage, not a return
- A comment is required when the “Other” reason is selected

**Edit Vaccine Return**

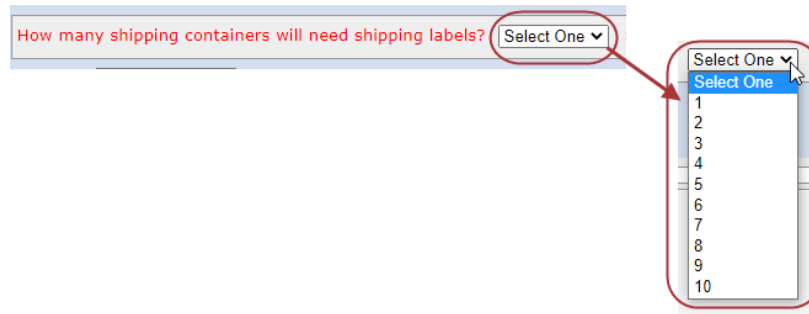
Vaccine Name: DTAP  
Lot Number: 2N43Z  
Expiration Date: 04/12/2020  
NDIIS Inventory: 6  
Doses Returned: 3  
Return Reason: Select One  
Comments:   
  
Select One  
Expired vaccine  
Failure to store properly upon receipt  
Mechanical failure  
Natural disaster/power outage  
Other  
Recall  
Refrigerator too cold  
Refrigerator too warm  
Spoiled - other  
Vaccine spoiled in transit(Freeze/Warm)

9.) Click **Save**

## Shipping Packages

Before a return can be submitted, providers must indicate how many packages will be mailed to the distributor

- This is a required field
- Maximum of 10 packages per return file

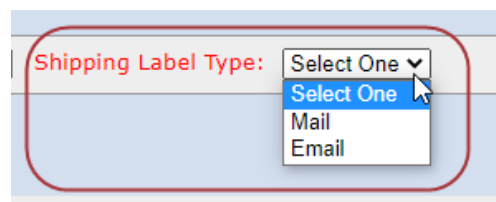


A screenshot of a web form field. The label is "How many shipping containers will need shipping labels?" in red text. To the right is a dropdown menu with "Select One" and a downward arrow. A red circle highlights the dropdown, and a red arrow points to a larger, detailed view of the dropdown menu. This detailed view shows "Select One" at the top, followed by a list of numbers from 1 to 10. The number "1" is highlighted in blue, and a mouse cursor is pointing at it.

## Shipping Label Type

Before a return can be submitted, providers must indicate how they would like the distributor to send the shipping label(s)

- This is a required field
- Providers are encouraged to select the "Email" option as the faster, more efficient way to receive the required shipping label.
  - Emailed shipping labels are sent within 1-2 hours of the vaccine return being submitted by the NDDoH to CDC's vaccine tracking system (VTrckS).
  - Mailed shipping labels can take up to 2 weeks after the vaccine return has been submitted before it is sent to the provider.



A screenshot of a web form field. The label is "Shipping Label Type:" in red text. To the right is a dropdown menu with "Select One" and a downward arrow. A red circle highlights the dropdown, and a red arrow points to a larger, detailed view of the dropdown menu. This detailed view shows "Select One" at the top, followed by "Mail" and "Email". The "Select One" option is highlighted in blue, and a mouse cursor is pointing at it.

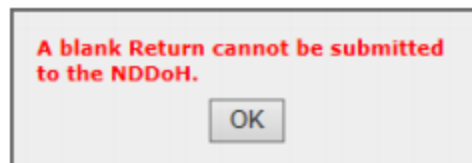
## Return Processing Functions

There are five available functions when processing a new return:

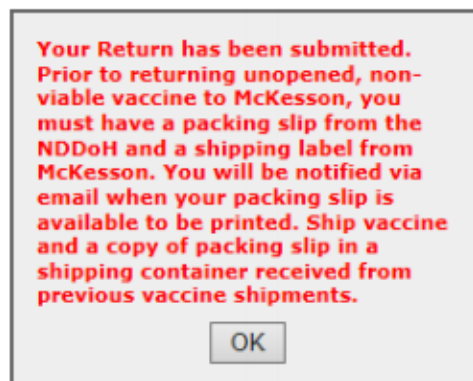


### Functions

- **Clear** will clear all of the information that has been entered into the provider return screen but will leave the screen open
- **Review** will open the return review screen, which only displays the lots that are being returned
- **Save** will save all of the return information and close the return screen
  - Return can be seen in the Return History window to be updated, added to and/or submitted
- **Submit** will submit the vaccine return to the NDDoH
  - Blank returns cannot be submitted. The “Doses Returned” and “Return Reason” fields must be filled in for at least one lot before a return can be successfully submitted.
  - If trying to submit a blank return, the following warning box will appear:



- Once the wastage has been submitted, the following instruction box will appear:



- **Delete** will delete the vaccine return and remove it from the Return History grid

## Printing Return Packing Slip

- Returns that have been loaded in to VTrckS will have a status of *Ready to Print*

### Return History

Prov ID:4933			
RETURN ID	RETURN DATE	STATUS	PRINT STATUS
103556	04/01/2019	Submitted to CDC	Ready To Print

- To print packing slip:
  - Click on the return in the Return History box
  - The return information will display below the Return History box
  - Click the **Print Packing Slip** button

Review Selected Return

VAC NAME	LOT NUMBER	EXPIRATION DATE	NDIIS INVENTORY	DOSES RETURNED	RETURN REASON
INFL (IIV4 P/F)	UJ025AC	06/30/2019	64	34	Expired vaccine

How many shipping containers will need shipping labels? Select One Shipping Label Type: Select One

Review
Print Packing Slip

- The packing slip will open as a pdf document

Vaccine Return Packing Slip

**Grantee Code:** NDA

**Provider Name:** SANFORD CHILDREN'S FAR     **NDIIS Return ID:** 103666

**Provider Pin:** 04933     **VTrckS Return ID:** 0600755656

Vaccine	Lot Number	Expiration Date	Manufacturer	Doses	Return Reason
INFL (IIV4 P/F)	UJ025AC	06/30/2019	SANOFI PASTEUR	34	G81 = Expired vaccine

**Note:** Vaccine returns cannot be shipped back to the manufacturer or distributor without the NDIIS packing slip and the McKesson shipping label.