

As vaccine orders are created in the Washington State Immunization Information System and move through the local and state approval process, their status is automatically updated. Providers can view the status of their own orders, and local health jurisdiction (LHJ) staff can view the status of all the orders from providers in their jurisdiction.

Steps to view the status of a current vaccine order:

1. Login and select the **Orders/Transfers Menu Heading** from the Navigation Menu
2. Select *Create/View Orders*
3. Current orders are listed in the **InBound Orders** section showing Order Number, PIN, Submit date, Approval Date, and Status
4. Use the **Select** button  to open a individual order's detail

Steps to view the status of a completed vaccine order:

1. Login and select the **Orders/Transfers Menu Heading** from the Navigation Menu
2. Select *Search History*
3. Search for individual orders, or all orders using multiple search filters. The order status is visible in the right hand column under the **Status** heading. **NOTE: Orders are organized by status, then date.**
4. Use the **Select** button  to open a individual order's detail

Order Status types and what they mean:

Status	What it Means
Saved	The order has been started and saved, however it has <u>not</u> been submitted. Saved orders can be submitted by opening the order detail and selecting Submit . You may also delete an order if it will not be submitted.
In Manual Review	The order has been created and is waiting for local (LHJ) review.
Pending Local Approval	The order is being reviewed by the local approver and is waiting to be submitted to the state.
State Manual Review	The order has been approved by local review and is waiting for state approval.
Pending State Approval	The order is waiting for state review and approval.
Approved	The order is approved by the state and sent to CDC for processing and shipping. Shipments can be received into lot inventory when an order status is Approved.
Shipped	The order is shipped and is in route to the provider. Shipments can be received into lot inventory when an order status is Shipped.
Received	The order is electronically received by the provider into the system. The provider lot inventory is automatically updated with the new lot quantities. The order is removed from the InBound Orders list and can be viewed using the Search History function.
Archived	Historical orders are archived by the state and removed from the InBound Orders list. Archived orders can be viewed using the Search History function.
Backordered	The order is temporarily held by your LHJ or the state. Orders in Backordered status are not processed for shipment.
Denied	The order is not approved and the vaccines in the order are not processed for shipment. The provider can delete the denied order.

If you have a disability and need this document in another format, please call 1-800-322-2588 (711—TTY relay).

Questions? Contact the Help Desk: 800-325-5599 or 206-205-4141
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