Flu Prebook Instructions

1. Begin by visiting the KSWebIZ website:
   https://kanphix.kdhe.state.ks.us
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
5. To complete the Flu Prebook you will need to gathe the clinic's doses administered and shipped information.
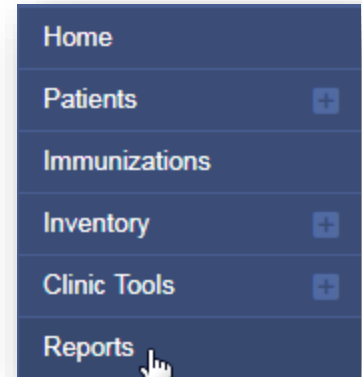
Doses Administered Report

1. To view your current flu season doses administered, select **Reports**.
2. Under the Coverage Statistics heading, select **Doses Administered.**

3. Ensure that your Provider name and Clinic name show in the Report Selection Criteria.
4. Input **Vaccination Date Range** as from 07/01/2018 through the current day's date. You can quickly input the curent day's date by double clicking in the date box.
5. Select **Vaccination Count (Detailed Breakdown by Vaccine)** for the Report Type.

Coverage Statistics

AFIX Data Snapshot Reports
Clinic Immunization Count
Dosage Report
Doses Administered
Eligibility Category Patient Count Report
Immunization Rates
Immunization Rates - Datamart
Invalid Doses
Patient Counts by Age and Insurance Source
Patients Aged Out of their VFC Eligibility Code
Vaccinations by Funding Source
Vaccine Borrowing Report

Report Type

○ Patient Count (Aggregated Statistics)
○ Patient Count (Detailed Breakdown by Vaccine)
○ Vaccination Count (Aggregated Statistics)
● Vaccination Count (Detailed Breakdown by Vaccine)

6. Select **Run Report** in the bottom right corner.
7. The report will pop up as a PDF. All vaccine types will be listed with a count of the number of doses administered listed by funding source and patient age cohort.

Patient Cohort Desc	Vaccine (CVX)	CHIP	PRIVATE	PUBLIC	VFC
< 1	DTaP-HepB-IPV (Pediarix) (110)	0	130	1056	42
	HepA, Ped/Adol (83)	0	0	3	0
	HepB, Ped/Adol (8)	0	0	15	0
	Hib (PedvaxHIB) (49)	0	92	772	29
	Influenza IIV4 PedPF (161)	0	50	363	0
	Influenza IIV4 PFree (150)	0	0	3	0

Vaccine Shipment Report

1. To view your current flu season doses shipped, select **Reports.**
2. Under the Vaccine Order Management heading, select **Vaccine Shipment**.
3. Ensure that your Provider name and Clinic name show in the Report Selection Criteria.
4. Input **Vaccine Order Date Range** as from 07/01/2018 through the current day's date. You can quickly input the current day's date by double clicking in the date box.
5. Check the **Include Vaccine Summary** box. This will ensure that the report results tally up the public funded influenza doses shipped for you.
6. Select **Run Report**. The report will pop up as a PDF. The final page of the report will include the tally of public funded doses shipped to your facility by vaccine type.

Vaccine Order Management

Vaccine Shipment
Vaccine Order Status
Vaccine Return Inquiry
Vaccine Return Status
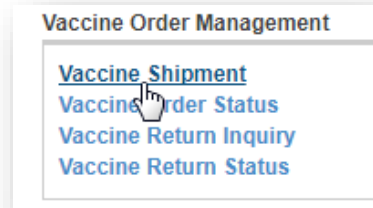
Provider/Clinic : KANSAS WEBIZ TRAINING, KS WEBIZ DIRECT ENTRY TRAINING

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE ✕

Line Item Status

(ALL) ▼   ☑ Include Vaccine Summary

Vaccine Order Date Range

From: 07/01/2018 📅   Through: 01/15/2019 📅

Shipped Date Range

From: MM/DD/YYYY 📅   Through: MM/DD/YYYY 📅

**Output Type** ◉ PDF ◯ EXCEL ◯ EXTRACT - Delimiter: [,]

[Run Report] [Cancel]

Vaccine	Doses Shipped	Total Value
DTaP-Hib-IPV (Pentacel)	5	$283.70
Influenza IIV4 PFree	20	$288.60
RV5 (RotaTeq)	10	$691.20
Sub Totals	35	$1,263.50
Totals	35	$1,263.50

Flu Prebook

1. Once you have gathered all of your clinic's doses administered and shipped information, you are ready to begin your Flu Prebook.
2. Select the link for **Inventory** on the left-hand menu.
3. Select the link for **Vaccines** on the left-hand menu.
4. Select **Flu Prebook**.

Home
Patients ➕
Immunizations
Inventory ➖
  Vaccines ➖
    On-Hand
    Reconciliation
    Vaccine Orders
    Vaccine Returns
    Flu Prebook

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Department of Health
and Environment

5. When you arrive at the Flu Prebook page, select the **link that shows the name of the clinic** you would like to submit a Flu Prebook for. The Clinic Prebook Request screen will display as a pop-up.
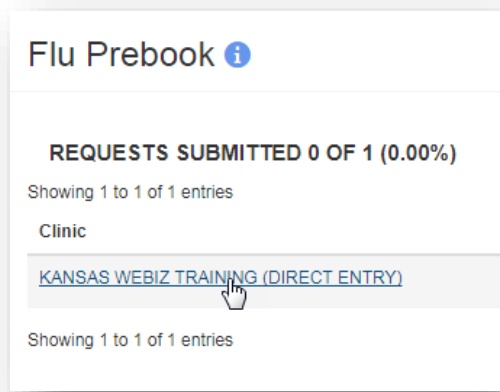
Note: For the three new vaccines this year the Doses Ordered, Doses Administered, and Recommended Doses will reflect zeros as we do not have the previous year's data.

6. Next to the product that you would like to prebook, type the number of doses in the **Requested Doses** box.

Flu Prebook ⓘ

REQUESTS SUBMITTED 0 OF 1 (0.00%)

Showing 1 to 1 of 1 entries

Clinic

KANSAS WEBIZ TRAINING (DIRECT ENTRY)

Showing 1 to 1 of 1 entries

Clinic Prebook Request ❔
KS WEBIZ DIRECT ENTRY TRAINING

Clinic	VFC Pin	Prebook	Prebook Date Range	Status
KS WEBIZ DIRECT ENTR...	TEST2	2019-2020 PUBLIC FLU PRE-BOOK	01/15/2019-02/04/2019	Not Open

Manufacturer ▲	Vaccine Product ⇕	NDC ⇕	Doses Ordered ⇕	Doses Administered ⇕	Recommended Doses ⇕	Requested Doses ⇕	Approved Doses ⇕	
GLAXOSMITHKLINE (FORMERLY SMITHKLINE BEECHAM)	FLULAVAL QUADRIVALENT 2019-2020 (0.5ML X 10 SYR)	19515-0906-52	0	0	0	0	0	❔
GLAXOSMITHKLINE (FORMERLY SMITHKLINE BEECHAM)	FLUARIX QUADRIVALENT 2019-2020 (0.5ML X 10 SYR)	58160-0896-52	0	0	0	0	0	❔
MEDIMMUNE, INC.	FLUMIST QUAD 2019-2020 10 1-DOSE SPRAYERS	66019-0306-10	0	0	0	0	0	❔
SANOFI PASTEUR (FORMERLY AVENTIS PASTEUR)	FLUZONE QUADRIVALENT 2019-2020 (0.25ML X 10 SYR)	49281-0519-25	0	0	0	0	0	❔
SANOFI PASTEUR (FORMERLY AVENTIS PASTEUR)	FLUZONE QUADRIVALENT 2019-2020 (0.5ML X 10 SYR)	49281-0419-50	0	0	0	0	0	❔
SEQIRUS	AFLURIA QUAD 2019-2020 (0.25ML X 10 SYR)	33332-0219-20	0	0	0	0	0	❔
SEQIRUS	AFLURIA QUAD 2019-2020 (0.5ML X 10 SYR)	33332-0319-01	0	0	0	0	0	❔

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7. If the red triangle with the exclamation point appears next to the number of doses you entered a discrepancy reason will need to be selected. Select the **red triangle with the exclamation point**, the Reason for Discrepancy screen will display as a second pop-up.

Manufacturer ▲	Vaccine Product ⇕	NDC ⇕	Doses Ordered ⇕	Doses Administered ⇕	Recommended Doses ⇕		Approved ⇕	
						Click Here to Select Your Discrepancy Reason		
GLAXOSMITHKLINE (FORMERLY SMITHKLINE BEECHAM)	FLULAVAL QUADRIVALENT 2019-2020 (0.5ML X 10 SYR)	58160-0896-52	0	0	0	80 ⚠	0	❔

8. Select appropriate in the **Reason** dropdown list.
9. Select **Update**.

Reason for Discrepancy ✕

FLULAVAL QUADRIVALENT 2019-2020 (0.5ML X 10 SYR)

Select a reason for reqeusting a quantity different from the recommended quantity.

Reason [▾]

FIRST KSWEBIZ PREBOOK
NEW STRATEGIC OBJECTIVE
PRACTICE GROWTH
REDUCED PATIENT POPULATION

[Cancel] [Update]

Kansas
Department of Health and Environment

10. Continue steps 6 - 9 to prebook additional vaccine products. Be sure you are selecting **Update** in the bottom right corner of your screen to ensure you are saving the information as you go along.

Note: For 317 and/or State funded doses
- 317 doses are only available to Health Departments. If you are prebooking 317 doses you will need to type comments in the **Comments** box stating how many of the doses of your prebook will be used as 317.
- State doses are only available to Health Departments, FQHC and RHC. If you are prebooking State doses, you will need to type comments in the **Comments** box stating how many of the doses of your prebook will be used as State, as well as what special projects they will be used for.

11. When you have requested all the vaccine products you would like to use for the next flu season, select **Submit** in the bottom right corner of your screen to ensure your prebook is submitted to the Kansas Immunization Program.
12. Selecting **Submit** sends your prebook request to the Kansas Immunization Program. The prebook cannot be edited once it is submitted to the Kansas Immunization Program.