

VACCINE ORDERING (1/9/2019)

Completion of the MCIR Vaccine Inventory Module (VIM) training is required to order VFC vaccine. Contact your LHD or MCIR coordinator for new staff that will be placing orders to ensure they receive the required VIM training before submitting vaccine orders:

Steps to follow when ordering VFC vaccine:

1. Be sure all immunization data entry is up to date in MCIR.
2. Under VIM//Reports/Inventory, run and print the *Physical Inventory Report*.
3. Take the *Physical Inventory Report* to refrigerators and freezers and count and record all VFC vaccines by lot number. Check expiration dates and move soonest-to-expire vaccines to the front.
4. Under VIM/Vaccine Mgmt/Manage Inventory, click on the Balance Inventory button and use the *Physical Inventory Report* to enter the number of doses counted from the refrigerators and freezers into the inventory screen in MCIR.
5. Balance the inventory for each vaccine.
Note: Providers are required to balance their VIM on a monthly basis, even if they don't order once a month. Balancing the VIM on a monthly basis assists providers in finding possible errors in data entry and resolving them quickly.
6. Under VIM//Reports/Inventory, run and print the *Ending Inventory Report*.
7. Under VIM//Reports/Vaccine, run and print the *VFC Doses Admin Report* for the time period since last VFC vaccine order and print a copy.
8. Gather temperature logs for both refrigerators and freezers from the last VFC vaccine order to current date.
9. Under VIM/VFC Program, click Place VFC Pediatric Orders or Place Public Adult Orders on the MCIR home screen.
10. Select the first vaccine type you would like to order from the Vaccine drop down menu.
11. Select the manufacturer of the vaccine from the Manufacturer drop down menu. (This is optional. If you do not select a manufacturer you will be given a list of all presentations by all manufacturers for the vaccine type you selected.)
12. Click Search. A list of all available vaccines that meet the search criteria you selected will be presented.
13. Identify the vaccine you would like to order and click the corresponding Add to Order button.
14. This vaccine has now been added to your order with the minimum number of doses. Order additional vaccines by repeating steps 2 thru 5. Once you are done adding all the vaccines you need, continue with your order by clicking on View Order.
15. A list of all the vaccines you have selected to order will be displayed. From this screen you can adjust the number of doses you want to order. Vaccines selected in error can be removed by clicking the Trash Can icon next to its name.
16. Make necessary adjustments to the number of doses until your order contains everything you will need until you place your next order. Click Continue Order.
17. The next screen displays your shipping information and hours. Enter your shipping contact's name in the box labeled Attn*: . Check your address and hours and make any necessary modifications using the two Edit buttons. Once all shipping information is correct click Continue Order.
18. Enter a Purchase Order number if required by your administration. Click Continue Order.
19. Check the Done boxes next to Ending Inventory, Temperature Logs and VFC doses Administered verifying that you mailed, faxed or electronically sent these documents to your LHD (NOTE: All supporting documents must be within 10 calendar days of current order date). Click Submit to send your E-Order to your LHD.
20. You will receive the following email messages when you place an order:

1. When the order is approved - "Your VFC Pediatric vaccine order has been submitted. Please use the MCIR order history log to track the progress of your vaccine order."
2. If your order is modified - "Your VFC Pediatric vaccine order has been adjusted. Please use the MCIR order history log to track the progress of your vaccine order."
3. Once your order has shipped and has been uploaded into MCIR you will receive a notification that will include the FedEx or UPS tracking number.

Please note - you must be set up as an E-order contact and the box checked with your email address in order to receive ordering informational emails.

You can check the status of your order by going into the Order History/Status from your MCIR home screen, click on the order and then select the Order Log tab.

It is a CDC requirement that VFC providers be open with the appropriate staff onsite to receive and immediately store vaccine orders **at least one weekday other than Monday for at least four consecutive hours**. Please ensure that "Shipping Hours" in MCIR reflect this.

Ordering VFC Seasonal Flu Vaccine

Seasonal VFC flu vaccine is pre-booked in MCIR in January or February. LHDs will contact providers to begin flu pre-booking process. Pre-booking VFC flu vaccine is a commitment to accept the vaccine when it becomes available in late summer/fall. Careful consideration should be given when estimating flu vaccine needs to ensure that flu vaccine doses are not wasted at the end of the season. All VFC providers are expected to order and maintain an ample supply of VFC flu vaccine for VFC-eligible children 6 months and older as recommended by ACIP. Most flu vaccine does not expire until June 30 of each year and should be administered until it expires. VFC providers should order the same VFC vaccine product (type and presentation) that they order for their private vaccine stock.

VFC flu vaccine is shipped directly to providers from McKesson as soon as it becomes available from CDC and the manufacturers. VFC flu vaccine is shipped separately from other VFC vaccines and may arrive in small, multiple allocations as provided by CDC throughout the flu season. Providers must be prepared to receive/store VFC flu vaccine as soon as early as August. Any office closures must be reported to the LHD to prevent delivery of vaccine when an Office is closed.

Providers can check to see what flu vaccine they pre-booked under Order History/Status and look for Pbk in the Type column. LHDs have a roster showing the flu vaccine pre-booking for all of their providers under VFC Program, Prebook Roster on their MCIR home page. Providers who need to change their pre-booking amounts or order additional flu vaccine doses should contact their LHD. Providers who enroll in the VFC Program after the pre-booking process closes in the spring should contact their LHD to request VFC flu vaccine doses.

Ordering Frequency

Providers should submit vaccine orders based on the ordering schedule set up by their LHD. Both public and private provider sites should maintain no more than a one to three-month supply of vaccines.

Priority Orders

MDHHS will only approve a priority order under emergency circumstances, primarily for a disease outbreak. Forgetting to order enough vaccine or the wrong vaccine does not warrant a priority order. Priority orders must be pre-approved by MDHHS VFC staff.