

## Prebooking VFC Influenza Vaccine in MCIR

The Prebook VFC Influenza Vaccine is a seasonal MCIR function which is only available for a short period of time in January-February to providers participating in the Michigan Vaccines for Children (VFC) Program.

Only MCIR users that have been activated for E-Ordering (Electronic Ordering) will have access to the Prebook Influenza Vaccine option in MCIR. The E-Ordering user will see the Prebook Influenza Vaccine link on the provider MCIR home page under the VFC Program section once it has been opened up to allow prebooking.

To begin, click on the Prebook Influenza Vaccine link on the MCIR Home Screen:



You will be taken to the **Vaccine Search** screen:

**Vaccine Search**

[Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
<a href="#">Pediatric Orders</a> <a href="#">Prbk Flu Vac</a> <a href="#">View Order</a> <a href="#">Order Hist</a>							

1. Choose the influenza formulation(s) that you wish to prebook for the fall

**View Order**

**Search Results**

NDC	Description	Pkg	# of Doses	
49281-0860-10	FLUZONE (sanofi) One Multi Dose Vial, ages 6 months and older	MDV	10	<a href="#">Add to Order</a>
	FLUARIX (Glaxo) Use in 3 yrs and older	SYR	10	<a href="#">Add to Order</a>
49281-0860-25	FLUZONE (sanofi) No Preservative, ages 6-35 months, 0.25mL dose	SYR	10	<a href="#">Add to Order</a>
66019-0890-10	FLUMIST (MedImmune) Package of 10 Inhaler, ages 2-49 years	APL	10	<a href="#">Add to Order</a>

2. Click the View Order button

→
[View Order](#)

On the **Vaccine Search** screen you will view the influenza vaccine formulations that are available for prebooking.

Click on the **Add to Order** button to the right of the desired product/packaging.

Click **View Order** when selections are completed.

This takes you to the **Vaccine Order** screen:

**Vaccine Order**

[Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
<a href="#">Pediatric Orders</a> <a href="#">Prbk Flu Vac</a> <a href="#">View Order</a> <a href="#">Order Hist</a>							

X	Product Description	NDC	# of Doses	Price/Dose	Price
	FLUMIST (MedImmune) Package of 10 Inhaler, ages 2-49 years		<input style="width: 50px;" type="text" value="200"/>	\$15.70	\$3,140.00
	FLUZONE (sanofi) One Multi Dose Vial, ages 6 months and older		<input style="width: 50px;" type="text" value="20"/>	\$9.30	\$186.00
	FLUZONE (sanofi) No Preservative, ages 6-35 months, 0.25mL dose		<input style="width: 50px;" type="text" value="150"/>	\$11.68	\$1,752.00

[Vaccine Search](#)
[Update Order](#)
[Continue Order](#)
[Cancel Order](#)

**Total:** \$5,078.00

On the **Vaccine Order** screen, click on the Garbage Can icon to delete any vaccines not being ordered before entering the number of doses for desired selections. This icon is located before

the product name (see screen print above). Deleting vaccines after entering dose amounts can reset the number of doses back to the minimum amount for all listed vaccines.

Enter the desired quantity under the number of doses column for the products selected. Quantities may be entered in multiples of 10. Click **Update Order** to save number of doses entered.

To add additional vaccines and return to the **Vaccine Order** screen, click **Vaccine Search**.

After your order is updated, click **Continue Order** to proceed.

This takes you to the **Order Confirmation** screen:

**Order Confirmation**

[Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
Pediatric Orders Prbk Flu Vac View Order Order Hist							

NDC	Description	# of Doses	Price/Dose	Price
49281-0860-10	Influenza - sanofi (FLUZONE) One Multi Dose Vial, ages 6 months and older	110	\$9.30	\$1,023.00

View Order

Submit Order

Cancel Order

Total: \$1,023.00

Review all information on the **Order Confirmation** screen to confirm information is correct. (Note: prices shown on the order are for informational purposes only and could reflect cost of future losses).





Click **Submit Order** to proceed.

This takes you to the **Order History** screen:

## Order History

[Print Help](#)[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
<a href="#">Pediatric Orders</a>	<a href="#">Prbk Flu Vac</a>	<a href="#">Order Hist</a>					

Provider Information						
Site:	Family Practice Doctor Inc.			Facility Type:	PP - Family Practice	
County:	Wayne (82) County			VFC Pin:	999999	
Order Number	Order Date	PO Number	Order Status	Type	Who	
<a href="#">201202138205302Q01US</a>	02/13/2012		Awaiting Approval	Pbk	LHD	<a href="#">Order Log</a>
<a href="#">201110258205301QVKJN</a>	10/25/2011		Order Completed	Ped	PRV	<a href="#">Order Log</a> 
<a href="#">20110913820530270WZC</a>	09/13/2011		Order Completed	Ped	PRV	<a href="#">Order Log</a> 
<a href="#">201109018205301VD9EB</a>	09/01/2011		Order Completed	Ped	PRV	<a href="#">Order Log</a> 
<a href="#">201108318205301O3H3I</a>	08/31/2011		Order Completed	Ped	PRV	<a href="#">Order Log</a> 

The Order History screen can also be accessed through the **Order History** link on the **Home** screen. This is where you can check to see if the order has been placed. Note that the Prebook order appears with “Pbk” in the Type column.

Once the order is submitted for your site, the Prebook Influenza Vaccine link will go away and no longer be visible. If you later decide to modify the request, you should contact your Local Health Department.

Please note that no supporting documentation is required to prebook influenza vaccine.

Your flu prebook will be sent to the Local Health Department, who will approve and then submit the order to the Michigan Department of Community Health (MDCH).

Placing a VFC Flu Prebook will constitute your vaccine order in the fall when flu vaccine supplies arrive at CDC. Providers should expect VFC flu vaccine shipments beginning as early as August and continuing possibly until December. Small amounts of VFC flu vaccine may be delivered over several shipments due to the allocation process that occurs at CDC.

The **Order History** screen displays the **Order Number**, the **Order Status** and **Who**, which indicates the current approver level for the order. The **Order Log** link displays more detail about an order.

- **Order Number:** Click on the Order Number to display the View Order screen and review details of an order.
- **PO Number:** Not applicable to Prebooking Influenza Vaccine in MCIR.
- **Order Status:** Shows status of an order and indicates if further action is required to complete.
  - **Awaiting Approval:** The order was submitted to the LHD and has not yet been approved.

- **Order Completed:** Shipping Information has been confirmed and order has arrived at provider site.
- **Order Cancelled:** Order was canceled and not submitted for processing.
- **Type:** Type of Order placed
  - **Pbk: Prebooking Influenza vaccine**
  - **Ped: Pediatric vaccine order**
  - **Adu: Adult vaccine order**
- **Who:** Approval level of order acronym is displayed:
  - **PRV:** order is at the provider level
  - **LHD:** order is awaiting approval at the Local Health Department level
  - **DCH:** order is awaiting approval at the Michigan Department of Community Health level

If further assistance is needed, please contact the Local Health Department VFC staff. The list of Local Health Departments can be found at: <http://www.malph.org/directory-finder/>

Regional MCIR contact information can be found on MCIR.org at <https://www.mcir.org/providers/regional-coordinators/contact-regions/>