

Processing Provider Vaccine Orders

VFC has two levels for data submission: VFC Private Providers to LHDs and LHDs to MDHHS. The following guidelines, by levels, highlight which documents are needed for submission. These are considered the minimal reporting requirements for document submission and review. The LHD may decide to require more frequent submission of supporting documents for those providers who are on a less frequent ordering schedule, or have issues with temperature monitoring, trouble balancing inventories, and/or issues with over and under ordering vaccine supplies.

VFC Private Providers to LHDs

VFC providers	Submit with your vaccine order	Submission frequency
Must use MCIR VIM and E-ordering	<ol style="list-style-type: none"> 1. Doses Administered Report 2. Ending Inventory Report 3. Temperature Logs 4. Submit order in MCIR 5. Data logger documentation (if temps are out of range) 	Reports should be generated within 10 calendar days of the order, and sent with the vaccine order to the LHD based on the ordering schedule set up by the LHD (monthly, bi-monthly, or quarterly, etc.)

Prior to placing a VFC provider's vaccine order, LHDs are responsible for collecting all supporting documents, reviewing and approving for accuracy. This must be done before the order is approved in MCIR VIM and submitted to MDHHS for processing. Submissions of VFC provider supporting documentation must be dated within 10 calendar days of the vaccine order request.

LHD staff should check MCIR for pending vaccine orders at a minimum of twice a day to ensure vaccine orders are reviewed and approved for further processing by MDHHS in a timely manner.

LHDs to MDHHS

Local Health Departments	Submit with your vaccine order	Submission frequency
Must use MCIR VIM and E-ordering	<ol style="list-style-type: none"> 1. Doses Administered Report 2. Ending Inventory Report (Clinic and Depot) 3. Temperature/Calibration logs including satellites 4. Submit order in MCIR 5. Data logger documentation (if temps are out of range) 	LHDs should submit their MCIR vaccine order and supporting documentation to MDHHS at the same time. Do not send supporting documents unless placing an order. Supporting documents must be generated within 10 calendar days of order.