Online Vaccine Ordering & Management Tools

NYC Department of Health & Mental Hygiene
Bureau of Immunization
Overview

- Online VFC Vaccine Ordering & Management Tool
- Online Influenza Vaccine Ordering Tool
- Online Vaccine Order Tracking Tool
Online VFC Ordering & Management Tool

- The Online VFC Vaccine Ordering and Management Tool was launched in June of 2010, and since then, more than half of VFC providers use it to place their VFC vaccine orders.

- The purpose of the tool is to ensure that providers receive an amply supply of vaccine to immunize their patients while minimizing the total number of orders placed by the provider throughout the year.

- The tool makes vaccine recommendations based on the provider’s ordering history, current VFC vaccine inventory, seasonality, and a 5-week safety stock.
Online VFC Ordering & Management Tool

• Providers will log onto the **CIR Online Registry** using their Online Registry username and password.

• This new ordering system will:
  1. Tell providers how much vaccine to order and when to place orders.
  2. Allow for order status tracking online.
Online VFC Ordering & Management Tool, Cont’d

- After logging on to the registry, click on the VFC icon on the upper right hand side of the screen in order to access the VFC vaccine ordering tool.

Notice the screen will default to the ‘Order VFC Vaccine’ tab.

Using this online ordering tool, you will be able to order vaccines supplied through VFC.

Note: This tool does NOT support ordering influenza vaccine. Please click on the button to enter influenza vaccine orders.

For more information about EOQ and complete instructions on how to place a VFC order online, click here.

Based on your order history we have:

- Calculated an order frequency.
- Calculated recommendations for the vaccine order you are about to place based on your VFC vaccine inventory needs and a five week safety stock.
- Implemented a storage space check to make sure your refrigerator and/or freezer space is adequate for your recommended order.
Online VFC Ordering & Management Tool, Cont’d

- Once in the tool, ordering publicly-funded VFC vaccine is a simple 6-step process:

  1. Review vaccine order history
  2. Confirm, enter or update the following information:
     - Shipping and storage details
     - Refrigerator and freezer temperatures
     - Storage used for VFC vaccines
  3. Enter current VFC vaccine inventory
  4. Enter VFC order quantities
  5. Confirm order
  6. Receive confirmation number
**Review Vaccine Order History**

**Step 1**

This is the 1st screen that will appear when a provider goes to place a VFC Vaccine Order.

Providers can review 14 months of ordering information, see their recommended order frequency, and obtain the recommended date range for their next order.

<table>
<thead>
<tr>
<th>VFC Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN:</td>
</tr>
<tr>
<td>Provider Name:</td>
</tr>
</tbody>
</table>

### Vaccine Ordering Details

#### Historical Order Assessment:

**Too Frequent**

- **Order By Date (11):**
  - 01/18/2011
  - 11/17/2010
  - 09/21/2010
  - 07/27/2010

#### Order Frequency:

- Bi-monthly

#### Date Range for Next Order:

- 03/16/2011 - 03/31/2011

*Bi-monthly = Every 2 months
Quarterly = Every 3 months*
Confirm Shipping/Storage Details & Enter Refrigerator/Freezer Temperature

Step 2

- On this screen, providers may confirm, enter or update their shipping information. (Note, most of the information will be pre-populated.)
The storage capacity fields are editable, providers may adjust the cubic feet of their storage unit as necessary.

- The screen above will appear once a provider clicks on ‘Continue’ in Step 2.
- This section will allow the provider to enter or modify their refrigeration unit type.
Confirm Shipping/Storage Details & Enter Refrigerator/Freezer Temperature, Cont’d.

<table>
<thead>
<tr>
<th>Refrigerator/Freezer Information</th>
<th>Temp</th>
<th>Estimated Storage</th>
<th>Storage Used for VFC Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Household Refrigerator (Refrigerator)</td>
<td>°F 35</td>
<td>12.0 ft³</td>
<td>100%</td>
</tr>
<tr>
<td>Regular Household Refrigerator (Freezer)</td>
<td>°F 5</td>
<td>3.0 ft³</td>
<td>50%</td>
</tr>
</tbody>
</table>

Using the ‘Modify Refrigerator’ feature will allow providers to update or change the refrigeration unit details.

- Entering a refrigeration unit type will populate the above Refrigerator/Freezer Information box in Step 2 of the online ordering tool.
- The provider has the option of changing the temperature unit in the drop down to either Fahrenheit or Celsius prior to inputting a temperature value. This will be the default unit next time a provider logs on.
- Providers will also be required to enter the percentage of space used to store VFC vaccine for each refrigerator/freezer unit selected.
Enter Current VFC Vaccine Inventory

Step 3

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand</th>
<th>Manufacturer</th>
<th>Unit Presentation</th>
<th>VFC Inventory by doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>DAPTACEL</td>
<td>Sanofi Pasteur</td>
<td>SDV; 10-Pack</td>
<td>0</td>
</tr>
<tr>
<td>DTaP</td>
<td>Infanrix</td>
<td>GlaxoSmithKline</td>
<td>0.5mL SYR; 10-Pack</td>
<td>0</td>
</tr>
<tr>
<td>DTaP</td>
<td>Infanrix</td>
<td>GlaxoSmithKline</td>
<td>SDV; 10-Pack</td>
<td>0</td>
</tr>
<tr>
<td>DTaP</td>
<td>Tripedia</td>
<td>Sanofi Pasteur</td>
<td>SDV; 10-Pack</td>
<td>0</td>
</tr>
<tr>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only)</td>
<td>GlaxoSmithKline</td>
<td>0.5mL SYR; 10-Pack</td>
<td>0</td>
</tr>
<tr>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only)</td>
<td>GlaxoSmithKline</td>
<td>0.5mL SYR; 5-Pack</td>
<td>0</td>
</tr>
<tr>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only)</td>
<td>GlaxoSmithKline</td>
<td>SDV; 10-Pack</td>
<td>0</td>
</tr>
</tbody>
</table>

Legend
MDV = Multi-dose Vial
PF = Preservative Free Vaccine
SDV = Single Dose Vial
SYR = Syringe

- On the upper right hand corner of the display, click on the printer icon to print a copy of the vaccine inventory; use this while taking inventory in the office before entering data into the online tool.
- Notice the ‘VFC Inventory by doses’ column is an input section.
Enter VFC Order Quantities

Step 4

<table>
<thead>
<tr>
<th>Vaccine Type / Brand</th>
<th>Doses Per Package</th>
<th>Unit Presentation</th>
<th>VFC Inventory on Hand by Dose</th>
<th>VFC Order Quantity by Dose</th>
<th>VFC Order Subtotal by Dose</th>
<th>VFC Recommended Quantity by Dose</th>
<th>Quantity Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP-IPV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kinrix (Booster Dose Only)</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>Order exceeds recommended</td>
</tr>
<tr>
<td>DTaP-IPV/HiB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pentacel</td>
<td>5</td>
<td>SDV; 5-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>Order is less than recommended</td>
</tr>
<tr>
<td>e-IPV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPOL (Inactivated Polio)</td>
<td>10</td>
<td>MDV; 10-Pack</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>Order total okay</td>
</tr>
<tr>
<td>Hep A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Havrix</td>
<td>10</td>
<td>0.5mL SYR; 10-Pack</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

- Enter the requested order quantities for all VFC vaccines available.
- Notice, the text and color in the ‘Quantity Evaluation’ column can change depending on the numbers entered in the ‘Order Quantity by Dose’ field.
Enter VFC Order Quantities, Cont’d.

- If the vaccine total is less than the recommended amount, a message such as the one on the left will be displayed.

- Users will have the option to hit ‘OK’ to continue, or they may hit ‘Cancel’ and make appropriate changes to their order.
### Confirm Order

**Step 5**

<table>
<thead>
<tr>
<th>Vaccine Type / Brand</th>
<th>Doses Per Package</th>
<th>Unit Presentation</th>
<th>VFC Order Quantity by Dose</th>
<th>VFC Order Subtotal by Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP-IPV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kinrix (Booster Dose Only)</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>e-IPV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPOL (Inactivated Polio)</td>
<td>10</td>
<td>MDV; 10-Pack</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

20

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**Legend**

MDV = Multi-dose Vial  
PF = Preservative Free Vaccine  
SDV = Single Dose Vial  
SYR = Syringe

I certify that I understand and agree to the requirements pertaining to participation in the NYC Vaccines for Children (VFC) Program and will use VFC vaccine under those guidelines.

☐ I Agree

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- Providers must check ‘I Agree’ to the agreement on the bottom left of the screen in order to continue.
Storage Capacity Error

Based on the information that you entered, your refrigerator/freezer may not have enough storage capacity to fit your inventory on hand and the vaccine that you are attempting to order. The table below includes an estimate of your vaccine storage space needs and storage capacity.

<table>
<thead>
<tr>
<th>Storage Data (in cubic feet)</th>
<th>Refrigerator</th>
<th>Freezer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Storage Capacity</td>
<td>21.71</td>
<td>0.00</td>
</tr>
<tr>
<td>- Space currently occupied by inventory on hand</td>
<td>9.17</td>
<td>0.31</td>
</tr>
<tr>
<td>- Space that would be occupied by ordered vaccine</td>
<td>5.17</td>
<td>0.00</td>
</tr>
<tr>
<td>= Remaining space</td>
<td>7.37</td>
<td>-0.31</td>
</tr>
</tbody>
</table>

Please choose one of the following options:

- Review/correct the number and/or size of refrigerators/freezers
- Review/correct the percentage of refrigerator/freezer space reserved for VFC vaccine
- Review/correct the current inventory
- Reduce the number of vaccine doses being ordered
- Continue anyway (I understand that I have insufficient space for my order)

- If the order exceeds the available storage, a message will appear
- In this case, the options are: modifying the storage available, the percent of storage reserved for VFC vaccine, the VFC vaccine inventory or the actual order.
- It is possible to choose to continue despite the warning.
A confirmation number will be generated for all orders submitted.
Details for the order processed will also be displayed on this screen including, shipping information, updated information, and order summary.
A copy of the order will be emailed to the email address recorded in the system.
Online Influenza Vaccine Ordering Tool
Order Influenza Vaccine

• Ordering influenza vaccine is a separate process from ordering all other VFC vaccines.

• Providers can use the ‘Ordering Influenza Vaccine’ feature within the CIR Online Registry to pre-book their Flu vaccine for the 2010-2011 calendar year.

• Flu vaccines are distributed as they become available.
Order Influenza Vaccine, Cont’d.

- Using this tool, providers will be able to order, monitor and modify their Influenza vaccine order for the 2010-2011 calendar year.
Prior to placing their influenza vaccines order, providers will need to review and/or modify their shipping details.
Order Influenza Vaccine, Cont’d.

<table>
<thead>
<tr>
<th>Influenza Vaccine</th>
<th>Description</th>
<th>Doses Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 35 months Injectable</td>
<td>You may receive preservative-free 0.25 ml pre-filled syringes or multi-dose vials (contains preservative). We will only ship multi-dose vials for this age group if preservative-free vaccine is not available.</td>
<td></td>
</tr>
<tr>
<td>3 - 18 years Injectable</td>
<td>You may receive preservative-free 0.5 ml pre-filled syringes, single-dose vials, or multi-dose vials (contains preservative).</td>
<td></td>
</tr>
<tr>
<td>2 - 18 years Live Intranasal (LAIV)</td>
<td>(This vaccine is preservative-free.) We will only ship LAIV if you order it. We will not substitute LAIV for injectable vaccines.</td>
<td></td>
</tr>
</tbody>
</table>

Total: 0

*D Required

(Doing) Submit will place your order.

- Following review of the shipping details, providers can read the influenza vaccine recommendations for children, and then order influenza vaccine using the table displayed above.
- Clicking on the ‘Submit’ button will confirm the order.
Order Influenza Vaccine, Cont’d.

- A confirmation number will be generated for all orders submitted.
- Details for the order processed will also be displayed on this screen including, shipping information, updated information, and order summary.
- A copy of the order will be emailed to the email address recorded in the system.
**Order Influenza Vaccine, Cont’d.**

Providers can modify their orders in the input box or they may choose to cancel their remaining order by clicking on the ‘Cancel All Remaining Orders’ button.

<table>
<thead>
<tr>
<th>Influenza Vaccine</th>
<th>Description</th>
<th>Pre-Booked Influenza Vaccine</th>
<th>Revised Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 35 months Injectable</td>
<td>You may receive preservative-containing vials (contains preservative). We will only ship preservative-free vaccine.</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>3 - 18 years Injectable</td>
<td>You may receive preservative-containing vials, or multi-dose</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>2 - 18 years Live Intranasal (LAIV)</td>
<td>(This vaccine is preserved LAIV for injectable vaccine) We will not substitute</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>120</td>
<td>120</td>
</tr>
</tbody>
</table>

Last updated: 08/19/2010 3:14PM

Providers can review their influenza vaccine shipping history in this section.
Order Influenza Vaccine, Cont’d.

- Once a provider submits their modified or canceled order, a new screen will appear indicating that the Influenza order has been either updated or canceled.

- A copy of the revised or canceled order will be emailed to the address provided.
Online Vaccine Order Tracking Tool
Order Tracking

- All vaccine orders can be tracked by going to the ‘Vaccine Order Tracking’ tab within the VFC menu.
Order Tracking, Cont’d

- Searches can be filtered by using the ‘filter by’ feature.

<table>
<thead>
<tr>
<th>VFC Process Date</th>
<th>Vaccine Type</th>
<th>Brand</th>
<th>Unit Presentation</th>
<th>Doses to CDC</th>
<th>Status</th>
<th>Ship Date</th>
<th>Doses Shipped</th>
<th>Tracking ID</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/09/2010</td>
<td>DTaP-IPV/Hib</td>
<td>Pentacel</td>
<td>vial-single dose</td>
<td>20</td>
<td>Pending approval by CDC</td>
<td>06/09/2010</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/09/2010</td>
<td>e-IPV</td>
<td>IPOL (Inactivated)</td>
<td>vial-multidose</td>
<td>20</td>
<td>Pending approval by CDC</td>
<td>06/09/2010</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contact

If you have questions regarding the Online Vaccine Ordering and Management Tool or the Ordering Influenza Vaccine feature, please email us at:

nycimmunize@health.nyc.gov
Questions?