

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 ample 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

The screenshot displays the 'Online Registry' interface. At the top, there are two main sections: 'PATIENTS' and 'PRACTICE'. The 'PATIENTS' section includes links for Search, MyList, Reports, Add/Edit, and Tools. The 'PRACTICE' section includes links for Recall, Adv. Event, VFC, Set Up, and Adult Flu. A red arrow points to the 'VFC' link in the 'PRACTICE' section. Below these sections, there is a row of icons representing different vaccine types. The 'Order VFC Vaccine' link is highlighted in orange. A yellow callout box points to the 'Order VFC Vaccine' link and contains the following text:

Using this online ordering tool, you will be able to order vaccines supplied by the Vaccines For Children (VFC) program. **Note: This tool does NOT support ordering influenza vaccine. Please click on the Order Influenza Vaccine link 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.

Notice the screen will default to the 'Order VFC Vaccine' tab.

- 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.

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

VFC Provider	
VFC PIN:	[REDACTED]
Provider Name:	[REDACTED]
Vaccine Ordering Details	
Historical Order Assessment:	Too Frequent
Order History:	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
Continue →	
Bi-monthly = Every 2 months Quarterly = Every 3 months	

- 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.

Confirm Shipping/Storage Details & Enter Refrigerator/Freezer Temperature

Step 2

Shipping Information

VFC PIN: [REDACTED]

Provider Name: WENDY [REDACTED] MD

* VFC Primary Contact:

* Address:

* City/State/ZIP:

* Phone/Ext:

* Fax:

* E-mail: Confirmation of your VFC vaccine order will be sent to this email address.

* Shipping Hours: M, T, TH, F ; MTTH 930 TO 530, F 930 TO 430

- On this screen, providers may confirm, enter or update their shipping information. (Note, most of the information will be pre-populated.)

Confirm Shipping/Storage Details & Enter Refrigerator/Freezer Temperature, Cont'd.

☐		Small Household Refrigerator		
☒		Regular Household Refrigerator	1 Number of Units	The typical storage capacity of a single unit is 15.0 ft³. The storage capacity of your unit(s) may be different.
			12.0 Refrigerator Estimated storage per unit (ft ³)	
			3.0 Freezer Estimated storage per unit (ft ³)	
☐		Large Household Refrigerator		

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.

Refrigerator/Freezer Information			
Type	Temp	Estimated Storage	Storage Used for VFC Vaccine
Regular Household Refrigerator (Refrigerator)	* 35 °	12.0 ft ³	* 100%
Regular Household Refrigerator (Freezer)	* 5 °	3.0 ft ³	* 50%

Required

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

[← Previous](#) [Modify Refrigerator](#) [Continue →](#)

- 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

Printer-Friendly Format 

Vaccine Type	Brand	Manufacturer	Unit Presentation	VFC Inventory by doses
DTaP	DAPTACEL	Sanofi Pasteur	SDV; 10-Pack	0
DTaP	Infanrix	GlaxoSmithKline	0.5mL SYR; 10-Pack	0
DTaP	Infanrix	GlaxoSmithKline	SDV; 10-Pack	0
DTaP	Tripedia	Sanofi Pasteur	SDV; 10-Pack	0
DTaP-HepB-IPV	Pediarix (Primary Series Only)	GlaxoSmithKline	0.5mL SYR; 10-Pack	0
DTaP-HepB-IPV	Pediarix (Primary Series Only)	GlaxoSmithKline	0.5mL SYR; 5-Pack	0
DTaP-HepB-IPV	Pediarix (Primary Series Only)	GlaxoSmithKline	SDV; 10-Pack	0

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

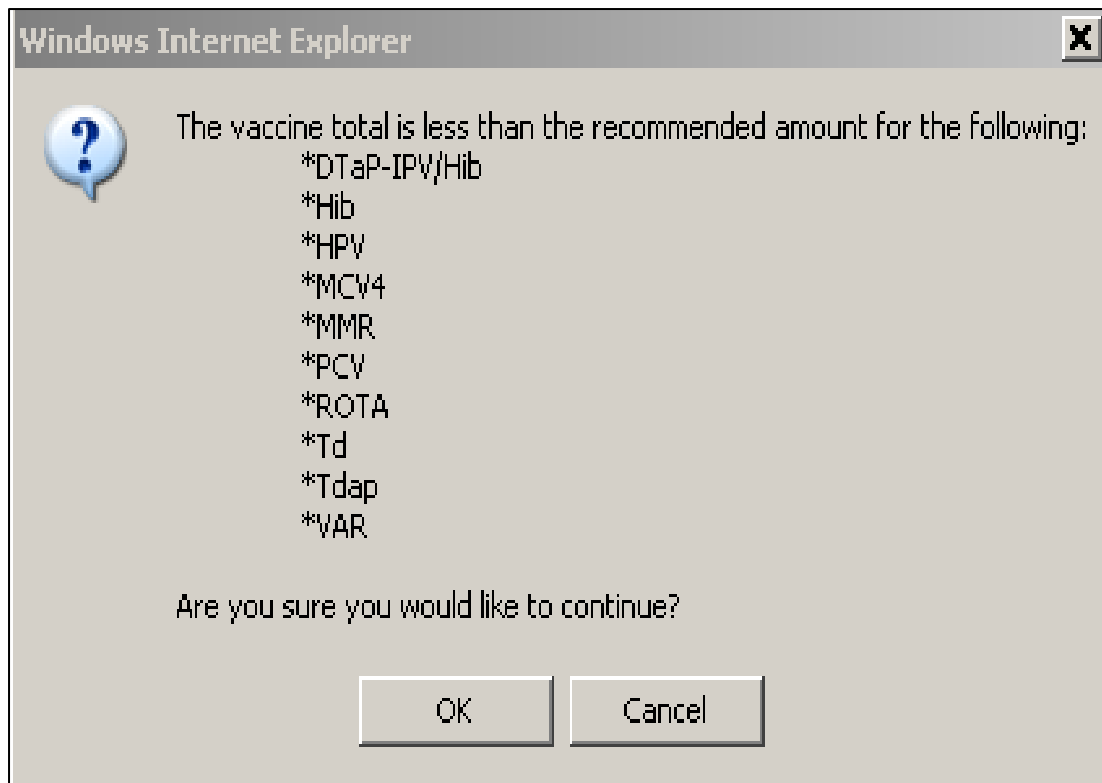
Step 4

This tool makes ordering recommendations based on your ordering history (Scroll down for more vaccines)

Vaccine Type / Brand	Doses Per Package	Unit Presentation	VFC Inventory on Hand by Dose	VFC Order Quantity by Dose	VFC Order Subtotal by Dose	VFC Recommended Quantity by Dose	Quantity Evaluation
DTaP-IPV							
Kinrix (Booster Dose Only)	10	SDV; 10-Pack	0	10	10	0	Order exceeds recommended
DTaP-IPV/Hib							
Pentacel	5	SDV; 5-Pack	0	0	0	30	Order is less than recommended
e-IPV							
IPOL (Inactivated Polio)	10	MDV; 10-Pack	0	10	10	10	Order total okay
Hep A							
Havrix	10	0.5mL SYR; 10-Pack	50	0			
GRAND TOTAL					20	540	

- 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's 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

Vaccine Type / Brand	Doses Per Package	Unit Presentation	VFC Order Quantity by Dose	VFC Order Subtotal by Dose
DTaP-IPV				
Kinrix (Booster Dose Only)	10	SDV; 10-Pack	10	10
e-IPV				
IPOL (Inactivated Polio)	10	MDV; 10-Pack	10	10
GRAND TOTAL				20
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				
			← Change	Confirm ✓

- 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.

Storage Data (in cubic feet)

	Refrigerator	Freezer
Total Storage Capacity	21.71	0.00
- Space currently occupied by inventory on hand	9.17	0.31
- Space that would be occupied by ordered vaccine	5.17	0.00
= Remaining space	7.37	-0.31

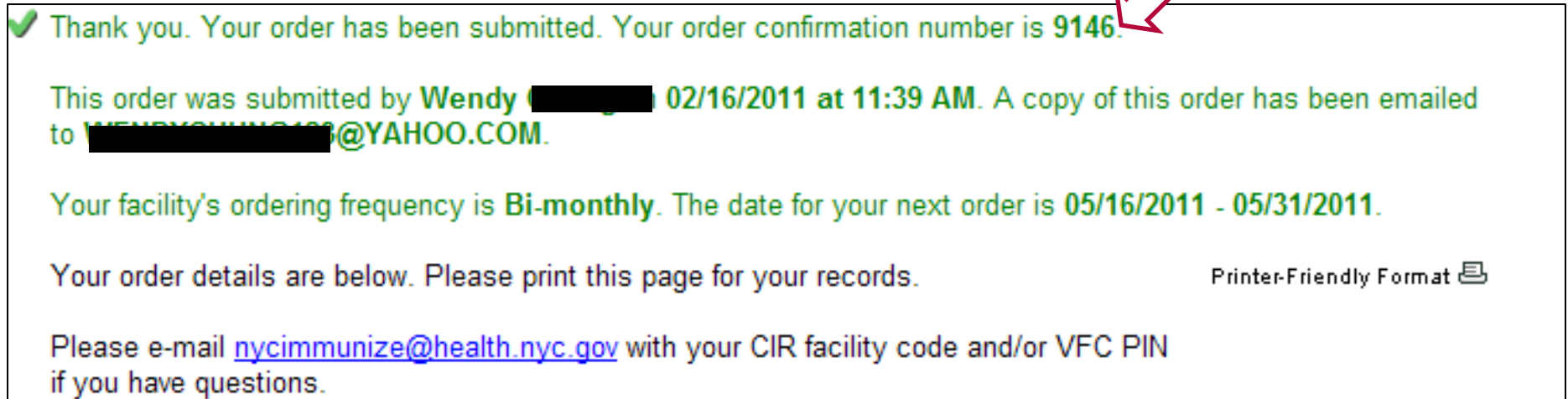
Please choose one of the following options:

- [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.

Receive Confirmation Number

Step 6



✓ Thank you. Your order has been submitted. Your order confirmation number is **9146**.

This order was submitted by Wendy (██████████) 02/16/2011 at 11:39 AM. A copy of this order has been emailed to ██████████@YAHOO.COM.

Your facility's ordering frequency is **Bi-monthly**. The date for your next order is **05/16/2011 - 05/31/2011**.

Your order details are below. Please print this page for your records. Printer-Friendly Format 

Please e-mail nycimmunize@health.nyc.gov with your CIR facility code and/or VFC PIN if you have questions.

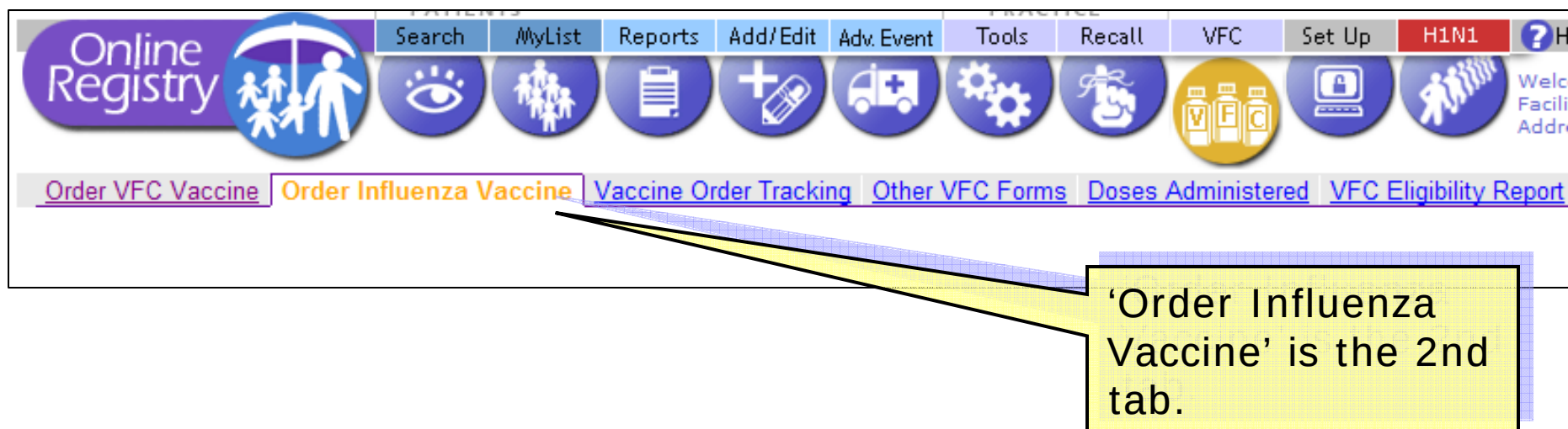
- A confirmation number will be generated for all orders submitted.
- Details for the order processed will also be displayed on this screen including, shipping information, updated information, and order summary.
- A copy of the order will be emailed to the email address recorded in in the system.

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.

Order Influenza Vaccine, Cont'd.

Shipping Information	
VFC PIN:	[REDACTED]
Provider Name:	WENDY [REDACTED], MD
VFC Primary Contact:	ADA
Address:	42-11 KISSENA BLVD
	APT 1C
City/State/ZIP:	FLUSHING NY 11355-0000
Phone/Ext:	(718) [REDACTED] [REDACTED] Your Google Toolbar can fill this in for you. Select AutoFill
Fax:	(718) [REDACTED]
E-mail:	[REDACTED]@YAHOO.COM
Shipping Hours:	M, T, TH, F ; MTTH 930 TO 530, F 930 TO 430
Edit Shipping Information	

- Prior to placing their influenza vaccines order, providers will need to review and/or modify their shipping details.

Order Influenza Vaccine, Cont'd.

Influenza Vaccine	Description	Doses Requested
6 - 35 months Injectable	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.	
3 - 18 years Injectable	You may receive preservative-free 0.5 ml pre-filled syringes, single-dose vials, or multi-dose vials (contains preservative).	
2 - 18 years Live Intranasal (LAIV)	(This vaccine is preservative-free.) We will only ship LAIV if you order it. We will not substitute LAIV for injectable vaccines.	
Total		0

*** Required**

(Clicking Submit will place your order.)

Doses requested are entered in these input boxes

- 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.

[Order VFC Vaccine](#) **[Order Influenza Vaccine](#)** [Vaccine Order Tracking](#) [Other VFC Forms](#) [Doses Administered](#) [VFC Eligibility Report](#)

✓ Thank you. Your order has been submitted. Your order confirmation number is **573**. If you would like to revise your order, click [here](#).

This order was submitted by **Jaime Katz** on **08/19/2010** at **2:44 PM**. A copy of the order was emailed to **somewhere@aol.com**.

Your order details are below. Please print this page for your records.

Please e-mail nycimmunize@health.nyc.gov with your CIR facility code and/or VFC ID if you have questions.

Providers can click on this feature to revise their Influenza Vaccine Order

- 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 in the system.

Order Influenza Vaccine, Cont'd.

Influenza Vaccine Shipping History

Process Date	Brand	Unit Presentation	Status	Ship Date	Doses Shipped	Tracking ID	Carrier
No influenza orders found for the current season.							

Pre-Booked Influenza Vaccines for 2010-2011

⌚ In the Revised Order column below, please adjust the total amount of influenza vaccine that you would like to pre-book for the **entire** 2010-2011 season. (Entire season order = Doses Already Shipped and Doses Not Yet Shipped)

⌚ If you would like to cancel any remaining balances, please click the 'Cancel All Remaining Orders' button.

[Cancel All Remaining Orders](#)

Influenza Vaccine	Description	Pre-Booked Influenza Vaccine	Revised Order
6 - 35 months Injectable	You may receive preservative-free or multi-dose vials (contains preservative). We will only substitute if preservative-free vaccine is not available.	20	20
3 - 18 years Injectable	You may receive preservative-free or multi-dose vials (contains preservative).	40	40
2 - 18 years Live Intranasal (LAIV)	(This vaccine is preservative-free. We will not substitute LAIV for injectable vaccine.)	60	60
Total		120	120

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

Required

[Cancel](#) [Submit](#)

Providers can review their influenza vaccine shipping history in this section.

- 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.

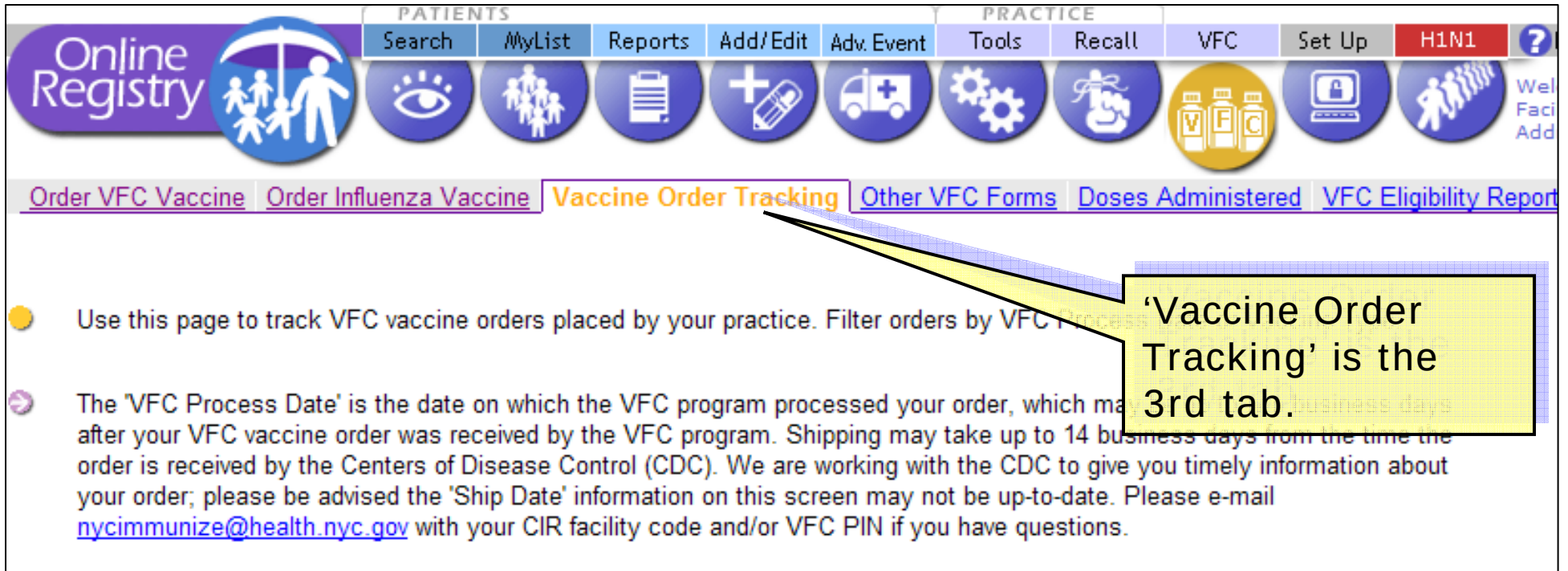
Order Influenza Vaccine, Cont'd.

The screenshot displays the 'Online Registry' web application interface. At the top, there are two main navigation tabs: 'PATIENTS' and 'PRACTICE'. Under 'PATIENTS', there are links for Search, MyList, Reports, Add/Edit, and Adv. Event. Under 'PRACTICE', there are links for Tools, Recall, VFC, Set Up, H1N1, and a Help icon. Below these tabs is a row of icons representing various functions: a family under an umbrella, an eye, a group of people, a clipboard, a syringe, an ambulance, gears, a microscope, vaccine vials, a computer monitor, and a group of people. The 'VFC' icon (vaccine vials) is highlighted in yellow. Below the icons is a row of links: 'Order VFC Vaccine', 'Order Influenza Vaccine' (highlighted in orange), 'Vaccine Order Tracking', 'Other VFC Forms', 'Doses Administered', and 'VFC Eligibility Report'. A green checkmark icon is followed by a message: 'Influenza order quantities have been updated. A copy of your revised order has been emailed to somewhere@aol.com.' A red arrow points to the email address. Below this message is a yellow circle icon followed by a paragraph: 'Using this tool you will be able to monitor and modify your Influenza vaccine orders supplied by the VFC Program. Vaccines are distributed as they become available, you may receive partial shipments to ensure that all providers receive vaccine.'

- 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



The screenshot shows the 'Online Registry' interface. At the top, there are two main categories: 'PATIENTS' and 'PRACTICE'. Under 'PATIENTS', there are icons for Search, MyList, Reports, Add/Edit, and Adv. Event. Under 'PRACTICE', there are icons for Tools, Recall, VFC, Set Up, H1N1, and a help icon. Below these icons is a horizontal menu with the following tabs: 'Order VFC Vaccine', 'Order Influenza Vaccine', 'Vaccine Order Tracking' (highlighted in orange), 'Other VFC Forms', 'Doses Administered', and 'VFC Eligibility Report'. A yellow callout box points to the 'Vaccine Order Tracking' tab with the text: 'Vaccine Order Tracking' is the 3rd tab. Below the menu, there is a paragraph of text explaining the VFC Process Date and providing contact information for questions.

Use this page to track VFC vaccine orders placed by your practice. Filter orders by VFC Process Date.

The 'VFC Process Date' is the date on which the VFC program processed your order, which may occur after your VFC vaccine order was received by the VFC program. Shipping may take up to 14 business days from the time the order is received by the Centers of Disease Control (CDC). We are working with the CDC to give you timely information about your order; please be advised the 'Ship Date' information on this screen may not be up-to-date. Please e-mail nycimmunize@health.nyc.gov with your CIR facility code and/or VFC PIN if you have questions.

- 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.



Filter By

Start Date: End Date:

Vaccine Type:

(Scroll down for more vaccines)

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

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?