



# Online Registry Vaccine Management: Ordering and Reporting

NYC Department of Health & Mental Hygiene  
Bureau of Immunization  
February 2013

# Online VFC ordering & management:

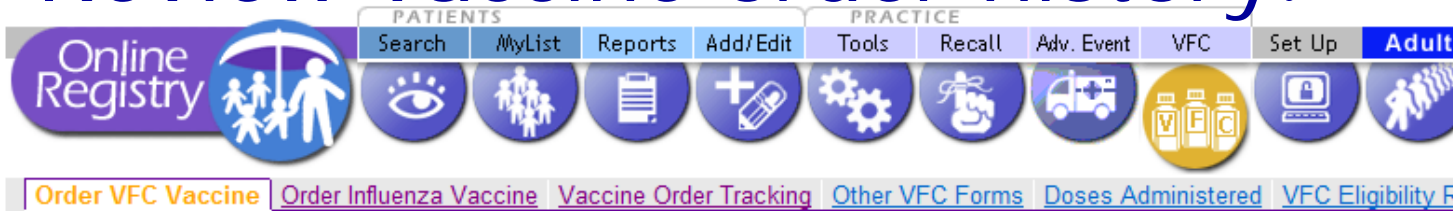


Ordering publicly-funded vaccine online:

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
  - 3a. Enter replenished vaccine inventory.
4. Enter VFC order quantities
5. Confirm order
6. Receive confirmation number

# Review vaccine order history:



## Step 1

<b>VFC Provider</b>	
VFC PIN:	0011
Provider Name:	John Q, MD
<b>Vaccine Ordering Details</b>	
Order Frequency Assessment:	<b>Too Frequent</b>
Order History:	Order By Date (17): 02/03/2010 01/22/2010 12/04/2009 11/12/2009
Recommended Order Frequency:	Bi-monthly
Recommended Date Range for Next Order:	08/01/2010 - 08/15/2010 ?
<input type="button" value="Continue →"/>	

- This is the 1<sup>st</sup> 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 details:



## Step 2

Shipping Information			
VFC PIN:	01897		
Provider Name:	John Q, MD		
* VFC Primary Contact:	Mary Smith		
* Address:	777 Somewhere Street		
* City/State/ZIP:	New York	NY	99999
* Phone/Ext:	(212) 555-5555	555	
* Fax:	(212) 555-5555		
* E-mail:	Marysmith@aol.com		
* Shipping Hours:	M, T, TH, F ; MTTTH 930 TO 530, F 930 TO 430		<a href="#">Edit</a>
* Required			

Confirmation of your VFC vaccine order will be sent to this email address.

[Continue](#)



- On this screen, providers may confirm, enter or update their shipping information.

(Note, most of the information will be pre-populated.)

# Enter storage details - refrigerator/freezer type & size:



Please specify the types of refrigerators and freezers that you use to store VFC vaccine:

Refrigerator/Freezer		
<input checked="" type="checkbox"/>	 Stand-alone Refrigerator	<input type="text" value="2"/> Number of Units
		<input type="text" value="16.7"/> Estimated storage per unit (ft <sup>3</sup> )
<input type="checkbox"/>	 Small Stand-alone Refrigerator	

The typical storage capacity of a single unit is 16.7 ft<sup>3</sup>. The storage capacity of your unit(s) may be different.

The storage capacity field is 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.



# Enter refrigerator/freezer temperature:

Refrigerator/Freezer Information			
Type	Temp	Estimated Storage	Storage Used for VFC Vaccine
Stand-alone Refrigerator 1	* 35 °	16.7 ft <sup>3</sup>	* 100%
Stand-alone Refrigerator 2	* 35 °	16.7 ft <sup>3</sup>	* 100%

\* 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

Shipping and storage issues

- Refrigerator and freezer temperatures
- Storage space used for VFC vaccines

3. Enter current VFC vaccine inventory.

4. Enter VFC order quantities.

5. Confirm order.

6. Receive confirmation number.

Select the appropriate vaccine lot number and expiration date from the dropdown list for each vaccine type in your VFC inventory and enter the inventory quantity in doses. Click on the '+' to add additional lots for a vaccine type.

Printer-Friendly Format

Vaccine Type	Brand	Manufacturer	Vaccine Lot/Exp. Date	Unit Presentation	VFC Inventory by doses
DTaP	DAPTACEL	Sanofi Pasteur	-- Select lot sent to your VFC PIN account --		0 +
DTaP	Infanrix	GlaxoSmithKline	-- Select other lot, e.g. transferred --		0 +
DTaP	Tripedia	Sanofi Pasteur	-- Select other lot, e.g. transferred --		0 +
DTaP-HepB-IPV	Pediarix (Primary Series Only)	GlaxoSmithKline	U3749AA   03/13/2013		0 +

- Select the appropriate vaccine lot number and expiration date from drop-down list. The list is populated with VFC lots that were shipped to your facility or transferred into your inventory.
- Enter inventory quantity in doses.
- 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.

# Enter replenished vaccine inventory:



- Storage space used for VFC vaccines
- 3. Enter current VFC vaccine inventory.
- **3a. Enter replenished vaccine inventory.**
- 4. Enter VFC order quantities.
- 5. Confirm order.
- 6. Receive confirmation number.

● Please complete all fields below to report privately funded vaccine inventory which was borrowed and used to replenish VFC vaccine inventory. Click on the '+' to report additional borrowed inventory.

Printer-Friendly Format

Vaccine Type	Brand	Manufacturer	Unit Presentation	Vaccine Lot	Exp. Date	Inventory by doses
e-IPV	-- Select Brand --	-- Select Manufact --	-- Select Device --			

- Select vaccine type, brand, manufacturer and unit presentation from the drop-down lists for the replenished vaccine.
- Enter vaccine lot number, expiration date, and inventory quantity by dose for each vaccine.
- Select "Continue."





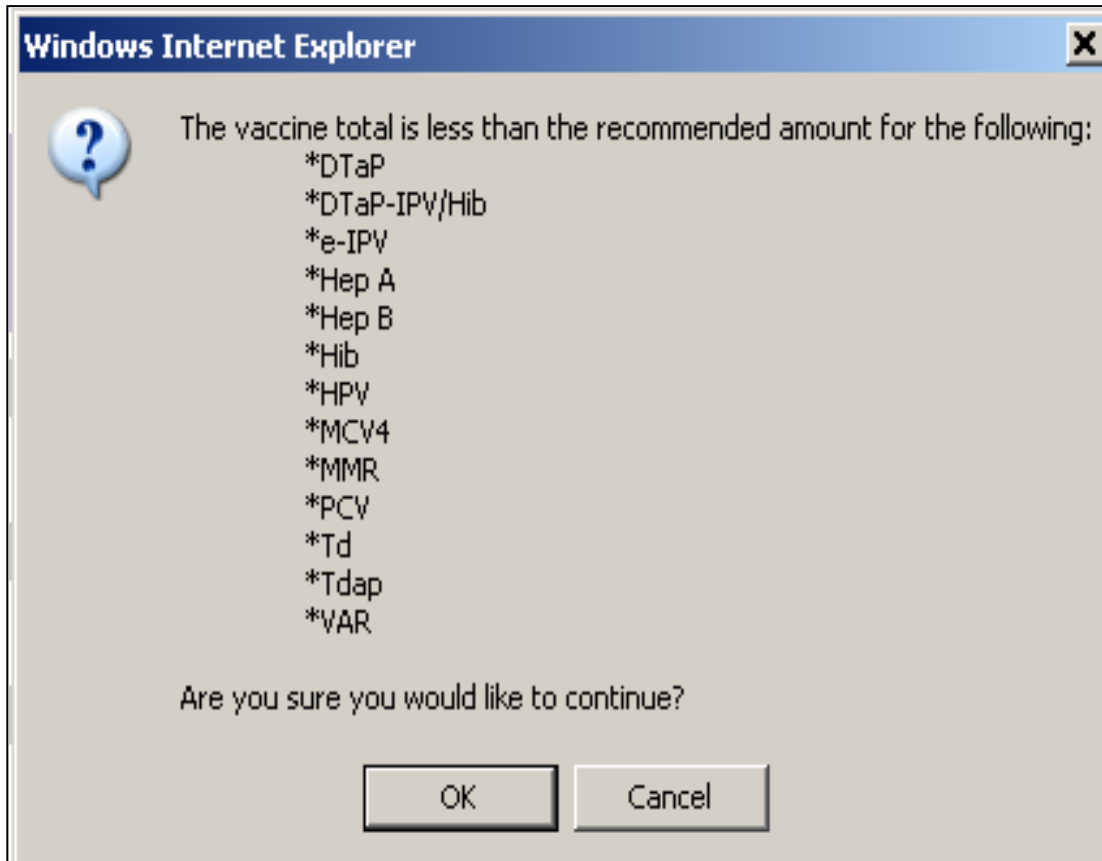
# Enter VFC order quantities:

## Step 4

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
<b>DTaP-IPV</b>							
Kinrix (Booster Dose Only)	10	vial-single dose	0	<input type="text" value="0"/>	0	0 ?	Order total okay
<b>DTaP-IPV/Hib</b>							
Pentacel	5	vial-single dose	0	<input type="text" value="0"/>	0	30 ?	Order is less than recommended
<b>e-IPV</b>							
IPOL (Inactivated Polio)	10	vial-multidose	0	<input type="text" value="50"/>	50	40 ?	Order exceeds recommended
<b>Hep A</b>							
Havrix	10	vial-single dose	0	<input type="text" value="0"/>	0	680 ?	Order is less than recommended
<b>GRAND TOTAL</b>					50	680	

- 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.

# VFC order quantities feedback messages:



- 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	Doses Per Package	Unit Presentation	VFC Order Quantity by Dose	Storage?	VFC Order Subtotal by Dose
<b>DTaP</b>					
Infanrix	10	(0.5mL) syringe	10		10
<b>DTaP-IPV</b>					
Kinrix (Booster Dose Only)	10	vial-single dose	20		20
<b>ROTA</b>					
Rotarix	10	vial-single dose	100		100
<b>GRAND TOTAL</b>					<b>130</b>

PF = Preservative Free Vaccine

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 click “I Agree” to the disclosure 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 395.

This order was submitted by **Mary Smith\_** on 06/09/2010 at 3:24 PM. A copy of this order has been emailed to **Marysmith@aol.com**

Your facility's recommended ordering frequency is **Bi-monthly**. The recommended date for your next order is **08/01/2010 - 08/15/2010**.

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

Please e-mail [nycimmunize@health.nyc.gov](mailto: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 the system.

# Vaccine order tracking:



**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
01/16/2013	Hib	ActHIB	SDV; 5-Pack	10	Shipped in full	01/22/2013	10	<a href="#">794576859726</a>	FDX2
01/16/2013	PCV	Prevnar 13	0.5ml SYR; 10-Pack	10	Shipped in full	01/22/2013	10	<a href="#">794576859726</a>	FDX2
01/16/2013	Tdap	ADACEL (>= 7 Yrs)	SDV; 10-Pack	10	Shipped in full	01/22/2013	10	<a href="#">794576859726</a>	FDX2
10/09/2012	DTaP	DAPTACEL	SDV; 10-Pack	10	Shipped in full	10/11/2012	10	<a href="#">799167903310</a>	FDX2
10/09/2012	PCV	Prevnar 13	0.5ml SYR; 10-Pack	10	Shipped in full	10/11/2012	10	<a href="#">799167903310</a>	FDX2

- Orders can be tracked by going to the “Vaccine Order Tracking” tab within the VFC menu.
- The search can be filtered by using the “filter by” feature.



# Reporting reminders:

# Report lot and manufacturer to vaccine events:

**Current Immunization** [Modify History](#) [Add History](#) [Add Lead Test](#) [Disease/Immunity](#)

First: **Robin** Middle: Last: **Hood** DOB: **02/03/2005**  
 774640912 4209 28th Street (Age: 8y 0m)  
 Lonsisland City, NY 11101

1. Select the Vaccine(s) you will be adding and indicate this patient's VFC Eligibility status.
- 2. Add information for each Vaccine, then click the "Continue" button at the bottom of the page.
3. Check for accuracy, then click the "Confirm" or "Change" button at the bottom of the patient record.)
- Click [here](#) (opens new window) for Vaccine Information Statements (VISs).
- Tip: To manage the "My Lot List" selections used on this page, go to Set Up.

In step 2, of adding a current immunization event, be sure to report the lot and manufacturer information.

**Influenza: Influenza- Injectable preservative-free** **Vaccine Event Information**

Date:  /  /  (mm/dd/yyyy)

Given by this practice?  Another?

➤ Select from List: (strongly recommended)

▼

--or--

➤ [Add a new Lot to your list](#) (strongly recommended)

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Patient's Current VFC Eligibility Status: MEDICAID



# Report lot and manufacturer to vaccine history:

In step 1, of the Add History screen, you may now report the lot and manufacturer information, if needed. *Please use the Current Immunization screen to report current immunizations.*

Online Registry Search MyList Reports Add/Edit Tools Recall Adv. Event VFC Set Up Adult Help Logout

Welcome Shirley Huie (SSA)  
Facility: Citywide Immunization Registry (CIR)  
Address: 42-09 28th Street

[Current Immunization](#) [Modify History](#) [Add History](#) [Add Lead Test](#) [Disease/Immunity](#)

First: **Robin** Middle: **Hood** Last: **Hood** DOB: **02/03/2005** Gender: **M**  
774640912 4209 28th Street (Age: 8y 0m)  
Longisland City, NY 11101

1. Add immunization history information below, then click "Continue" button at the bottom of the page. Note: If entering a combination vaccine, add it to only one of the appropriate series.
2. Check the new entries (highlighted) for accuracy, then click the "Confirm" button at the bottom of the page.

Clear  Continue

Clear  Continue

Immunization History			
Event	1	2	3
Influenza 2 event(s)	Influenza- Intranasal (2 to <=49 years) Date: 09/30/2008 3y 7m Given by another practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported	Influenza- Intranasal (2 to <=49 years) Date: 10/24/2012 7y 8m Given by this practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported	Date: 01 / 14 / 2013 (mm/dd/yyyy) Influenza- Injectable preservative-free Given by this practice? <input checked="" type="radio"/> Another? <input type="radio"/> Lot: TEST1234   SANOFI PASTEUR   Exp. 04/2014   VFC Program
HepB 3 event(s)	Hep B Peds <20 yrs Date: 02/03/2005 0w 0d Given by another practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported	Hep B Peds <20 yrs Date: 03/04/2005 4w 1d Given by another practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported	Hep B Peds <20 yrs Date: 08/07/2005 6m 0w Given by another practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported
Event	1	2	3



# Modify lot and manufacturer to vaccine events:

You now have the ability to modify the lot and manufacturer information of immunization event in step 2 of the Modify History screen.

The screenshot shows the 'Online Registry' interface. At the top, there are navigation tabs for 'PATIENTS' (Search, MyList, Reports, Add/Edit) and 'PRACTICE' (Tools, Recall, Adv. Event, VFC). Below these are icons for various functions. A patient information box displays details for Robin Hood, born 02/03/2005, living at 4209 28th Street, Longisland City, NY 11101.

1. Select the Immunization Events you wish to modify or delete.
2. Make changes to Immunization Events you selected, double-check, then click the "Continue" button.
3. Check for accuracy, then click the "Confirm" or "Change" button at the bottom of the page. (Click "Cancel" to return to the patient record.)

Event	1	2	3	4	5
Influenza 2 event/s	09/30/2008 Influenza- Intranasal (2 to <=49 years) 3y 7m Given by another practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported	<input checked="" type="radio"/> <b>Modify Event</b> or <input type="radio"/> <b>Delete Event</b> 02 / 14 / 2013 (mm/dd/yyyy) <input checked="" type="radio"/> Given by this practice? <input type="radio"/> Another? Influenza- Injectable preservative-free Lot: TEST1234   SANOFI PASTEUR   Exp. 04/2014   VFC Program			
HepB 3 event/s	02/03/2005 Hep B Peds <20 yrs 0w 0d Given by another practice Lot No: Not reported Exp. Date: Not reported	03/04/2005 Hep B Peds <20 yrs 4w 1d Given by another practice Lot No: Not reported Exp. Date: Not reported Manufact: Not reported	08/07/2005 Hep B Peds <20 yrs 6m 0w Given by another practice Lot No: Not reported Exp. Date: Not reported		

# Contact



If you have questions regarding the Citywide Immunization Registry (CIR) Online Registry vaccine management process, please email us at:

[nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov)