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:

- 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 details:

Step 2

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:

<table>
<thead>
<tr>
<th>Refrigerator/Freezer</th>
<th>Number of Units</th>
<th>Estimated storage per unit (ft³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand-alone Refrigerator</td>
<td>2</td>
<td>16.7</td>
</tr>
<tr>
<td>Small Stand-alone Refrigerator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.

The storage capacity field is editable. Providers may adjust the cubic feet of their storage unit as necessary.
Enter refrigerator/freezer temperature:

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

• Select the appropriate vaccine lot number and expiration date from the drop-down 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.

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand</th>
<th>Manufacturer</th>
<th>Vaccine Lot/Exp. Date</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>-- Select lot sent to your VFC PIN account --</td>
<td>0</td>
<td>+</td>
</tr>
<tr>
<td>DTaP</td>
<td>Infanrix</td>
<td>GlaxoSmithKline</td>
<td>-- Select other lot, e.g. transferred --</td>
<td>0</td>
<td>+</td>
</tr>
<tr>
<td>DTaP</td>
<td>Tripedia</td>
<td>Sanofi Pasteur</td>
<td>-- Select other lot, e.g. transferred --</td>
<td>0</td>
<td>+</td>
</tr>
<tr>
<td>DTaP-HepB-IPV Pediarix (Primary Series Only)</td>
<td>GlaxoSmithKline</td>
<td>U3749AA</td>
<td>03/13/2013</td>
<td>0</td>
<td>+</td>
</tr>
</tbody>
</table>

• 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:

- 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

<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 vial-single</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</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 vial-single</td>
<td>0</td>
<td></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 vial-multidose</td>
<td>0</td>
<td></td>
<td>50</td>
<td>50</td>
<td>40 ?</td>
<td>Order exceeds recommended</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 vial-single</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order is less than recommended</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50 680</td>
<td></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’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**

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Doses Per Package</th>
<th>Unit Presentation</th>
<th>VFC Order Quantity by Dose</th>
<th>VFC Order Subtotal by Dose</th>
<th>Storage?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>10</td>
<td>(0.5mL) syringe</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>DTaP-IPV</td>
<td>10</td>
<td>vial-single dose</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Kinrix (Booster Dose Only)</td>
<td>10</td>
<td>vial-single dose</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ROTA</td>
<td>10</td>
<td>vial-single dose</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

130

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

- 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)

<table>
<thead>
<tr>
<th></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.
Receive confirmation number:

Step 6

- 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:

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

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.
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.

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.)
Contact

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

nycimmunize@health.nyc.gov