

# Placing Vaccine Orders

Providers enrolled with the Idaho Immunization Program (IIP) can place vaccine orders 24-hours a day, seven days a week in Idaho's Immunization Reminder Information System (IRIS).

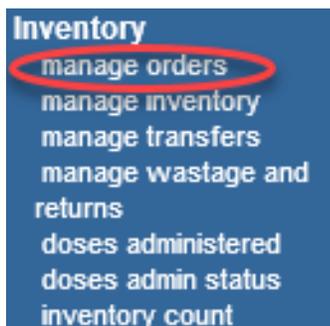
Providers must order vaccines in accordance with actual vaccine need and within their designated ordering frequency. However, vaccine orders may always be placed outside of the ordering cycle if an unexpected need arises (i.e. an influx of last minute back-to-school visits are scheduled). *Emergency orders will be placed only in response to a disease outbreak or natural disaster.* For information about how to determine need and how the IIP evaluates vaccine orders, see the **How to Determine Vaccine Need** section of this resource.

Vaccine orders may not be processed if a provider has an unresolved temperature incident, has not submitted monthly temperature files to the IIP, has not submitted requested information after a site visit, has pending inbound vaccine transfers in IRIS, and/or other special circumstances.

Before placing a vaccine order in IRIS, providers are required to submit a physical, on-hand vaccine inventory count within 13 days of placing the order; see [Submitting an Inventory Count](#) resource for additional details.

## How to Place a Vaccine Order

1. Log in to IRIS.
2. Click *manage orders* in the **Inventory** section of the left-side blue menu.



# Placing Vaccine Orders

3. The **Manage Orders** screen will open.

- If the *Create Order* button is grayed out, then red text is displayed along the top of the screen indicating what action(s) is required before a vaccine order can be submitted. These actions are usually related to submitting a physical inventory count and/or the provider's IRIS VFC status (i.e. orders may not be placed until temperature incidents have been resolved, organization need to submit re-enrollment information, etc.); as indicated in the two examples below:

organization 006 - YELLOW FINN MEDICAL • user • role Admin User (Provider)

Your organization must submit an inventory count within 14 days of an order.

## Manage Orders

**ATTENTION: Please ensure that vaccine delivery information is correct and that supporting documentation is complete prior to placing an order.**

Create Order

**Note:** If the site will be closed for an extended period of time in the near future, do not place an order at this time.

Currently, your organization is not actively participating in the Idaho Immunization Program. For additional details, please call (208) 334-6524 or email IIP@dhw.idaho.gov.

## Manage Orders

**ATTENTION: Please ensure that vaccine delivery information is correct and that supporting documentation is complete prior to placing an order.**

Create Order

**Note:** If the site will be closed for an extended period of time in the near future, do not place an order at this time.

- If the *Create Order* button is not grayed out, verify the accuracy of the Vaccine Delivery Hours and Special Instructions information.
  - If correct, click the *Create Order* button.
  - If incorrect, click the *Edit Provider Profile* button and make any necessary corrections, then click the *Save* button. Please see the [Updating Facility Information in IRIS](#) resource for additional information.

# Placing Vaccine Orders

**Manage Orders**

ATTENTION: Please ensure that vaccine delivery information is correct and that supporting documentation is complete prior to placing an order.

[Create Order](#)

**Note:** If the site will be closed for an extended period of time in the near future, do not place an order at this time.

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**VFC Profile**

[Edit Provider Profile](#)

**Organization** 003 - WESTERN RUSSET FAMILY CARE CLINIC  
**Delivery Contact** Hashbrowns O'Brien **VFC PIN** 003  
**Phone Number** (208) 334-5931 **Delivery Address** 450 W State Street  
**Fax Number** (208) 334-4914 **BOISE, ID 83702**  
**Email** iip@dhw.idaho.gov

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**Vaccine Delivery Hours and Special Instructions**

**Delivery Days and Times**

**Time Zone** Mountain

	Delivery Window 1		Delivery Window 2	
<input checked="" type="checkbox"/> Monday	09:00 AM	To 12:00 PM	01:00 PM	To 04:00 PM
<input checked="" type="checkbox"/> Tuesday	09:00 AM	To 12:00 PM	01:00 PM	To 04:00 PM
<input type="checkbox"/> Wednesday		To		To
<input checked="" type="checkbox"/> Thursday	09:00 AM	To 12:00 PM		To
<input checked="" type="checkbox"/> Friday	09:00 AM	To 12:00 PM	01:00 PM	To 04:00 PM
<input type="checkbox"/> Saturday		To		To
<input type="checkbox"/> Sunday		To		To

**Special Instructions**

limit 35 characters

[Save](#)

4. On the **Create Order** screen, enter the number of doses requested in the *# Doses* field for each vaccine type needed in the Pediatric/State Supplied Vaccine section; the minimum quantity and dose quantity increments are found in the Packaging or Doses per Package fields, respectively.
  - For example, Infanrix is available in increments of 10 doses per package; therefore, the dose quantity ordered must be in increments of 10 (i.e. 20, 30, 40, etc.).
5. The brand choice selections for competing vaccines, as designated by the provider in IRIS, must be ordered; the vaccine type may be denied<sup>1</sup> if non-brand choice vaccines are selected.
  - For example, if the clinic's brand choice for the combination vaccine is Pentacel and Pediarix is ordered, then Pediarix will be denied because it's not the clinic's brand choice on record.

<sup>1</sup>In the event of a vaccine shortage or limited vaccine supply situation, the IIP may choose a comparable substitution for an available presentation.

For additional information regarding vaccine brand choice, please refer to the IIP's [Provider Policies and Guidelines](#).

# Placing Vaccine Orders

# Doses	Vaccine	Trade Name	Manufacturer	Packaging	NDC	Doses per Package	Doses Given Since Last Count	Last Inventory Count Entered
<input type="text"/>	9vHPV	Gardasil 9	Merck & Co, Inc (MSD)	HPV9 Gardasil 9; SYR, 10-Pack	00008-4121-02	10	2	37
<input type="text"/>	DT-Peds	DT	Sanofi Pasteur (PMC)	Diphtheria and Tetanus Toxoids Absorbed USP; SDV; 1-pack	49281-0225-10	1	0	0
<input type="text"/>	DTaP	Infanrix	GlaxoSmithKline (SKB)	INFANRIX; SDV; 10-PACK	58160-0810-11	10	0	0
<input type="text"/>	DTaP	Infanrix	GlaxoSmithKline (SKB)	INFANRIX; SYR; 10-PACK	58160-0810-52	10	0	0
<input type="text"/>	DTaP,5 pertussis antigens	DAPTACEL	Sanofi Pasteur (PMC)	DAPTACEL; SDV; 10-pack	49281-0286-10	10	4	27

6. Click the *Save & Submit* button.

**Create Order**

Save & Submit  
Return to List

Order Status **PENDING**

Order Date **10/15/2018**

Submitted By **Hashbrowns O'Brien**

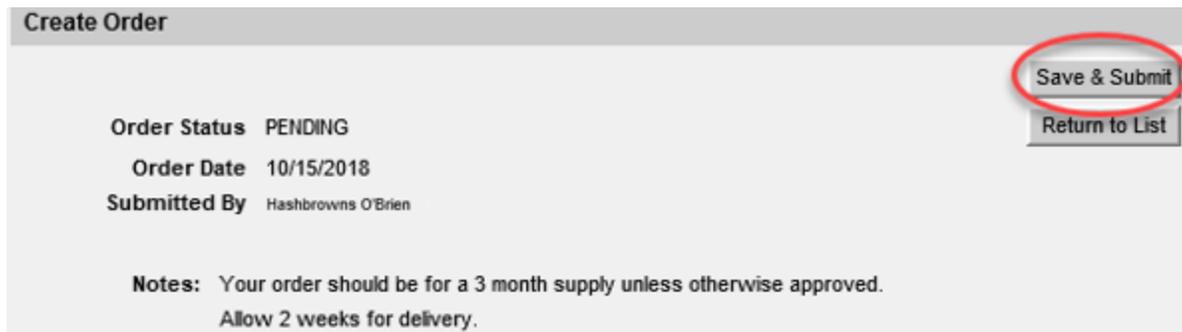
**Notes:** Your order should be for a 3 month supply unless otherwise approved.  
Allow 2 weeks for delivery.

Once submitted, providers may amend an order if the status is PENDING. To prevent multiple shipments and reduce costs, orders should be amended, when possible, rather than creating a separate vaccine order. To do so from the **Manage Orders** screen, scroll down to the Order List and click on the blue PENDING link.

Submit Date	Order ID	Status
10/15/2018	39665	<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">PENDING</span>
10/03/2018	39067	SHIPPED

The existing vaccine order will open and dose quantities may be modified and/or additional vaccines added to the order. Once all changes have been made, click the *Save & Submit* button to update the order.

# Placing Vaccine Orders



**Create Order**

Order Status PENDING  
Order Date 10/15/2018  
Submitted By Hashbrowns O'Brien

**Save & Submit**  
**Return to List**

**Notes:** Your order should be for a 3 month supply unless otherwise approved.  
Allow 2 weeks for delivery.

To monitor the status of a vaccine order, please refer to the [Monitoring Status of Vaccine Orders in IRIS](#) guidance.

## How to Determine Vaccine Need

IIP-enrolled providers must account for all doses of IIP-supplied vaccine; accountability is completed in IRIS. The IIP recommends placing vaccine orders to stock the clinic with a three (3) monthly supply of vaccine.

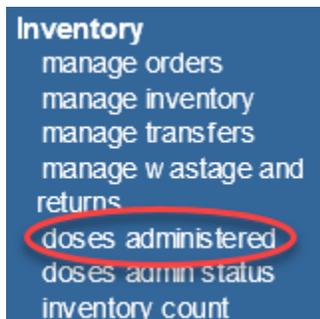
There are two IRIS tools the IIP uses to evaluate vaccine orders: **inventory count** and **doses administered**. These tools are used together to determine need. Providers are encouraged to use these tools to determine a clinic's need when placing vaccine orders. **Note: all doses administered must be up-to-date in IRIS and accurately recorded on patient records to deduct from inventory for doses data to be complete.** For additional information about how the IIP evaluates vaccine orders, see **IIP Vaccine Order Evaluation Process** section of this document.

To place vaccine orders in accordance with actual need:

- Conduct a physical vaccine inventory count to determine current, physical doses on-hand, and
- Run the *doses administered* report to determine the total doses administered during the three months prior to the date the order is being placed. Sometimes, it may be a good idea to run the report for the three months that occurred the year prior to determine need during rare circumstances (i.e. back to school visits, sports physicals, etc.).

To run the doses administered report when logged into IRIS:

1. Click *doses administered* in the **Inventory** section of the left-side blue menu.



# Placing Vaccine Orders

- The Doses Administered Report Criteria screen will open.

**Doses Administered Report Criteria**

Site(s): 002 - RUSSETT BURBANK PEDIATRICS

Report Date Range:

From  To

- Enter the **Report Date Range** in the *From* and *To* fields. If the order will be placed on 10/01/18, then the suggested **Report Date Range** is *From 07/01/18 To 09/30/18*.
- Click the *Generate Report* button.

**Doses Administered Report Criteria**

Site(s): 002 - RUSSETT BURBANK PEDIATRICS

Report Date Range:

From 07/01/2018 To 09/30/2018

- Users will be redirected to the **Doses Administered Reports Request Status** screen while the report is running. To update Status, click the *Refresh* button. When the report is complete, the Status will indicate 100% and the Report Name will be a link. Click the *Report Name* to open the report.

**Doses Administered Reports Request Status**

Report Name	Status	Target From	Target To
<a href="#">Organization Total: 002 - RUSSETT BURBANK PEDIATRICS</a>	100%	07/01/2018	09/30/2018

# Placing Vaccine Orders

Below is an example of a Doses Administered Report for July through August, as indicated by the Vaccination Period of 07/01/18 To 09/30/18:

## Doses Administered Report

Vaccination Period 07/01/2018 To 09/30/2018

Group Name	Trade Name	Funding Type	<1 yr	1 yr	2 yrs	3-5 yrs	6 yrs	7-10 yrs	11-12 yrs	13-18 yrs	19-24 yrs	25-44 yrs	45-64 yrs	65+ yrs	Doses Given to Anonymous Patients	Total
Pneumo-Poly	Pneumovax 23	PUB	0.0	0.0	0.0	0.0	0.0	0.0	1.0	2.0	0.0	0.0	0.0	0.0	0.0	3.0
MeningACWY	Menveo	PUB	0.0	0.0	0.0	0.0	0.0	0.0	156.	73.0	0.0	0.0	0.0	0.0	0.0	229.0
HepB	Engerix-B Peds	PUB	6.0	1.0	3.0	9.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0
HepA	Havrix-Peds 2 Dose	PUB	0.0	251.	21.0	21.0	1.0	2.0	3.0	5.0	0.0	0.0	0.0	0.0	0.0	304.0
MMR	MMR II	PUB	0.0	142.	2.0	7.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	153.0
DTP/aP	DAPTACEL	PUB	5.0	146.	10.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	168.0
DTP/aP-HepB-	Pediarix	PUB	383.	2.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	387.0
Varicella	Varivax	PUB	0.0	110.	5.0	5.0	1.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	125.0
Rotavirus	RotaTeq	PUB	378.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	378.0
Influenza	FluLaval Quad PF	PUB	62.0	85.0	76.0	203.	65.0	216.	50.0	79.0	0.0	0.0	0.0	0.0	0.0	836.0
DTP/aP-Polio	Kinrix	PUB	0.0	0.0	0.0	173.	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	175.0
Pneumococcal	Pprevnar 13	PUB	386.	142.	4.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	537.0
Pertussis (Tdap)-	Adacel	PUB	0.0	0.0	0.0	0.0	0.0	1.0	153.	22.0	0.0	0.0	0.0	0.0	0.0	176.0
MeningB	Bexsero	PUB	0.0	0.0	0.0	0.0	0.0	0.0	1.0	54.0	0.0	0.0	0.0	0.0	0.0	55.0
Polio	IPOL	PUB	2.0	2.0	2.0	3.0	1.0	1.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	15.0
HPV	Gardasil 9	PUB	0.0	0.0	0.0	0.0	0.0	1.0	157.	69.0	0.0	0.0	0.0	0.0	0.0	227.0
MMR-Varicella	Proquad	PUB	0.0	1.0	0.0	171.	3.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	177.0
Hib	PedvaxHIB	PUB	261.	148.	7.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	417.0
<b>Total</b>			<b>1,48</b>	<b>1,03</b>	<b>131.</b>	<b>606.</b>	<b>75.0</b>	<b>225.</b>	<b>523.</b>	<b>309.</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4,382.0</b>
<b>Patient Count</b>			<b>354</b>	<b>395</b>	<b>97</b>	<b>372</b>	<b>70</b>	<b>222</b>	<b>243</b>	<b>213</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1966</b>

Note: The Doses Administered Report only displays doses of vaccine that deducted from inventory. If your organization's data exchange with IRIS is not deducting from inventory correctly, the information in the report will not be accurate.

The doses administered information above is used in conjunction with the clinic's physical inventory count, shown below, to determine vaccine need.

# Placing Vaccine Orders

## Inventory Count

For accurate inventory reconciliation, please check to make sure all receipt of inventory and wastage has been recorded on the vaccine inventory lot, inbound and outbound inventory transfers are up-to-date, and doses administered to patients since the last inventory count are recorded prior to submitting current inventory counts. You may print this screen to use as a worksheet for gathering counts.

Inventory Count on: 09/10/2018

The inventory list includes public funded vaccine lots with remaining inventory on hand. Lots that have expired with inventory since the previous inventory count are included. Duplicate lots (Same NDC /Lot Number/ Expiration Date) can be entered as a combined count. Enter your inventory as a whole number (round down) in the physical count field. Highlighted rows are set to expire soon. Rows in red font are lots that are inactive and/or expired.

## State Supplied Vaccine

Last Inventory Count was on: 09/04/2018

Vaccine	Trade Name	Manufacturer	Package	NDC Number	Lot Number	Exp Date	Doses Given Since Last Count	IRIS Inventory Doses on Hand	Physical Count
DTaP,5 pertussis antigens	DAPTACEL	Sanofi Pasteur (PMC)	DAPTACEL; SDV; 10-pack	49281-0286-10	C5254AA	09/18/2019	3	123	122
DTaP-HepB-IPV	Pediarix	GlaxoSmithKline (SKB)	PEDIARIX; SYR; 10-PACK	58160-0811-52	9A2KC	07/03/2020	0	300	300
DTaP-IPV	Kinrix	GlaxoSmithKline (SKB)	KINRIX; SYR; 10-PACK	58160-0812-52	T7E4A	06/02/2020	4	68	63
HepB-Peds	Engerix-B Peds	GlaxoSmithKline (SKB)	ENGERIX-PEDS; SYR; 10-PACK	58160-0820-52	PN595	02/04/2019	0	9	8
Meningococcal B, OMV	Bexsero	GlaxoSmithKline (SKB)	MeningB Bexsero; SYR, 10-Pack	58160-0976-20	16D501	03/31/2019	0	29	28
Polio-Inject	IPOL	Sanofi Pasteur (PMC)	IPOL; MDV 10; 1-PACK	49281-0860-10	N1J451M	10/05/2019	0	20	20
Rotavirus, Pent	RotaTeq	Merck & Co, Inc (MSD)	ROTATEQ; ORAL DOSE; 25-PACK	00006-4047-20	N032567	05/10/2019	3	61	61
Varicella	Varivax	Merck & Co, Inc (MSD)	VARIVAX; SDV; 10-PACK	00006-4827-00	R002506	01/25/2020	14	79	77

The table below summarizes the need for each of the highlighted vaccine types in the Doses Administered Report and inventory count examples above.

Trade Name	Doses Administered	-	Doses on Hand (DoH)	=	# of Doses	# of Doses to Order <sup>1</sup>
Daptacel	168	-	122	=	46	50
Pediarix	387	-	300	=	87	90
Kinrix	175	-	63	=	112	120
Engerix-B	20	-	8	=	12	20
Bexsero	55	-	28	=	27	30
IPOL	15	-	20	=	-5	0
RotaTeq	378	-	61	=	317	320
Varivax	125	-	77	=	48	50

To calculate vaccine need:

- Subtract physical count (doses on-hand) from doses administered to determine # of doses needed and
- Round up/down to nearest quantity available according to the <sup>1</sup>Doses per Package information found on the **Create Order** screen.

# Placing Vaccine Orders

For additional assistance with calculating vaccine need when placing orders, please refer to the [Vaccine Ordering Worksheet](#) that is available on the *IIP Provider Resource Binder* page of the IIP's website at [www.immunizeidaho.com](http://www.immunizeidaho.com).

## **IIP Vaccine Order Evaluation Process**

IIP staff evaluate vaccine orders by comparing provider-reported physical inventory counts, ordering frequency, doses administered, and dose quantities ordered, as explained in the **How to Determine Vaccine Need** section above.

Additionally, the amount of wastage and returns due to expiration is considered over a 12 - 18 month period.

Providers that submit accurate, physical, on-hand inventory counts; report all doses administered that have deducted appropriately from IRIS Public inventory; and have low levels of vaccine wastage are less likely to have vaccine orders reduced or denied.

Common reasons that vaccine orders may be reduced or denied are:

- Physical inventory count indicates the clinic has sufficient doses on-hand compared to activity on the doses administered report,
- Non-vaccine brand choice selections have been made when ordering vaccine,
- Vaccine orders are being placed too frequently/outside of the provider's ordering frequency. Note: this requirement does not apply to seasonal influenza vaccine.
  - If extenuating circumstances arise to necessitate placing a vaccine order outside of the clinic's ordering frequency, then add a brief summary of the situation in the *Comments* field of the **Create Order** screen to expedite order processing.

**Comments**

Enter Text or Note. 150 character maximum

Ordered additional doses of Hep A vaccine for a special clinic to get patient up-to-date