Prebooking and Requesting Influenza Vaccine

The Idaho Immunization Program (IIP) supplies pediatric seasonal influenza (flu) vaccine, to all providers actively enrolled with the IIP, for all patients eligible to receive IIP-supplied vaccine. Providers are required to prebook and request flu vaccine through Idaho’s Immunization Reminder Information System (IRIS).

Flu prebook deadlines and subsequent flu vaccine distribution information is communicated by email, to all primary and back-up vaccine coordinators with a valid email address in IRIS, and through an IRIS Announcement.

Planning for seasonal flu vaccine begins early each year, several months before flu season begins. At that time, the Centers for Disease Control and Prevention (CDC) requires the IIP to submit a prebook indicating which flu vaccine presentations and respective dose quantities the IIP commits to purchase for the upcoming flu season. To determine this information, the IIP requires all enrolled providers to submit a prebook in IRIS.

The create prebookings IRIS functionality allows providers to electronically submit a seasonal influenza prebook indicating the vaccine presentation(s) and dose quantities the organization anticipates requesting from the IIP. The manage prebookings functionality allows providers to view what has been prebooked by their organization, how many doses have been allocated, and how many doses are available to request.

How to Prebook Flu Vaccine

1. Log in to IRIS.
2. Select the organization for which you’d like to create a flu prebook.
3. Click *create prebookings* in the Inventory section of the left-side menu.

4. The **Create Prebook Request** page will open. In the Event drop-down menu, select the upcoming** seasonal flu year that you’re creating the prebook for (e.g. Seasonal Flu 2019-2020).

   **Do not select the current flu season or your organization’s flu prebook will not be submitted for the upcoming season.**

<table>
<thead>
<tr>
<th>Create Prebook Request</th>
<th>VFC PIN</th>
<th>Initiating Organization</th>
<th>Initiating User</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>002</td>
<td>002 - RUSSETT BURBANK PEDIATRICS</td>
<td>Cody Fry</td>
<td>(208) 334-5931</td>
<td>(208) 334-4914</td>
<td>01/07/2020</td>
</tr>
</tbody>
</table>

### Vaccine Delivery Hours and Special Instructions
- Monday 06:00 AM - 12:00 PM, 01:00 PM-05:00 PM
- Tuesday 09:00 AM-02:00 PM
- Wednesday 09:00 AM-05:00 PM
- Thursday 09:00 AM-05:00 PM
Prebooking and Requesting Influenza Vaccine

1. **Prior Year Prebooked** = The total number of doses prebooked by your organization the previous flu season.

2. **Prior Year Shipped** = The total number of doses requested by and shipped to your organization the previous flu season.

3. **Prior Season Administered** = The total number of doses administered by your organization the previous flu season.

4. **Prior Season Wasted/Returned** = The total number of flu doses from the previous season reported as wastage or a return in IRIS.

5. **Suggested Order Qty** = The total number of doses IRIS suggests prebooking for the upcoming flu season, based on IRIS data in columns 1 through 5.

6. **Min Order Qty** = Dose quantity increments for which the trade name must be prebooked.

7. **# Doses to Prebook** = The number of doses your organization will prebook for the upcoming flu season.

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1. According to IRIS; data entry must be up-to-date and accurately entered in IRIS.

2. According to IRIS; this data does not include wastage or returns with a status other than COMPLETE in IRIS; see [Manage Vaccine Wastage and Returns](#) guidance on the IIP website at [www.immunizeidaho.com](http://www.immunizeidaho.com) for additional details.

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5. Enter the dose quantity for the trade name(s) and presentations your organization would like to prebook in the respective **# Doses to Prebook** field(s) then click the **Submit Prebook Request** button.

---

**Create Prebook Request**

<table>
<thead>
<tr>
<th>VFC PIN</th>
<th>Initiating Organization</th>
<th>Initiating User</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>002 - RUSSETT BURBANK PEDIATRICS</td>
<td>Curly Fry</td>
<td>(208) 334-0431</td>
<td>(208) 334-4841</td>
<td>01/03/2020</td>
</tr>
</tbody>
</table>

**Primary VFC Coordinator**

<table>
<thead>
<tr>
<th>Delivery Address</th>
<th>Primary Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 W State St</td>
<td>E. Poirier</td>
</tr>
<tr>
<td>Boise ID 83702</td>
<td></td>
</tr>
</tbody>
</table>

**Vaccine Delivery Hours**

- Monday: 09:00 AM-12:00 PM; 01:00 PM-05:00 PM
- Tuesday: 09:00 AM-05:00 PM
- Wednesday: 09:00 AM-05:00 PM
- Thursday: 09:00 AM-05:00 PM

---

**Trade Name**

<table>
<thead>
<tr>
<th>Event</th>
<th>Seasonal Flu 2019-2020</th>
<th>Trade Name</th>
<th>Packaging</th>
<th>Manufacturer</th>
<th>Type</th>
<th>Prior Year Prebooked</th>
<th>Prior Year Shipped</th>
<th>Prior Season Administered</th>
<th>Prior Season Wasted/Returned</th>
<th>Suggested Order Qty</th>
<th>Min Order Qty</th>
<th># Doses to Prebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad PF 19-20; 0.5 mL, SVR, 10 pack (4+ months)</td>
<td>GlaxoSmithKline (SKB)</td>
<td>VFC</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>0</td>
<td>200</td>
<td>10</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad 18-20; 5 mL, MDV, One 10-dose vid (4+ years)</td>
<td>Seqirus (SEQ)</td>
<td>VFC</td>
<td>300</td>
<td>300</td>
<td>100</td>
<td>200</td>
<td>100</td>
<td>10</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad 19-20; 0.5 mL, SVR, 10 pack (4+ years)</td>
<td>Seqirus (SEQ)</td>
<td>VFC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad 19-20; 5 mL, MDV, One 10-dose vid (6+ months)</td>
<td>ID Biomedical (IDB)</td>
<td>VFC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad PF 19-20; 0.5 mL, SVR, 10 pack (6+ months)</td>
<td>ID Biomedical (IDB)</td>
<td>VFC</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad PF 19-20; 5 mL, MDV, One 10-dose vid (6+ months)</td>
<td>Sanofi Pasteur (PMC)</td>
<td>VFC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad PF 19-20; 0.5 mL, SVR, 10 pack (6+ months)</td>
<td>Sanofi Pasteur (PMC)</td>
<td>VFC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FloxWax Quad PF</td>
<td>Flucelox Quad PF 19-20; 5 mL, MDV, One 10-dose vid (6+ months)</td>
<td>Sanofi Pasteur (PMC)</td>
<td>VFC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prebooking and Requesting Influenza Vaccine

Organizations may confirm a prebook was submitted by clicking manage prebookings in the Inventory section of the left-side menu. For additional information regarding prebook status, please see Prebook Statuses & What They Mean section of this guidance.

**How to Request Flu Vaccine**

As flu vaccine distribution begins, usually around mid- to late-August or September, the Centers for Disease Control and Prevention (CDC) allocates flu vaccine doses to the IIP in waves. As doses become available to the IIP and sufficient vaccine is available for statewide distribution, the IIP allocates doses in IRIS to each clinic.

After a clinic has been allocated doses, the clinic may request the doses for distribution; submitting a request for flu vaccine is comparable to placing a vaccine order. **When requesting flu vaccine, it is not necessary to submit an inventory count.** However, **on-hand influenza vaccine counts are required when vaccine orders are placed through manage orders.**

To request flu vaccine:

1. Log in to IRIS.
2. Select the organization for which you’d like to request seasonal flu vaccine doses.
3. Click *manage prebookings* in the Inventory section of the left-side menu.

4. The **Prebook Request Status** page will open. Be sure the **Event** selected is for the current flu season.

   ![Inventory](image.png)

   **Prebook Request Status**
   
   - Take doses from current prebook allocation...
   - Change previously Prebooked vaccine amounts...
   - Return to the previous screen...

   **Prebook Request List**
   
   - **Event**: Seasonal Flu 2019-2020
   - **Select**: [ ]
   - **Trade Name**: Fluarix Quad PF
   - **Packaging**: Fluarix Quad PF 18-20, 0.5ml, S/V, 10 pack (9- months)
   - **Manufacturer**: GlaxoSmithKline (SKBI)
   - **Type**: VFC
   - **Initiating User**: Curly Fry
   - **Prebook Date**: 07/18/2019
   - **Prebook Status**: Allocated
   - **Total Prebooked**: 100
   - **Total Allocated**: 20
   - **Total Requested**: 0
   - **Declined and Returned to Pool**: 40
   - **Available Now**: 20

5. The **Prebook Request Status** page displays the following information for each vaccine presentation:

   **Prebook Request Status**
   
   - Take doses from current prebook allocation...
   - Change previously Prebooked vaccine amounts...
   - Return to the previous screen...

   **Prebook Request List**
   
   - **Event**: Seasonal Flu 2019-2020
   - **Select**: [ ]
   - **Trade Name**: Fluarix Quad PF
   - **Packaging**: Fluarix Quad PF 18-20, 0.5ml, S/V, 10 pack (9- months)
   - **Manufacturer**: GlaxoSmithKline (SKBI)
   - **Type**: VFC
   - **Initiating User**: Curly Fry
   - **Prebook Date**: 07/18/2019
   - **Prebook Status**: Allocated
   - **Total Prebooked**: 100
   - **Total Allocated**: 20
   - **Total Requested**: 0
   - **Declined and Returned to Pool**: 40
   - **Available Now**: 20

   - **Total Prebooked** = The total number of doses prebooked by your organization.
   - **Total Allocated** = The total number of available doses allotted to your organization.
   - **Total Requested** = The total number of doses requested by and shipped to your organization.
   - **Declined and Returned to Pool** = The total number of prebooked, allocated doses your organization returned to the IIP for allocation to another provider.
Prebooking and Requesting Influenza Vaccine

5. The total number of doses currently available for your organization to request for shipment.

6. On the Prebook Request Status page, click the box in the Select column of the trade name that has doses indicated in the Available Now column; if dose quantities in the Available Now column are indicated for more than one trade name, then multiple boxes may be selected.

7. Click the Request Vaccine button.

<table>
<thead>
<tr>
<th>Select</th>
<th>Trade Name</th>
<th>Packaging</th>
<th>Manufacturer</th>
<th>Type</th>
<th>Initiating User</th>
<th>Prebook Date</th>
<th>Prebook Status</th>
<th>Total Prebooked</th>
<th>Total Allocated</th>
<th>Total Requested</th>
<th>Declined and Returned to Pool</th>
<th>Available Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Fluzone Quad PF</td>
<td>Fluzone Quad PF 19-20; 0.5mL, SDV, 10-pack (6+ months)</td>
<td>Sanofi Pasteur (PMC)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>07/12/2019</td>
<td>Prebooked</td>
<td>40</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Fluzone Quad PF</td>
<td>Fluzone Quad PF 19-20; 0.5mL, SYR, 10-pack (6+ months)</td>
<td>Sanofi Pasteur (PMC)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>09/01/2019</td>
<td>Prebooked</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

8. On the Request Vaccine page, either:
   - Click the Accept All button to request all quantities indicated in the Current Doses Allocated column, or
   
   - If your clinic would like to order fewer doses than the Current Doses Allocated, then manually enter the desired quantity in the # Doses column and click the Submit button.
9. If the # Doses requested is less than the Current Doses Allocated, then a dialog window will open to confirm your request. Please click the most appropriate button for your clinic’s intention:
   - **Accept and Hold Remaining**: the dose quantities not requested will remain allocated to your clinic to request later, or
   - **Accept and Decline Remaining**: the dose quantities not requested will return to the IIP’s allocation and will no longer be available for your clinic to request later, or
   - **Cancel**: return to the Request Vaccine page to Accept All doses currently allocated to your clinic.

   † See Editing a Prebook section below if the clinic’s allocated doses were returned to the IIP’s allocation in error.

10. After submitting the requested dose quantities, the Prebook Request Status page will indicate the Total Requested doses.
11. The status of your requested flu doses can be tracked in the **Order List** on the **Manage Orders** page; see the [Managing Status of Vaccine Orders](#) resource for additional information.

12. When the requested flu doses are physically received, accept them into the clinic’s IRIS Public inventory through manage transfers; see the [Managing Vaccine Transfers](#) resource for additional information.

**Editing a Prebook**

Occasionally, providers may need to edit a prebook for reasons such as:

- The clinic’s need exceeds the original dose quantity prebooked and/or
- A trade name and/or presentation (e.g. pre-filled syringes vs. multi-dose vials) was prebooked in error.
A prebook may be edited only when the prebook status is Prebooked or Late.

To edit or delete a prebook,

1. Log in to IRIS.
2. Select the organization for which you’d like to edit or delete a prebook.
3. Click manage prebookings from the Inventory section of the left-side menu.
4. Click the box in the Select column of the Trade Name you’d like to edit or delete, then click the Edit Prebook Request button.
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To edit the dose quantity in a prebook, modify the dose quantity in the Change Doses Prebooked To field, then click the Submit Updates button.

- The updated quantity should be the total number of doses the clinic needs; the dose quantity originally prebooked plus the dose quantity the clinic is adding. Using the example below, the clinic originally prebooked 80 doses and needs an additional 40 doses; therefore, the total in the Change Doses Prebooked To field should be 120 doses (80 + 40 = 120).

To delete a prebook, click the Delete Prebook Request button.

- A dialogue box will pop-up confirming if you would like to delete your prebook request; click the OK button.
Prebooking and Requesting Influenza Vaccine

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- The deleted prebook will be listed in the organization’s Prebook Request List with a Prebook Status of Cancelled.

5. If all prebooked doses have been allocated and requested by a clinic and additional doses are needed, then please refer to the How to Prebook Flu Vaccine section of this resource. Prebooks created after flu distribution has begun will indicate a Late prebook status; however, this will allow the IIP to allocate additional doses, if available, to the clinic.

Prebook Statuses & What They Mean

Throughout the flu prebook and request process, users may see several different terms in the Prebook Status column on the Prebook Request Status page, as described below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prebooked</td>
<td>Prebook submitted before deadline; unless otherwise notified, dose quantities will be allocated when available to request.</td>
</tr>
<tr>
<td>Late</td>
<td>Prebook submitted after deadline; prebook on file but no guarantee the doses will be allocated, either in full or partially, to request.</td>
</tr>
<tr>
<td>Allocated</td>
<td>Prebook dose quantity fully allocated by the IIP; additional doses will not be made available for clinic to request.</td>
</tr>
<tr>
<td>Substitution</td>
<td>The blue highlighted trade name has been substituted, either fully or partially, for the trade name in the row immediately above.</td>
</tr>
</tbody>
</table>
Prebooking and Requesting Influenza Vaccine

| Declined | Doses have been declined by the clinic and returned to the IIP’s allocation; they are no longer available for the clinic to request. |

* If your clinic has been allocated a substituted vaccine presentation that you do not wish to request, then:
  1. Check the box in the Select column of the substituted presentation,
  2. Click the Request Vaccine button, and
  3. Click the Decline All button.

Please note that in declining the substituted presentation, your clinic may not receive any additional doses of flu vaccine.

The Prebook Status examples in the following screenshot are explained below:
### Prebooking and Requesting Influenza Vaccine

<table>
<thead>
<tr>
<th>Prebook Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take doses from current prebook allocation...</td>
</tr>
<tr>
<td>Change previously prebooked vaccine amounts...</td>
</tr>
<tr>
<td>Return to the previous screen...</td>
</tr>
</tbody>
</table>

#### Prebook Request List

<table>
<thead>
<tr>
<th>Event</th>
<th>Seasonal Flu 2019-2020</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Trade Name</th>
<th>Packaging</th>
<th>Manufacturer</th>
<th>Type</th>
<th>Initiating User</th>
<th>Prebook Date</th>
<th>Prebook Status</th>
<th>Total Prebooked</th>
<th>Total Allocated</th>
<th>Total Requested</th>
<th>Declined and Returned to Pool</th>
<th>Available Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fluarix Quad PF</td>
<td>Fluara Quad PF; 19-20; 0.5ml. SIV/5D, 10-pack (5+ months)</td>
<td>GlaxoSmithKline (SKB)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>07/12/2019</td>
<td>Allocated</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FluLaval Quad PF</td>
<td>FluLaval Quad PF; 19-20; 0.5ml. SIVR, 10-pack (6+ months)</td>
<td>ID Biomedical (IDB)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>07/17/2019</td>
<td>Substitution</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fluarix Quad PF</td>
<td>Fluara Quad PF; 19-20; 0.5ml. SIVR, 10-pack (6+ months)</td>
<td>GlaxoSmithKline (SKB)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>07/12/2019</td>
<td>Declined</td>
<td>20</td>
<td>0</td>
<td>20</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Flucelvax Quad PF</td>
<td>Fluocelvax Quad PF; 19-20; 0.5ml. SIVR, 10-pack (4+ years)</td>
<td>Seqirus (SEQ)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>07/16/2019</td>
<td>Late</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fluzone Quad PF</td>
<td>Fluzone Quad PF; 19-20; 0.5ml. SIVR, 15-pack (6+ months)</td>
<td>Sanofi Pasteur (PMC)</td>
<td>VFC</td>
<td>Curly Fry</td>
<td>09/01/2019</td>
<td>Prebooked</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

1. **Fluarix Quad PF is Allocated**: the clinic prebooked 70 doses and 60 doses were allocated by the IIP. However, the clinic requested only 30 doses and declined 30 doses. Zero (0) doses remain available for this presentation for the remainder of the flu season; see substitution example below for further details.

2. **FluLaval Quad PF is a Substitution**: 10 doses were substituted/allocated for the Fluarix Quad PF in the row above. Currently, 10 doses remain available for the clinic to request, which will fulfill the original prebook request for 70 doses of Fluarix Quad PF in example one (1) above.

3. **Fluarix Quad PF is Declined**: the clinic edited prebook to add 20 doses of this presentation to its prebook, but was later declined by the clinic; the doses were returned to the IIP’s allocation and no longer available for the clinic to request.

4. **Flucelvax Quad PF is Late**: the clinic submitted the request for this presentation after the prebook deadline. The IIP will make every effort to fill the request, but there is no guarantee; the trade name may be partially or fully allocated or a substitution will be made, if possible.

5. **Fluzone Quad PF is Prebooked**: the clinic prebooked 80 doses and zero (0) doses have been allocated so there are currently no doses available for the clinic to request; check IRIS daily to check the Total Allocated balance.