



## REQUESTING VACCINES through the VFC PROGRAM

### **PLACE the ORDER**

Place your order two weeks before you think you will run out of vaccines. Orders are submitted **ONLINE** via the Washington State IMMUNIZATION INFORMATION SYSTEM (IIS, formerly CHILD PROFILE): <https://fortress.wa.gov/doh/cpir/iweb/main.jsp>. Do your best to order during assigned calendar periods; each provider office's schedule appears on the vaccine ordering screen in IIS. Off-schedule requests are reviewed on a case-by-case basis.

**IMPORTANT!** Please complete the screen-form, listing **doses used** and **doses on hand** for all vaccines. Incomplete forms will be rejected, delaying processing and delivery. Seriously: we cannot review your order form if there are any blanks in the Doses Used or Doses On Hand columns. This information is required by the Centers for Disease Control as part of monitoring national vaccine supply.

**EQUALLY IMPORTANT!** Doses Administered/Lot Number Reconciliation Reports and Temperature Logs must be up to date before vaccine orders can be approved.

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### **TRACK the ORDER**

Your order will be reviewed and approved or denied by Public Health within one business day. The state Dept of Health (DOH) will also review the request and assign funding for vaccine purchase. Once DOH has approved the request, follow the progress of your order by logging into the IIS and monitoring it there. Watch for a "tracking number" in the far right column.

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### **RECEIVE the ORDER**

The Vaccines For Children Program (VFC) pays for shipping of each vaccine order. Please include each vaccine you will need (rather than separate orders for each vaccine) to minimize shipping costs.

- Orders are packed and shipped at McKesson's vaccine warehouse in Aurora, Colorado. McKesson is contractually allowed **10 business days** from the date of DOH approval to fulfill shipping requests.
- **The person signing for receipt of the vaccine shipment is responsible** for assuring that the package is promptly and correctly stored. *Do not leave vaccine shipments at room temperature!*
- Compare vaccine shipments with the enclosed invoice. The packing list should reflect the contents; report packing errors (including missing diluent) **same day** in order to have the error corrected. Occasionally, Public Health may reduce your vaccine order because of supply issues or because the original order exceeded a clinic's average monthly usage. Nevertheless, contents of shipping cartons should match the packing list.
- Check the ColdMark and/or MonitorMark temperature indicator to assure that the shipment arrived in good condition. Call (206) 296-4774 if you have any questions or concerns about the condition of the shipment.
- "Receive" the order in IIS to add it to your clinic's online inventory.

NOTE: Please read the "Frozen Vaccine" section of this manual for information on the separate procedure for ordering frozen vaccines (Varivax™ and ProQuad™).