

# How to Order State-supplied Vaccine

## Before Placing Your Vaccine Order:

- Complete a physical inventory count of doses on hand in the refrigerator/freezer.

## On the Vaccine Order Form:

- Include how many doses were used last month.
- Include your doses on hand from your physical count.
- Order only enough vaccine to maintain the correct reserve level (a 30 to 45 day supply) and the vaccine to be given during that period.
- Note any special circumstances (kindergarten roundup, special clinics etc.,) resulting in increased need for vaccine.
- Tip: Use previous vaccine usage reports from the same month of last year for evaluating your current vaccine need.

## Formula Used to Calculate Provider Vaccine Order:

Number of doses needed to maintain reserve stock (by antigen)	<b>Example:</b> 100
+ (plus)	
<u>Number of doses expected to administer during the interval</u>	<u>100</u>
=(equal) <b>Total vaccine needed for interval</b>	200
-(minus)	
<u>Inventory on hand</u>	<u>120</u>
=(equal) <b>Vaccine to order</b>	80 Doses

\*Apply this formula to each vaccine (antigen) to determine vaccine order.

## Clinic or Practice Goal:

- Identify and train a back-up person responsible for vaccines.
- For smaller clinics that give < 500 doses per year, place orders every third month and keep a 3-month inventory when ordering. (If space permits)
- For medium clinics that give 500 – 2000 doses per year, place orders every other month and keep a 2-month inventory when ordering. (If space permits)
- For larger clinics that give 2000 – 5000 doses per year, place orders monthly.

## Note:

Emergency orders should be the exception. (*e.g., inadequate order planning, storage and handling issues, or other quality assurance problems*) These orders can usually be processed and shipped within 24 hours of placement with the distributor.

The health department will follow-up with provider on all emergency orders with either a telephone call or an in-person quality assurance consultation to remediate the conditions that lead to the emergency order.