SECTION 3 - VACCINE ORDERING

Vaccine Online Ordering

The online registry interface allows all PA VFC provider sites that routinely order Department of Health supplied vaccines to order their vaccines online through the Pennsylvania Statewide Immunization Information System (PA-SIIS) registry. All current PA VFC requirements for vaccine ordering, including reporting of inventories and vaccine usage and submission of temperature logs, will remain in place under this new system. The PA-SIIS will transfer orders to CDC through the Vaccine Tracking System (VTrckS). PA VFC providers will not need to communicate directly to VTrckS, the PA-SIIS takes care of this transaction. Providers without internet access will continue to submit vaccine orders by email, fax or mail through the Pennsylvania Supplied Vaccine Order &Accountability Form. The goal is to have the majority of PA VFC provider sites ordering their VFC supplied vaccines online through the PA-SIIS registry. For more information on joining PA-SIIS please contact 877-774-4748.

Economic Order Quantity (EOQ)

Every provider is asked to operate under the Economic Order Quantity (EOQ) model. The EOQ is a continuous quality improvement effort to implement industry best practices for vaccine ordering. EOQ assigns ordering "tiers" for providers based on annual volume of publicly-funded vaccine ordered, which roughly coordinates to doses administered. These tiers are ordering frequencies of:

- Monthly for high-volume providers who order 6000 or more doses per year.
- Bi-monthly for medium-volume providers who order 800 or more doses per year.
- Quarterly for low-volume providers who order 200 or more doses per year.
- For very low-volume providers who order less than 200 doses per year we are not recommending any ordering frequency.

In addition to identifying an optimal order frequency, EOQ strives to spread the ordering volume throughout the month into the first and second halves of the ordering month.

Each provider will receive an EOQ calendar. This calendar visually represents your site's designated ordering schedule. It is designed to help your site order as recommended by the PA VFC Program based on the number of doses ordered annually and your available storage capacity.

Each provider site will have access to vaccine ordering form called the PA VFC Pediatric Order & Accountability Form, listing all available vaccines. Included on this order form is the suggested EOQ. The vaccine ordering form is available in hard copy for those providers without internet access. **Facilities using the hard copy vaccine ordering form must make additional copies for future orders.**

Instructions for Completing the Pennsylvania Department of Health Supplied Vaccine Order & Accountability Form (online instructions and paper form for providers without internet connection are in Section 6 of the VFC Provider Handbook).

1. *Signature*—A signature is provided by the staff person that completed the order form.

2. *Provider Identification Number (PIN #)* -- A unique provider identifier number assigned by the PA VFC Program used on all orders and correspondence to VFC program.

3. *Date* -- Date provider submits the order form to the PA VFC Program.

4. *Report Period* -- The date period corresponds to the EOQ assigned order frequency, for example, a monthly report period (5/1/2010 to 5/31/2010).

5. *Provider Name/Address/Phone Number* -- Provider's enrolled name with complete address including area code and phone number.

6. *Order Frequency* -- Indicates the Economic Order Quantity (EOQ) assigned order frequency (i.e., monthly, bimonthly, and quarterly). EOQ "tiers" are assigned based upon an algorithm which is roughly based upon a provider's

annual volume of publicly-funded vaccines ordered and provider's available storage capacity. If this area is blank, then continue to order as needed.

7. *Vaccine* -- Publicly-funded vaccines available to providers as of January 2013. New vaccines may become available throughout the year and can be written in the area of a similar vaccine or at the bottom of the form under "Other."

8. *Doses on hand* -- The amount of each publicly-funded vaccine the provider has in the facility. Record the number of doses you have onsite for vaccine as "Doses on hand."

9. *Lot Number*—The lot number for the vaccine is printed on the package box, vial or syringe

10. *Expiration Dates(s)* -- The expiration date of each publicly-funded vaccine available. The expiration date is the date by which the vaccine should be used. This date is printed on all vaccine vials and boxes.

11. *Wasted/Expired Vaccine* – The lot number, expiration date and number of doses of any Department supplied vaccine that was wasted or expired during the indicated reporting period.

12. *Doses Requested* -- Number of publicly-funded vaccine doses needed for eligible populations for this order. CDC recommends that providers keep five weeks of publicly-funded vaccine safety stock on hand at all times to help ensure that providers don't run out of publicly-funded vaccines before it is time to re-order. Please mark which brand you prefer and whether you prefer vials or syringes. Doses requested for each vaccine to be ordered are based upon *doses to be administered*, *five week safety stock* and *doses on hand*. See the following example:

200 (doses to be administered)
+ 250 (5 weeks' worth of safety stock)
- 100 (doses on -hand)
350 doses should be ordered

Helpful Hints:

Forward the completed PA VFC Pediatric Vaccine Order & Accountability Form to the PA VFC Program either by **FAX or Email. Completed order forms may be emailed to paimmunizations@pa.gov or faxed (717) 441-3800.**

- Copy the current PA VFC Pediatric Vaccine Order & Accountability Form for future use.

- Vaccine should arrive five to ten business days after ordering. However, allow for up to 30 days. Shipments are delivered Tuesday through Friday via express carrier. Varicella and MMR-V, when available, are shipped directly from the manufacturer and can take 30 days to arrive.

- Always tell your front-office staff or supply personnel when a vaccine delivery is expected, and ask them to notify the appropriate staff immediately when it is delivered.

- If you have problems or need help ordering vaccine, call the PA VFC toll free line 1-888-646-6864.

Providers are responsible for the proper maintenance of their vaccine inventory and for ordering vaccine in the appropriate amounts. Prior to placing a vaccine order, it is recommended that providers review previous doses administered reports and current inventory on hand to calculate their need and to assure that they have sufficient vaccine to immunize all the Vaccines for Children (VFC) eligible children in their practice. At the same time, ensure accountability and reduce wastage.

Vaccines Available Through the PA VFC Program

- Diphtheria, Tetanus and acellular Pertussis (DTaP)

- Haemophilus Influenzae Type b (Hib)

- Hepatitis A (Pediatric)

- Hepatitis B (Pediatric)

- Human Papillomavirus (HPV)
- Measles, Mumps and Rubella (MMR)
- Meningococcal Conjugate (MCV4)
- Pneumococcal Conjugate (PCV)
- Pneumococcal Polysaccharide (PPSV23)
- Polio (IPV)
- Rotavirus
- Tetanus and Diphtheria (Td)
- Tetanus, Diphtheria and Acellular Pertussis (Tdap)
- Influenza
- Varicella
- Several Combination Vaccines

In addition, the following non-VFC vaccines are available by request for Department-approved Public Providers, including State Health Centers, County and Municipal Health Departments, Federally Qualified Health Centers, Rural Health Clinics and other Public Providers as approved by the DOH:

- Hepatitis A (Adult)
- Hepatitis B (Adult)
- Hepatitis B (Adult)
- Human Papillomavirus (HPV) (Adult)
- Measles, Mumps and Rubella (MMR) (Adult)
- Pneumococcal Polysaccharide (PPSV23) (Adult)

- Tetanus and Diphtheria (Td) (Adult)
- Tetanus, Diphtheria and Acellular Pertussis (Tdap) (Adult)
- Varicella (Adult)
- Zoster
- Combination Vaccines (Hepatitis A/B)

Placing a Vaccine Order

The Pennsylvania Department of Health Supplied Vaccine Order, Inventory & Accountability Form lists all vaccines offered through the VFC Program. The DOH will add new vaccines and combination vaccines as they are approved by the Federal Drug Administration (FDA), recommended by the Advisory Committee of Immunization Practices (ACIP) and made available by the CDC.

Provider sites should:

- Order **all** vaccines at one time based on usage and vaccine inventory on hand.
- Specify the brand of vaccine.
- Order according to EOQ frequency.
- Use the Pennsylvania Department of Health Supplied Vaccine Order, Inventory & Accountability Form.
- Allow 30 days for delivery.
- Indicate if the order is needed by a specific date.
- Sign and date the order.
- Place the order online through the PA SIIS electronic application or for those providers without internet connection submit the order to the Division of Immunizations by e-mail at **paimmunizations@pa.gov** or fax to (717) 441-3800.

- Make sure site delivery information is correct on the vaccine order form prior to submitting the order.

Providers are asked to place vaccine orders on a monthly, bi-monthly or quarterly basis depending on the EOQ for the practice. Exceptions may be made for the following:

- Loss of provider vaccine inventory caused by power failure
- Loss of vaccines during shipping (i.e. UPS, FedEx, DHL)
- Large increase in client population due to merging of practices, outbreaks, etc.

Currently the DOH provides nine vaccines for which there is more than one manufacturer's brand. The DOH will attempt to meet the provider's brand choice. However, if the brand choice is not available, DOH staff will make contact with the provider and request a second choice. The nine vaccines are:

- DTaP - Diphtheria, Tetanus and acellular Pertussis
  Sanofi Pasteur (Daptacel)
  GlaxoSmithKline (Infanrix)
- Hep A Hepatitis A
  Merck & Co., Inc. (Vaqta)
  GlaxoSmithKline (Havrix)
- Hep B Hepatitis B
  Merck & Co., Inc. (Recombivax)
  GlaxoSmithKline (Engerix)
- Hib Haemophilus influenzae type b
  Sanofi Pasteur (ActHIB)
  Merck & Co., Inc. (PedvaxHIB)
- HPV Human Papillomavirus
  Merck (Gardasil)
  GlaxoSmithKline (Cervarix)

- Tdap — Tetanus, diphtheria and acellular pertussis
  Sanofi Pasteur (Adacel)
  GlaxoSmithKline (Boostrix)

- Rotavirus — Rotavirus
  Merck (RotaTeq)
  GlaxoSmithKline (Rotarix)

- MCV4 — Meningococcal Conjugate
  Sanofi Pasteur (Menactra)
  Novartis (Menveo)

- Influenza — Flu
  GlaxoSmithKline (Fluarix)
  Medimmune (FluMist)
  Merck (Afluria)
  Novartis (FluVirin)
  Sanofi Pasteur (Fluzone)

All DOH-supplied vaccines will be shipped next-day delivery by either the manufacturer or a contractor (McKesson Specialty Distribution) using a carrier such as United Parcel Services (UPS) or FedEx.