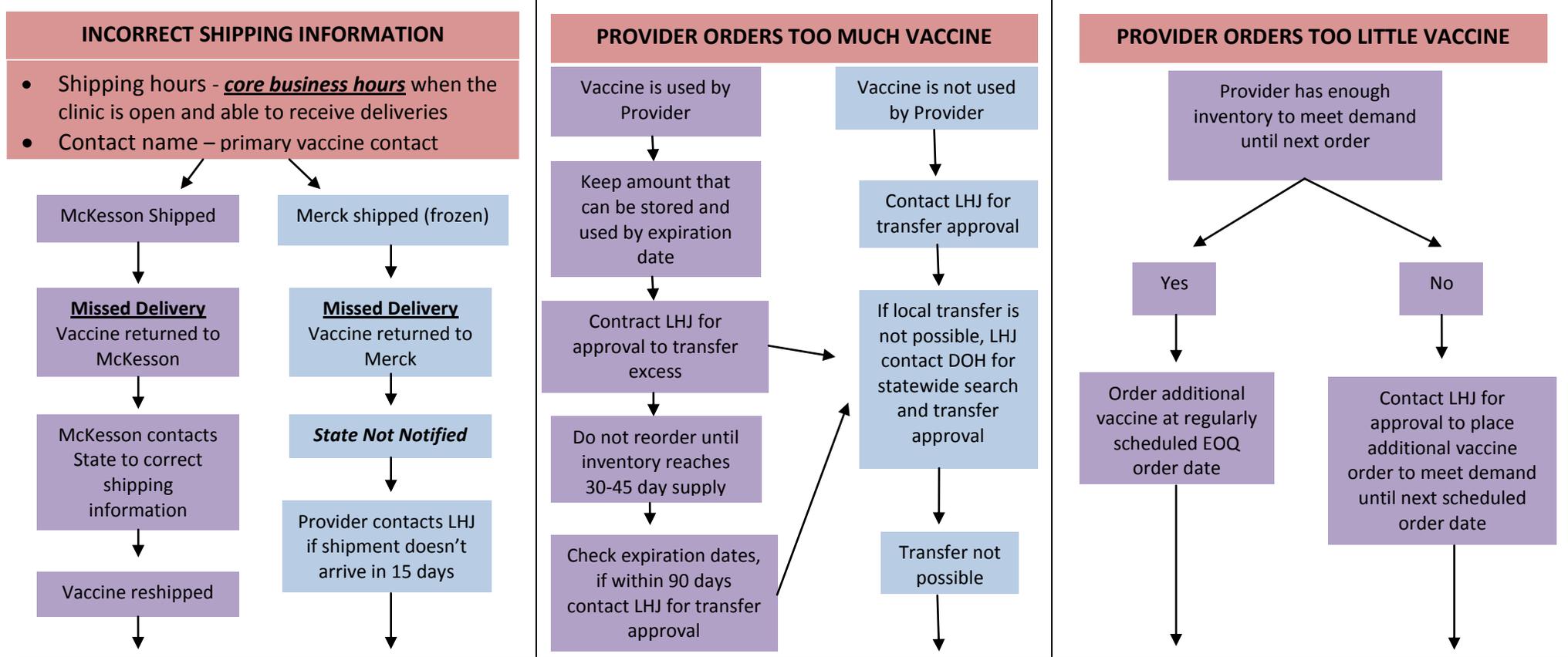


Paperless Vaccine Ordering

Providers enrolled in the State Childhood Vaccine Program should place all vaccine orders online within the Washington State Immunization Information System. Providers who order vaccine online do not need to submit paper vaccine order forms to the state. Local health jurisdictions may still require paper order forms from some providers. Online ordering, without paper forms, increases the importance of clinic staff entering accurate data into the Immunization Information System. This reference guide shows what happens when ordering mistakes are made. Data entry mistakes could lead to missed deliveries. Too much or too little vaccine could be delivered or the wrong kind of vaccine might be delivered. Providers, LHJ and the state staff must work together to keep vaccine from being wasted because of ordering mistakes. If a provider makes mistakes often, the provider may be required to receive additional training or take other measures to keep mistakes from happening. Providers may also be required to pay for vaccines that expire due to ordering mistakes.

To access training videos and guides on online ordering go to: <http://jitt-wa.stchome.com/>



If a clinic repeatedly makes mistakes a corrective action plan may be required before placing future vaccine orders. Providers may be required to pay for vaccines that expire due to ordering mistakes.

Suggestions for Determining How Much Vaccine to Order

Recommended Order Quantity Calculator:

[Economic Order Quantity :: Washington State Dept. of Health](#)

Save a copy of the Recommended Order Quantity Calculator on your desk top.

Recommended order quantity is calculated based on statewide historical ordering data. Calculations include adjustments for seasonal fluctuations in vaccine volumes. Calculations include one month (30 days) of safety stock.

Instructions (complete all highlighted fields):

1. Select **Order Frequency** from the drop down list (your assigned EOQ order frequency).
2. Select **Order Month** from the drop down list (the month for which the order is being placed, not necessarily the current month).
3. Enter shipping information - PIN, name, address, phone, days and times. Uncheck days of the week if deliveries should not be made on specific days.
4. Enter **Doses Used Last Month** and **Current Doses on Hand** for each vaccine.
5. **Recommended Quantity** for each vaccine will display.
6. Enter the number of doses you want to order in the **Doses Ordered** column. Recommended order quantities are not provider specific. You may need to adjust the quantities to meet your practice's specific need.
7. Print the order form and use it to complete your online order.

Recommended Order Quantity Guidelines:

Use these guidelines to manually calculate recommended order quantity based on your assigned order frequency. If the Recommended Order Quantity is zero or a negative number, you don't need to order that vaccine.

Remember to consider seasonality (e.g. back to school) when estimating the number of doses to be administered between orders.

1. Estimate the number of doses you will need before your next order based on your assigned order frequency. (If you're having trouble estimating the need, you may want to use your doses administered from the previous month as a starting point.)
 - Monthly** – estimate for the next 2 months (1 month plus 1 month of safety stock)
 - Every 2 Months** – estimate for the next 3 months (2 months plus 1 month of safety stock)
 - Quarterly** – estimate for the next 4 months (3 months plus 1 month of safety stock)
 - Every 6 Months** – estimate for the next 7 months (6 months plus 1 month of safety stock)
 - Annually** – estimate for the next 13 months (12 months plus 1 month of safety stock)
2. Subtract the doses currently in your physical inventory (refrigerator count).
3. The result is your Recommended Order Quantity.