

### Approving Paperless Vaccine Orders Checklist

1. Log on to the IIS periodically to check for vaccine orders pending approval.

#### **Ready for LHJ Approval Status**

2. Open each vaccine order in the **Ready for LHJ Approval** section.
3. Check for demographics:
  - a. Verify delivery address is correct
  - b. Verify delivery hours are complete
  - c. Verify contact name
  - d. Review any comments if present
4. Review vaccines:
  - a. Verify that the **Doses Used Last Month** and **Physical Inventory** are entered for all vaccine products.
  - b. Verify that the order quantities and vaccine products are appropriate.
  - c. Track all vaccines on allocation. Ordered quantities must not exceed the LHJ allocation.
  - d. Adjust order quantities as needed. Review the [Approve Order quick reference guide](#) for instructions on modifying an order.
5. Click the **Save** button to save any changes or **Cancel** button to return to your approve orders list.
6. In the **Ready for LHJ Approval** section, select the checkbox next to each order that you have reviewed and approved.
7. Click the **Send to State** button.

#### **Reviewed for Approval Status**

8. Open each vaccine order in the **Reviewed for Approval** section (orders with an exception reason):
  - a. Repeat steps 3 and 4.
  - b. Review exception reason(s). See the Approve Order [Approve Order quick reference guide](#) for more information.
  - c. Uncheck any urgent checkboxes for all flu orders. McKesson processes all flu orders as a priority.
9. Click the **Approve** button to save changes and move the order to the **Ready for LHJ Approval** section
10. In the **Ready for LHJ Approval** section, select the checkbox next to each order that you have reviewed and approved.
11. Click the **Send to State** button.

#### **Provider Demographic Changes**

12. If the clinic name, signator with prescriptive authority, and/or address has changed, do not approve the order and contact DOH immediately.
  - a. The provider will need to submit a revised provider agreement prior to submitting and approving a vaccine order.
    - i. The provider can make the revisions on the existing agreement and fax to DOH.