



**Washington State Immunization Information System  
Direct Provider Vaccine Ordering**



**Provider Checklist to Use the Immunization  
Information System (IIS) to Place Online Vaccine Orders**

LHJ: \_\_\_\_\_

Provider/Clinic: \_\_\_\_\_

Vaccine ordering PIN: \_\_\_\_\_

Start Date: \_\_\_\_\_

Done	Time Line	Action Step
<input type="checkbox"/>	Minimum 2 months before provider start date	1. Work with LHJ to decide on a start day 2. Send LHJ list of provider staff who will enter vaccine orders into VOMS and whether staff are current IIS users 3. If you do not currently use the IIS, complete a data sharing agreement for your practice and a staff worksheet for each staff person requesting access to the registry.
<input type="checkbox"/>	2-3 weeks before provider start date	1. Attend vaccine ordering training conducted by LHJ 2. Login into Training site and practice creating, submitting and reviewing vaccine orders 3. Notify your LHJ contact if additional training is required.
<input type="checkbox"/>	1 week before provider start date	1. Confirm provider staff can access production in the IIS and see Create Order screen. 2. Notify LHJ if any provider staff have issues with logging in or any changes are needed.
<input type="checkbox"/>	Provider start date	1. Create and submit orders 2. Note system-generated order number on paper order form 3. Fax paper orders to LHJ at usual number 4. Your LHJ staff will be available to assist with process and will confirm vaccine order

Provider staff should contact LHJ for issues around the provider implementation and vaccine ordering:

**{{LHJ contact information}}**

Providers should contact the Help Desk for issues around user accounts and logging in:

Help Desk

[cphelpdesk@kingcounty.gov](mailto:cphelpdesk@kingcounty.gov)

1-800-325-5599