

Complete Provider Vaccine Selection Process

Prior to logging on to make your vaccine selections:

Review the product information and be prepared to make your selections. Some resources that may help:

- CDC Recommendations on Immunizations:
<http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>
- FDA Vaccine Information (prescribing information / package inserts):
<http://www.fda.gov/BiologicsBloodVaccines/Vaccines/ApprovedProducts>

Things to think about to complete the vaccine selection process:

- There are some differences between vaccine brands. It is important to know what those differences are when you select the products for your clinic.
- Think about the patients you vaccinate. Are there characteristics of a brand that are the best fit for your patient needs?
- Review the vaccine brands you use now. Do these products fit well with the patients you see? Are other brands a better fit?
- Are there other aspects of your patient population, practice or the vaccine brands to be considered?

Things to remember when you make your vaccine selections:

- All single brand vaccines are part of every provider order set (e.g., polio vaccine, PCV13 (Prevnar) and others). You cannot change these selections on your order set.
- All combination vaccines are part of every provider order set (e.g., Pentacel, Kinrix, Comvax and others). You cannot change these selections on your order set.

When you are ready to make your vaccine selections:

- 1) Log into the Washington Immunization Information System using your vaccine ordering username and password.
- 2) Using the left navigation menu click on the **Orders/Transfers** menu heading, then click **Modify Order Set**.
- 3) The screen displays the name and number of your **current** order set on the left (example: STATE SUPPLIED 004). The vaccine types and a description of the vaccines in your current vaccine order set also display.



- 4) Click the **Edit Vaccine Selections** button at the bottom of the screen.

(For tips on editing your vaccine order set, see reverse)

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- 5) The screen displays a list of vaccine types on the left, and the vaccine descriptions on the right.

The selected radio buttons are the vaccines in your current order set.

The blank radio buttons are the vaccines that are not in your current order set.

To save your order set, click the save button

- 6) Review the list carefully. If you **do not** want to change any vaccine brands, click the **Save** button to keep **your current order set**. You have completed the vaccine selection process.

- 7) If you **want to change** the vaccine brand(s) in your order set for vaccines with more than one brand, click on the blank radio button next to the vaccine brand you want to choose. The selected vaccine will be added to your order set.

Note: the radio button for the other brand will become blank, removing it from your order set.

- 8) After you choose the vaccines you want to change, review the order set carefully. Make sure you chose the vaccine brands you want to use in your practice. Click the **Save** button and **your new order set** will be saved.

- 9) When you click the **Save** button, you will be asked if you are sure you want to save these selections.

- If you are sure, click **OK**. You will not be able to make further changes.
- If you are not sure, click **Cancel** to go back to the vaccine selection screen.

When you click **OK**, the vaccine selection process is complete.

- Your new order set will be available for your next order.
- Place your order according to your EOQ schedule.

Note: Be sure to use all existing inventory before changing to new vaccine products.

Need technical assistance? Contact your local health jurisdiction (LHJ). Need further help or have additional questions? Contact the WA Childhood Vaccine Program at 866-397-0337 or WACHildhoodVaccines@doh.wa.gov