

Vaccine Ordering and Accountability

Vaccine Ordering Schedule (EOQ)

- Practices have been assigned a vaccine economic order frequency (EOQ: i.e., **monthly, bimonthly, quarterly** and **as-needed**). EOQ allows practices a two-week order window (first half of the month 1-15th and second half of the month 16-31st) schedule.
- If you anticipate running out of vaccines before your next scheduled order, call to discuss placing an additional order.

Completing the Vaccine Accountability & Order form

- Complete the form by filling out *Ending Inventory Date*, *Delivery Days* and *Delivery Hours* information on top of the form.
- In the column titled *Total Doses Given*, list the number of doses administered. In the column, *Ending Inventory*, enter the number of doses in your fridge.
- List all lot numbers you have in your inventory in *Lot #* column and the number of doses by lot in the column named *# of Doses by Lot*
- In the next column *Expiration Dates* must be filled in for all inventory on hand.
- *New Doses Ordered* and *New Inventory Balance* columns: **leave blank** unless you need a vaccine that you have never previously ordered.
- If you have vaccines that expired, wasted, or transferred in or out, write in the number of doses on the *Accountability and Order Form*. All details, such as lot #, NDC #, provider pin, must be completed on the *Transaction Form* and submitted with the *Accountability and Order Form* available online at <http://www.healthvermont.gov/hc/imm/documents/TransactionForm.pdf>
- Submitting an incomplete form or not submitting the *Transaction Form* when needed may result in a delay of the vaccine order.
- Fax the completed form to (802) 863-7395 along with temperature logs from the prior order date to the current order date.
- Please do not send copies of packing slips. They are **not required**.

- New *Vaccine Accountability & Order Forms* will be posted online at <http://www.healthvermont.gov/hc/imm/provider.aspx> confirming that your order has been received and processed.
- If you do not see your *Vaccine Accountability and Order Form* posted within three business days please call (802) 863-7638.

Receipt of Vaccine Shipments

- Most vaccines are shipped from McKesson Specialty Distribution. Freezer stable vaccines (VARICELLA and ZOSTER) are shipped by the manufacturer, Merck.
- Verify that the packing slip amounts agree with the content of the shipment. Date and sign the packing slip.
- Keep packing slips for your records, but do not fax them to the Immunization Program.
- If you find a discrepancy between the packing slip and the amount or type of the vaccine ordered, or if the temperature monitor inside the box indicates that vaccine has been exposed to out-of-range temperatures. **It is critical that you call McKesson Specialty the same day vaccine shipment arrives at 1-877-836-7123.**
- Store vaccine promptly in the appropriate refrigerator or freezer based on the required storage temperature for the vaccine.
- Varicella vaccine is shipped in a box with frozen packs and the lid of the box contains diluent. Please ensure you remove diluent from the lid before you discard it.
- Rotate your vaccine stock to ensure use of the shorter expiration dates first
- Notify the Immunization Program if you have vaccine approaching its expiration date within 6 to 8 weeks and you are unable to use it. We will assist you in redistributing it to a practice that can use it.

Returning Expired or Non-viable Vaccines

- All expired and non-viable vaccines (with caps intact) must be sent back to McKesson.
- Record the number of expired and non-viable vaccines on the *Vaccine Accountability and Order Form* and details such as lot number, expiration date, and NDC number need to be completed on the Vaccine Transaction Form and submitted with the accountability and order form during your assigned ordering time.
- When you place your next order and submit that information, a *Return Authorization Form* will be emailed to you and shipping label will be mailed to you from McKesson.
- Ship the vaccine back to McKesson in any sturdy box packed to prevent vial breakage.

05/12