



Flu Vaccine Ordering Process in ALERT IIS

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Overview of the Process

- Prebooking is a specific kind of request that means to estimate the amount your clinic will use for the following season.

2. The OIP allocates vaccine as available based on request amounts, the order in which requests were placed as well as other factors.
 - a. The person who requested the vaccine in your clinic will receive an email when vaccine is allocated.
 - b. OIP may not initially allocate the full requested amount.
3. The clinic draws down vaccine. Check “manage seasonal / pandemic” to see allocations.
4. Repeat steps 1-3 as needed.

The requesting process is when a clinic determines how much vaccine they will need for a given time frame.

Historical reports and future outlook may be used to determine how much vaccine a clinic will need. Your clinic can use the “vaccine eligibility” and “ad hoc count” reports in ALERT IIS to show how much vaccine was used last year. Make your clinic’s request in ALERT IIS using “request seasonal / pandemic”.

The draw down process happens after OIP has allocated vaccine to the clinic. At that time the clinic can pull vaccine to have it shipped. The clinic draws down using “manage seasonal / pandemic” in ALERT IIS. This allows your clinic to control when and how much vaccine will be shipped.

[illegible]

How to Request Flu InALERT IIS

Step 1. Click on “request seasonal / pandemic”

Step 2. Choose the correct event from the “Event” dropdown. The display below will change to the available vaccines.

organization Amjen Medical Clinic • user Monica Hernandez • role Standard User

Create Vaccine Request

VFC PIN P10002
Initiating Organization Amjen Medical Clinic
Initiating User Monica Hernandez
Org Phone (971) 673-0300
Org Fax
Request Date 10/11/2023

Delivery Contact WENDY Longview
Delivery Address 553 MAIN ST.
COOS BAY, OR 97222
Delivery Days/Hours Monday 9 AM TO 12 PM, 1 PM TO 4 PM
Tuesday 9 AM TO 12 PM, 1 PM TO 4 PM
Wednesday 8 AM TO 3 PM, 5 PM TO 6 PM
Thursday 8 AM TO 1 PM, 2 PM TO 4 PM

Submit Vaccine Request
Vaccine Request Status
Cancel

Event Choose Event to Request Vaccine

Trade Name	Packaging	Manufacturer	Type	Prior Year Req	Prior Year Shipped	Prior Season Admin	Prior Season Wasted/Expired	Suggested Order Qty	Min Order Qty	# Doses Requested
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Step 3. Enter the number of doses of each vaccine that your clinic will need. Click the “Submit Vaccine Request button.”

Create Vaccine Request

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Initiating Organization Amjen Medical Clinic
Initiating User Monica Hernandez
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Submit Vaccine Request
Vaccine Request Status
Cancel

Event 2020-21 Flu Season

Trade Name	Packaging	Manufacturer	Type	Prior Year Req	Prior Year Shipped	Prior Season Admin	Prior Season Wasted/Expired	Suggested Order Qty	Min Order Qty	# Doses Requested
AFLURIA	5.0 mL Multi-dose vial	bioCSL	Pediatric	0	0	0	0	0	10	
AFLURIA Pres-Free	10-PACK 1-DOSE SYRINGE	bioCSL	Pediatric	0	0	0	0	0	10	
Afluria Quad PF Peds 0.25mL	10X1 SYRINGES 2020-21	Seqirus	Pediatric	0	0	0	0	0	10	

Step 4: Use “manage seasonal / pandemic” to see what your clinic has requested and where your clinic is in line.

Draw Down Flu Vaccine in ALERT IIS

Step 1. To check and see if OIP has allocated doses to your clinic, click “manage seasonal / pandemic”. If doses are available for your clinic, you will see it in the “Amt Available Now” column. Before you draw down, check to see if your inventory has been reconciled within the last 14 days. (Manage Inventory > Show Inventory > Inventory Count Listing).

Step 2. When your clinic has doses available and is ready to have vaccine shipped, **check the “Select” box next to any vaccine that is available now, and click the “Draw Down” button.**

Vaccine Request Status

Take doses from current vaccine allocation... **Draw Down**

Change previously requested vaccine amounts... **Edit Vaccine Request**

Return to the previous screen... **Cancel**

Vaccine Request List

Event: Bridge Access COVID Vaccine 2023-24

Select	Trade Name	Packaging	Manufacturer	Type	Initiating User	Request Date	Request Status	Place in Queue	Total Amt Requested	Total Amt Allocated	Total Drawn Down	Amt Available Now
☒	COVID19 Pfizer 12+ (Purple Cap)	6-DOSE VIAL, 3x25 VIALS	Pfizer, Inc.	Pediatric	Monica Hernandez	05/26/2021	Allocated	NA	450	450	0	450
☐	COVID19 Pfizer 12+ (Purple Cap)	6-DOSE VIAL, 3x25 VIALS	Pfizer, Inc.	Pediatric	Amy Kost	05/26/2021	Rejected	NA	0	0	0	0

Step 3. From the “Vaccine Draw Down” screen, review your delivery days and hours. And then, your clinic can....

Wednesday 8 AM TO 3 PM, 5 PM TO 6 PM
Thursday 8 AM TO 1 PM, 2 PM TO 4 PM

Ship # Doses from current vaccine allocation... **Submit**

Ship all doses in full quantity allocated... **Accept All**

Do not ship any doses at this time, hold for later... **Hold All**

Do not accept any of the current doses and return them to the state... **Reject All**

Return to the previous screen... **Cancel**

# Doses	Trade Name	Packaging	Manufacturer	Type	Doses Requested	Current Doses Allocated	Min Order Qty	Outstanding Doses
0	Moderna COVID-19 Vaccine	MULTI-DOSE VIAL, 10 DOSES	Moderna US, Inc.	Pandemic	100	50	50	

- **Accept all** doses by entering the total amount allocated in the # Doses column and click “Accept All” to place to ship the full allocated amount.
- **Partially accept** by entering the amount your clinic wants shipped in the # Doses column and click the “Submit” button to place your order. You will be prompted to indicate what you want to do for the rest of the amount allocated.
- **Return all** doses by clicking “Reject All”. This allows OIP to reallocate your doses to another clinic. Your clinic does not lose your place in line for the outstanding amount of doses.

Validation -- Webpage Dialog

Your request needs confirmation

- You are attempting to order less COVID19 Pfizer Peds 5-11 (Orange Cap) than has been allocated to you at this time. Please verify the number of doses you are requesting.

What do you want to do?

- Please press Accept & Hold to accept order and hold additional doses for later.
- Please press Accept & Return if you want or need fewer doses than we have given to you at this time. This will return the extra doses to the state inventory and reduce your amount to only what you accepted.
- Please press Cancel to change the number of doses you are requesting.

Accept & Hold Accept & Return Cancel

Your clinic is in control of how much vaccine is shipped once it has been allocated; your clinic does not have to accept the full amount that has been allocated.