



## VFC Vaccine Ordering Form Instructions

1. All sections of the VFC Order Form must be completed for an order to be processed.
  - a. Comments and special Instructions should be included on the fax cover page and should include any restricted shipping hours, reasons why additional doses of vaccine are being ordered or why special vaccines, such as DT, Pneumococcal Polysaccharide, or Td are being ordered. VFC clinics should be providing Tdap to their adolescent population rather than Td.
  - b. All sites must submit the highest and lowest temperatures they have recorded over the last three months on both the refrigerator and freezer holding VFC vaccine.
  
2. Complete the Vaccine Inventory Section.
  - a. Lot #/Expiration Date - Include lot # information and expiration date for all vaccine transactions within the last order period.
  - b. Previous Inventory – The doses of VFC vaccine you had in stock prior to your last order.
  - c. Vaccines Received from ODH at Last Order – The VFC doses you last received from ODH.
  - d. Total Vaccine Administered – The doses administered to VFC eligible patients.
  - e. Vaccine Transferred To or From another Provider – List the number of doses that were taken from your VFC stock and transferred to another site (this number should read as a negative). List the number of VFC doses that were brought in from another site's VFC stock and added to your supply (this number should read as a positive). The ODH Vaccine Transfer Form is to be completed to document these transfers.
  - f. Expired or Wasted VFC Vaccine – The number of VFC doses that were lost due to expiration or wastage. Note: Your VFC Consultant should be notified and these vaccines should be sent back to McKesson accompanied by the VFC Transfer Form.
  - g. Current Vaccine Inventory – The current supply of VFC vaccine on hand at the time of this order.

Note: Vaccine Inventory needs to be completed on all VFC vaccines regardless of the numbers or types of vaccines that are ordered.