



# COVID-19 VACCINE ORDERING GUIDANCE

DECEMBER 8, 2020

# COVID-19 Vaccine Ordering Module

- Log-on to the CIR Online Registry and navigate to the VIM/COVID icon and the 'Order COVID-19 Vaccine' tab
- First, review information entered during Covid-19 Vaccination Program enrollment
- Any changes should be made directly within the enrollment system

The screenshot displays the CIR Online Registry interface. The top navigation bar includes tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, VIM/COVID, Set Up, Adult, Help, LogOut). The VIM/COVID icon is highlighted with a red arrow. Below the navigation bar, the 'COVID-19 Vaccination Program' tab is selected, and the 'Order COVID-19 Vaccine' sub-tab is active, also indicated by a red arrow. The main content area shows a message about monitoring and modifying COVID-19 vaccine orders, followed by a 'Shipping/Storage Information' section. This section includes provider details (Test Testerson, 123 Fake Street, New York NY 10002, 212-555-1212, test1@localhost.localdomain) and a table of shipping hours. Below this is a table for COVID-19 Vaccine Storage Capacity, showing storage types and estimated number of 10-Dose Multidose Vials (MDVs). The storage unit details list a Fischer Brand/05LCEEFS/Refrigerator (2° to 8°C).

Welcome **Melissa Mickle (SSA)**  
Facility: **Citywide Immunization Registry (CIR)**  
Address: **42-09 28 STREET**

Vaccine Inventory Management | **COVID-19 Vaccination Program** | Reports | Other VFC Forms | Standing Orders Aggregate Form

COVID-19 Program Enrollment | **Order COVID-19 Vaccine**

Using this tool you will be able to monitor and modify your COVID-19 vaccine orders supplied by the VFC Program. As we receive vaccine from the Centers for Disease Control and Prevention, we will send partial orders until your entire order has been filled. To update your Covid-19 Vaccination Program shipping, contact and storage data please click on the 'COVID-19 Program Enrollment' tab or access your enrollment directly here:  
<https://nyc.vaccineagreement.org>

**Shipping/Storage Information**

Provider Name: Test Testerson  
Address: 123 Fake Street  
City/State/ZIP: New York NY 10002  
Phone: 212-555-1212  
Fax: 212-555-1212  
E-mail: test1@localhost.localdomain  
Shipping Hours:

	First Open Interval	Second Open Interval
Monday:	09:00-11:45	12:00-16:00
Tuesday:	09:00-11:45	12:00-16:00
Wednesday:	09:00-11:45	12:00-16:00
Thursday:	09:00-11:45	12:00-16:00
Friday:	09:00-11:45	12:00-16:00

**COVID-19 Vaccine Storage Capacity:**

Storage Type	Estimated Number of 10-Dose Multidose Vials (MDVs)
Refrigerated (2° to 8°C):	30
Frozen (-15° to -25°C):	(no capacity)
Ultra-Frozen (-60° to -80°C):	(no capacity)

**Storage Unit Details:**

1. Fischer Brand/05LCEEFS/Refrigerator (2° to 8°C)

# Review Vaccine Ordering Guidance

## COVID-19 Vaccine Distribution, Administration, Storage and Handling

Under the New York City (NYC) Department of Health and Mental Hygiene (DOHMH) COVID-19 Vaccination Program, vaccine distribution will be prioritized to promote equity and social and economic wellbeing, and will also prioritize individuals at greatest risk of exposure to and/or severe illness from COVID-19.

Initial distribution of the Pfizer and Moderna COVID-19 vaccines is expected to begin in mid-December 2020, after Emergency Use Authorization has been approved by the Food and Drug Administration (FDA). Shortly after the Advisory Committee for Immunization Practices (ACIP) releases its recommendations for the use of COVID-19 vaccine, vaccination activities will commence.

Vaccine supply is initially expected to be limited but will expand over the following months such that supply will meet demand. When vaccines are available, and you have submitted your vaccine order, you will receive partial shipments of vaccine based on supply and your facility's storage capacity. As vaccine is administered and more vaccine is allocated, additional vaccine will be shipped.

Please verify the storage unit data displayed below. If the storage unit information needs to be updated, or if you did not have ultracold storage units onsite when you completed the COVID-19 Vaccination Program Provider Agreement, but have since obtained these units, be sure to update the storage unit information in the COVID-19 Vaccination Provider Agreement System (VPAS) in the Citywide Immunization Registry's (CIR's) Online Registry at [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir).

## COVID-19 Ordering Guidance

Please submit an order for all the COVID-19 vaccine you will need for all of your health care personnel and patients.

At this time, we ask that you estimate your order amount based on the **first dose needed for each individual**.

At a later time, you will be asked to submit an order for the 2nd dose for each individual. (Note: you may change these numbers at any time as needed.)

Please refer to the estimated number of Influenza vaccine doses administered by your site during the 2019-2020 season displayed below as a guide to help you estimate how many doses to pre-book. This information was entered by your facility during the completion of your COVID-19 Vaccination Program enrollment.

### Identify and communicate with your high-risk personnel for the initial vaccine shipments

The first group to be vaccinated will be your high-risk personnel. Please be sure to identify these individuals and communicate your plan for when you expect to begin offering COVID-19 vaccine. We ask that you implement an appointment schedule to make it possible to complete the first dose of the vaccine series for your high-risk personnel within 10 days.

**Note:** Kits with ancillary supplies needed to administer COVID-19 vaccine will be included with each vaccine shipment. Ancillary kits will include needles, syringes, alcohol prep pads and certain PPE. Ancillary Kits will be automatically ordered in amounts to match vaccine orders. There is no need for providers to order these supplies in anticipation of administering the vaccine.

However, if your site would like to opt-out of receiving the kit, please indicate your preference below. Also, for facilities receiving Pfizer vaccine, you will have the option to receive a dry ice shipment and kit to recharge the thermal shipping container within the first 24 hours if you intend to use the thermal shipping container to store vaccine. The CDC will send additional dry ice for the first replenishment order. If you have an ultra-cold freezer for vaccine storage and plan to transfer vaccine to your ultra-cold freezer upon receipt, you will not need the dry ice and can opt out.

# Enter Quantities of Vaccine


**Influenza Vaccination Capacity**

Number of influenza vaccine doses administered during the peak week of the 2019-20 influenza season: 14

COVID-19 Vaccine	Enter your Doses Requested
Moderna COVID-19 Vaccine	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

**Note:**  
Orders for the Pfizer COVID-19 vaccine must be in increments of 975.  
Orders for the Moderna COVID-19 vaccine must be in increments of 100.

☒ I would like to receive ancillary kits with my COVID-19 vaccine order



(Please click once to submit.)

- Request doses for one dose of vaccine for personnel and patients
- Moderna vaccine will be available in quantities of 100 doses
- You can opt-out of receiving the ancillary kit that comes with the vaccine
- Providers will receive partial shipments of vaccine based on CDC allocation for NYC

# Order Confirmation Email

This order was submitted by **Arianne Ramautar** on **12/02/2020 at 4:07 PM**. A copy of this order has been e-mailed to [test1@localhost.localdomain](mailto:test1@localhost.localdomain).

Your order details are below. Please print this page for your records.

Please e-mail [myclimmunize@health.nyc.gov](mailto:myclimmunize@health.nyc.gov) with your CIR facility code if you have questions.

## Shipping/Storage Information

**Provider Name:** Test Testerson  
**Address:** 123 Fake Street  
**City/State/ZIP:** New York NY 10002  
**Phone:** 212-555-1212  
**Fax:** 212-555-1212  
**E-mail:** [test1@localhost.localdomain](mailto:test1@localhost.localdomain)  
**Shipping Hours:**

	First Open Interval	Second Open Interval
Monday:	09:00-11:45	12:00-16:00
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## COVID-19 Vaccine Storage Capacity:

Storage Type	Estimated Number of 10-Dose Multidose Vials (MDVs)
Refrigerated (2° to 8°C):	30
Frozen (-15° to -25°C):	(no capacity)
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## Storage Unit Details:

1. Fischer Brand/USLCEEFS/Refrigerator (2° to 8°C)

## Influenza Vaccination Capacity

Number of influenza vaccine doses administered during the peak week of the 2019-20 influenza season: **76**

COVID-19 Vaccine	Doses Requested
Pfizer COVID-19 Vaccine	1,960
<b>Total</b>	<b>1,960</b>

- Confirmation of the date the vaccine order was placed and who submitted the order
- Confirmation of order quantity

# Revising COVID-19 Vaccine Orders

- You are able to revise your vaccine order or '**Cancel All Remaining Vaccine Orders**' at any time
- Enter the amount of adjustment and select 'Add' or 'Subtract' to change the pre-book amount

**Influenza Vaccination Capacity**

Number of influenza vaccine doses administered during the peak week of the 2019-20 influenza season: 75

**Pre-Booked COVID-19 Vaccines**

To revise your order of COVID-19 vaccine, please follow the steps below:

1. Click the "Revise your COVID-19 Vaccine Order" tab.
2. In the "Amount of Revision" column please enter the number of doses you would like to add or subtract from your order.
3. Click the Add or Subtract sign (+/-) depending on if you would like to increase or decrease your pre-booked amount.  
(Note: Under the "Revised Order" column you will see the total amount of COVID-19 vaccine requested, including what has already been shipped to your site.)
4. Single-click the "Submit" button.

If you would like to cancel any remaining balances, please click the Cancel All Remaining Orders button.

**Cancel All Remaining Orders**

**Pre-Book COVID-19 Vaccine** **Revise Your COVID-19 Vaccine Order** **Shipping History**

COVID-19 Vaccine	Pre-Booked COVID-19 Vaccine	Amount of revision	Add or Subtract	Revised Order
Pfizer COVID-19 Vaccine	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text" value="0"/>
<b>Total</b>	<b>0</b>			<input type="text" value="0"/>

(click 'Submit' button below to make changes)

**Note:**  
Orders for the Pfizer COVID-19 vaccine must be in increments of 975.  
Orders for the Moderna COVID-19 vaccine must be in increments of 100.

☒ I would like to receive ancillary kits with my COVID-19 vaccine order

**Cancel** **Submit**

(Please click once to submit.)

# Tracking Vaccine Shipments

- Once orders are shipped go to this screen to receive tracking information about your order, including the carrier 'Tracking ID'

**Influenza Vaccination Capacity**  
Number of influenza vaccine doses administered during the peak week of the 2019-20 influenza season: 75

**Pre-Booked COVID-19 Vaccines**  
To revise your order of COVID-19 vaccine, please follow the steps below:

- Click the "Revise your COVID-19 Vaccine Order" tab.
- In the "Amount of Revision" column please enter the number of doses you would like to add or subtract from your order.
- Click the Add or Subtract sign (+/-) depending on if you would like to increase or decrease your pre-booked amount.  
(Note: Under the "Revised Order" column you will see the total amount of COVID-19 vaccine requested, including what has already been shipped to your site.)
- Single-click the "Submit" button.

If you would like to cancel any remaining balances, please click the Cancel All Remaining Orders button.

Pre-Book COVID-19 Vaccine

Revise Your COVID-19 Vaccine Order

**Shipping History**

**Shipping History**

Process Date	Unit Presentation	Status	Ship Date	Doses Shipped	Tracking ID	Carrier
No COVID-19 orders found.						

**Note:**  
Orders for the Pfizer COVID-19 vaccine must be in increments of 975.  
Orders for the Moderna COVID-19 vaccine must be in increments of 100.

☒ I would like to receive ancillary kits with my COVID-19 vaccine order

Cancel X

Submit →

(Please click once to submit.)

Thank You!