



California's Vaccine for Children Program 2015-2016 Flu Order Confirmation Quick Guide

VFC's Flu Order Confirmation system will be available to VFC providers through **myVFCVACCINES** from **July 17, 2015 to August 4, 2015**.

ORDER SUBMISSION

The Flu Order Confirmation site can be accessed through **myVFCVACCINES**. Once logged in, providers will see the Flu ordering icon; follow on-screen instructions to submit an order.

Key steps for confirming you 2015-2016 flu allocations:

- If your practice has any unused and expired doses from this past flu season, make sure that doses have been removed from your refrigerator and reported to VFC by submitting an online Return/Transfer form **before** confirming your flu allocations.
- Allocated doses are based on 1) the total number of doses for each flu product that were received in the preceding season, 2) the number of unused doses, and 3) available vaccine supply pre-booked for distribution to California VFC Providers.
- Allocated doses will be displayed by brand and by age group. Providers may shift their allocated doses between brands within an age group, and adjust the number of doses requested per brand so long as the total number of doses does not exceed the number of doses allocated for that age group.
- Providers will have two and a half weeks to confirm their allocated doses. Confirmed allocations will be reviewed and approved based on available vaccine supply. Unconfirmed doses will be released into supplemental ordering vaccine supply.

INFLUENZA VACCINE ACCOUNTABILITY

- VFC vaccine doses, including influenza, can only be administered to VFC-eligible patients 18 years of age and younger; and administered must be documented, using a vaccine administration log, immunization registry, or similar system.
- Doses administered must be reported to the VFC program with each supplemental influenza vaccine order. Allocations for the 2015-2016 Flu Season will factor in doses administered.
- A sample of VFC's [Vaccine Usage log](#) will be included in your clinic's first flu vaccine shipment and can be downloaded from EZIZ.org.
- VFC Vaccine cannot be administered to privately-insured patients or adult patients 19 years of age and older under any circumstance. Doing so may constitute fraud or abuse of VFC supplied vaccines. For the same reasons, borrowing between vaccine supplies is not allowed (i.e. private-purchased flu doses given to VFC patients, or VFC flu doses given to privately-insured patients).

PRIOR to confirming your flu allocation, consider:

The number of flu doses you'll need during the ordering period, basing this off any planned reminder/recall influenza vaccination outreach efforts, and the age of scheduled patients—Some children will need a second dose for full protection.

Make sure you can store all the doses you requested. Orders cannot be canceled once sent for fulfillment.

Flu vaccine orders are processed as VFC receives inventory and orders are sent to the VFC Program's National Vaccine distributor for fulfillment. An e-mail notification is sent to the practice's vaccine coordinator and back-up coordinator upon processing of the order.

Successful and timely delivery of your shipment depends on your delivery information listed on your "MyVFCVaccines" account. Keep these updated at all times, but most importantly right as you place a vaccine order. Verify hours are reflective of clinic open hours for the following couple of weeks after order submission.

If doses allocated initially were not enough, contact the VFC Program Customer Service line to have your allocation reviewed and increased.

You'll need to report vaccine doses administered to-date as part of supplemental ordering.



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TIPS FOR A SUCCESSFUL INFLUENZA VACCINATION SEASON

Discuss and outline key strategies to achieve high influenza vaccination coverage rates of your patients and decrease missed opportunities for vaccination. This may include:

- reminding patients to come in for their annual influenza vaccination,
- expanding hours for influenza vaccination,
- allowing influenza vaccine-only visits, and
- discussing mechanisms to track patients that will be due to return to the practice for a second dose.