



INSTRUCTIONS FOR LOCAL HEALTH DEPARTMENT (LHD) AND HEALTH DEPARTMENT AUTHORIZED SITES (HDAS) SUBMITTING INITIAL 317-FUNDED VACCINE ORDER

On August 1, 2014, all existing state-supplied vaccines (VFC and 317) will be converted into VFC-funded vaccines as part of the transition towards the new separation of ordering and inventory requirement. Local health departments and authorized sites will therefore need to place an initial order of 317-funded vaccines. The following instructions will guide LHDs and HDAS in submitting their initial 317-funded vaccine order.

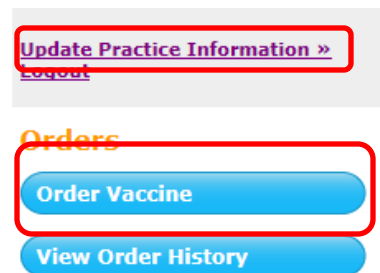
Helpful Tips before Submitting Your 317-Funded Vaccine Order!

- Review the updated Vaccine Eligibility Guidelines to determine what vaccines you can order from 317 funds.
- Determine the number of doses that you will need to order for each vaccine. Consider the following factors when determining your order:
 - ✓ The number of doses administered to 317-eligible patients for each vaccine in the last ordering cycle
 - ✓ The volume and eligibility of patients that your clinic serves
- If you have received approval from your Immunization Field Representative to convert a limited number of doses from VFC to 317, please have this information ready to enter in the order form. Important Note: Only limited number of doses that were purchased with a combination of funding may be converted to 317. Please refer to your packing slips to determine if you have received vaccines from 317 funds.

Submitting a 317-funded vaccine order consists of 5 steps:

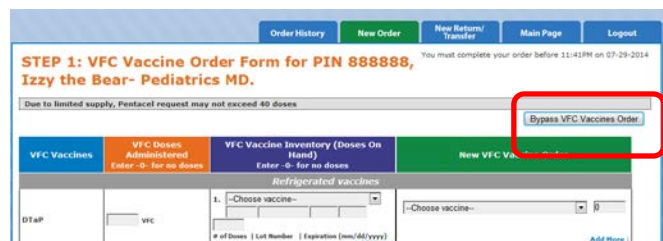
STEP 1: ACCESS THE NEW VFC/317 ORDER FORM

- Log into MyVFCVaccines on EZIZ.org with your PIN and Zip Code.
- Update your shipping hours if needed by clicking the “Update Practice Information” link
- Click on the “Vaccine Order” button.



STEP 2: COMPLETE THE VFC ORDER FORM IF NEEDED OR BYPASS THIS STEP

- If you need VFC vaccines, complete the VFC order form.
- If you have recently placed an order for VFC vaccines, bypass this step by clicking on the “Bypass VFC Vaccines Order” button located on the top right-hand corner of the VFC order form





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STEP 3: COMPLETE THE “DOSES ADMINISTERED” COLUMN OF THE 317 VACCINE ORDER

- Enter -0- under the Doses Administered column.

317 Vaccines	317 Doses Administered Enter -0- for no doses
Hepatitis B	317
IPV	317
Meningococcal Conjugate	317
Tdap	317

STEP 4: ENTER THE 317 INVENTORY INFORMATION

- If you have converted doses of VFC vaccines to 317, please enter the inventory for those doses. Otherwise, enter -0- for each vaccine
- Please do not report any State General Funded vaccine inventory on this form.

317 Vaccine Inventory (Doses On Hand)
Enter -0- for no doses

Refrigerated vaccines

1. --Choose vaccine--

of Doses | Lot Number | Expiration (mm/dd/yyyy) [Add More](#)

1. --Choose vaccine--

of Doses | Lot Number | Expiration (mm/dd/yyyy) [Add More](#)

1. --Choose vaccine--

of Doses | Lot Number | Expiration (mm/dd/yyyy) [Add More](#)

1. --Choose vaccine--

of Doses | Lot Number | Expiration (mm/dd/yyyy) [Add More](#)

STEP 5: ENTER YOUR ORDER INFORMATION, PREVIEW ORDER, THEN SUBMIT ORDER.

- Orders should be based on the number of doses administered to 317-eligible patients within the last ordering cycle.
- Orders should also reflect the volume and types of populations that your clinic serves.

You must complete your order before 11:42PM on 07-29-2014

317 Order Review Page

Delivery Information

Name: 22y the Bean- Pediatrics MD
Address: 850 Marina Bay Parkway Ste 5, Richmond, CA 94804
Contact: Don Oliva Phone: 510-100-5555
Official practice E-mail: andrey.rashidov@cdph.ca.gov
Order confirmation E-mail: andrey.rashidov@cdph.ca.gov

If your delivery information is incorrect, please [Update It](#)

If information is correct, click on the **Submit Your Order** button to transmit your order to VFC.

Vaccines	Doses Administered	Vaccine Inventory (Doses On Hand)			New 317 Vaccine Ordered		
		Number of doses on hand	Vaccine Type	Lot Number	Expiration Date	Vaccine	Doses Requested
Hepatitis B	0	0			--	Adult Recombivax Single Dose vials - 10 per box	10
IPV	0	0			--	IPOL Multi-dose vial	10
Meningococcal Conjugate	0	0			--	Menveo single dose vials - 10 per box	10
Tdap	0	0			--	Adult Adacel single dose vials	20
MMR	0	0			--	Adult MMR single dose vials	10
Td	0	0			--	Tenivac multi dose vial	10

By checking this box, I acknowledge that I have authority to submit this vaccine request on the facility's behalf. I have verified the practice's contact information and shipping information is correct and up to date. You must not be able to receive your 317 order after submitting.

Submit Your Order

Change Order