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TO: Vaccines for Children (VFC) Providers

FROM: Maria E. Volk, MPA, Acting Chief *Maria E. Volk*  
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SUBJECT: 2014-2015 Supplemental Influenza Vaccine Ordering

## SUMMARY

VFC providers interested in ordering additional influenza vaccine doses may access VFC's Supplemental Ordering through their "MyVFCVaccines" account after October 31, 2014. In general, supplemental ordering is contingent upon available vaccine supply, and 100% distribution of provider confirmed doses at the beginning of the season. Once all doses have been received for a particular product, providers may request additional doses as needed throughout the season. Supplemental ordering will remain open throughout influenza season as vaccine supply permits.

## VACCINE SUPPLY

Supply levels of most of the formulations received to date will be adequate to fulfill provider supplemental orders. To date, VFC has received almost 100% of most flu products pre-booked for this season, with exception of Sanofi Pasteur's 0.25mL Fluzone<sup>®</sup> Quadrivalent P-Free Pediatric Formulation; only 60% of pre-booked doses have been received. Supplemental ordering for Sanofi's 0.25 Fluzone<sup>®</sup> will be opened once additional doses are received to complete initial orders.

## ORDER GUIDELINES

### Who Can Place Supplemental Orders

Supplemental ordering will be readily available to all providers that were not able to submit their initial order confirmation to VFC this past summer.

For providers that confirmed their flu allocation doses during the initial confirmation period, ordering will be enabled only for the confirmed products that have been shipped in full. Providers that have not yet received 100% of their confirmed doses of a particular product will have ordering disabled for that product until all confirmed doses are received.

### Information to Consider

Ordering limitations are built-in the supplemental ordering system to ensure VFC has processed and shipped initial orders, as well as any supplemental order, before providers are allowed to re-order doses. Additionally, the system has a limitation on the number of doses that can be ordered with each supplemental order. We encourage your practice to submit more frequent supplemental orders

throughout the 2014-2015 flu season rather than placing one large order. Doing so will not only minimize vaccine waste at the end of the season but will help you easily manage smaller quantities of inventory, prevent overcrowding (ensuring adequate refrigerator air flow), and minimize potential vaccine losses in the event of a temperature excursion or due to expiration at the end of the season.

Prior to submitting requested doses, please consider the following:

- Doses of flu inventory on hand and any planned reminder/recall influenza vaccination outreach efforts for the particular ordering period. Keep in mind that children 6 months through 8 years of age are recommended to receive a second dose (spaced at least 4 weeks apart) if this is their first season of flu vaccination.
- Vaccine doses administered to date must be reported as part of supplemental order submission. The total number of doses administered in comparison to doses shipped will be considered in the order submission process. In general, providers with a significant number of unused doses will be limited in requesting additional doses.
- If doses allocated during initial order confirmation were not sufficient to vaccinate VFC-eligible children in your practice, or if you find that the supplemental order limitation is inconsistent with your current VFC patient population, please contact the VFC Program Customer Service line to have your allocation reviewed and increased.

### **Order Processing and Vaccine Shipments**

Supplemental orders are processed by the VFC Central Office several times per week. Orders are sent to the VFC Program's National Vaccine distributor for fulfillment and are shipped in full. Please ensure that you can store all the doses you requested, as orders cannot be canceled once sent for fulfillment. An e-mail notification is sent to the practice's vaccine coordinator and back-up coordinator upon processing of the order.

Please confirm that shipping days and hours listed on your "MyVFCVaccines" account are updated to ensure a successful delivery of your flu vaccine shipment. If your clinic plans to be closed for vacation, call the VFC Customer Service Line as soon as possible so that we may block certain days for shipping.

### **INFLUENZA VACCINE ACCOUNTABILITY**

As with all other VFC-supplied vaccines, VFC influenza vaccine doses may be used only for VFC-eligible patients 18 years of age and younger. VFC Vaccine may not be administered to privately-insured patients or adult patients 19 years of age and older under any circumstances.

Borrowing between vaccine supplies (i.e., giving privately purchased flu doses to VFC patients, or giving VFC flu doses to privately insured patients) is strictly prohibited. Doing so may constitute fraud or abuse of VFC-supplied vaccines.

Vaccine doses administered must be tracked and documented using a vaccine administration log, immunization registry, or similar system. A sample of VFC's [Vaccine Usage log](#) was included in your clinic's first flu vaccine shipment and can be downloaded from EZIZ.org. Doses administered must be reported to the VFC program with each supplemental influenza vaccine order.

Total doses administered throughout the season will also be required to be reported at the end of the 2014-2015 Flu Season. Vaccine usage will be a key factor in determining vaccine allocations for the 2015-2016 Flu Season.

## **TIPS FOR A SUCCESSFUL INFLUENZA VACCINATION SEASON**

We encourage your practice to discuss and outline key strategies to achieve high influenza vaccination coverage rates of your patients and decrease missed opportunities for vaccination. These strategies 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 who will be due to return to the practice for a second dose.

## **QUESTIONS?**

If you have any questions, please call your VFC Field Representative, the VFC Program at 877-243-8832 (877-2GET-VFC), or visit [www.eziz.org](http://www.eziz.org).