Procedure C-2: Asset Management – Vaccine Ordering and Inventory Management

I. Ordering Vaccine from MnVFC: Non Td

A. Inventory Collection

1. **Run the EHR Immunization inventory report**
   See NextGen Systems How-to Guide 6: System/Practice Templates on how to run the VFC report in NextGen.
   a. Open NGKBM_Immunizations in the NextGen EHR System/Practice Templates
   b. Run the VFC inventory report
   c. You will get the total number of unused doses still in the clinics and the SBC-DC.

B. Log-on to MIIC

1. **Go to** https://miic.health.state.mn.us/miic/security_ui.showLogin
2. **Enter account info**
   Organization Code: MDHF
3. **Click on *Create Order* under *Vaccine Ordering***
4. **Create an order under PIN 001096.**

C. Only order vials (not syringes) of the following types of vaccines:

Pediatric Vaccines	Adult*
Hep A: VAQTA (MRK)	**Hep B: Engerix-B (GSK)**
Hep B: Engerix-B (GSK)	**HPV: Garasil (MRK)**
HPV: Gardasil (MRK)	**MMR MMRII (MRK)**
IPV, IPOL (SP)	**MCV4: Menactra (SP)**
MMR MMRII (MRK)	**Tdap: Boostrix (GSK)**
MCV4: Menactra (SP)	
Tdap: Boostrix (GSK)	

*Adult vaccines are only for Roosevelt SBC since they also server the Wellstone School. Quantities are limited per year. Check with vaccine records or AssetTRAX for information.

D. Order quantities

1. **Enter current inventory for all clinics and the SBC-DC from the NextGen EHR Immunizations report.**
2. **Enter doses**
   Remember these are doses. If you want four 10-dose boxes, enter 40.

E. Submit Order

II. Ordering Vaccine from MnVFC: Td

Td is to be used in special circumstances only, thus ordering must be approved by MnVFC via a paper form

A. **Fill out order form** at ..\..\..\..\2012-13\Inventory & Ordering\Inventory Management\Vaccine Regulation\TD Order Form_2012.pdf

B. **Fax it in** to the number listed on the form.

III. Order Record Retention

All vaccine orders and packing slips must be kept and saved per the Records Management Manual. Save all orders and packing slips under the month folder at ..\..\..\..\2012-13\Inventory & Ordering\Inventory Management\Vaccine Regulation

IV. Inventory Management in NextGen

See NextGen Systems How-to Guide 6: System/Practice Templates on how to add immunization lot numbers into NextGen.