

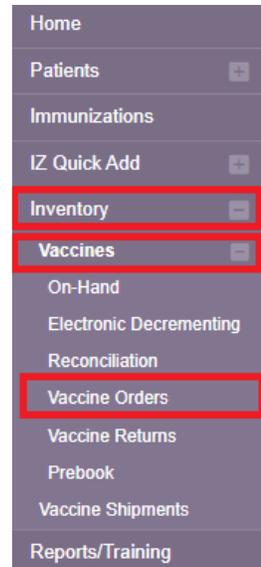
Creating a Vaccine Order Tip Sheet

Requirements to place a Vaccine Order:

- A vaccine reconciliation completed within the last 14 days.
 - To view the clinic’s most recent reconciliation:
 - On the DelVAX homepage, select the clinic name.
 - Select “Inventory,” then select “Vaccines.”
 - Choose “Reconciliation.”
 - Select the Inventory Location.
 - Click “search,” this will show a list of recent reconciliations.
 - This will generate a list of reconciliations. Verify that a reconciliation was completed in the last 14 days. If not, complete a reconciliation prior to ordering vaccine.
- Digital Datalogger downloads must be submitted to the Bureau of Immunizations. Submit downloads from the last reconciliation/order through the date of the current order. Recent digital data logger reports can be submitted to immunizedph@delaware.gov.
 - Ensure the clinic PIN number is included on the submitted downloads so that they can be identified.
- Ensure the annual “You Call the Shots” is up-to-date for staff members required to complete the training.
(Vaccine orders will not be processed if the above requirements are not met.)

Steps for Creating a Vaccine Order:

1. From the DelVAX homepage, select the clinic name.
2. On the sidebar/main navigation menu, select “Inventory.” Then select “Vaccines” and finally select “Vaccine Orders.”
3. Search to see if there is an existing open order. Select the clinic name and then select “Search.”
 - a. An existing open order will be listed as “In Work” under Order Status.
 - i. If there is an open/incomplete order, select this order to continue adding/editing or contact the Bureau of Immunizations to delete the order.
 1. The open order must be completed and submitted or deleted as no other orders can be submitted until this is resolved.



Search

Clinic **Order Status** **Order Type**

Order Date Range From: Through:
Date Submitted to VTrckS Date Range From: Through:

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
QUALITY INSIGHT PEDIATRICS - 000001					
2022080100000101	08/01/2022	SUBMITTED FOR APPROVAL			<input type="button" value="View"/>
2022072700000101	07/27/2022	SUBMITTED FOR APPROVAL			<input type="button" value="View"/>
2022072000000101	07/20/2022	SUBMITTED FOR APPROVAL			<input type="button" value="View"/>
2022071800000101	07/18/2022	APPROVED	INFLUENZA	07/18/2022	<input type="button" value="View"/>
2022060100000101	06/01/2022	APPROVED			<input type="button" value="View"/>
2022052500000101	05/25/2022	APPROVED			<input type="button" value="View"/>

- If there are no open orders, click “Add New Vaccine Order” in the top right hand corner to begin.
- Select the clinic name from the drop down.
- If the vaccine order will be an Influenza or a COVID-19 vaccine order, click the appropriate box or boxes below the clinic name.
- Click “Next.”

Add - Select Clinic

Clinic *

Will this be an Influenza order? Will this be a COVID-19 order?

- Verify that the primary shipping contact and address are correct.
 - If the shipping information is incorrect, contact the Bureau of Immunizations.
 - If the shipping information is correct, click the box to attest to your review then, choose “Next.”

Vaccine Order Pre-Check i

Confirm Shipping Information

✓
✓
✓

Clinic: QUALITY INSIGHT PEDIATRICS (000001)

Email: ANY@EMAIL.COM

Phone: 302-555-1234

Primary Shipping Contact

Name: PRIMARY CONTACT
Phone: 302-555-1234
Fax:
Email:

✓

Shipping Address

1234 ABCDE ST
DOVER, DE 19001-0000

✓

Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:00	19:00		
Tuesday	08:00	19:00		
Wednesday	08:00	19:00		
Thursday	08:00	19:00		
Friday	08:00	19:00		
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct.

Cancel
Next

9. In the Vaccine | MFG | NDC box begin typing the name of the vaccine.
10. Choose the correct vaccine from the list.

Vaccine | Mfg | NDC | Brand/Packaging

TDAP, ADSORBED | PMC | 49281-0400-10 | ADACEL (0.5 ML X 10 VIALS)

DTaP (Daptacel vials)	PMC 49281-0286-10 Daptacel (0.5 mL x 10
DTaP-Hib-IPV (Pentac vial)	PMC 49281-0510-05 Pentacel (0.5 mL x 5
Hib (PRP-T) vials)	PMC 49281-0545-05 Acthib (0.5 mL x 5
MCV4 (Menactra) vials)	PMC 49281-0589-05 Menactra (0.5 mL x 5
Polio-IPV vial)	PMC 49281-0860-10 IPOL (5.0 mL
Td (adult), P-Free vial)	PMC 49281-0215-10 TENIVAC (10 pack- 1 dose
Td (adult), P-Free syringe)	PMC 49281-0215-15 Tenivac (10 pack- 1 dose
Tdap, Adsorbed vials)	 PMC 49281-0400-10 Adacel (0.5 mL x 10
Tdap, Adsorbed syr)	PMC 49281-0400-15 Adacel (0.5 mL x 5
Tdap, Adsorbed vials)	SKB 58160-0842-11 Boostrix (.50 mL x 10
Tdap, Adsorbed	SKB 58160-0842-52 Boostrix (.50 mL x 10 syr)

- In the intent box, select if this is “Pediatric” or “Adult” vaccine.
- Next add the quantity of packages. *Note: The doses per package and total doses will auto-populate. Once the quantity of packages has been entered, double check that the total doses are correct. Adjust the number of packages if the number of doses is incorrect.

Vaccine | Mfg | NDC | Brand/Packaging

TDAP, ADSORBED | PMC | 49281-0400-10 | ADACEL (0.5 ML X 10 VIALS)

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	8	10	80	304.10	2432.80

Add To Order Clear

There are no vaccines in this order

Total Doses	Total Cost
0	\$0.00

- Select “Add to Order.”

Vaccine | Mfg | NDC | Brand/Packaging

TDAP, ADSORBED | PMC | 49281-0400-10 | ADACEL (0.5 ML X 10 VIALS)

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
PEDIATRIC	8	10	80	304.10	2432.80

Add To Order Clear

There are no vaccines in this order

Total Doses	Total Cost
0	\$0.00

- Repeat this process to add additional vaccines.
- Once all of the vaccines that need to be ordered have been added, click the dropdown arrow next to “update” in the top right hand corner.
- Select “Submit to VFC Program.” The order is not complete until it has been submitted.

Vaccine Order [Learn More](#)

Cancel Links Update

Edit

[View Vaccine Inventory Reconciliation](#)

Delete

Submit to VFC Program



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