VIMS: Order Requests

Nuts and Bolts

A n Order Request includes delivery-related fields and a list of all vaccines in your practice's ordering catalog. The composition of the catalog is informed by the population(s) you serve; your ability to store frozen vaccine, and the annual Vaccine Brand Choice survey.

An Order Request will <u>not</u> open unless a Reconcile Request has been submitted for your practice within the last seven days.

Practice Inventory
Requests
Transfer
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Reconcile
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Required Fields

- ☐ Shipping Info
- ☐ Delivery Hours
- ☐ Vaccine Coordinator
    - ☐ Email Address
- ☐ Backup Vax Coordinator
    - ☐ Email Address
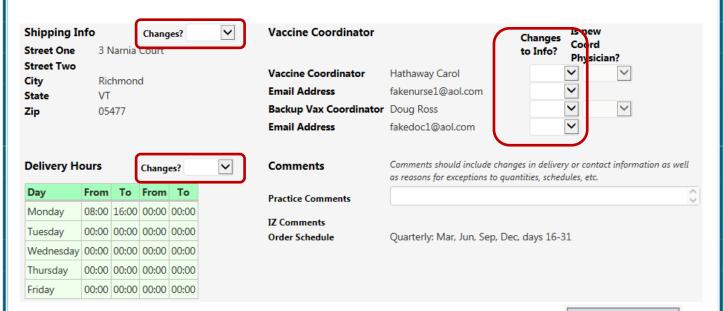
> In the Order Request header, you are required to answer yes or no in the drop down next to each of these fields. Answer "yes" if the information has changed. Answer "No" if there are no updates. You can provide change details in the **Practice Comments** field or contact the Immunization Program.

- ☐ Order # Doses - You must enter a value on every line in this column. Express your request in number of doses rather than number of boxes. For any vaccines you do not wish to order, enter "0" in this column.

Shipping Info Changes? [▾]

Street One	3 Narnia Court
Street Two	
City	Richmond
State	VT
Zip	05477

Vaccine Coordinator

		Changes to Info?	Is new Coord Physician?
Vaccine Coordinator	Hathaway Carol	[▾]	[▾]
Email Address	fakenurse1@aol.com	[▾]	
Backup Vax Coordinator	Doug Ross	[▾]	[▾]
Email Address	fakedoc1@aol.com	[▾]	

Delivery Hours Changes? [▾]

Day	From	To	From	To
Monday	08:00	16:00	00:00	00:00
Tuesday	00:00	00:00	00:00	00:00
Wednesday	00:00	00:00	00:00	00:00
Thursday	00:00	00:00	00:00	00:00
Friday	00:00	00:00	00:00	00:00

Comments *Comments should include changes in delivery or contact information as well as reasons for exceptions to quantities, schedules, etc.*

Practice Comments [ ]

IZ Comments

Order Schedule Quarterly: Mar, Jun, Sep, Dec, days 16-31

Once you have filled in all of the required fields, place your order by clicking [**Submit Order**]

Phone: 800-640-4374
Email: AHS.VDHImmunizationProgram@vermont.gov
Website: www.healthvermont.gov

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DEPARTMENT OF HEALTH