

E-mail communication sent March 03, 2022

**\*\*You are receiving this communication as an Immunization Program contact of a COVID-19 Enrolled provider office. Please forward within your organization as appropriate\*\***

March 9 will be the last day COVID-19 orders must be submitted Wednesdays by 3 pm. The Immunization Program will communicate more specific guidance soon, and a **recorded provider call will be held on March 22, from 12:15 om – 1:00 pm, to review the new ordering process and expectations.** Look for this meeting invitation in the coming days.

### **Starting March 14:**

- Practices may **place COVID-19 vaccine orders any day of the week.**
- Practices must begin **reconciling their entire vaccine inventory (including COVID-19 vaccine) monthly.**
- Weekly reconciliations of COVID-19 vaccine inventory are **no longer required.**

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### **VIMS Updates for COVID-19-Only Ordering**

The VIMS system will be updated soon, with the intent to streamline COVID-19 vaccine ordering. The March 22 training will include all VIMS system updates.

### **Monthly Reconciliation of Full Inventory**

Keeping your inventory in VIMS current with the stock in your units has many benefits.

- Reduce administration errors through regular checks of BUD and expirations.
- Manage adjustment and transfer errors more efficiently.
- Resolve temperature excursions more quickly.
- Infrequent orders are made easier through more frequent logins to VIMS.

Monthly reconciliation will be a slight adjustment for some practices, while it may require additional planning for others.

### **Order COVID-19 vaccine monthly as needed. Order all other vaccines on schedule.**

Reconcile all inventory monthly but place routine vaccine orders on schedule, not more frequently. Staying on your order schedule helps prevent delays in vaccine shipments. Ordering schedules are located in VIMS, under the comments section.





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<b>Comments</b>	<i>Comments should include changes in delivery or contact information as well as reasons for exceptions to quantities, schedules, etc.</i>
<b>Practice Comments</b>	
<b>IZ Comments</b>	<input type="text"/>
<b>IZ Internal Comments</b>	<input type="text"/>
<b>Order Schedule</b>	Quarterly: Feb, May, Aug, Nov, days 16-31

### Continue to Look for Communications on COVID-19 Vaccine Ordering

While the above process will begin on March 14, and we hope it makes things easier for you and your offices, there may be changes in COVID-19 vaccine allocations and procedures which require flexibility and patience. See the current COVID-19 vaccine ordering guidance in the [Current COVID-19 Vaccine Ordering Guidance](#) document on the [Vaccine Information for Health Care Professionals](#) website.

### The Immunization Program

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*Acronyms:*

ACIP: Advisory Committee on Immunization Practices

COCA: Clinician Outreach and Communication Activity

CDC: Centers for Disease Control

PCP: Primary Care Provider

VIMS: Vaccine Inventory Management System

VVP: Vermont Vaccine Program – includes both VAVP and VCVP

VAVP: Vermont Adult Vaccine Program

VCVP: Vermont Children’s Vaccine Program



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Please use the primary program e-mail for all time-sensitive issues: [ahs.vdhimmunizationprogram@vermont.gov](mailto:ahs.vdhimmunizationprogram@vermont.gov)

