Vaccine Ordering and Distribution

Immunization Service, OSDH

OKLAHOMA
State Department
of Health
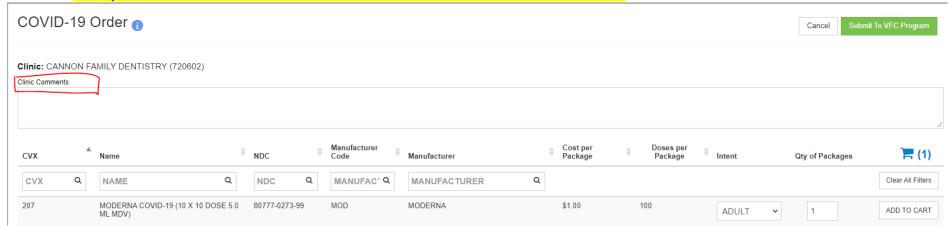
New Process

- Providers must reconcile their COVID-19 vaccines inventory weekly in OSIIS – by Monday, noon (usual schedule).

- Providers must create orders in OSIIS on Thursday-Friday-Monday (usual schedule).

- Providers can order as much as they need. If they need less than min order quantity, they still must order min quantity in OSIIS and add a comment with the actual amount needed (new).
  - If a provider needs one vial, OSDH will deliver one vial!

- The cut-off to create orders in OSIIS – Monday, 5pm (usual schedule).

New Process Continue

- The cut off for providers to request any changes/cancellation to orders is Tuesday, 1pm (new).
  - To request a change, a provider should email to OSDH VaccineHelp <VaccineHelp@health.ok.gov>
  - If provider doesn't receive a confirmation of changes/cancellation within 24h, provider must call the OSDH Immunization Service 405.426.8580 to ensure that the order has been cancelled (new).

- All provider orders in OSIIS will be rejected on Tuesday with a note that County Health Department (CHD) will fulfill the order and will get in touch with them via email or phone (new).
  - Example of the message: *"Your order will be fulfilled by your County Health Department. Watch for e-mail communication about the process and phone calls to arrange vaccine transfer."*

- CHDs will deliver vaccines to providers on the same or the following week. Delivered by CHD employees, national guard, or courier service (new).

New Process Continue

- Upon delivery of the vaccine by CHD, provider should <u>(new)</u>:
  - Sign a Bill of Lading and keep a copy
  - Check that delivered vaccines are viable
  - Immediately place them into a storage according to <u>the guidelines</u> and label appropriately indicating expiration or/and Beyond-use dates (BUDs)
  - Accept transfer in OSIIS

- Questions about orders:
  - OSIIS: OSIISHELP@health.ok.gov;
  - Vaccine ordering process: VaccineHelp@health.ok.gov;
  - Order fulfillment/delivery: contact CHDs (contacts will be shared in the follow-up email) <u>(new)</u>