NORTH DAKOTA
DEPARTMENT *of* HEALTH

DIVISION OF DISEASE CONTROL
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www.ndhealth.gov

MEMO

TO: Prevention Partnership Providers and Local Public Health Units

FROM: Abbi Pierce, MPH
VFC Manager

RE: New Vaccine Ordering Process

DATE: November 16, 2012

The vaccine ordering system for the North Dakota Immunization Program will be changing in December. Currently, providers submit paper or online vaccine order forms to the North Dakota Department of Health (NDDoH). The NDDoH then reviews orders and enters them into CDC's vaccine ordering system called Vacman.

Starting **December 10, 2012**, all NDDoH vaccine orders must be placed by providers through the North Dakota Immunization Information System (NDIIS). Provider orders will still need to be reviewed by the NDDoH and then electronically uploaded to CDC's new ordering system called VTrcks.

North Dakota will go-live with VTrckS on December 3, 2012, but will enter into VTrcks on behalf of providers until December 10th. During the transition from Vacman to VTrckS, provider orders will not be processed from Wednesday, November 21st through Monday, December 3rd. This means providers cannot request vaccine from the NDDoH after 4:00 p.m. on Tuesday, November 20th through 8:00 a.m. on Monday, December 3rd; providers should plan accordingly.

Providers may continue to mail, fax, or submit online orders up through November 21st, as well as between Tuesday, December 4th and Friday, December 7th. Starting Monday, December 10th, all vaccine orders must be placed by providers in NDIIS. After this date, the NDDoH will not accept faxed, mailed or online orders.

When ordering vaccine through NDIIS, providers will be able to see when their order was approved and if any vaccine was cut. Paper doses administered reports will no longer be required to be submitted to the NDDoH, as this information will then be pulled directly from the NDIIS. Temperature logs will still be required to be sent into the NDDoH monthly in order to receive vaccine. Providers should only submit orders for vaccine once per month and they may order a maximum of three months worth of inventory. To ensure that providers receive adequate amounts of vaccine, providers should ensure that vaccine inventory in NDIIS reflects what is actually on hand. Allowed vaccine ordering amounts in NDIIS are based on doses administered and the amount of vaccine on hand.

Training on how to place vaccine orders in NDIIS will be conducted December 3rd – December 7th. We recommend that everyone who orders vaccine attend at least one training session. Registration is required for attendance in these sessions. Registration links can be found on our website at http://www.ndhealth.gov/Immunize/NDIIS/. If more than one person from a facility is planning on attending the same session, please register only once as there is limited space available. The trainings will be recorded and posted to our website for providers who cannot attend these sessions.

VTrkS Trainings will be held on:

Tuesday, December 4th from 4:30PM – 5:30 PM CST
Wednesday, December 5th from 7:00AM – 8:00 AM CST
Wednesday, December 5th from 12:00PM – 1:00 PM CST
Friday, December 7th from 12:00PM – 1:00 PM CST

The NDDoH Vaccine Coverage Table at www.ndhealth.gov/Immunize/Providers/Vaccinecoverage11-01-2012(2).pdf outlines who is eligible to receiving NDDoH vaccines.

Thank you for your participation in making this a smooth transition. Please feel free to contact the NDDoH Immunization Program with any questions or concerns at 701.328.3386 or toll-free at 800.472.2180.