



Practice/Clinic name: _____

Vaccine Ordering Plan

This clinic places orders for state-supplied vaccine using the following process:

- We order using {CHILD Profile Immunization Registry, or fax paper order form to our Local Health Jurisdiction}
- We place orders every: {monthly, every-other-month, quarterly, or twice-yearly}. This is our Order Frequency.
- We place order between the {1st-15th, or 16th-30th} of the month. This is our Order Timing.
- We place orders during the following months (if not on a monthly frequency):
_____. This is our Order Schedule.

We order enough vaccine to not run out while not order too much so we stockpile inventory. We calculate a recommended order quantity by: {CHILD Profile Immunization Profile, manual calculation}

Manual calculation: Reserve stock target (30 – 45 days’ inventory) plus (+) doses expected to be administered during the ordering period (e.g., 30 days for a monthly ordering cycle, 60 days for an every other month cycle etc.,) minus (-) current doses in inventory = approximate order amount.

We understand that all our orders are approved by our Local Health Jurisdiction (LHJ). Orders placed outside the above parameters may be denied by our LHJ. We will contact our LHJ immunization coordinator if we have any questions about our order.

Local Health Jurisdiction Immunization Coordinator Contact:

Primary: <u>Marianne Patnode</u>	<u>(509) 249-6509</u>
Name	Phone
Backup: <u>Sheryl Di Pietro</u>	<u>(509) 249-6517</u>
Name	Phone

Every provider enrolled in the state childhood vaccine program is required to have a written procedure to order state-supplied vaccine. Completing and keeping this template readily available to clinic staff meets this requirement.