

## COVID-19 Vaccine Ordering Process in ALERT IIS

ALERT IIS, or Immunization Information System, is Oregon’s immunization registry that contains vaccinations given to Oregon residents and is also the state-supplied vaccine inventory and ordering system. For COVID-19 vaccine, we will be using a “pull” system that gives control over vaccine orders and shipments to our registered providers. The system is based on the annual flu vaccine prebook and allocation process that is done every year in ALERT.

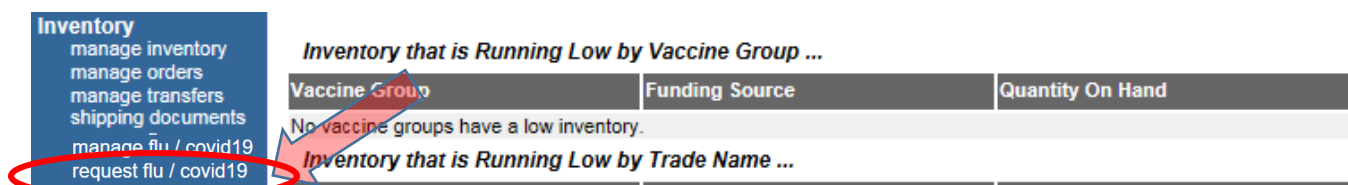
This document will cover using that system to request and draw-down, or approve shipment, of COVID-19 vaccine. If you have not yet taken the [Inventory Management Training](#), the ALERT system may seem unfamiliar to you, so please sign up for that required training if you need it.

### Step 1: Requesting COVID-19 Vaccine in ALERT IIS

Users in organizations approved to receive COVID-19 vaccine can request and manage their COVID vaccine requests in ALERT IIS.

There are two menu items, “request flu / covid19” and “manage flu / covid19”, in the left-hand blue menu bar under the “Inventory” section, that you use to request COVID-19 vaccine doses, see what has already been requested, and see whether doses have been allocated to you.

**Step 1a. Click the “request flu/ covid19” menu item to go to the request screen in ALERT IIS.**



**Step 1b. Choose the COVID-19 Vaccination event from the “Event” dropdown to see the vaccines that are available.**

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organization Erin's Test Clinic • user Erin Corrigan • role Standard User

**Create Vaccine Request**

VFC PIN: 001002  
Initiating Organization: Erin's Test Clinic  
Initiating User: Erin Corrigan  
Org Phone: (971) 673-2378  
Org Fax:  
Request Date: 12/27/2017

Delivery Contact: ERIN CORRIGAN  
Delivery Address: 123 BASE ST, PORTLAND, OR 97202  
Delivery Days/Hours: Monday 9 AM TO 12 PM, Tuesday 9 AM TO 5 PM, Thursday 9 AM TO 5 PM, Friday 8 AM TO 11 AM, 1 PM TO 4 PM

Submit Vaccine Request  
Vaccine Request Status  
Cancel

Event: COVID-19 Vaccination

Trade Name	Packaging	Manufacturer	Type	Prior Year Req	Prior Year Shipped	Prior Season Admin	Prior Season Wasted/Expired	Suggested Order Qty	Min Order Qty	# Doses Requested
No Event Information Available										

All the vaccine presentations we can offer will be listed.

**Step 1c. Enter the number of doses of each presentation that you think you will need and click the “Submit Vaccine Request” button.** Enter the total amount of doses you expect to need for the next three months. Enter enough for your location only, unless your organization has completed the CDC’s *COVID-19 Vaccine Redistribution Agreement*. If that’s been completed, you can share vaccine with other approved, COVID-enrolled locations.

This request can be edited if you need to change it in the future.

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Submit Vaccine Request  
Vaccine Request Status  
Cancel

Event: COVID-19 Vaccination

Trade Name	Packaging	Manufacturer	Type	Prior Year Req	Prior Year Shipped	Prior Season Admin	Prior Season Wasted/Expired	Suggested Order Qty	Min Order Qty	# Doses Requested
Moderna COVID-19 Vaccine	MULTI-DOSE VIAL, 10 DOSES	Moderna US, Inc.	Pandemic	0	0	0	0	0	100	
Pfizer COVID-19 Vaccine	MULTI-DOSE VIAL, 5 DOSES	Pfizer, Inc.	Pandemic	0	0	0	0	0	975	

### Tips:

- Click the “manage flu/ covid19” menu item to see what you requested.
- You will be in control of when vaccine is shipped to you once it has been allocated.

## **Step 2: “Draw Down” COVID-19 Vaccine in ALERT IIS**

Users in organizations approved to receive COVID-19 vaccine, that requested COVID-19 vaccine in ALERT IIS, can control when and how much of the vaccine that has been allocated to them is shipped. This is done with a feature called “Draw Down,” found by clicking on the “manage flu / covid19” menu item.

Training Region 4.3.1

**Patients**  
enter new patient  
manage patient

**Immunizations**  
manage  
immunizations

**Reports**  
reminder / recall  
check reminder status  
check reminder list  
manage custom  
letters  
check request status  
vaccine eligibility  
check vaccine elig  
status  
group patients  
check group status  
assessment report  
check assessment  
benchmark report  
check benchmark  
ad hoc list report  
ad hoc count report  
ad hoc report status

**Inventory**  
manage inventory  
manage orders  
manage transfers  
shipping documents  
manage flu / covid19  
request flu / covid19

[home](#)
[manage access/account](#)
[forms](#)
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[logout](#)
[help desk](#)

organization **Erin's Test Clinic** • user **Erin Corrigan** • role **Standard User**

**announcements:**

**NEW** 06/26/2015 ~ [Vaccine Accountability Report available to Super Users](#)

**NEW** 10/03/2014 ~ [new announcement](#)

**NEW** 09/15/2014 ~ [Do-it-yourself Password Reset is HERE](#)

03/12/2014 ~ [Immunize Oregon 2014 Round Tables](#)

11/20/2012 ~ [New State-Supplied Vaccine Ordering Functionality](#)

04/13/2011 ~ [ALERT IIS Manual Coming Soon](#)

**release notes:**

**NEW** 12/01/2017 ~ [Release Version 4.3.1](#) Release version 4.3.1  
[more release notes](#)

**Vaccine Order/Transfer Notification ...**

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	No Order Notification		
Transfer(s)	No Transfer Notification		

**Active Inventory that is Going to Expire or Expired Lots with a Quantity ...**

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
Erin's Test Clinic	Zostavax	H2345a	Privately Purchased	20	01/31/2018
Erin's Test Clinic	Havrix-Adult	51L78	Privately Purchased	30	12/31/2017

**Inventory that is Running Low by Vaccine Group ...**

Vaccine Group	Funding Source	Quantity On Hand
No vaccine groups have a low inventory.		

**Inventory that is Running Low by Trade Name ...**

Trade Name	Quantity On Hand

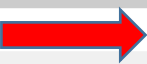
**Step 2a. To check and see if we have allocated doses to you, click the “manage flu/covid19” menu item.** Select the COVID-19 event (in the “Event” window), and ALERT IIS will show any doses that were previously requested for your clinic and whether you have doses available now. (Ignore the “Place in Queue” column, that applies to influenza vaccine only.) OHA will allocate vaccine to you as it becomes available in Oregon and as the allocation team has identified your organization’s ability to vaccinate priority populations and verified your facility has the appropriate storage equipment.

**Step 2b. If doses are available for you, you will see that in the “Amt Available Now” column.** The user who placed the original request will receive an email once we have allocated doses to your clinic. You can also keep checking this screen so that when you have doses, you can “Draw Down” to have them shipped.

When you have doses available and are ready to have vaccine shipped, **check the “Select” box next to any vaccine that is available now, and click the “Draw Down” button.**

organization ERIN'S NEW CLINIC • user Erin Corrigan • role Standard User

### Vaccine Request Status

Take doses from current vaccine allocation... 

Change previously requested vaccine amounts...

Return to the previous screen...

Draw Down

Edit Vaccine Request

Cancel

### Vaccine Request List

Event COVID-19 Vaccination

Select	Trade Name	Packaging	Manufacturer	Type	Initiating User	Request Date	Request Status	Place in Queue	Total Amt Requested	Total Amt Allocated	Total Drawn Down	Amt Available Now
<input checked="" type="checkbox"/>	Moderna COVID-19 Vaccine	MULTI-DOSE VIAL, 10 DOSES	Moderna US, Inc.	Pandemic	Erin Corrigan	12/19/2020	Prebooked	2 of 2	1000	200	0	200
<input type="checkbox"/>	Pfizer COVID-19 Vaccine	MULTI-DOSE VIAL, 5 DOSES	Pfizer, Inc.	Pandemic	Erin Corrigan	12/19/2020	Prebooked	1 of 1	1950	0	0	0

**Step 2c. From the “Vaccine Draw Down” screen, enter the amount you want shipped and click the Submit button to place your order.** Or, you can accept all doses allocated to you, hold them for later or return them to the state vaccine pool.

### Vaccine Draw Down

VFC PIN 001002

Initiating Organization Erin's Test Clinic

Initiating User Erin Corrigan


Org Phone (971) 673-2376

Org Fax

Delivery Contact ERIN CORRIGAN

Delivery Address 123 BASE ST  
PORTLAND, OR 97202

Delivery Days/Hours Monday 9 AM TO 12 PM  
Tuesday 9 AM TO 5 PM  
Thursday 9 AM TO 5 PM  
Friday 8 AM TO 11 AM, 1 PM TO 4 PM

Ship # Doses from current vaccine allocation... 

Ship all doses in full quantity allocated...

Do not ship any doses at this time, hold for later...

Do not accept any of the current doses and return them to the state...

Return to the previous screen...

Submit

Accept All

Hold All

Reject All

Cancel

# Doses	Trade Name	Packaging	Manufacturer	Type	Doses Requested	Current Doses Allocated	Min Order Qty	Outstanding Doses
100	Moderna COVID-19 Vaccine	MULTI-DOSE VIAL, 10 DOSES	Moderna US, Inc.	Pandemic	1000	200	100	800

Tips:

- Drawing down vaccine is just like placing an order. Verify that shipping days and hours are correct. Vaccine will arrive within a week of drawing down.
- It is Oregon rule that COVID-19 inventory be reconciled weekly, and so you must reconcile your inventory before ALERT IIS will allow your draw-down request.
- You are in control of how much vaccine is shipped to you once it has been allocated; you do not have to accept the full amount that has been allocated. You do have to request doses in a multiple of the minimum order quantity shown on the screen.
- If you are not ready to receive COVID vaccine, you can “Hold All” doses in your allocation for later, or you can “Reject All” doses which allows us to reallocate to another clinic. You do not lose your request or reduce the amount of vaccine you requested.
- You can reduce your request amount or add a new request once you’ve received all the vaccines you first requested.

If you have questions that are not addressed in this tip sheet, please call our Vaccine Provider Services Help Desk at 971-673-4832 or [VFC.Help@odhsoha.oregon.gov](mailto:VFC.Help@odhsoha.oregon.gov)

#end#