Prebooking Flu Vaccine in ALERT IIS

Beginning in January 2018, you will be able to prebook and manage all your flu vaccine requests in ALERT IIS. There are two new menu items, “request flu” and “manage flu,” in the left-hand blue menu bar under the “Inventory” section.
Step 1. Click the “request flu” menu item to go to the new flu prebooking screen in ALERT.

![Image of ALERT interface showing Create Vaccine Request form]

Step 2. Choose the correct flu season from the “Event” dropdown to see the vaccines that will be available.

![Image of ALERT interface showing Event dropdown set to 2018-19 Flu Season]

All the vaccine presentations we can offer will be listed. VFC vaccine for patients under age 19 will be available to all clinics. Flu Pool vaccine for adults may be available to public clinics.

Step 3. Enter the number of doses of each presentation and each type (VFC or Flu Pool) that you will need for the upcoming flu season and click the “Submit Vaccine Request button.”

Tips:

- Use the Ad Hoc Count Report to determine the amount of doses you administered in the previous flu season. In future years, this information will be populated on the Vaccine Request screen, but in this first year, that information is not available.
- Click the “Manage Flu” menu item to see what you prebooked and where you are in line.
- You will be in control of when vaccine is shipped to you once it has been allocated, after flu season starts.

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