

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.

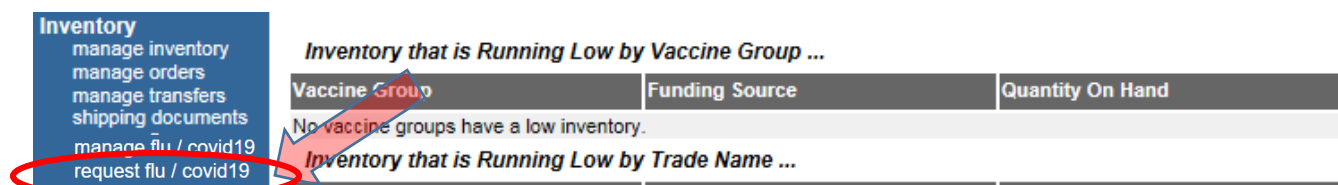
This document will cover using that system to request and draw-down, or approve shipment, of COVID-19 vaccine. If you have not yet taken the [Inventory Management Training](#), the ALERT system may seem unfamiliar to you, so please sign up for that required training if you need it. There is also a webinar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

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 Delivery Contact ERIN CORRIGAN
 Initiating Organization Erin's Test Clinic Delivery Address 123 BASE ST PORTLAND, OR 97202
 Initiating User Erin Corrigan
 Org Phone (971) 673-2378 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
 Org Fax Request Date 12/27/2017

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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 Org Fax Request Date 12/27/2017

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.

ALERT

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

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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 ...

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.

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@dhsosha.state.or.us

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