Public Health Division | Immunization Program | alertiis@odhsoha.oregon.gov

# Flu/COVID-19 Vaccine Ordering Process in ALERT IIS

For COVID-19 and flu vaccine, OIP uses a "pull" system that gives control over vaccine orders and shipments to registered providers.

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### Overview of the Process

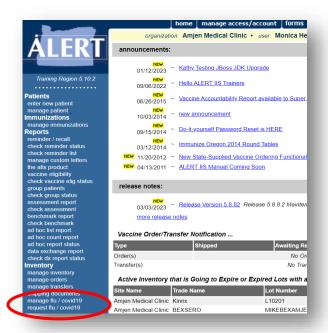
- 1. The clinic requests vaccine using "request flu/covid19" in ALERT IIS.
  - a. COVID-19 Request the vaccine and number of doses your clinic would like.
  - b. Flu
- i. In the spring, OIP asks clinics to "prebook" vaccine.
- ii. Clinics can request additional vaccine as needed throughout the season.

Prebooking is a specific kind of request that means to esitmate the amount your clinic will use for the following season.

- 2. The OIP allocates vaccine as available based on request amounts, the order in which requests were placed as well as other factors.
  - a. The person who requested the vaccine in your clinic will receive an email when vaccine is allocated.
  - b. OIP may not initially allocate the full requested amount.
- 3. The clinic draws down vaccine. Check "manage flu/covid19" to see allocations.
- 4. Repeat steps 1-3 as needed.

The requesting process is when a clinic determines how much vaccine they will need for a given time frame. Historical reports and future outlook may be used to determine how much vaccine a clinic will need. Your clinic can use the "vaccine eligilibilty" and "ad hoc count" reports in ALERT IIS to show how much vaccine was used last year. Make your clinic's request in ALERT IIS using "request flu/covid19".

The draw down process happens after OIP has allocated vaccine to the clinic. At that time the clinic can pull vaccine to have it shipped. The clinic draws down using "manage flu/covid19" in ALERT IIS. This allows your clinic to control when and how much vaccine will be shipped.



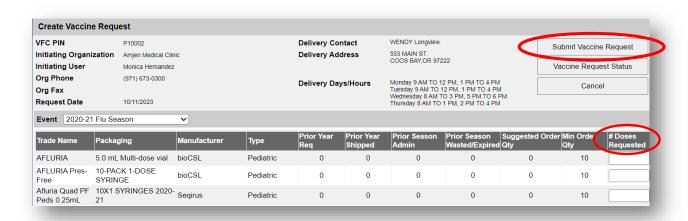
## How to Request Flu/COVID-19 in ALERT IIS

#### Step 1. Click on "request flu/covid19"

**Step 2. Choose the correct event from the "Event" dropdown**. The display below will change to the available vaccines.



Step 3. Enter the number of doses of each vaccine that your clinic will need. Click the "Submit Vaccine Request button."

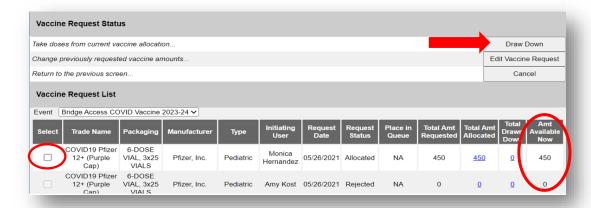


Step 4: Use "manage flu/covid19" to see what your clinic has requested and where your clinic is in line.

## Draw Down Flu/COVID-19 Vaccine in ALERT IIS

Step 1. To check and see if OIP has allocated doses to your clinic, click "manage flu/covid 19". If doses are available for your clinic, you will see it in the "Amt Available Now" column. Before you draw down, check to see if your inventory has been reconciled within the last 14 days. (Manage Inventory > Show Inventory > Inventory Count Listing)

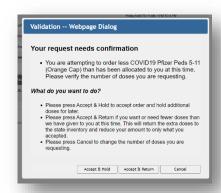
Step 2. When your clinic has doses available and is ready to have vacccine shipped, check the "Select" box next to any vaccine that is available now, and click the "Draw Down" button.



**Step 3. From the "Vaccine Draw Down" screen,** review your delivery days and hours. And then, your clinic can....



- Accept all doses by entering the total amount allocated in the # Doses column and click "Accept All" to place to ship the full allocated amount.
- Partially accept by entering the amount your clinic wants shipped in the # Doses column and click the "Submit" button to place your order. You will be prompted to indicate what you want to do for the rest of the amount allocated.
- Return all doses by clicking "Reject All". This allows OIP to reallocate your doses to another clinic. Your clinic does not lose your place in line for the outstanding amount of doses.



Your clinic is in control of how much vaccine is shipped once it has been allocated; your clinic does not have to accept the full amount that has been allocated.