

Policy & Procedure Title	Vaccine Order Management-Provider Orders	Issuing Date	07/17/2012
Policy & Procedure Number	13	Revision Date	04/01/2017
Policy & Procedure Approval Authority	Dave McConnick		

Policy & Procedure Summary

Once enrolled, providers can place vaccine orders with the Immunization Division for any publicly funded vaccine using the Vaccine Ordering Management System, VOMS.

Policy Statement

Publicly-funded vaccine is ordered through the Immunization Division using federal and state funds. The Indiana Immunization Division offers providers the option to order any vaccine licensed incorporated into the routine schedules by the Advisory Committee on Immunization Practices (ACIP) and available on the Centers for Disease Control and Prevention (CDC) Vaccine Price List.

All persons who are responsible for ordering publicly-funded vaccines in their facility will need to obtain VOMS access through CHIRP. New providers that do not have access to CHIRP must submit an Individual User Agreement form (State Form 52303) and a VOMS Individual User Access Form to obtain a username and password prior to being granted VOMS access.

Providers are required to notify the Immunization Division *immediately* when there are changes in key vaccine staff, including the need to terminate VOMS accounts for a former employee within 24 hours.

Vaccine coordinators should request delivery during regular office hours. Vaccine shipments should be delivered when staff is available to unpack and store the vaccine properly. Shipment times should be updated at the time each vaccine order is submitted and should reflect any period of time the office will be closed, such as holidays, scheduled vacation, and change in hours of operation and/or lunch hour. Providers must be on site with appropriate staff available to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours during that day.

Vaccine Ordering Requirements

- A. All providers will follow the ordering requirements set by the Immunization Division.
 - 1. All providers will use Vaccine Ordering Management System, VOMS, to place all regular vaccine orders. The VOMS application will help providers order and manage all publicly funded vaccines efficiently.

References and Resources

Sample Vaccine Order Form (State Form 52775 R4 9-10)

Individual User Agreement (State Form 52303 R4 8-16)

VOMS Individual User Access Form

Revision History

07/17/2012, Created

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