Flu/COVID-19 Order

State-supplied flu vaccine should be ordered directly in the MIIS. The Vaccine Unit will not make initial allocations.

COVID-19 vaccine will begin with Vaccine Unit allocating vaccine directly to sites. Once supply increases, MDPH will open COVID-19 vaccine ordering for sites.

Step 1 Navigation

Rightarrow Log in to the MIIS and hover your mouse over Vaccines from the Menu.

Rightarrow Then hover your mouse over Flu/COVID-19 Vaccine from the drop down navigation menu, then click Submit Flu/COVID-19 Order.
Step 2 Request Vaccines

⇒ The Request Vaccines screen will display all flu and COVID-19 vaccine formulations with annual ceiling limits greater than 0 for flu vaccines. For each of the flu vaccines, the Annual Ceiling Limit column shows the number of doses of flu vaccine that your site has been allocated, and the Available to Order column shows the number of doses remaining to order from your annual ceiling limit.

⇒ COVID-19 vaccine will appear with 0 under the Annual Ceiling Limit and Available to Order. However these vaccines may still be requested.

⇒ To order flu or COVID-19 vaccine enter the desired amount into the Your Request field.

⇒ You can add an optional note to the vaccine unit by clicking on the Add an optional note link.

⇒ Don’t see a vaccine listed? You can add additional flu or COVID-19 vaccines to your order from your orderable vaccine list by clicking the Add a vaccine link.

Before you place your order, be sure to account for every administered dose of Flu/COVID-19 vaccine. If you need to report wastage, please follow the instructions in the Storage/Handling Problem Mini Guide. The Inventory Decrementing Tool Mini Guide will help you correct any administered records that did not decrement due to a reporting error.
Step 3 Review & Submit

⇒ Next review and if necessary update your shipping information. This includes your
  ⇒ Shipping Contacts
  ⇒ Shipping Notes
  ⇒ Shipping Hours

If you make edits to either Shipping Contact or Hours and would like these to be maintained for ALL future orders, you can check the Apply Updated... to all orders checkbox below each section.

⇒ Once all information is correct, click the Submit button at the bottom of the screen.

You cannot edit Shipping Address. If you need to update this you must call the Vaccine Unit 617-983-6828.
Step 3 Success

⇒ The system will display a Success Pop-up and you will be returned to the Vaccine Management dashboard.

Step 4 Orders Worklist

⇒ The Vaccine Unit will review, revise if needed, and approve your order within 24 hours, Monday - Friday, excluding holidays.

⇒ You can view the status of all orders from your Orders page, available in the Vaccines area of the MIIS.

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Date Submitted</th>
<th>Order Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12376210000</td>
<td>01/24/2021 1:36 PM</td>
<td>FluCOVID-19</td>
<td>Submitted to State</td>
</tr>
<tr>
<td>123752000113</td>
<td>11/04/2020 2:16 PM</td>
<td>Regular</td>
<td>Full Shipment Received</td>
</tr>
<tr>
<td>123763000114</td>
<td>11/04/2020 8:18 AM</td>
<td>Regular</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

Helpful Tips

To help storage units maintain the proper temperature range:

• Do not place boxes of vaccine directly in front of the units fan.

• Do not over stock your storage units.