



North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section
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Beverly Eaves Perdue, Governor
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State Health Director

February 9, 2012

MEMORANDUM

TO: North Carolina Immunization Program (NCIP) Participants

FROM: Brandon C. L. Rector, MSW
Vaccine Distribution Manager
North Carolina Immunization Branch

SUBJECT: **Urgent:** NCIP Order Verification Process and Announcement of Webinar

The purpose of this memo is to alert providers to common, avoidable oversights in the vaccine ordering process that may lead to delayed vaccine shipments. The Vaccines for Children (VFC) program is in the process of phasing in several new requirements aimed at preventing unnecessary loss of vaccine due to expiration, and reducing the shipping cost of VFC vaccines. We will also be offering a webinar for providers to learn more about this process.

In order to avoid vaccine delays, NCIP users should verify the following prior to placing an order with NCIP:

- all recent orders have been received (no orders are “In Process”);
- all inbound vaccine transfers have been accepted;
- all expired doses of vaccine have been removed from your inventory;
- and all administered doses have been reported to NCIP (in NCIR or on Vaccines Administered Logs).

To help to ensure that your practice does not over-order, causing vaccine waste, or under-order, causing increased shipping costs, we ask that providers limit their vaccine ordering to no more than once every other month. The NCIR and Vaccine Requisition/Inventory Form guide this process by helping providers use doses administered and their current inventory to order a 2-3 month supply of vaccine. Our efforts to improve accountability for federally-purchased vaccine do not allow us to honor orders that are significantly (10%) more or less than the suggested order.

We understand that some practices may not have the capacity to store large supplies of vaccine or may need more vaccine for coming initiatives, and we will strive to accommodate those practices. Please use the “Updates to Vaccine Delivery Hours/Special Instructions” section in the NCIR or on your order form to notify our staff of any circumstances requiring variation from the suggested order.

In order to assist providers with understanding this process, we will offer a choice of two free webinars on *Efficient Ordering Procedures* on Wednesday, February 15th. One session begins at 9 A.M., and the other at 1 P.M. The sessions **do not require pre-registration** and are expected to last approximately 30 minutes each. At the time of the session, you will need to log into the web site and call the phone number in order to participate. Remember to **mute your phone** during the webinar.

Time	Web site	Phone
9 A.M. Session	https://ncpublichealth.ncgovconnect.com/orders/	919-662-4657
1 P.M. Session	https://ncpublichealth.ncgovconnect.com/order2/	919-662-4658

Thank you for your help in ensuring the quality of the VFC program in North Carolina. For your convenience, we also have several interactive NCIR training modules that will help you with inventory control and vaccine ordering on our website at: <http://immunize.nc.gov/providers/trainingmodules.htm>

For questions or concerns, please contact the Immunization Help Desk at 877-873-6247.

Cc: SMT Field Staff Central Office Staff Vaccine Manufacturers
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