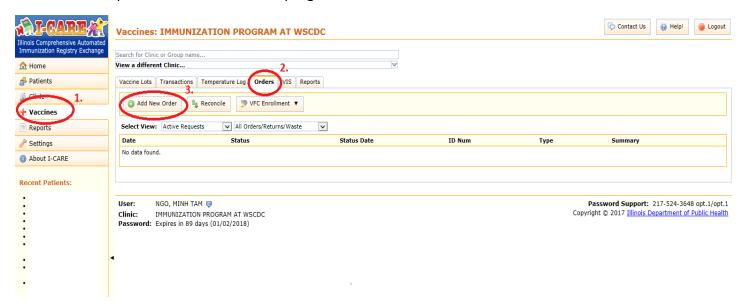
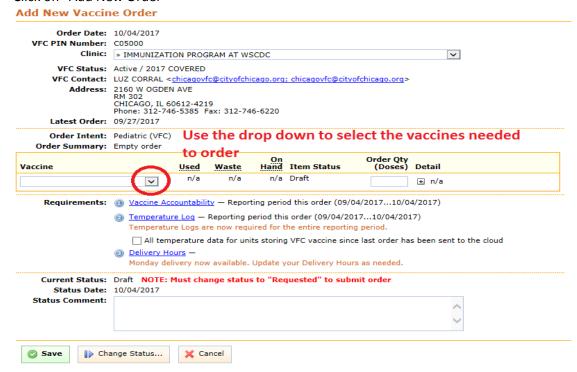
Standard Operating Procedure: How to Order Vaccines on I-CARE

All VFC vaccine ordering will need to be done through I-CARE. The two exceptions are VFC flu orders and first-time orders for providers new to the VFC program.



- 1. Click on the "Vaccines" tab on the left hand column
- 2. Click on the "Orders" tab in the mid-section of the page
- 3. Click on "Add New Order"

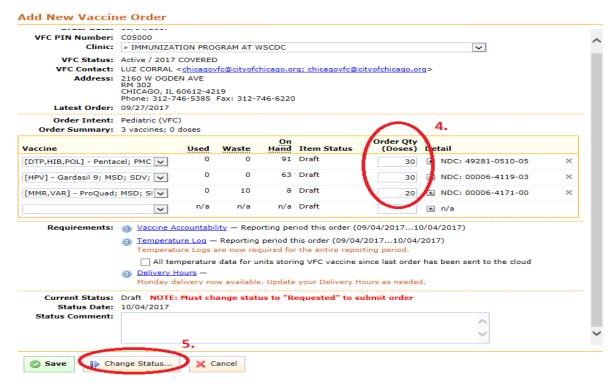


Use the drop down to select the vaccines needed. After you choose a vaccine, another drop down bar will populate so that you can choose more vaccines, if needed.

SOP: How to Order Vaccines on I-CARE

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[DTP, HBV, POL] - Pediarix: SKB: SYR: 10-pack
[DTP,HIB,POL] - Pentacel; PMC; SDV; 5-pack
[DTP,POL] - Kinrix; SKB; SDV; 10-pack
[DTP,POL] - Kinrix; SKB; SYR; 10-pack
[DTP,POL] - Quadracel; PMC; SDV; 10-pack
[DTP] - Daptacel; PMC; SDV; 10-pack
[DTP] - Infanrix; SKB; SDV; 10-pack
「DTP] - Infanrix; SKB; SYR; 10-pack
[HAV] - Havrix-Peds; SKB; SDV; 10-pack
[HAV] - Havrix-Peds; SKB; SYR; 10-pack
[HAV] - Vaqta-Peds; MSD; SDV; 10-pack
[HBV] - Engerix B-Peds; SKB; SYR; 10-pack
[HBV] - Recombivax-Peds; MSD; SDV; 10-pack
[HIB] - ActHib; PMC; SDV; 5-pack
THIBT - Hiberix; SKB; SDV; 10-pack
[HIB] - PedvaxHIB; MSD; SDV; 10-pack
[HPV] - Gardasil 9; MSD; SDV; 10-pack
[MEN] - Menactra; PMC; SDV; 5-pack
[MEN] - Menveo; SKB; SDV; 5-pack
[MEN-B] - Bexsero; SKB; SYR; 10-pack
[MEN-B] - Trumenba; PFR; SYR; 10-pack
[MMR,VAR] - ProQuad; MSD; SDV; 10-pack
[MMR] - M-M-R II; MSD; SDV; 10-pack
[PNE] - Prevnar 13; PFR; SYR; 10-pack
[POL] - IPOL; PMC; MDV10; 1-pack
                                                [Tdap] - Adacel; PMC; SDV; 10-pack
[ROT] - Rotarix; SKB; SDV; 10-pack
                                                 [Tdap] - Adacel; PMC; SYR; 5-pack
[ROT] - Rotateq; MSD; ORAL DOSE; 10-pack
                                                 [Tdap] - Boostrix; SKB; SDV; 10-pack
[ROT] - Rotateq; MSD; ORAL DOSE; 25-pack
                                                [Tdap] - Boostrix; SKB; SYR; 10-pack
[Td] - Tenivac; PMC; SDV; 10-pack
                                                 [VAR] - Varivax; MSD; SDV; 10-pack
[Td] - Tenivac; PMC; SYR; 10-pack
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These are your options for VFC vaccines. Please note, they come in increments of 1, 5, 10, and 25. These means that in 1 box, there are 1, 5, 10, and 25 doses, depending on which vaccine you choose. For example, Pediarix comes in a 10-pack, meaning there are 10 doses in one pack/box. Please note this for step 4.

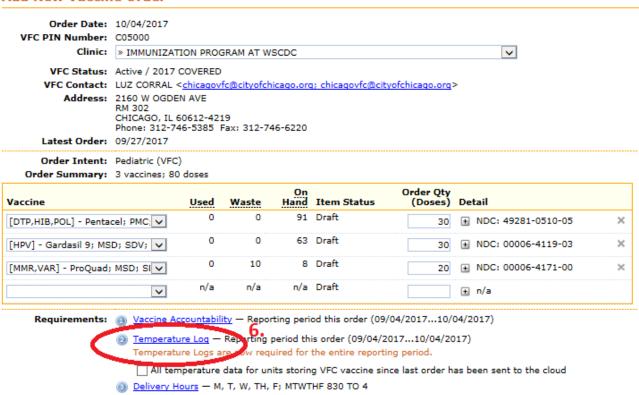


4. Enter in the order quantity under "Order Qty" (Doses). Please note how many doses are in the vaccines chosen and be sure to enter a number that is divisible by the doses. I-CARE will not accept any orders quantities that are not divisible by the vaccine packs. For example, Pediarix comes in a 10-pack, if you request 25 doses, I-CARE will not accept that. You will need to enter in quantities of 10. If you put 30 doses, you will receive 3 boxes (10 doses per box).

SOP: How to Order Vaccines on I-CARE

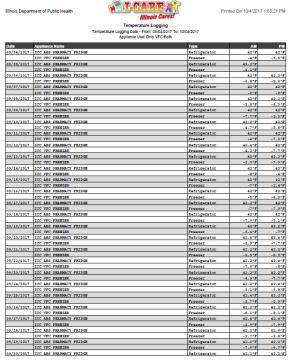
5. Select "Change Status" after you've chosen your vaccines and entered in order quantities.

Add New Vaccine Order



Temperature logs need to be faxed to the Vaccine Management Unit before placing your order.

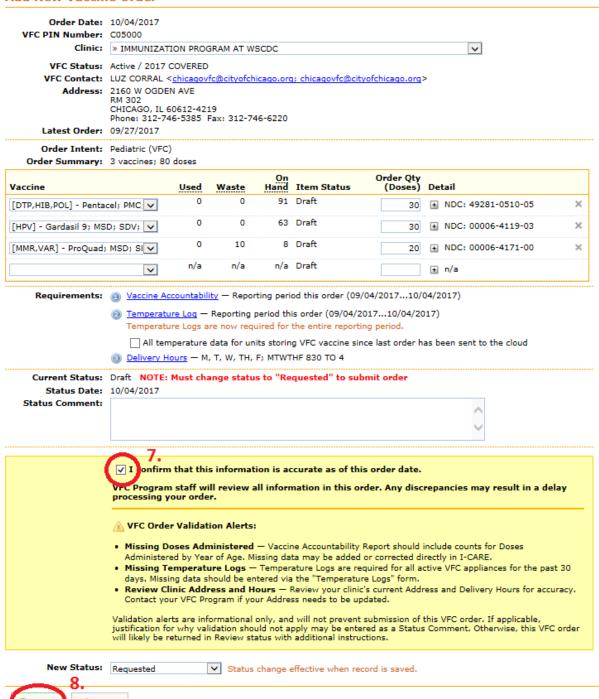
6. Click on "Temperature Log" and print all the pages of the document. Fax it to the Vaccine Management Unit at 312.746-6220.



Example of a temperature log that would be faxed.

SOP: How to Order Vaccines on I-CARE

Add New Vaccine Order



- 7. Click the box to confirm that your order is accurate.
 - a. Please double check that your delivery hours are accurate
 - b. Please be sure to fax in your temperature log to the vaccine management unit
- 8. Click "Save" to request your order. After you've saved, your order will be processed by the Vaccine Management Unit within 1-2 business days. You should receive the vaccine delivery within 1-2 weeks.

SOP: How to Order Vaccines on I-CARE