Public Vaccine Order Workflow

**Order Volume Formula:**
- 3 x Doses Used Last Month - Inventory = Order Volume
- 4 to 5 x Doses Used Last Month
- >5 x Doses Used Last Month

**No justification required**
- Justification required in vaccine comments
- Justification required in comments and Order Volume Justification Form

**Provider**
- 1. Submit complete Temperature Logs (TL)
- 2. Reconcile and submit WyIR inventory
- 3. Create a Vaccine Return for eligible vaccines
- 4. Create/Submit vaccine order
- 5. Inactivate 0 lot numbers in WyIR Inventory

**Immunization Unit**
- Immunization staff reviews order
- Is TL complete?
  - Yes: Order contains doses administered?
    - Yes: Contains all vaccines for population served?
      - Yes: Order is approved and uploaded to CDC
      - No: Order is rejected
    - No: Email to VCs to seek resolution
  - No: Order is rejected

**Vaccine Distribution Center**
- Order submitted prior to the 1st will be rejected
- Order is received automatically from CDC upload
  - Pick 'N Pack and Vaccine is shipped refrigerated: McKesson via FedEx Frozen: Merck via UPS
  - Vaccine shipment information is uploaded into the WyIR to populate each provider’s order

*Receive* vaccine order in the WyIR which populates WyIR inventory