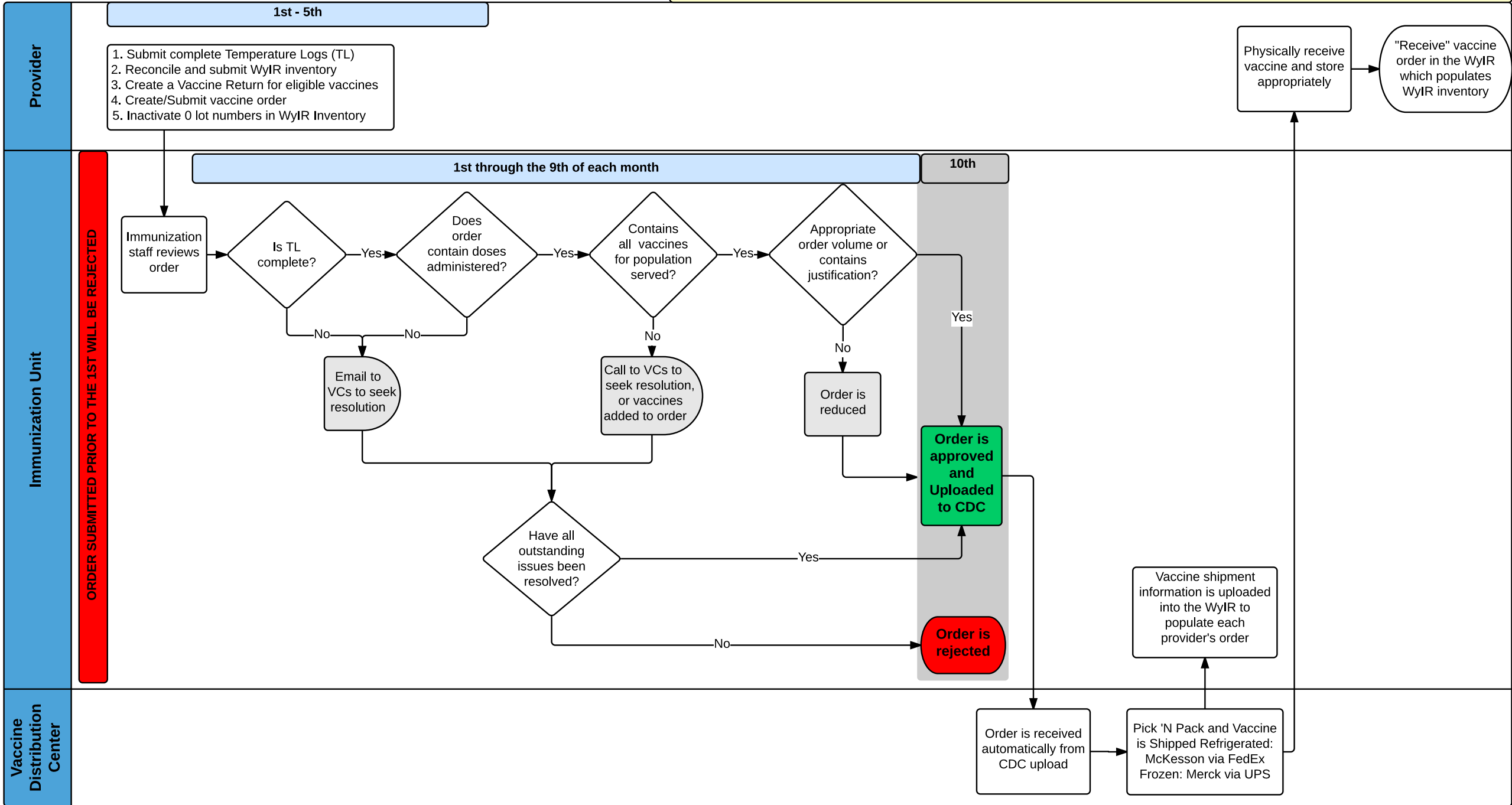


Public Vaccine Order Workflow

Order Volume Formula: $3 \times \text{Doses Used Last Month} - \text{Inventory} = \text{Order Volume}$ **No justification required**
 4 to 5 x Doses Used Last Month Justification required in vaccine comments
 >5 x Doses Used Last Month Justification required in comments and Order Volume Justification Form



1st - 5th

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

1st through the 9th of each month

10th

ORDER SUBMITTED PRIOR TO THE 1ST WILL BE REJECTED

Immunization staff reviews order

Is TL complete?

Does order contain doses administered?

Contains all vaccines for population served?

Appropriate order volume or contains justification?

Email to VCs to seek resolution

Call to VCs to seek resolution, or vaccines added to order

Order is reduced

Order is approved and Uploaded to CDC

Have all outstanding issues been resolved?

Order is rejected

Vaccine shipment information is uploaded into the WyIR to populate each provider's order

Order is received automatically from CDC upload

Pick 'N Pack and Vaccine is Shipped Refrigerated: McKesson via FedEx
Frozen: Merck via UPS

Physically receive vaccine and store appropriately

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