



## VACCINES FOR CHILDREN PROGRAM INSTRUCTIONS FOR USING VACCINE ORDER FORMS (VOFs)

1. FAX (preferred) or mail your VOF to the Immunization Program each month to the correct address. **Forms must be received by the 1<sup>st</sup> business day of the month. Forms received late may not be processed at all.**
2. If changes have occurred to the **NAME and SHIPPING ADDRESS** section, please cross out the old information and **print** the new information.
3. **ORDER and INVENTORY** sections:  
Order the number of **doses** needed for each vaccine, rounding up to the nearest whole number of doses per pack according to the VOF; we will calculate the ordered doses into the correct number of vials or boxes to send.

For each vaccine you have in inventory, record the number of **doses on hand**, and their **expiration dates** even when not ordering more vaccines. This information is required for accounting purposes. Your order will not be processed if this information is missing.  
**NOTE:** Vaccine stock should be rotated so that vaccine expiring first will be utilized first. If vaccines are approaching their expiration dates and may expire before they can be used, an attempt to transfer the vaccine to another VFC-participating practice should be made 2-3 months before expiration; the Immunization Program can help to facilitate the transfer of vaccines by calling (860) 509-7929.

4. **COMMENTS** box:  
Use the comments box when requesting increases in monthly vaccine orders or other needs concerning your vaccine orders. If there is not enough space, write, “see attached” and **clip** a note to the form.

**Any** issues regarding your vaccine order or vaccine management should be mentioned each month. For example, if you need extra doses of any vaccine because of a scheduled clinic, order the doses needed and indicate “extra vaccine for clinic” in the **COMMENTS** box.

5. **DOSES ADMINISTERED** section:  
The Centers for Disease Control (CDC) requires an account of vaccine used by dose number and age group. **ONLY DOSES ADMINISTERED WITH STATE SUPPLIED VACCINE should be included in this count.**

Some helpful hints for filling out the **DOSES ADMINISTERED** section of the form:

- Make a copy of this section as a daily recording log for doses administered, then add up totals for the month and record on the original VOF.
- Record final numbers as **whole numbers**, please **avoid using hash or tick marks** (faxed documents are too hard to decipher). Please enter the totals for the rows.
- Be sure and indicate the **MONTH** for which you are reporting administration data.

Thank you for following the above instructions. VOFs that are complete and accurate enable us to process your order quickly!