



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH
IMMUNIZATION PROGRAM

PLEASE COPY THIS FOR ALL HEALTH CARE PROVIDERS

IN YOUR PRACTICE

TO: All Users of State Supplied Vaccine

FROM: Mick Bolduc-Vaccines For Children (VFC) Coordinator^{MB}

DATE: March 6, 2012

SUBJECT: Vaccine Ordering

The primary purpose of this communication is to inform providers now have the option of emailing in their monthly vaccine order.

Vaccine Order Form

Up until now providers receiving state supplied vaccine could only mail or fax in their monthly vaccine order. Beginning immediately providers will now have the option of emailing their order form to a central address: DPH.IMMUNIZATIONS@ct.gov.

The attached form now features fillable screens that allow you to enter information and save the form as a digital pdf file. When naming and saving forms please be sure to include your PIN followed by the name of the document (e.g. 1234.vaccine order form). Then attach the completed form and email to DPH.IMMUNIZATIONS@ct.gov. We recommend that you save and print a copy for your records. Please note this email address is for receiving and processing forms. If you have concerns, questions or need assistance please call the program at 860-509-7929.

The revised vaccine order form (VOF) contains this new email address and also includes a box near the top of the form to include any days that your office will be closed for the month and not be able to receive vaccine orders shipped by McKesson or Merck. This box is for any day(s) other than weekends that your office will be closed. As a reminder vaccine orders can be shipped at any time during the course of the month so it is important for us to know if/when you will not be able to receive shipments.

Please remember that all orders must be submitted by the first business day of each month and **all providers are required to submit a monthly vaccine order form even if they do not need vaccine. Your doses administered data and inventory with expiration dates are required to be submitted monthly.**

A copy of the revised vaccine order form, transfer form, and return form are included for your records. Forms are also available on our website: www.ct.gov/dph/immunizations (click on the health professionals information button, forms can be found under number 1).

As always, if you have any questions, please feel free to contact the Immunization Program at (860) 509-7929.