

Instructions for Completing the VFC Vaccine Order Form

In order to ensure that your vaccine order is processed as quickly as possible, the VFC Vaccine Order Form **must** be completely filled out. Fill in all blank sections for the vaccines that you are ordering. An order submitted on an outdated form will delay the processing of your vaccine order.

Instructions:

1. Enter the date you are placing your order.
2. Enter the practice name that you used when you enrolled in the VFC Program. If a name change takes place, please notify the VFC Program in writing.
3. Specify your contact name. This is the person we will contact if there is a question or problem with your order.
4. Enter your clinic's PIN number. The PIN is a six-digit Provider Identification Number that the VFC Program assigned to your clinic upon enrollment into the program.
5. Specify the complete address where we should deliver vaccines. Note if this is a new address.
6. Enter the email address where we may contact you with important VFC information.
7. Specify your 10-digit telephone and fax number (to include the Area Code).
8. Enter your office hours. Specify the days and times during which you can receive delivery of VFC vaccines. The VFC Program distributor will deliver vaccines Tuesday through Friday only. Also specify the times that your clinic is closed during the day (i.e., lunch).
9. Record the number of doses requested that corresponds with the vaccine and packaging preference you are ordering. There is no need to write anything in the "Doses Requested" box other than the number of doses that you are requesting.
10. Record the "Doses Used since last order" in the corresponding space.
11. Record the "Total Doses on Hand" alongside the corresponding NDC number. Also record the lot number and expiration date of the VFC vaccine in your inventory. Record this information for each VFC vaccine that you have in your inventory, regardless of whether your clinic is currently ordering this vaccine. The VFC Program requires a complete inventory each time that you place a vaccine order. If you need more space to document NDC numbers, lot numbers and expiration dates, the VFC Vaccine Inventory Sheet should be used.
12. If you have vaccines that are expiring within 90 days that you will not be able to use, contact your Area Immunization Manager immediately so they may pick up and redistribute the vaccine before it expires.

When Completed:
Fax to: 1-800-706-8507(Toll Free)

Always keep a copy for your records!
For Questions Call: 1-866-674-4807
OR
Contact your local VFC Representative