

INTRODUCTION TO IIS FOR VACCINE COORDINATORS
OCTOBER 23, 2019
FREQUENTLY ASKED QUESTIONS

Introduction to the Immunization Information System (IIS) for Vaccine Coordinators

This document includes answers to questions asked during the Introduction to IIS for Vaccine Coordinators webinar.

Question 1: How do we order nasal flu vaccine?

Due to limited availability of FluMist this year, clinics may only be able to order small amounts to ensure all providers have access to this vaccine. You can order FluMist by selecting the **STATE SUPPLIED FLU 2019-2020 / Distributor** order set on the **Create Order** screen.

Order Set:	STATE SUPPLIED 184 / Distributor
Inventory Transaction F	--select--
Order Frequency: Mon	
Order Schedule:	STATE SUPPLIED 184 / Distributor
Order Details	STATE SUPPLIED FLU 2019-2020 / Distributor

You will see a text box where you can type in the amount needed in the **Order Quantity** field. Please keep in mind that the order quantity you request may be reduced when the order is reviewed. Once supply is no longer available, the flu order set will be updated and you will not have a text box where you can type in the order quantity. Always review the Vaccine Blurbs newsletter for updates regarding seasonal influenza vaccines.

Order Details					
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity
influenza, injectable, quadrivalent, preservative free	Fluzone® 0.5mL syringe (6 months-18 years) '19-'20	SPLIT	<input type="text"/>	<input type="text"/>	<input type="text"/>
influenza, injectable, quadrivalent, preservative free	FluLaval® 0.5mL syringe (6 months-18 years) '19-'20	SPLIT	<input type="text"/>	<input type="text"/>	<input type="text"/>
influenza, live, intranasal, quadrivalent	FluMist® single dose (ages 2-18 years) '19-'20	SPLIT	<input type="text"/>	<input type="text"/>	<input type="text"/>
influenza, injectable, quadrivalent	Fluzone® 5.0mL MDV (3-18 years) '19-'20	SPLIT	<input type="text"/>	<input type="text"/>	<input type="text"/>

INTRODUCTION TO IIS FOR VACCINE COORDINATORS
OCTOBER 23, 2019
FREQUENTLY ASKED QUESTIONS

Question 2: If we are not supposed to use the urgent or priority reason fields on the order screen in the IIS, why are those fields there?

Several states use the same Immunization Information System (IIS) as us, so these fields may have been added to the order screen for another state to use. We do not have the ability to remove these fields from the order screen, but vaccine orders are expedited as much as possible. Seasonal influenza vaccines are processed as priority.

Emergency ordering should be the exception. Each clinic knows their need and vaccine stock best, so please ensure the vaccine quantities ordered meet the needs of your clinic. If you are running low on vaccine stock, please place an order at any time. Make sure to complete the monthly accountability requirements before submitting Childhood Vaccine Program orders. Please see the [Economic Order Quantity \(EOQ\)/Recommended Order Quantity \(ROQ\) \(PDF\)](#) for more information on ordering.

Question 3: When the inventory for a vaccine is displayed as 0 on the Reconciliation screen, then it is not available to add it as "administered" and instead the only option is to add the vaccine as "historical." What should we do in this scenario?

If the quantity on hand is zero on the IIS Reconciliation screen, but you still need to enter administered vaccines in the IIS, this indicates that too many doses have subtracted from your inventory. In this scenario, you can add doses to your inventory by making an adjustment on the **Reconciliation** screen and then proceed with entering the administered vaccines in the IIS.

When making this type of inventory adjustment, please use the "Order Received" category and reason or you may select "Correction" as the category and reason if you see this option available in your dropdowns.