



# Online Registry QuickGuide



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## Online VFC Vaccine Ordering and Management Tool & Economic Order Quantity

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### What is the Online VFC Vaccine Ordering and Management Tool?

The Online VFC Vaccine Ordering and Management Tool is a system now available through the Citywide Immunization Registry's (CIR) Online Registry which will allow providers to place their VFC vaccine orders in a fast and efficient way.

### What is EOQ?

EOQ is an initiative which has been developed to improve efficiency of ordering vaccine through the Vaccines for Children (VFC) Program. EOQ will help reduce the administrative burden associated with vaccine order processing and distribution, freeing up valuable resources to devote to other public health activities.

### How will the Online VFC Vaccine Ordering and Management Tool and EOQ help providers?

The online ordering tool and EOQ will improve the efficiency of provider ordering and processing by providing recommendations on how often and how much VFC vaccine providers should order based on their ordering history, vaccine inventory at the time they place an order, time of year, and a vaccine safety stock.

### How can I access the Online VFC Vaccine Ordering and Management Tool?

- Go to [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir). Click on the "Online Registry-GO" button on the top-right side of the screen. In the next screen, enter your **User ID** and **Password** given to you by the CIR.
- Click on:  to get started.
- Click on the VFC icon: , then click on the "Order VFC Vaccine" tab to begin. Follow the step-by-step instructions online.

### Who can I contact if I have questions about the Tool or EOQ?

Please email us at [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov) with your questions.

Please make sure to include your facility name, CIR facility code and/or VFC pin number so that we may better assist you.