



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Thomas Farley, MD MPH
Commissioner

February 20, 2013

Dear Colleague:

We are writing to inform you about important changes to the Vaccines for Children (VFC) program vaccine ordering process. The Centers for Disease Control and Prevention recently launched a new vaccine ordering system which the New York City Department of Health and Mental Hygiene Bureau of Immunization must use to place VFC orders. This new system requires providers to report on-hand VFC vaccine inventory *including lot numbers* when ordering VFC vaccines.

The Online Registry VFC Vaccine Ordering and Management Tool has been modified to allow entry of vaccine lot numbers. When ordering VFC vaccines, providers should log on to the Online Registry at www.nyc.gov/health/cir as is currently done, select the VFC icon on the main tool bar, and go to the "Order VFC Vaccine" section. Next, providers will follow the current six-step ordering process, but in step 3 will need to select the vaccine lot number and expiration date from the drop-down list for each vaccine type in their VFC inventory. The provider will then enter the number of doses on-hand. The lot numbers for shipped VFC vaccine will have been pre-populated. If providers borrowed VFC vaccines, they will need to include the lot numbers, expiration dates, and number of doses of privately-purchased vaccines on-hand that are being used to replenish VFC doses.

For providers using the Online Registry to report immunizations to the Citywide Immunization Registry, please note that VFC vaccine lot numbers are now populated in "My Lot" lists for easy selection when using the "Current Immunization", "Modify History" and "Add History" functions.

A set of slides which shows the VFC vaccine ordering process is attached. For questions or assistance, please email us at nycimmunize@health.nyc.gov or call the Bureau of Immunization Hotline at 347-396-2400. We thank you for vaccinating New York City children to protect them from vaccine-preventable diseases.

Sincerely,

A handwritten signature in black ink that reads "Jane R. Zucker".

Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunization