Vaccine Ordering and Distribution
New Process

- Providers must reconcile their COVID-19 vaccines inventory weekly in OSIIS – by Monday, noon (usual schedule).
- Providers must create orders in OSIIS on Thursday-Friday-Monday (usual schedule).
- Providers can order as much as they need. If they need less than min order quantity, they still must order min quantity in OSIIS and add a comment with the actual amount needed (new).
  - If a provider needs one vial, OSDH will deliver one vial!
- The cut-off to create orders in OSIIS – Monday, 5pm (usual schedule).
New Process Continue

• The cut off for providers to request any changes/cancellation to orders is Tuesday, 1pm (new).
  • To request a change, a provider should email to OSDH VaccineHelp
    <VaccineHelp@health.ok.gov>
  • If provider doesn’t receive a confirmation of changes/cancellation within 24h, provider must call
    the OSDH Immunization Service 405.426.8580 to ensure that the order has been cancelled (new).

• All provider orders in OSIIS will be rejected on Tuesday with a note that County Health Department
  (CHD) will fulfill the order and will get in touch with them via email or phone (new).
  • Example of the message: "Your order will be fulfilled by your County Health Department. Watch for
    e-mail communication about the process and phone calls to arrange vaccine transfer."

• CHDs will deliver vaccines to providers on the same or the following week. Delivered by CHD
  employees, national guard, or courier service (new).
• Upon delivery of the vaccine by CHD, provider should (new):
  • Sign a Bill of Lading and keep a copy
  • Check that delivered vaccines are viable
  • Immediately place them into a storage according to the guidelines and label appropriately indicating expiration or/and Beyond-use dates (BUDs)
  • Accept transfer in OSIIS
• Questions about orders:
  • OSIIS: OSIISHELP@health.ok.gov;
  • Vaccine ordering process: VaccineHelp@health.ok.gov;
  • Order fulfillment/delivery: contact CHDs (contacts will be shared in the follow-up email) (new)