



CHECKLIST FOR VFC VACCINE ORDERS

VFC PIN: _____ Practice Name _____ Month/Year: _____
Phone: _____ Order Date: _____
VFC Primary Contact: _____ VFC Secondary Contact: _____

Complete and send this checklist and all supporting documents to:

FAX: 248-858-2388 OR EMAIL: OCHDVFC@OAKGOV.COM

Required Documents to Include: Temp logs, Temp graphs, DAR, EIRs, Borrowing Log
All documents must cover entire date range since last order

Any issues with documentation may delay your order.

Contact your IAP Public Health Nurse for questions or concerns with VFC Orders.

*How do I run reports? Go to www.michigan.gov/vfc under "Vaccine Ordering"
OR www.mcir.org VIM Reference Guides under "Immunizing Providers".*

- ☐ Balance Inventory
 - **Count date must be within 10 calendar days of order date**
 - Print Physical Inventory Report (PIR) & count vaccines in fridge/freezers
 - Enter vaccine counts under "Manage Inventory" → "Balance Inventory"
 - If counting in AM, use **YESTERDAY** as count date. If PM, use **TODAY**
- ☐ Generate and send Ending Inventory Report (EIR)
 - All EIRs since last order (may involve multiple balance cycles and therefore multiple EIRs)
- ☐ Generate and send VFC Doses Administered Report (DAR)
 - Must reflect dates from last order date to current order date
- ☐ Review DAR and EIR for errors and borrows
 - Correct any errors and replace borrows
 - All borrows must be recorded on Vaccine Borrowing Log
- ☐ Send Vaccine Borrowing Log with order documentation **OR** ☐ No borrows to report
- ☐ Create Loss/Waste report (may take a moment to load)
 - Enter corrective action and click **"SUBMIT"**
- ☐ Send handwritten temperature logs and a copy of the digital data logger graphs to cover all dates since last order to present
 - If out-of-range temperatures, you must email data files.
 - Any missing/illegible documentation will require data files to be sent for verification
- ☐ Submit VFC vaccine e-order in MCIR:
 - **CLICK ALL THREE SUPPORTING DOCUMENTATION CHECK BOXES ON E-ORDER SCREEN**
 - **CLICK "SUBMIT" OR WE WILL NOT BE NOTIFIED OF YOUR ORDER**