

# COVID-19 Vaccine Ordering Process

June 15, 2021

- This facility/office can place a COVID-19 vaccine order in OSIS. If you cannot access OSIS, please email [OSISHHELP@health.ok.gov](mailto:OSISHHELP@health.ok.gov).
- All steps needed to place an order: <https://vimeo.com/528424790>
- Providers can place orders on Thursday, Friday, and Monday. The cutoff date/time is still Monday at 5 pm each week.
- Providers are required to reconcile and order vaccines only once during the ordering time frame: Thursday, Friday, or Monday. **Reconciliation and order must be closed/submitted on the same day.**
- Place separate orders for each vaccine supplier. One for Moderna (min order 100 doses), one for Pfizer (min order 450 doses) and one for Janssen (min order 100 doses) as needed.
- **Providers can order as much or as little as they need. If they need less than min order quantity, they still must order min quantity in OSIS and add a comment with the actual amount needed.**
- The cut off for providers to request any changes/cancellation to orders is Tuesday, 1pm.
- To request a change, a provider should email to OSDH VaccineHelp <[VaccineHelp@health.ok.gov](mailto:VaccineHelp@health.ok.gov)>
- All provider orders in OSIS 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.
- CHDs will deliver vaccines to providers on the same or the following week.
- Read about the full process [here](#).

*(If your facility indicated that another facility would be ordering COVID- 19 Vaccine for you in your enrollment, then that facility would follow the process above and then transfer the vaccine to your facility)*

## Contact information

- OSIS: [OSISHHELP@health.ok.gov](mailto:OSISHHELP@health.ok.gov)
- Vaccine ordering process: [VaccineHelp@health.ok.gov](mailto:VaccineHelp@health.ok.gov)
- VaccineFinder: [Vaccinefinder@castlighthhealth.com](mailto:Vaccinefinder@castlighthhealth.com)
- Vaccine storage: [IFC Region Contact List By County](#)
- COVID-19 vaccine delivery/order fulfillment: [Health Districts and County Health Departments Contacts](#)

## OSIS Tip Sheets

- [How to Turn On User Default Order Notifications](#)
- [Inventory Reconciliation](#)
- [How to Place a Covid-19 Vaccine Order](#)
- [Vaccine Transfer](#)

**CONTACT:** Immunization Services | Oklahoma State Department of Health  
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