



OKLAHOMA State Department of Health

March 25, 2021

QUESTIONS

Provider Enrollment
Immunize@health.ok.gov

OSIIS
OSIISHelp@health.ok.gov

Vaccine Ordering
VaccineHelp@health.ok.gov

STAY CONNECTED

COVID-19 Website for
Providers
[Oklahoma.gov/covid19/providers](https://oklahoma.gov/covid19/providers)

COVID-19 Website for
Public
[Coronavirus.health.ok.gov](https://coronavirus.health.ok.gov)

COVID-19 Call Center for
Public
405.426.8580, press 1

RESOURCES

[Provider Calls and Updates](#)

[Vaccine Priority Framework](#)

COVID-19 Providers - Vaccine Ordering Process

This message is being sent to all providers/pharmacies that are currently enrolled as pandemic providers. If you are receiving this message, your enrollment is in place. You are able to order COVID-19 vaccines.

If you are receiving COVID 19 Vaccines through the Federal Retail Pharmacy Program, please understand that your order in OSIIS will be **in addition to** doses you may be receiving from the federal program.

Starting **Monday 3/29/2021**, all enrolled providers are encouraged to begin placing their own weekly orders for the COVID-19 vaccines in OSIIS.

An informational video on COVID 19 vaccine ordering can be accessed at <https://vimeo.com/528424790>

The next monthly, all provider call will occur on **Friday, April 9th, at 12:00 pm**. Invitations will be sent via email.

Please see important information below.

- Providers will reconcile their inventory and record data through OSIIS **every Monday by 12:00 pm**. Weekly inventory counts must reflect doses on hand on Monday. A separate "Inventory Location" has been created for COVID-19 vaccines. This location name will have "COVID" in it. You need to reconcile only COVID-19 vaccines at this location. Example: KAY CHD-COVID. When accepting COVID-19 vaccine shipment into the inventory, please select COVID-19 vaccine inventory location from the drop down list.
- Orders will need to be placed in OSIIS by **close of business Monday (5:00 pm)**. After 5:00 pm Monday, orders will not be accepted.
- Separate orders need to be placed for each vaccine type. COVID-19 vaccine orders cannot be lumped together or ordered with other vaccines. For example if you are wanting Pfizer and Moderna you will need to place one order for Pfizer, then submit, then place the second order for Moderna.

Providers will need to turn on notifications in OSIIS to receive order status messages via email. These emails will be sent to the point of contact listed on the provider enrollment paperwork.

- Providers that have ordered vaccines but have not reconciled inventory will have their orders rejected.

- Providers must update their inventory **daily (every 24 hours)** in OSIIS and VaccineFinder.
- If there is not enough vaccine supply to satisfy all orders with State allocation, the orders will be rejected and new orders will need to be placed the following Monday.
- Orders can and will be adjusted by the Immunization Service depending on the State allocation.
- Pfizer minimum order is 1170 doses. Moderna minimum order is 100 doses, Janssen minimum order is 100 doses. Due to limited supply of Janssen vaccine, providers are encouraged to place orders for Moderna and/or Pfizer in order to receive shipments in the weeks to come.
- Treat vaccine quantities as total inventory, not as Prime and Boost, and order the minimum quantity of vaccine that you can use in **2-3 weeks**.
- Orders will be shipped directly to and received by the provider within 10-12 days after placing an order in OSIIS. Shipping Delays will be communicated via email to the point of contact listed in the provider enrollment.

Questions

- Questions regarding the enrollment, please contact Immunization Service at Immunize@health.ok.gov.
- Questions regarding the inventory transfers in OSIIS, please contact OSIIS Help at OSIISHelp@health.ok.gov.
- Questions regarding vaccine ordering process, please contact OSDH VaccineHelp at VaccineHelp@health.ok.gov.

Thank you,

Immunization Service