

## Ordering COVID-19 Vaccines

### A. Pediatric and Adolescent COVID-19 Vaccines (For VFC Providers Only)

As of December 2023, Pediatric and Adolescent COVID-19 vaccines are now a part of the standard VFC vaccine inventory and providers can expect COVID-19 vaccines as a part of their routine orders.



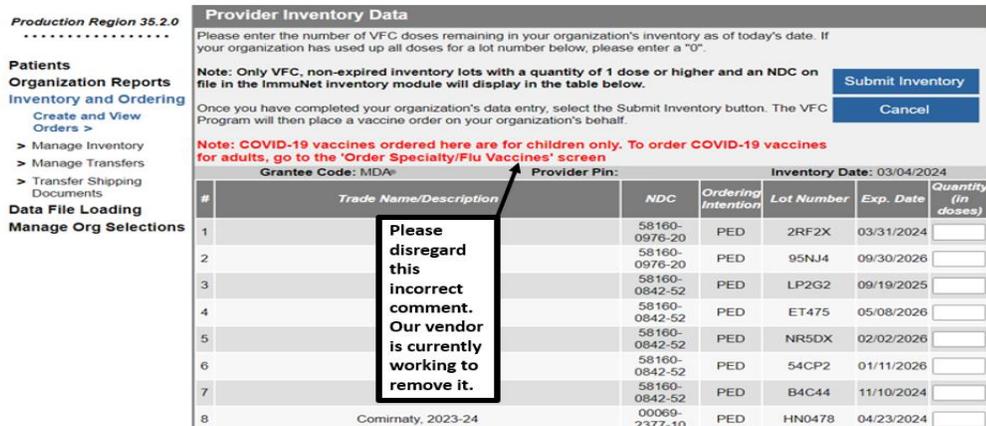
The screenshot shows the ImmuNet navigation menu on the left with 'Inventory and Ordering' selected. The main content area has three buttons: 'Patient Search', 'VFC Inventory / Orders', and 'My Organization's Inventory Status'. The 'VFC Inventory / Orders' button is highlighted with a red box. A warning icon is visible below the 'My Organization's Inventory Status' section.

### B. Adult COVID-19 Vaccines (For VFC and Non-VFC providers)

Providers (both VFC and Non-VFC) with approved Bridge Access Program registration (refer to this [guide](#) for more info) should email their Adult COVID-19 vaccine orders to the COVID vaccine team at [mdh.covidvax@maryland.gov](mailto:mdh.covidvax@maryland.gov).

## Reporting Inventory

Report your on-hand doses in the **Provider Inventory Data** screen under the **Quantity (in doses)** column each time you place a new routine ImmuNet order:



The screenshot shows the 'Provider Inventory Data' screen. It includes instructions for reporting inventory and a table of vaccine lots. A callout box points to the 'Quantity (in doses)' column, stating: 'Please disregard this incorrect comment. Our vendor is currently working to remove it.'

#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1		58160-0976-20	PED	2RF2X	03/31/2024	
2		58160-0976-20	PED	95NJ4	09/30/2026	
3		58160-0842-52	PED	LP2G2	09/19/2025	
4		58160-0842-52	PED	ET475	05/08/2026	
5		58160-0842-52	PED	NR5DX	02/02/2026	
6		58160-0842-52	PED	54CP2	01/11/2026	
7		58160-0842-52	PED	B4C44	11/10/2024	
8	Comirnaty, 2023-24	00069-2337-10	PED	HN0478	04/23/2024	

## Check the Status of your COVID-19 Vaccine Order

Check the status of your COVID-19 vaccine order as follows:

1. If you are a VFC provider, please click on the center of the screen **VFC Inventory/Orders**, then scroll down to the bottom of the page (Current Reports).

VFC Inventory / Orders

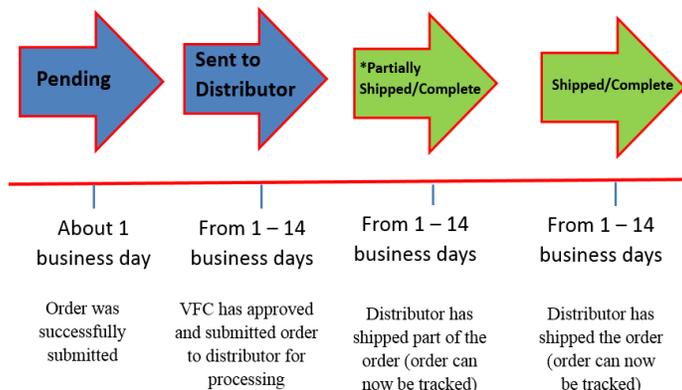
2. If you are a Non-VFC provider who ordered adult COVID-19 vaccines via email, you can check your status by clicking **Non-VFC Ordering**, then scroll to the bottom of the page (Current Reports).

Non-VFC Ordering

3. Under **Current Reports**, the first line item listed is the most current order submitted. To view the status of the order, go to the end of that row, under the column **Order Status**.

Current Reports			
Report ID	User	Submit Date	Order Status
			<a href="#">pending</a>

4. Normal VFC vaccine order process takes about 14 business days. This timeframe may be different for COVID-19 vaccines, but below is the general process. You can check the **Current Reports** screen **every few days** to view your order status.



5. When **Order Status** says, **Partially Shipped/Complete** or **Shipped/Complete**, you may track the vaccine shipment(s). Click on the [blue](#) link under **Order Status** to view the order's delivery information and to track the vaccine shipment.

Current Reports			
Report ID	User	Submit Date	Order Status
			<a href="#">Partially Shipped/Complete</a>

Delivery carrier and tracking number information will be displayed for each vaccine that will be shipped. Go to the respective delivery carrier's website and enter the tracking number to track that shipment.

**Shipment Tracking Information** Order ID: 10130845

Grantee Code: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Provider Pin: \_\_\_\_\_ Cancel

Is this a Priority Order:  Yes  No  
 If yes, select Priority Reason: \_\_\_\_\_

Order Date/Time: 01/23/2019 / 11:18

Order Line Item	Trade Name/Description	NDC			Order Quantity (in doses)
1	Boostrix 1 Dose TL Syringe No Needle	58160-0842-52			5
	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
	Boostrix 1 Dose TL Syringe No Needle	58160-0842-52	FDX1	785168063725	10

## Reporting Administered Doses

Once you receive your shipment and start administering the vaccines, you will need to report administered doses under the same Organization ID that you place your orders, in order for ImmuNet's Decrement Inventory functionality to work correctly. Please refer to our [reporting webpage](#) for more information on **Reporting COVID-19 vaccinations** to ImmuNet. You can also refer to the [Manage COVID-19 Vaccine Inventory](#) guide if you need to modify your inventory.

To learn how to navigate ImmuNet, click on **Resources** at the top and select [ImmuNet Quick Reference Guide](#) and [ImmuNet Training Videos](#).

Contact **ImmuNet Support** ([here](#)) with any questions.