Inventory & Ordering
Ordering Formula Cheat Sheet

Ordering Formula & Maintaining Your Vaccine Inventory

As federally funded programs it's important for Vaccines for Children (VFC) and Vaccines for Adults at Risk (VFAAR) providers to find the right balance when ordering vaccine. The goal is to have the vaccines that you need for eligible patients while avoiding wastage. Some important things to keep in mind:

- Vaccine shipments are delivered in 5 to 7 business days from the date the order is submitted to Vtrcks
- Patient volume fluctuates throughout the year. Keep track of usage throughout the year to ensure you have the vaccine you need when you need it.

To help:

- Complete a reconciliation every month (25 – 30 days)
    - o You can't address what you don't see. Checking the inventory every month ensures you know:
        - If vaccine is due to expire soon
        - Changes in usage of certain vaccines. For example, is your practice seeing more newborns or teens than before?
- Create a system for staff to alert the Vaccine Coordinator when vaccine inventory is low
    - o Mark the last box of vaccines with instructions on when and how to alert the vaccine coordinator
    - o Use one of the two formulas below
- Reach out to our team! We can review the available options and find the way to get you the vaccine you need as soon as possible.

Monthly Reconciliation

After completing your monthly reconciliation (recommended every 25 – 30 days)

Amount of vaccine to order* = (*number of doses administered* x 2) – *number of doses on hand*

Off-cycle Order

If you are placing an off cycle order, such as ordering sooner than 4 weeks or after more than 4 weeks, use this formula to help get things back on track.

Amount of vaccine to order* = $\left[\left(\dfrac{\textit{number of doses administered}}{\textit{number of weeks since last recon}} \right) \times 6 \right] - \textit{number of doses on hand}$

*Answer not a multiple of 5 or 10? Round up to the nearest multiple. For example if you get 17 as an answer for how much Varicella to order, round up to 20 and order 2 boxes.

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