Guide to Ordering Formula

As federally funded programs, it is important for VFC and VFAAR providers to maintain 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:

- Expect vaccine deliveries within 7 – 10 business days from the date the order is submitted to CDC.
- Reach out to our Team at **DPHProviderHelp@Phila.gov** with any questions or issues regarding your order(s), reconciliation, or inventory.
- Use one of the two formulas provided below to calculate how much to order.

When placing your order:

1. **Every 25 – 30 days**, complete a physical count of your On-Hand Inventory.
   a. **Tip:** Print a physical count form from PhilaVax. **Refer to this tutorial at time stamp 2:36!**
2. Complete and submit a Return, if needed, **after** the physical count is completed.
   a. **This will remove all expired vaccine from your inventory when you open a new reconciliation**!
3. Complete and submit your Reconciliation.
   a. **Tip:** Ensure you have all green check marks for each line item before closing your reconciliation. **Reconciliations cannot be edited or reopened once closed!**
4. Upload Temperature logs to PhilaVax and email them to **TempCheck@Phila.gov**.
   a. **Tip: These are two different entities that require the information!**

Ordering formula:

Important notes:

- If your site needs extra doses, the CDC requires a justifiable reason for the extra doses. Write it in the COMMENTS box.
  o *Examples include an influx of patients, vaccine clinic, or a new physician (on staff).*

Ordering Formulas:

- *For both formulas, you will need to order based on the following:*
  o *If the product is packaged in* **sets of five (5) doses***, place your order in multiples of five (e.g., 5, 10, 15, etc.).*
  o *If the product is packaged in* ***sets of ten (10) doses****, place your order in multiples of ten (e.g., 10, 20, 30, etc.).*

Formula 1 based on a 4-week order:

- Take the total # of doses administered since the last reconciliation, multiply by 2, then subtract the total # of doses On-Hand.
  o Example: Last month you started with 10 doses:
  - 7 doses were administered × (2) = 14 doses
  - 14 (doses) – 3 (total # of doses On-Hand) = 11 doses
  - You'll order either 15 doses **or** 20 doses depending on packaging

Formula 2 based on an off-cycle order (such as ordering before or after the typical 4 weeks):

- Take the total number of doses administered since the last reconciliation, multiply by 6, then divide that number by the # of weeks since the last reconciliation, then subtract the total # of doses On-Hand.
  o Example: Last month you started with 10 doses:
  - 7 doses administered ÷ 5 = 1.4 doses
  - 1.4 (doses) × (6) (weeks) = 8.4
  - 8 – 6 (doses on hand) = 2.4 doses
  - You'll order either 5 doses or 10 doses depending on packaging

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