



## VACCINE ORDER CHECK LIST

### BEFORE FAXING YOUR MONTHLY VACCINE ORDER PLEASE VERIFY THAT ALL ITEMS LISTED BELOW ARE COMPLETED:

- Include your SSV Pin, telephone and fax numbers
- All of the necessary columns are completed on the “Monthly Vaccine Order Form” for all vaccines that you stock.

Beginning Inventory	Orders Received	Transfers (In & Out)
Returns / Waste	On-Hand Count	Administered
Par Stock	Order (Amount Requested)	
- Include a copy of your refrigeration and freezer temperature log(s) for the past 30 days.
- Sign and date your “Monthly Vaccine Order Form”
- Fax completed Order Form to the Immunization Program, **401-222-3805**

### AFTER FAXING YOUR MONTHLY VACCINE ORDER PLEASE VERIFY THAT ALL ITEMS LISTED BELOW ARE COMPLETED:

- You received a fax back from the Immunization Program confirming the status of your order within 2-business days after you submitted your order.
  - o If not, please contact the Immunization Program at **401-222-4639** before re-faxing your order.
- Check to see that a date has been posted in the “Date order approved” section of your Approved order.
- Verify that a date has been posted in the “Next available order date” section of your Approved order.

### UPON RECEIPT OF YOUR VACCINE DELIVERY PLEASE VERIFY THAT ALL ITEMS LISTED BELOW ARE COMPLETED:

- Verify that the items listed on the packing slip match the delivered supply
- Store vaccine in appropriate storage unit immediately upon order verification
- Fax a signed copy of the packing slip to the Immunization Program for confirmation of delivery
  - o Please fax to **401-222-3805**