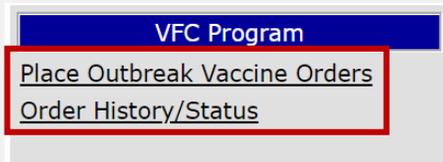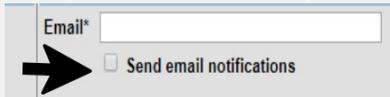# HOW TO ORDER COVID-19 VACCINE IN MCIR (E-ORDERING)

Review the guidance below for placing COVID-19 vaccine orders in MCIR. This functionality is only accessible to currently enrolled COVID-19 Vaccine Providers. Please note that orders are not automatically approved upon placement – They are reviewed by Local Health Department (LHD) staff who may approve, revise, or reject orders and contact you for follow-up. Before fulfilling requests for vaccine orders, LHDs may assess your site for readiness, request temperature logs, or other materials to assure COVID-19 vaccine is managed appropriately.

Preliminary Step if Not Yet Performed: Add "E-Order Contacts"

- Only staff designated as "E-Order Contacts" in your MCIR site's VFC tab will have the ability to place a vaccine order by having visibility of the following links:

- If the appropriate staff do not have the above links and need to be designated as "E-Order Contacts", follow this tip sheet!
  a. As indicated in the tip sheet, **this ability to add E-Order Contacts is limited to the MCIR Site Administrator at your office**. Not sure who your MCIR Site Administrator is? Contact your Regional MCIR Office.

- When adding E-Order contacts, be sure to checkmark the user for email notifications in step 9 of the tip sheet above. This generates notifications when orders are approved and shipped.
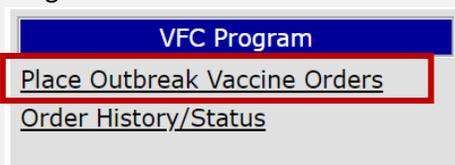

How to Place an E-Order for COVID-19 Vaccine

1. Login to MCIR via MILogin.

2. From your MCIR Home Screen, select the link **Place Outbreak Vaccine Orders** located in the VFC Program section.

3. The "Vaccine Search" screen will appear. In the vaccine drop-down, select "COVID-19". Selecting manufacturer is optional. Click "Search."

Vaccine	COVID-19 ⌄		Manufacturer	⌄
	➡ Search		Cancel	

4. If vaccine is available, those products will appear in the search results. Begin your order by clicking "Add to Order" for the products desired. In this example, an order will be placed for each product available.

Vaccine COVID-19 ⌄   **Manufacturer** ⌄

Search   Cancel

View Order

Search Results

NDC	Description	Pkg	# of Doses	
59267-1000-02	COVID-19 PFR 195 CTN (Pfizer) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs, 6-dose vials	CTN	1170	Add to Order
80777-273-99	COVID-19 MOD 100 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 100 mcg/0.5mL dose, 5 mL MDV, 10-dose vials	CTN	100	Add to Order
59676-580-15	COVID-19 JSN (Janssen) SARS-COV-2 (COVID-19) vaccine, P-free, .5 ml, MDV, 5-dose vials	CTN	100	Add to Order
80777-273-98	COVID 19 MOD 140 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, PF, 100 mcg/0.5mL dose, 7mL MDV, 14-dose vials	CTN	140	Add to Order

View Order

5. Once "Add to Order" is selected, the product(s) will display as "Added."
6. Click on the "View Order" button to proceed.

View Order

Search Results

NDC	Description	Pkg	# of Doses	
59267-1000-02	COVID-19 PFR 195 CTN (Pfizer) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs, 6-dose vials	CTN	1170	Added
80777-273-99	COVID-19 MOD 100 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 100 mcg/0.5mL dose, 5 mL MDV, 10-dose vials	CTN	100	Added
59676-580-15	COVID-19 JSN (Janssen) SARS-COV-2 (COVID-19) vaccine, P-free, .5 ml, MDV, 5-dose vials	CTN	100	Added
80777-273-98	COVID 19 MOD 140 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, PF, 100 mcg/0.5mL dose, 7mL MDV, 14-dose vials	CTN	140	Added

➡ View Order

7. The products will now display with minimum order quantities shown in the "# of Doses" fields for each product. Next, determine if "a" or "b" applies:
   a. If the defaulted quantities shown in the "# of Doses" field are appropriate and no changes are needed, click "Continue Order", and proceed to step 10.
   b. If quantities need to be modified, proceed to step 8.

Product Description	NDC	On Hand	Avg Monthly	1Mo Proj	3Mo Proj	# of Doses	Price/Dose	Price
🗑 COVID-19 JSN (Janssen) SARS-COV-2 (COVID-19) vaccine, P-free, .5 ml, MDV, 5-dose vials	59676-580-15	0	0	0	0	100	¤0.00	¤0.00
🗑 COVID 19 MOD 140 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, PF, 100 mcg/0.5mL dose, 7mL MDV, 14-dose vials	80777-273-98	0	0	0	0	140	¤0.00	¤0.00
🗑 COVID-19 MOD 100 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 100 mcg/0.5mL dose, 5 mL MDV, 10-dose vials	80777-273-99	0	0	0	0	100	¤0.00	¤0.00
🗑 COVID-19 PFR 195 CTN (Pfizer) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs, 6-dose vials	59267-1000-02	0	0	0	0	1170	¤0.00	¤0.00

Vaccine Search	Update Order	Continue Order	Cancel Order	Total:	¤0.00

8. Modify order quantities in the "# of Doses" field as needed. Orders are placed by number of doses (not vials). Doses entered must be **in increments of the minimum order quantity** (increments of 100 for Janssen, 140 for Moderna 14-dose vials, 100 for Moderna 10-dose vials, 1170 for Pfizer, etc.). Below is an example of modifying quantities accordingly. Once modified, click the "Update Order" button.
   a. If you attempt to enter inaccurate increments, you will receive error messages to adjust accordingly.

Product Description	NDC	On Hand	Avg Monthly	1Mo Proj	3Mo Proj	# of Doses	Price/Dose	Price
🗑 COVID-19 JSN (Janssen) SARS-COV-2 (COVID-19) vaccine, P-free, .5 ml, MDV, 5-dose vials	59676-580-15	0	0	0	0	200	¤0.00	¤0.00
🗑 COVID 19 MOD 140 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, PF, 100 mcg/0.5mL dose, 7mL MDV, 14-dose vials	80777-273-98	0	0	0	0	280	¤0.00	¤0.00
🗑 COVID-19 MOD 100 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 100 mcg/0.5mL dose, 5 mL MDV, 10-dose vials	80777-273-99	0	0	0	0	200	¤0.00	¤0.00
🗑 COVID-19 PFR 195 CTN (Pfizer) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs, 6-dose vials	59267-1000-02	0	0	0	0	2340	¤0.00	¤0.00

Vaccine Search	Update Order	Continue Order	Cancel Order	Total:	¤0.00

9. After updating, the system will "lock in" your updated quantities and the "Continue Order" button will be accessible. Click the "Continue Order" button.

	Product Description	NDC	On Hand	Avg Monthly	1Mo Proj	3Mo Proj	# of Doses	Price/Dose	Price
🗑	COVID-19 JSN (Janssen) SARS-COV-2 (COVID-19) vaccine, P-free, .5 ml, MDV, 5-dose vials	59676-580-15	0	0	0	0	200	¤0.00	¤0.00
🗑	COVID 19 MOD 140 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, PF, 100 mcg/0.5mL dose, 7mL MDV, 14-dose vials	80777-273-98	0	0	0	0	280	¤0.00	¤0.00
🗑	COVID-19 MOD 100 CTN (Moderna) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 100 mcg/0.5mL dose, 5 mL MDV, 10-dose vials	80777-273-99	0	0	0	0	200	¤0.00	¤0.00
🗑	COVID-19 PFR 195 CTN (Pfizer) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs, 6-dose vials	59267-1000-02	0	0	0	0	2340	¤0.00	¤0.00

Vaccine Search	Update Order	Continue Order	Cancel Order	Total:	¤0.00

10. The "Shipping Information" screen will appear. Ensure this is accurate and that shipping hours are compliant - Per CDC: "Locations should offer full-day receiving hours to the extent possible. When that is not possible, COVID-19 Vaccine Providers **must be available to receive shipments during a 4-hour window on a weekday other than Monday**."
If incorrect or noncompliant information appears below, click "Edit" and revise.
Once accurate and compliant, click "Continue Order."

Shipping Information

Contact*: Vicky Vaccinator

Address: (Edit)
Community Immunity Clinic
1234 Immunize Ln. Ste. 200
Detroit, MI 48201

Phone: (Edit) 313-000-0000

Shipping Hours: (Edit)

Monday:	8:00 A.M. - 4:30 P.M.
Tuesday:	8:00 A.M. - 4:30 P.M.
Wednesday:	8:00 A.M. - 4:30 P.M.
Thursday:	8:00 A.M. - 4:30 P.M.
Friday:	8:00 A.M. - 4:30 P.M.

View Order	Vaccine Search	Continue Order	Cancel Order

11. An order review screen will now appear with shipping information, products ordered, and doses ordered. If edits are needed, select the button for the section needing revision (Shipping Info or View Order). You may also cancel if needed. If the information is correct, **select "Submit Order" which will complete the order process and be submitted to the Local Health Department for review**.

Order Details								

Shipping Address:

Vicky Vaccinator
Community Immunity Clinic
1234 Immunize Ln. Ste. 200
Detroit, MI 48201

Shipping Hours:

Monday:	8:00 A.M. - 4:30 P.M.
Tuesday:	8:00 A.M. - 4:30 P.M.
Wednesday:	8:00 A.M. - 4:30 P.M.
Thursday:	8:00 A.M. - 4:30 P.M.
Friday:	8:00 A.M. - 4:30 P.M.
Ordered By:	Maria McGinnis

Purchase Order [   ] (optional)

NDC	Description	On Hand	Avg Monthly	1Mo Proj	3Mo Proj	# of Doses	Price/ Dose	Price
59676-580-15	COVID-19 - Janssen (COVID-19 JSN) SARS-COV-2 (COVID-19) vaccine, P-free, .5 ml, MDV, 5-dose vials	0	0	0	0	200	¤0.00	¤0.00
80777-273-98	COVID-19 - Moderna (COVID 19 MOD 140 CTN) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, PF, 100 mcg/0.5mL dose, 7mL MDV, 14-dose vials	0	0	0	0	280	¤0.00	¤0.00
80777-273-99	COVID-19 - Moderna (COVID-19 MOD 100 CTN) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 100 mcg/0.5mL dose, 5 mL MDV, 10-dose vials	0	0	0	0	200	¤0.00	¤0.00
59267-1000-02	COVID-19 - Pfizer (COVID-19 PFR 195 CTN) SARS-COV-2 (COVID-19) vaccine, mRNA, LNP, P-F, 30 mcg/0.3mL dose, 195 MDVs, 6-dose vials	0	0	0	0	2340	¤0.00	¤0.00

[Shipping Info] [View Order] [Submit Order] [Cancel Order]   **Total:**   ¤0.00

12. The Order History screen will appear upon submission. "Order Status" will be "Awaiting Approval" as it is sent to the Local Health Department. You may also review order status as needed - For information on viewing order history and status, see this tip sheet.

Order History

Print Help
Home Exit

| Person | Rem/Rcl | Sch/CC | VIM | Imp/Exp | VFC | My Site | Adm | Rpts | Oth |

Ped Orders   Adult Orders   Outbrk Vac Orders   Order Hist   Order Srch   Proc Orders   Prbk Roster   Proc Enrlmnt

Provider Information

Site:	Community Immunity Clinic	Facility Type:	Primary Care	
County:	Wayne	VFC Pin:	123456	Show Hidden ☐

Order Number	Order Date	PO Number	Order Status	Type	Who
20210505-030000-3C3P7S	05/05/2021		Awaiting Approval	Hzv	DHHS Order Log

Find additional tip sheets at the MDHHS COVID-19 Provider Guidance & Education website and the MCIR COVID-19 Provider Webpage.