

Creating and Viewing Vaccine Orders

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to create and view vaccine orders for the Minnesota Vaccines for Children (MnVFC) program and the Uninsured and Underinsured Adult Vaccine (UUAV) program.

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Getting started

1. Gather all the information needed to place your order, including current vaccine inventory information and refrigerator/freezer temperatures.

Partially completed orders cannot be saved in MIIC.

2. Log into MIIC using your organization code, username, and password.
 - Visit [Login and Manage My Account \(www.health.state.mn.us/people/immunize/miic/train/intro.html\)](http://www.health.state.mn.us/people/immunize/miic/train/intro.html) to learn more about logging in.

Creating your order

In the **Vaccine Management** section on the left-hand navigation bar, select **create order**. Then follow the steps below.

Step 1. Verify contact and shipping information

CREATING AND VIEWING VACCINE ORDERS

The screenshot shows a web form titled "Create Order for MN DEPT OF HLTH-MNVFC PROGRAM" with the sub-header "Step 1: Verify Contact and Shipping Information". The form is divided into several sections: "Shipping Information" with fields for MnVFC Pin (999999), Delivery Address (625 Robert St N TEST deliv, 2nd Floor-Loading Dock, St Paul, MN 55164), and Delivery Days/Hours (MO: 8:00 AM-4:00 PM, TU: 8:00 AM-4:00 PM, WE: 8:00 AM-4:00 PM, TH: 8:00 AM-4:00 PM, FR: 8:00 AM-4:00 PM). There is a checkbox "There has been a change to my shipping information" and a "Special Delivery Instructions" text box. The "Ordered by MIIC" section includes fields for User (Lucy Cosgrove), Email (testing@test.com), and CC email address. On the right, there are buttons for "Continue", "Flu Order Only", and "Cancel Order". A note at the bottom right states: "An order confirmation will be sent to this email address."

- Enter an email address in the box next to **Email**. MDH will reach out to this email with any questions on the order.
 - Check to make sure that your shipping and delivery information is correct.
 - If the information is not correct, select the box next to, "There has been a change to my shipping information." Then continue with your order. A MnVFC staff member will contact you to update the information before shipping.
 - Once the information is correct, select **Continue**.

If at any time you wish to cancel your order, select **Cancel Order**.

Step 2. Verify authorization and temperatures

The screenshot shows the same web form as Step 1, but now titled "Step 2: Verify Authorization and Temperatures". The "MnVFC Pin" is 999999. The "Name of Licensed Prescribing Professional" is "Test Order" and the "Title" is "M.D.". There are two radio button options under "Authorization": "I am a licensed practitioner and am authorized to procure vaccine/biologicals according to Minnesota Statutes, Section 151.37, (e.g., M.D., D.O., N.P., P.A., OR R.Ph only)." and "I attest that I have the authority to complete this vaccine order form on behalf of the 'Prescribing Professional' on this form whose signature is on file at our site as required by state law." The second option is selected. On the right, there are two temperature fields: "Current Refrigerator Temperature" (40) and "Current Freezer Temperature" (0). Each has radio buttons for "F" and "C". On the right side, there are buttons for "Continue", "Back to Step 1", and "Cancel Order".

- Enter your site's authorization information and current refrigerator/freezer temperatures.
- Select Continue to move to the next step or Back to Step 1 to return to Step 1.

If your fridge or freezer temperatures are out of range, please contact MDH immediately at 651-201-5522 before continuing with your order.

Step 3. Enter "doses on hand" information

Before placing your vaccine order, you are required to provide information on your current MDH vaccine inventory. This includes quantities of doses on hand, lot numbers, and expiration dates. Lot numbers and expiration dates should prepopulate in MIIC for most MDH vaccine based on vaccine previously shipped directly to your site. If a vaccine's expiration date is highlighted in orange, then it expires in the next one to three months. If it's highlighted in red, then it expires in one month or less.

CREATING AND VIEWING VACCINE ORDERS

Create Order for MN DEPT OF HLTH-MNVFC PROGRAM

MnVFC Pin 999999

Instructions

Step 3: Enter Doses on Hand

Continue

Back to Step 2

Cancel Order

Print Preview

Vaccine	Brand	Unit Size and Packaging	Lot Number	Expiration Date	Doses on Hand
MnVFC Pediatric Vaccine					
DTaP-Hep B-IPV	Pediarix - GSK	10 pre-filled syringes	S020160	06/30/2021	5
MnVFC Pediatric Varicella Vaccines					
MMR-V	ProQuad - MRK	10 single-dose vials with diluent	T010315	03/24/2022	5
Adult Un and Underinsured Vaccine					
Hepatitis A	VAQTA-Adult - MRK	10 pre-filled syringes	T010315	03/24/2022	5
Hepatitis B	Recombivax-Adult - MRK	10 single-dose vials	R1B251M	03/13/2021	5

- Enter the number of MDH vaccine doses on hand, even if you are not ordering all products at this time.
- If you redistribute vaccines to satellite sites, include those doses in the totals.

Influenza vaccine will not display, as it is not necessary to report inventory for influenza vaccine.

- Manually add inventory that is not automatically displayed (e.g., if your site has received a vaccine transfer from another site).
 - Find detailed information on this step by selecting **Instructions**.
- On the **Add Vaccine Inventory** screen, enter vaccine program, vaccine type, brand, unit size and packaging, lot number, expiration date, and quantity of doses on hand.
 - Fields display in this order. When you complete a field, the next field will display.

Additional Vaccines (for example, vaccines that your site received as a vaccine transfer)
*Please do not report inventory for influenza vaccines

Add Vaccine Inventory

Vaccine Program: MnVFC Pediatric Vaccines

Vaccine: DTaP

Brand: Daptacel - SP

Unit Size and Packaging: 10 single-dose vials

Lot Number: ABC123

Expiration: 10/01/2021

Doses on Hand: 5

Add Additional Vaccine

- Lot numbers can contain letters, numbers, and dashes. No other special characters are accepted.
- The expiration date field uses the date format “MM/DD/YYYY”. If an expiration date only contains month and year, use the last day of the month for the “DD” portion.
- Once all fields are complete, select **Add Additional Vaccine**.
- Select **Continue** to move to the next step or **Back to Step 2** to return to Step 2.

Step 4. Order vaccine

There are separate tabs for each vaccine program. The tabs are labeled **MnVFC Pediatric**, **MnVFC Pediatric Varicella**, and **Adult Un & Underinsured**. You will only see the tabs for programs that your organization participates in currently. You will also see the quantities of doses on hand that you entered in Step 3.

CREATING AND VIEWING VACCINE ORDERS

Create Order for MN DEPT OF HLTH-MNVFC PROGRAM Step 4: Order Vaccine

MnVFC Pin 999999

☐ Please Note: If the product you request is not available, another product will be substituted, if this is NOT acceptable, please check here.

[Preview Order](#)
[Back to Step 3](#)
[Cancel Order](#)

MnVFC Pediatric	MnVFC Pediatric Varicella	Adult Un & Underinsured
DT, Hib-MenCY, PPSV23 and Td should only be used in certain circumstances. To order call the MnVFC Program at 651-201-5522.		
Vaccine	Brand	Doses on Hand
DTaP	Daptacel - SP	
DTaP	Infanrix - GSK	
DTaP	Infanrix - GSK	
DTaP-Hep B-IPV	Pediarix - GSK	5

Doses Ordered	Unit Size and Packaging
10	10 single-dose vials
10	10 single-dose vials
10	10 pre-filled syringes
10	10 pre-filled syringes

- For each vaccine that you want to order, enter the number of doses you are ordering under **Doses Ordered**.
 - Select the **Preview Order** button to view your order.
 - On the preview order page, review the list of vaccines you want to order.

Preview Order for MN DEPT OF HLTH-MNVFC PROGRAM

If the order is final select **Submit Order**. If changes are necessary select **Modify Order**.

Once an order is submitted no changes can be made.

Shipping Information MnVFC Pin 999999 Delivery Address 625 Robert St N TEST deliv, 2nd Floor- Loading Dock St Paul, MN 55164 Delivery Days/Hours MO: 8:00 AM -4:00 PM TU: 8:00 AM -4:00 PM WE: 8:00 AM -4:00 PM TH: 8:00 AM -4:00 PM FR: 8:00 AM -4:00 PM Ordered by SMPOXMDH User test test1 Email lucy.cosgrove@state.mn.us	Prescribing Professional Test Order Title M.D. I attest that I have the authority to complete this vaccine order form on behalf of the "Prescribing Professional" on this form whose signature is on file at our site as required by state law. Refrigerator Temp 40 F Freezer Temp 0 F Submit Order Modify Order Cancel Order
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Vaccine Order Allow approximately 3 weeks for delivery of varicella and 2 weeks for delivery of all other vaccines.

Vaccine	Brand	Doses on Hand	Doses Ordered	Unit Size and Packaging
MnVFC Pediatric Vaccines				
DTaP	Daptacel - SP		10	10 single-dose vials
MnVFC Pediatric Varicella Vaccines				
MMR-V	ProQuad - MRK	5	10	10 single-dose vials with diluent
Adult Un and Underinsured Vaccines				
Hepatitis A	VAQTA-Adult - MRK	5	10	10 pre-filled syringes

- To modify your order, select **Modify Order**. The modify order page will display.

Modify Order for MN DEPT OF HLTH-MNVFC PROGRAM

MnVFC Pin 999999

☐ Please Note: If the product you request is not available, another product will be substituted, if this is NOT acceptable, please check here.

[Preview Order](#)
[Cancel Order](#)

MnVFC Pediatric	MnVFC Pediatric Varicella	Adult Un & Underinsured
DT, Td and PPSV23 should only be used in certain circumstances. To order call the MnVFC Program at 651-201-5522.		
Vaccine	Brand	Doses on Hand
DTaP	Daptacel - SP	
DTaP	Infanrix - GSK	
DTaP	Infanrix - GSK	
DTaP-Hep B-IPV	Pediarix - GSK	5

Doses Ordered	Unit Size and Packaging
10	10 single-dose vials
10	10 single-dose vials
10	10 pre-filled syringes
10	10 pre-filled syringes

- If your order is complete, select **Submit Order**.

After you submit an order, a confirmation page will display. It includes a confirmation number, and a list of all vaccines included in your order. MDH will also send email confirmations to the vaccine coordinator and back up vaccine coordinator for your site.

CREATING AND VIEWING VACCINE ORDERS

Order Confirmation for MN DEPT OF HLTH-MNVFC PROGRAM

Order Confirmation Number 384727

Your order has been saved and submitted to the state for review/processing.

Shipping Information		Prescribing Professional: Test Order		Print Preview
MnVFC Pin	999999	Title	M.D.	View Vaccine Management
Delivery Address	625 Robert St N TEST deliv. 2nd Floor- Loading Dock St Paul, MN 55164	I attest that I have the authority to complete this vaccine order form on behalf of the "Prescribing Professional" on this form whose signature is on file at our site as required by state law.		
Delivery Days/Hours	MO: 8:00 AM -4:00 PM TU: 8:00 AM -4:00 PM WE: 8:00 AM -4:00 PM TH: 8:00 AM -4:00 PM FR: 8:00 AM -4:00 PM	Refrigerator Temp	40 F	
		Freezer Temp	0 F	

Ordered by SMPOXMDH

User: test test1
Email: lucy.cosgrove@state.mn.us

Vaccine Order [Allow approximately 3 weeks for delivery of varicella and 2 weeks for delivery of all other vaccines.](#)

Vaccine	Brand	Doses on Hand	Doses Ordered	Unit Size and Packaging
MnVFC Pediatric Vaccines				
DTaP	Daptacel - SP		10	10 single-dose vials
MnVFC Pediatric Varicella Vaccines				
MMR-V	ProQuad - MRK	5	10	10 single-dose vials with diluent
Adult Un and Underinsured Vaccines				
Hepatitis A	VAQTA-Adult - MRK	5	10	10 pre-filled syringes

- If you notice a mistake with your order after your order is confirmed, please contact the MnVFC program immediately at health.mnvfc@state.mn.us.

Ordering on behalf of satellite sites

This section is for systems that complete vaccine ordering for satellite sites at a central location. The individual completing the order can order for all of the sites using only one username and password.

- Go to Vaccine Management on the left-hand navigation bar and select create order.
- Click on Create Order for the site you would like to order on behalf of.
- Follow steps 1-4 of the [Creating Your Order](#) section above to complete your order for a satellite site.

Viewing and tracking your order

Once your vaccine has shipped, you will receive a shipping confirmation email. To view and track your order in MIIC:

- Go to Vaccine Ordering on the left-hand navigation bar and choose view vaccine management.
- Under **Search Criteria**, select All from the Date Filter drop-down. Then select Search.

View Vaccine Management

Search Criteria

Use the search criteria below to display vaccine management history.

Search Field: [Search](#)

Search String:

Date Filter:

Search Results

Select the status of an order or nonviable request to view additional details.

[Orders](#) [Nonviable Vaccines](#)

Order ID	MnVFC PIN	MnVFC Site Name	User	Submit Date	Status
10835	666666	MIIC- Testing Org	Lucy Cosgrove	10/12/2020	SUBMITTED
10833	666666	MIIC- Testing Org	Lucy Cosgrove	10/12/2020	APPROVED WITH CHANGES
10829	999999	Minnesota Department of Health - Vaccination Clinic	Lucy Cosgrove	10/11/2020	CANCELLED

- Select your vaccine order's status. Order statuses include:
 - Submitted:** Your vaccine order is with MDH for review.

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- **On hold:** Your vaccine order is on hold. MDH contacted your site and is waiting for additional information before approving your order. Contact our program so we can approve your order.
 - **Approved:** MDH approved your vaccine order.
 - **Approved with changes:** MDH approved your order with modifications (e.g. adjustments were made to the number of doses you ordered or to the brand or presentation).
 - **Sent to distributor:** MDH sent your vaccine order to our distributor for fulfillment.
 - **Partially fulfilled:** Part of your vaccine order has shipped.
 - **Fulfilled:** Your entire vaccine order has shipped.
 - **Cancelled:** Your vaccine order was cancelled.
- After selecting your vaccine order's status, the order confirmation page will display. This page includes a confirmation number, and a list of all vaccines included in the order.
 - On this page, you can select the order's status in the upper left-hand corner to view shipping information for your entire order, or select a vaccine's ship status to view shipping information for that vaccine.
 - Select the order's status to view shipping information for your order.
 - Select a vaccine's ship status to view shipping information for that vaccine. Vaccine shipped statuses include:
 - **Blank:** Your vaccine order has not shipped.
 - **Partially shipped:** Part of the vaccine line item has shipped.
 - **Fully shipped:** The entire vaccine line item has shipped.
 - **Cancelled:** This particular vaccine line item was cancelled.

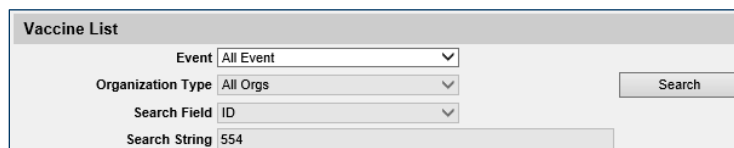
Creating a special vaccine event order

Details on how to request special event vaccine event order are in the "User Guide: Special Event Vaccine Request" on [Vaccine Ordering and Management in MIIC](http://www.health.state.mn.us/people/immunize/miic/provider/managevax.html) (www.health.state.mn.us/people/immunize/miic/provider/managevax.html).

Viewing and tracking special vaccine event orders

Some vaccine orders are allocated and distributed to providers as part of a special vaccine event (e.g. pandemic vaccines). Once MDH staff approve your special vaccine event order, you will receive an order confirmation email. Once that order has shipped, you will receive a shipping confirmation email. Both confirmation emails will come from health.mdhvaccine@state.mn.us. Go to **Vaccine Management** on the left-hand navigation bar and choose **manage special vaccine event**.

- Under Event, select the Event Name from the Event Filter drop-down. Then select **Search**.



The screenshot shows a web interface titled "Vaccine List". It contains four search filters: "Event" with a dropdown menu showing "All Event", "Organization Type" with a dropdown menu showing "All Orgs", "Search Field" with a dropdown menu showing "ID", and "Search String" with a text input field containing "554". A "Search" button is located to the right of the "Organization Type" dropdown.

- View the aggregate summary of the total doses ordered for that event by NDC and vaccine type.
- Select the total doses distributed hyperlink.

CREATING AND VIEWING VACCINE ORDERS

Vaccine List Search Results					
MnVFC PIN	NDC	Brand, Maker	Packaging	Ordering Intention	Total Doses Distributed
999999	49281-0589-05	Menactra, SP	10 single-dose vials	Adult	100
Total Doses	-	-	-	-	100

- Scroll down to the bottom of the page to view the history and details of vaccine orders associated with that vaccine type.

History of Menactra Doses Distributed								
Order Date	Doses Ordered	Doses Shipped	Order ID	Order Status	Lot Number	Date Shipped	Carrier	Shipment Tracking Number
11/10/2020	100	100	183145	FULFILLED	S031497	11/10/2020	UPS	1Z5R12510321002325

- Select a vaccine's order status to view shipping information for that vaccine.

MnVFC help

For questions related to vaccine orders, contact the MnVFC ordering staff at health.mnvfc@state.mn.us or call 651-201-5522 or 1-800-657-3970.

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5522
email@state.mn.us
www.health.state.mn.us/miic

09/02/2025

To obtain this information in a different format, email: health.miichelp@state.mn.us.