State-Supplied Vaccine (SSV) Training

Rhode Island Department of Health
Office of Immunization

Information to Review

State-Supplied Vaccine Program Enrollment

State-Supplied Vaccine and Eligibility (Adult and Pedi)

 Flu Season

Reservation

- Products
- Reporting
- Delivery

OSMOSSIS

- Weekly Ordering (Flu)
- Inventory and Transfers
- Waste and Returns

Communications to Providers

- Immunization Representatives
- Advisory's

Data Loggers

- Temperature Excursions
- Daily Login and Audits
- Excursion Process
- Storage and Handling

Flu ordering ends May 31

Reconcile previous flu season

- All doses administered during the previous season must be reported in OSMOSSIS before June 16.
- All flu reserve dose numbers must be submitted before July 1 of the enrollment year. A reservation does NOT constitute an order.

Enrollment opens June 1-30

- Enrollment must be completed by July 1 in order to continue ordering vaccines.

Vaccine Eligibility

Pediatric Supply

- Due to agreements with bordering states, there are no restrictions for administering vaccines to children (<19 years).

Adult Supply

- $\geq$19 years
- Eligibility: Ask two questions
    1. Are you a Rhode Island resident?
        Yes = eligible. No = ask next question.
    2. Do you receive health benefits through a Rhode Island employer?   Yes = eligible. No = not eligible.
- Insurance status:
    - Insured: Free vaccine, bill insurer for administration only.
    - Uninsured: Free vaccine, waive admin fees (optional).

SSV use for non-eligible patients is prohibited.

State-Supplied Vaccines (non-Flu)

- Can be ordered monthly.

- Special order vaccines require RIDOH permission due to limited supply or other circumstances.

- Vaccines are purchased with specific funding types and must be used for the intended age group.

Pediatric Vaccines	
MenQuadfi (MCV4)	Rotarix (Rota)
Prevnar 13 (PCV 13)	Boostrix (TDaP)
Infanrix (DTaP)	PedvaxHib (Hib)
Vaxelis (DTaP/He B/IPV/Hib)	Gardasil (HPV9)
Kinrix (DTaP/IPV)	MMR II
Havrix (Hep A)	Proquad (MMRV)
Engerix-B (Hep B)	Varivax
Bexsero (MenB)	

Adult Vaccines
Bexsero (MenB)
MMR II (MMR)
Gardasil (HPV9)
Varivax
Prevnar 20 (PCV20)
TD
Adacel (Tdap)
MenQuadfi (MCV4)
Havrix (Hep A)
Hep B

Special Order Pediatric Vaccines
TD
IPOL (EIPV)
Pneumovax23 (PPV23)
Menveo (MCV4)

2022-2023 Flu Vaccine Products

Vaccine (Funded use)	Manufacturer/ Distributor	NDC	Quadrivalent/ Trivalent	Pkg	P Free	Latex Free
Flulaval 0.5ml (6 mos – 18 yrs)	GlaxoSmithKline	19515-0814-52	Quad	Syr	Yes	Yes
Fluarix 0.5ml (6 mos – 18 yrs)	GlaxoSmithKline	58160-0909-52	Quad	Syr	Yes	Yes
FluMist 0.5ml (2-18 yrs)	AstraZeneca	66019-0310-10	Quad	Spray	Yes	Yes
Flucelvax 0.5ml (6mos+))	Seqirus	70461-0323-03	Quad	Syr	Yes	Yes
Fluzone 0.5ml (19+)	Sanofi Pasteur	49281-0423-50	Quad	Syr	Yes	Yes
Fluzone HD 0.7ml (65+ yrs)	Sanofi Pasteur	49281-0123-65	Quad	Syr	Yes	Yes
Fluad 0.5ml (65+ yrs)	Seqirus	70461-0123-03	Quad	Syr	Yes	Yes

- You must track usage based on the age groups being administered for each of the vaccines.
- You can order flu vaccine every five business days or after delivery of the previous order (whichever comes later), based on RIDOH supply.

Flu Vaccine – Delivery Schedule

Pediatric and Adult vaccine order allocation

- Same process as last year.
- RIDOH will group supply based on age group.
- RIDOH will fill orders based on age group need with any available product purchased for that age group.
- Exception:
  - FluMist - Available to 2-18 years of age
- This process helps eliminate reservation and product delivery issues.

Manufacturer release schedule:

- 50% by end of September
- 100% by first week of December

Flu Vaccine – Delivery Schedule

First orders

- Dependent on manufacturer releases and inventory amounts received.

- Minimum 20% (per age group) RIDOH pre-book supply available for distribution.

All subsequent orders

- Will be filled based on supply

- If RIDOH has received 35% of the total season's allocation, the provider may order up to 35% of their season's reserve.

- As RIDOH supply increases, so will provider order availability.

OSMOSSIS

Rhode Island online vaccine ordering

- Ocean State Management of State-Supplied Immunizations System =OSMOSSIS)

Orders must be submitted online

- Two sections: Non flu routine vaccines (monthly) and flu (every 5 business days)

Ordering process

1. Provider submits order.

2. Order is approved or denied by RIDOH within two business days.

3. Order is processed (submitted to CDC) within one business day of approval.

4. If your order is placed on hold, the timeline above will change until the issue is resolved and the order is released from hold.

For monthly order quantities more than a 90-day on-hand supply, orders will be adjusted to a 90-day on-hand supply. We do not encourage ordering larger amounts of vaccines if the vaccine is to have on hand and not needed for a specific reason. Should a temperature excursion happen, less vaccine to be spoiled. Vaccine can be ordered monthly. If you need the additional vaccine for a specific reason, please note that in your order.

Weekly Flu ordering module

- Report doses administered:
    - By age group: 6-35 months, 2-18 years (Mist), 3-18 years, 19+ years (including 65+ not enhanced), 65+ enhanced vaccine (Fluzone HD and Fluad only).
    - Pregnant women and healthcare workers.
- Report inventory on hand, by product and lot number.
- Storage unit temperature tracking for period of time since last order.
    - SSV-supplied logger – viewed by RIDOH from cloud
    - Privately purchased logger – upload logger temperature report with order
    - Email – only temporary if data logger has an issue and waiting for Immunization Team Rep to follow-up.

Orders will be shipped:

- The same week if order is **approved** on a Monday or Tuesday.
- The following week if order is **approved** Wednesday through Friday.
- Based on available supply and provider's allowable delivery dates.

Inventory and Transfers

On-hand inventory must be reported with each order

- Combined total of all storage units.
- Administered total will be calculated by OSMOSSIS.

Transferring SSV

- Allowed **only** with Rhode Island SSV-enrolled locations.
- Vaccines purchased for pediatric population can only be transferred for pediatric use. The same applies for adult vaccine.
- Products may **not** be transferred across state lines.
- Transfers **must** be entered into OSMOSSIS and accepted within 48 hours.

Waste and Returns

Must be reported through OSMOSSIS within 48 hours of event.

- **Return** – expired or spoiled vaccine in its original condition (original package) and may be returned as such.
- **Waste** – vaccine no longer in its original condition (pre-drawn, damaged, reconstituted, etc.) must be entered as waste

Please refer to the OSMOSSIS Self-Study if you need instructions.

If you choose OTHER as the reason, you must provide a reason for the return or waste.

Waste and Returns (continued)

RIDOH approves returns as needed (upload file)

- Bi-weekly or monthly(middle and end of month)
- When RIDOH uploads the "returns" file to CDC, OSMOSSIS generates an email to the **vaccine contact**.

Return labels

- Within 24 hours of the OSMOSSIS-generated email, a UPS return label will be emailed from **McKesson Specialty Care Dist [mailto:pkginfo@ups.com]** to the **vaccine contact**.
- The email's subject will be: **"UPS Label Delivery, <Label tracking number>."**

Waste and Returns (continued)

- **Contact RIDOH if you do not receive an email from McKesson <u>within 48 hours</u> of the OSMOSSIS notification email.**

- Return labels are valid for 30 days. Returns must be done within 30 days of receiving email

- Returns need to be collected at the SSV PIN shipping address if UPS does not make regular stops, you can bring to a UPS drop off site.

Packaging returns

- Place returns in a plain box for courier pick-up.
- No cold chain required.
- Include OSMOSSIS packing slip in the shipping container.
- Attach shipping label from McKesson.

UPS pick-up or drop-off

- No charge for facilities with regular pick-up/drop-off UPS service.
- $5 pick-up fee for facilities without UPS service.
- Drop off at UPS store and ship at no cost.

Waste and Returns (continued)

End-of-season returns

- RIDOH will notify SSV enrollees when flu vaccines can be returned

- If you need assistance, please contact your immunization representative

Wasted product

- Enter in OSMOSSIS.

- Discard "live" vaccines with medical waste.

- All other vaccines may be discarded with regular waste.

  - Regulation DEM-OWM-MW-1-2009 (Chapter 23-19.12 sect. 2.3 and 2.4)

Communications to Providers

Primary channels:
1. Immunization Representative
2. Provider Advisory

Immunization Representative
- Listed in the SSV menu header
- Calls or emails practices

Advisory
- Sender is: "Rhode Island Department of Health", on occasion from **your Immunization Representative**
- <mark>PLEASE READ ALL ADVISORIES</mark> - Often contains time-sensitive information and program updates
- Can be found on RIDOH website on immunization page under "For Providers".

Communications to Providers Sample Vaccine Return Email

Subject: Vaccine Return Label Notification
From: Rhode Island Vaccine Manager <DOH.vaccine@health.ri.gov>
Date: Apr 13, 2018, 10:02 AM
To:

Dear SSV Provider,

RIDOH processed a batch of **VACCINE RETURNS** today and you shoul
48-hours) with the return label included. Below is an example of the
your Spam/Junk/Clutter folders for the email. If the email arrives in c
right click on the email and choose MOVE TO INBOX. This process wil
deliveries (unless your network administrator disallows the email).

Please follow each of the steps required in the UPS information belo
email. Failure to retrieve and use the label within 30-days of the ema
provider's expense.

Please include the OSMOSSIS Packing Slip that is now available in you
Vaccine Ordering Menu page.

Should your label not be delivered within 48-hours of this email plea
follow up.

Thank you for your cooperation in this matter.

RIDOH Immunization Team

========= Below is an SAMPLE of a label notification from McKesson Specialty Care Dist ============================

From: McKesson Specialty Care Dist [mailto:pkginfo@ups.com]
Sent: Friday, July 28, 2017 11:45 AM
To: [SSV Practice Vaccine Contact Email]
Subject: [EXTERNAL] : UPS Label Delivery, 1Z2R43839092909524

ym1f____

UPS Returns Label Delivery

This notice tells you that a UPS shipper has sent you an electronic label.

You can print and use this label to include in your outbound shipment, or send it to the consignee. The label will be available for 30 days.

Note: When retrieving your label below, we will provide you with both a UPS Returns Label and Commercial Invoice if the invoice was prepared by the original shipper.

View UPS Returns Documentation Instructions

Retrieve Your Shipment Label.

Schedule a Pickup.

Get the Receipt.

Find the Closest Service Location.

Find Out More About Returning Your Shipment.

Communications to Providers Advisory Sample

March 19, 2019

OSMOSSIS Blackout

Due to CDC's renewal of Childhood Vaccine Contracts on April 1, 2019, tracking system (VTrckS) and OSMOSSIS will be down starting at noon system will resume on April 2 at 9:00 a.m.

Any orders placed after the noon deadline on March 27 will be declined, and any incomplete orders will be deleted from OS

If you have any questions, please contact

unsubscribe from this list   update subscriptio

April 15, 2019

Important Message Regarding Vaccine Providers and Inventory

We are aware that a company called VaxStability, Inc. has been reaching out to state-supplied vaccine providers like you and offering a pilot program to monitor vaccine inventory, so we would like to clarify some claims in this messaging that are misleading or inaccurate.

Rhode Island Department of Health
[EXTERNAL] : [Test] Important Message Regarding Vaccine Providers and Inventory   Fri 4/12
April 15, 2019 Important Message Regarding Vaccine Providers and Inventory We

Fri 4/12/2019 4:37 PM
CC
Rhode Island Department of Health <chenelle.chin@health.ri.gov>
[EXTERNAL] : [Test] Important Message Regarding Vaccine Providers and Inventory

Data Logger Requirements

- Log into the Cloud daily to view temperatures, confirm Wi-Fi connection and battery power to the logger

Battery power → Lost connection/ no Wi-Fi — Connection lost

Wi-Fi connect/ signal strength — Download cycle to the cloud — Battery power

- You must put your initials in the comment field in the table view near an audit when you log into the cloud once a day

- Twice daily audit checks

- When your WI-FI changes, notify your Immunization Rep to prevent disruption

- If your practice is closing, you must make arrangements to have the data logger picked up and all vaccines transferred out.

- If the data logger is damaged, misplaced or lost, you will be responsible to replace it

- *Contact your Immunization Representative for assistance*

Temperature Excursion Reporting Process

If your data logger identifies a temperature excursion, you must:

1. Mark vaccine DO NOT USE and notify all practice staff that the vaccines cannot be used until it is determined by RIDOH that they are safe for use.

2. Complete the **Temperature excursion response worksheet** and email it to your Immunization Rep within 48 hours of excursion.

   - The worksheet is located on the Immunization Resource Manual (IRM).

   - If there are **Merck** vaccines involved in the excursion, before submitting the excursion worksheet, the provider must contact Merck directly for each vaccine to determine viability. Merck will send the provider a report stating if the vaccines are viable or non-viable. Please submit a copy of Merck's findings along with the excursion worksheet to your Immunization Rep.

3. Your Immunization Rep will determine the viability of the vaccine(s) based on manufacturer data.

Temperature Excursion Reporting Process (cont.)

4. Enter any vaccine loss as returns in OSMOSSIS.

5. Based on the worksheet, RIDOH will assess if the practice must bear any financial burden of replacing the vaccine loss, as described in the RIDOH **Vaccine Replacement Policy**.
   - The Replacement Policy is available on the IRM.

6. If practice replacement is not required, the practice will be allowed to place a new order.

Temperature Excursion Response Worksheet

- Requires all pertinent information to decide on vaccine viability, safety, and financial responsibility.

- Fillable PDF - Completed electronically is recommended.

- **Both pages are required to be completed and signed**.

Vaccine Storage and Handling Unit

CDC makes the following recommendations for vaccine storage units:

- Use pharmaceutical-grade or purpose-built units designed to either refrigerate or freeze(can be compact, under-the-counter style or large units).
- If a pharmaceutical-grade built-in unit is not available, use a stand-alone household-grade unit.
- If you must us a combination refrigerator/freezer unit, using only the refrigerator compartment to store vaccines -a separate stand-alone freezer must then be used to store frozen vaccines. **Use of the freezer compartment of a household combination unit is not allowed.**

Vaccine Storage and Handling Unit

To fully ensure the safety and effectiveness of vaccines, the following equipment is recommended:

- Stand-alone refrigerator(s) with enough space to accommodate your maximum inventory without crowding
- Stand-alone freezer(s) with enough space to accommodate your maximum inventory without crowding
- Digital data logger (DDL) with a current and valid Certificate of Calibration Testing for each unit and at least one backup in case of a broken or malfunctioning device

Freezer
Store vaccines between -50°C and -15°C (-58°F and +5°F)

Refrigerator
Store vaccines between 2°C and 8°C (36°F and 46°F)

Source: Centers for Disease Control and Prevention

Vaccine Storage and Handling Unit (cont'd)

Think of your storage and monitoring equipment as an insurance policy to protect your patients from inadvertent administration of compromised vaccine and your facility against costs of revaccination, replacement of expensive vaccines, and loss of patient confidence in your practice. For the best protection, your facility needs appropriate equipment that is set up correctly and maintained and repaired as needed.

Proper Vaccine Storage Temperatures

- Refrigerators should maintain temperatures between 2° C and 8° C (36° F and 46° F).
- Freezers should maintain temperatures between -50° C and -15° C (-58° F and +5° F).
- Refrigerator or freezer thermostats should be set at the factory-set or midpoint temperature, which will decrease the likelihood of temperature excursions.

Storage and Handling Refrigerator

Refrigerator Only

40° F ideal temp

do not unplug

DO

✔ Do make sure the refrigerator door is closed!

✔ Do replace crisper bins with water bottles to help maintain consistent temperature.

✔ Do label water bottles "Do Not Drink."

✔ Do leave 2 to 3 inches between vaccine containers and refrigerator walls.

✔ Do post "Do Not Unplug" signs on refrigerator and near electrical outlet.

DON'T

🚫 Don't use dormitory-style refrigerator.

🚫 Don't use top shelf for vaccine storage.

🚫 Don't put food or beverages in refrigerator.

🚫 Don't put vaccines on door shelves or on floor of refrigerator.

🚫 Don't drink from or remove water bottles.

Storage and Handling Freezer

- A chest-style freezer is acceptable but not required.

- Frozen water bottles for vaccine transport can be stored with vaccines OR in a separate freezer.

OSMOSSIS

Ocean State Management of State-Supplied Immunizations System

Online Self-Study Program

Revised: June 2023

Self-Study Program

A practice that orders State-Supplied Vaccines (SSV) must complete the following Self-Study Program. The Self-Study must be completed by the practice's listed **Vaccine Contact and Office Contact.**

Process
1. Review slides on various topics, including Inventory Reporting, Ordering, Temperature Logs, Delivery, Receiving Shipments, Activating Lot #s, Returns/Waste, Transfers, Order History, etc.

2. Answer summary/review questions at the end in order to receive OSMOSSIS access

3. Log into OSMOSSIS by entering the practice PIN number and License number.

Logging In (1/2)

SSV Login: https://kidsnet.health.ri.gov/llr-practice-prod/ssv/portal.jsf?cid=28

Steps:

1. Click the above link

2. Enter the SSV system through the KIDSNET or SSV Login portal

If you have a KIDSNET User ID it is recommended that you go through the KIDSNET portal. All others should use the SSV portal.
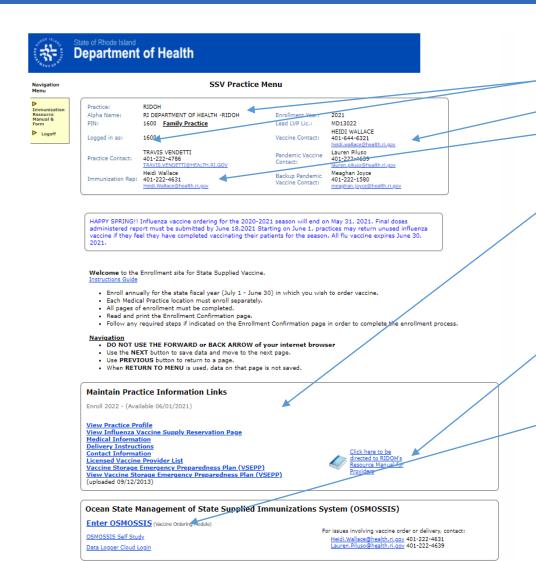
Logging In (2/2)

Steps:

1. Once on the **SSV Login Page**, enter your practice's SSV PIN and Medical Director/Lead Prescriber's license number

2. Once you fill in the required Login information you will be directed to the **SSV Practice Menu** page

SSV Practice Menu Screen

Please note the following:
- Practice name and PIN
- Practice and Vaccine Contact info
- Assigned RIDOH Immunization Rep

Features
- Update practice information

- Offer RIDOH the ability to view activity on your computer screen in real time

- Access the Office of Immunization's Resource Manual, which contains important forms and resources

Click the OSMOSSIS link to begin the vaccine management process

Attestation

Practice Attestation

State of Rhode Island
Department of Health

Practice Attestation

Practice:	RIDOH		
Alpha Name:	RI DEPT OF HEALTH/THE WELLNESS COMPANY	Enrollment Year:	2023
PIN:	1600 **Family Practice**	Lead LVP Lic.:	MD08265
Logged in as:	Larsen	Vaccine Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Office Contact:	NICOLE SELEMA 401-222-4631 nicole.selema@health.ri.gov	COVID Pandemic Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Immunization Rep:	Lauren Piluso 401-222-4639 Lauren.Piluso@health.ri.gov	Backup COVID Pandemic Contact:	MEAGHAN JOYCE 401-222-1580 meaghan.joyce@health.ri.gov

Practice Attestation

○ NICOLE SELEMA
○ LAUREN PILUSO
○ MEAGHAN JOYCE
○ JAMES MCDONALD

I attest that I am the person identified by the checkbox above and that I am authorized to order State Supplied Vaccine on behalf of RI DEPARTMENT OF HEALTH -RIDOH

[No, Return to SSV Menu] [Yes, Continue]

Once you click the **OSMOSSIS** link you will be brought to the **Practice Attestation** page where you will be asked to attest to being one of the authorized agents of the practice available to place a vaccine order. Authorized agents include:
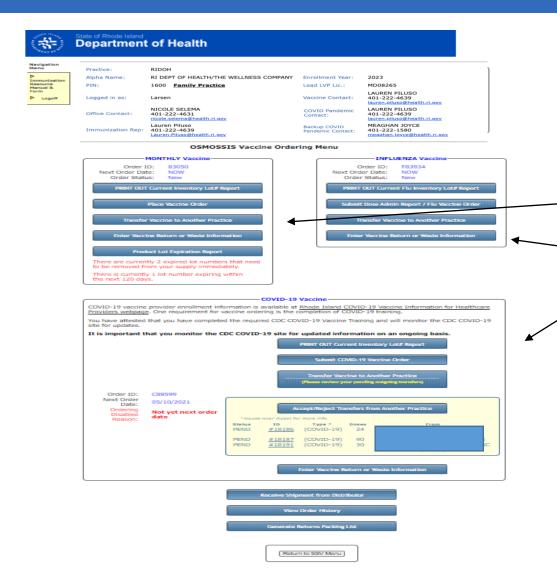
- Lead Physician
- Practice Contact
- Vaccine Contact
- Pandemic Contact

Select your name from the list and then click **Yes, Continue**. You will then be brought to the **Vaccine Order Menu** page.

If your name does not appear on this screen, you have not been authorized to order vaccines on behalf of the practice. See your Practice or Vaccine Contact for approval.

On the **Vaccine Ordering Menu** page, choose an option from the available list.

Note: certain options are not always available. For example, **Place Vaccine Order** is only available when:
- MONTHLY vaccine – a minimum of 30 days has passed since your last monthly order
- INFLUENZA vaccine – a minimum of 5 days has passed since your last influenza vaccine order
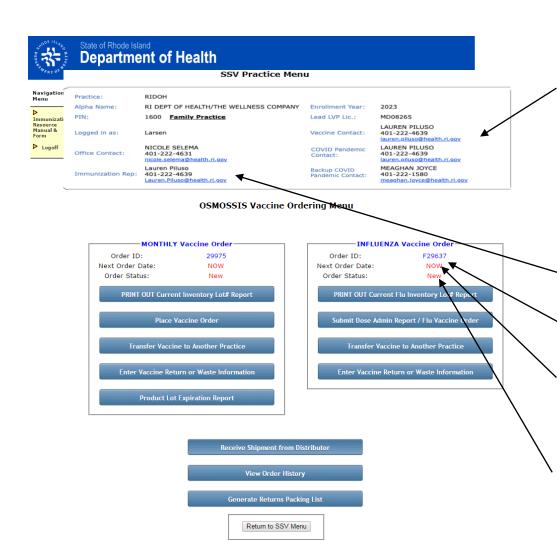- COVID-19 – COVID certified providers only

Options may also be unavailable if there are still outstanding processes that need to be completed (e.g. transfers, receiving shipments, etc.)

Each of the buttons within the box are associated with that vaccine order type (**Monthly, Influenza or COVID-19**).

The options at the bottom of the screen are *provider-specific*, not order-specific.

Information on this page includes:

Practice identifiers based on the information submitted during the annual enrollment period:
- Practice Name
- Alpha Name (created and used by DOH)
- Practice SSV PIN
- Practice Contact (name and phone)
- Vaccine Contact (name and phone)
- Pandemic/backup Pandemic (name and phone)
- Lead Physician License #
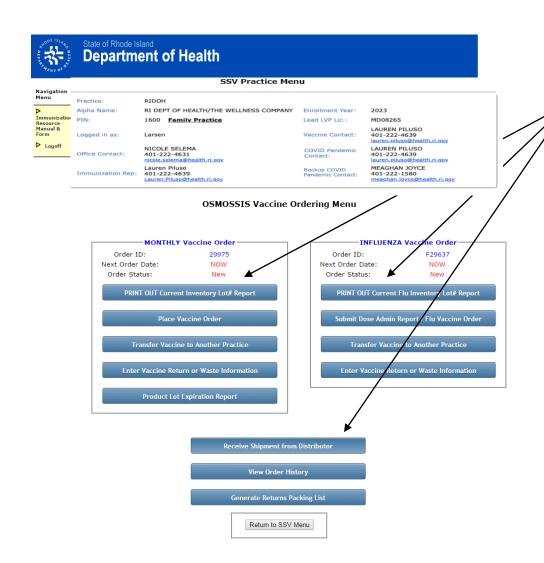- Assigned Immunization Representative

Order ID: each time you sign in to the Vaccine Ordering Menu a new Order ID is created

Next Order Date: shows the next available date for your practice to order vaccines. Once that date has passed, "**NOW**" will be displayed

Order Status: current order status can be: New, Incomplete, Submitted, Approved/Declined/Held, In Process, Shipped, or Received

Active vs. Inactive Buttons

Choose an option from the available list of active links/buttons.

If you hover your mouse over an option and get a red circle with a line through it, it means that option is currently unavailable. Options that are available will be a darker shade and display a finger point cursor when hovered over.

As mentioned, restrictions may be based on processes that have not yet been completed, such as Transfers, Receiving a Shipment, eligible order date not yet reached, etc.

Inventory Lot# Report

The first link on the Vaccine Ordering Menu page for both Monthly and Influenza orders is the **PRINT OUT Current Inventory Lot# Report**.

Click this link to get a printout of all the Lot #s that the system recognizes as part of your current vaccine inventory. Bring the form to your storage unit to record the vaccine quantities on hand for each Lot #. This information will be needed for the inventory section of your vaccine order.

The Lot # form is **print only**. You cannot enter data into the fields of this form on the computer.

Lot# Printout (Sample)

Current Inventory Lot# Printout
(Sample)

This is a sample of what the Lot # printout will look like. Bring it to your storage unit and fill in the quantities for each Lot # listed on the report.
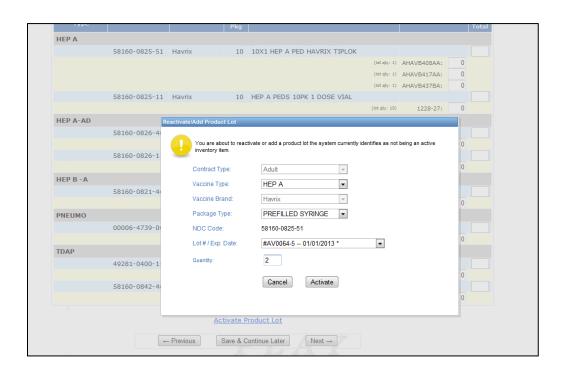
Vaccine information included on form:
- Vaccine type (grouped by the "short name")
- National Drug Code (NDC)
- Brand
- Doses per package/carton
- Unit Presentation (short description)
- Lot number
- Lot quantity (on-hand inventory) field

If you do not have any inventory of a certain Lot #, the system will require you to enter a zero (0) in the field. Once you enter zero quantity of a Lot # it will no longer appear in your inventory (effective next order).
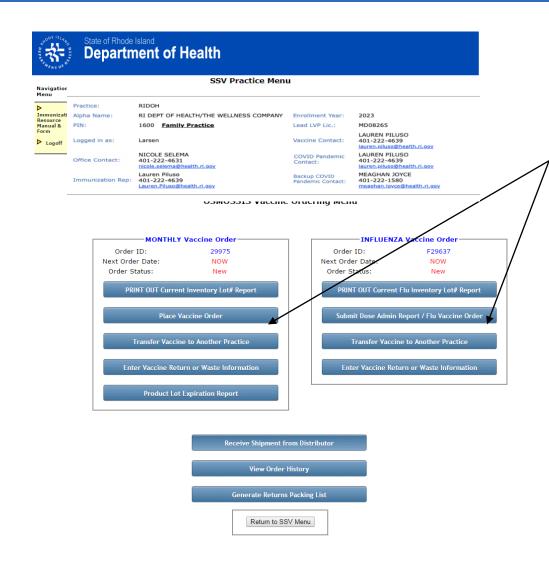
Activate Lot

You may need to reactivate a Lot # in the event that you forget to report a vaccine or accidentally indicated zero inventory in your previous inventory reports.

By clicking **Activate Product Lot** at the bottom of your Adult/Pediatric Inventory Report pages, an active window will open for you to enter the specific information about the product you wish to activate. Complete the information required for each dropdown category and click **Activate**. The product will immediately show up in your inventory report.

Vaccine Ordering Wizard

Once you have completed the **Current Inventory Lot# Report,** you are ready to start the vaccine ordering process.
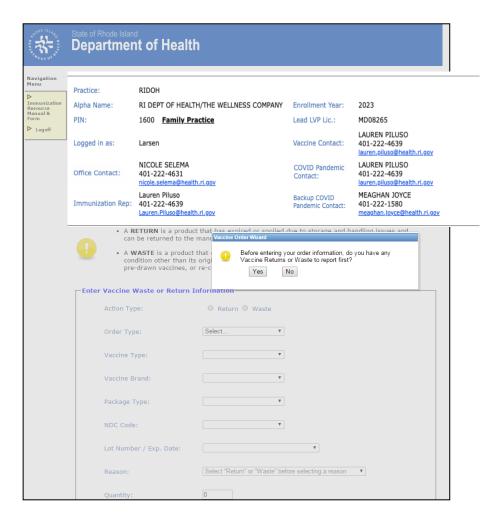
Place Vaccine Order – click this link to start the Order Wizard process.

The first step in the process is entering any **Returns/Wasted** vaccines. If it is your first time in the system, select "No" for this option since your on-hand inventory has not yet been established in the system. In future reports you will be able to complete the Returns/Waste section of the wizard (Returns/Waste will be discussed later in this tutorial).

Note: the next few slides will address **Monthly Vaccine Orders** only. Influenza ordering will be covered later.

Starting the Wizard

After selecting "No" to **Returns/Wasted** reporting you will be directed to the appropriate vaccine reporting pages.

If your practice only offers adult vaccines you will be directed to the **Report Adult Vaccine Inventory** page.

If your practice only offers pediatric vaccines the system will bypass the adult portion of the ordering process.

If your practice offers both adult and pediatric vaccines, you will be required to complete both the **Adult** and **Pediatric** sections of the order process.

These steps are decided based on your Practice Profile when you enrolled in the SSV program.

For this demonstration, we will proceed as a family practice offering both adult and pediatric vaccines.
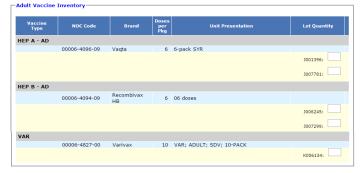
Note: <u>Do not</u> use the Back or Forward arrows of your internet browser. If you use these buttons you will be kicked out of the OSMOSSIS system and your data will not be saved.
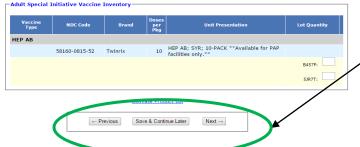
Inventory Reporting (1/2)

On the **Report Adult Vaccine Inventory** page you will be required to enter the number of **DOSES** for each state-supplied vaccine NDC and Lot # that you currently have stored in your practice. If you no longer have any doses of a particular Lot #, you need to report a zero (0) quantity in the field, in order for that Lot # to be removed from your inventory for future reporting.
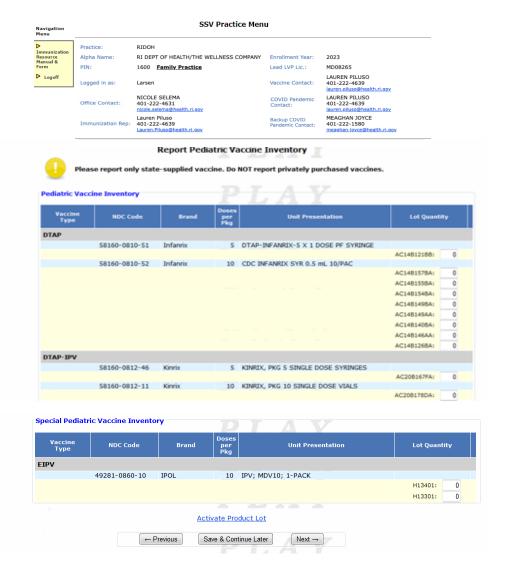
Use the information gathered from the **Lot # Print Out** form to complete the inventory sections.

Only report state-supplied vaccines on the inventory reports; **DO NOT** include privately purchased vaccines.

Page Navigation – use the **Previous** and **Next** buttons to navigate through each page of the order process. Use the **Save & Continue Later** button if you have to leave the system for any period of time.
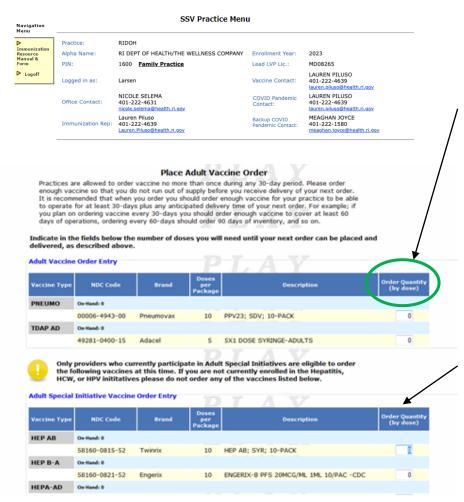
On the **Report Pediatric Vaccine Inventory** page, you will be required to enter the number of **DOSES** for each state-supplied vaccine NDC and Lot # that you currently have stored in your practice. If you no longer have any doses of a particular Lot # you need to report a zero (0) quantity in the field, in order for that Lot # to be removed from your inventory for future reporting.

Use the information gathered from the **Lot # Print Out** form to complete the inventory sections.

Once again, only report state-supplied vaccines on the inventory reports; **DO NOT** include privately purchased vaccines.

Vaccine Ordering – Adult

On the **Place Adult Vaccine Order** page, enter the amount of each vaccine that you wish to order. Please note that vaccines are to be ordered by **Dose Quantity** and must be multiples of the "Doses Per Package". For example, if the dose per package is 5 - order in multiples of 5, if dose per package is 10 - order in multiples of 10, etc.

Orders should include the number of doses you will need in order to maintain *at least a 30-day supply of vaccine beyond your next order date.* For example, if you order every 30 days, order enough vaccine for 60 days; if you order every 60 days, order enough vaccine for 90 days, etc.

Adult Special Initiative vaccines are only to be ordered by practices that have received permission by RIDOH for special initiative projects.

All **Order Quantity** fields must include a value. If you are not ordering a specific vaccine, please indicate so by entering a zero (0) in the order field.

Vaccine Ordering – Pediatric (1/2)

The instructions for placing pediatric vaccine orders are the same as for adult orders:

On the **Place Pediatric Vaccine Order** page, enter the amount of each vaccine that you wish to order. Please note that vaccines are to be ordered by **Dose Quantity,** and must be multiples of the "Doses Per Package". For example, if the dose per package is 5 - order in multiples of 5, if dose per package is 10 - order in multiples of 10, etc.

Orders should include the number of doses you will need in order to maintain *at least a 30-day supply of vaccine beyond your next order date.* For example, if you order every 30 days, order enough vaccine for 60 days; if you order every 60 days, order enough vaccine for 90 days, etc.

NEW: KRDA represents the KIDSNET Reported Doses Administered amount of each vaccine reported since the last order date. This number should be compared to the Calculated Doses Administered (CDA). The envelope icon will appear if the 10% allowed variance is exceeded.**

Special Pediatric vaccines are vaccines that should be ordered only if regular vaccines cannot fill a need due to patient-specific medical reasons. These vaccines may require special circumstances for order approval and may delay the order approval process.

If you have any special requests or instructions regarding your order, please **DO NOT** send a separate email concerning your order. It may not be reviewed before your order is processed. Instead, please include a note by selecting the "**Send note to RIDOH about this order**" link. This note will be displayed on the order for RIDOH to review before approving the order.

All **Order Quantity** fields must include a value. If you are not ordering a specific vaccine, please indicate so by entering a zero (0) in the order field.

Temperature Reporting

Storage unit temperatures can be reported in two ways:

1. Upload Temperatures - non-state supplied data logger

2. Cloud (state supplied data logger)- if you have a Cloud-Based Logger supplied by RIDOH, the temperatures will be retrieved automatically through the cloud account

Temperature information is **required** for an order to be approved. If unable to choose an option above and if discussed and agreed upon with your Immz Rep, temperature logs can be faxed to 222-1442. Failure to submit temperature information within 5 days of order submission will incur an **Order Declined** decision.

An email will be sent to the Vaccine Contact on record when it is submitted, approved, and shipped. If you wish to receive notifications at additional email addresses, enter them on this page.

Delivery Information

A practice is required to report the delivery address and office hours that are available for vaccine delivery each time an order is placed. Please plan accordingly for vacations or holidays. Practices are responsible to have staff in the practice on the days identified on the **Delivery Instructions** page.

*Please note that a **PO BOX address** is not an acceptable delivery address.*

You must select at least **two** delivery times for the week. This information must be updated with every order.

Special Delivery Instructions should only be used if you need to identify a specific area of the practice for delivery, e.g. back door, front desk, etc. These instructions must not exceed 14 characters (including spaces).
CHANGING THE HOURS OF OPERATIION FOR A SPECIFIC DAY OTHER THAN OPTIONS ABOVE WILL NOT BE HONORED IF LISTED IN THIS BOX. PROVIDER MUST BE AVAILABLE DURING HOURS SELECTED.

SSV Practice Menu

Navigation Menu
- Immunization Resource Manual & Form
- Logoff

Practice:	RIDOH		
Alpha Name:	RI DEPT OF HEALTH/THE WELLNESS COMPANY	Enrollment Year:	2023
PIN:	1600 **Family Practice**	Lead LVP Lic.:	MD08265
Logged in as:	Larsen	Vaccine Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Office Contact:	NICOLE SELEMA 401-222-4631 nicole.selema@health.ri.gov	COVID Pandemic Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Immunization Rep:	Lauren Piluso 401-222-4639 Lauren.Piluso@health.ri.gov	Backup COVID Pandemic Contact:	MEAGHAN JOYCE 401-222-1580 meaghan.joyce@health.ri.gov

Delivery Instructions

⚠ ** P.O. Box is not a valid delivery address **

Delivery Instructions

* Required Fields

Address Line1: *	123 MAIN STREET
Address Line2:	
City: *	PROVIDENCE
State: *	RI
Zip Code: *	22222

Available Delivery Days and Hours

Please CHECK the times when you can accept shipments. You MUST check delivery hours for at least two days.

Hours	Tuesday	Wednesday	Thursday	Friday
9am-12noon	☐	☐	☐	☐
1pm-4pm	☐	☐	☐	☐
OR				
9am-4pm	☐	☐	☐	☐

Special Delivery Instructions

Please indicate any special delivery instructions, such as "Deliver to RN". Special Delivery instructions can be no more than 14 characters.

NONE

← Previous | Save & Continue Later | Next →

Order Summary

The **Vaccine Order Summary** page allows you to review your order before you submit it.

Should you need to make any changes, click on the **Previous** or **Next** buttons to navigate to the page on which you need to make changes.

As a reminder, <u>do not</u> use the Back or Forward arrows of your internet browser. If you use these buttons you will be kicked out of the OSMOSSIS system and your data will not be saved.

Order Summary / Submit Order

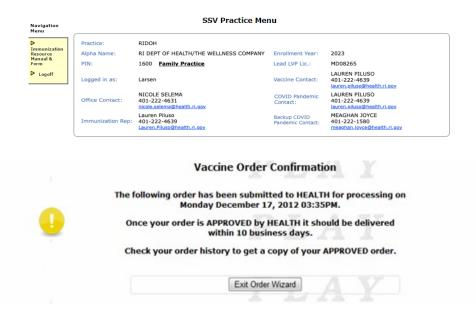| Vaccine Type/ Line Item	NDC Code	Brand	Pkg	Doses per Package	Description	Order Quantity
DTAP	On-Hand: 0					
11	58160-0810-52	Infanrix	SYR	10	CDC INFANRIX SYR 0.5 mL 10/PAC	0
DTAP-IPV	On-Hand: 0					
12	58160-0812-52	Kinrix	SYR	10	Kinrix DTaPIPV 0.5ml Pfl Tplck Syr 10pk	0
DTAP-IPV-HEPB	On-Hand: 0					
13	58160-0811-52	Pediarix	SYR	10	CDC PEDIARIX SYR TIPLOCK 10/PAC	0
HEP A (PED)	On-Hand: 0					
14	58160-0825-52	Havrix	SYR	10	HAVRIX TipLok NO NDL No Pres 5ml 10 pkg	0
HEP B (PED)	On-Hand: 0					
15	58160-0820-52	Engerix	SYR	10	CDC ENGERIX B - HEP B (PED) SYR 10/PAC	0
HIB	On-Hand: 0					
16	00006-4897-00	PedvaxHIB	SDV	10	Haemophilus Influenzae, Type B - PedvaxHIB	0
HPV PED	On-Hand: 0					
17	00006-4045-41	Gardasil	SDV	10	HPV; SDV; 10-PACK	0
MCV4	On-Hand: 0					
18	49281-0589-05	Menactra	SDV	5	MCV4; SDV; 5-PACK	0
MMR	On-Hand: 0					

Special Pediatric Vaccine Order Summary

Vaccine Type/ Line Item	NDC Code	Brand	Pkg	Doses per Package	Description	Order Quantity
DT	On-Hand: 0					
24	49281-0225-10	DT	SDV	1	DT; SDV; 10-pack	0
EIPV	On-Hand: 10					
25	49281-0860-10	IPOL	MDV	10	IPV; MDV10; 1-PACK	0
PNEUMOP	On-Hand: 0					
26	00006-4943-00	Pneumovax	SDV	10	PNUEMO 10 X 0.5 ML, VIALSD; 10 DOS	0
TD	On-Hand: 0					
27	49281-0215-15	Tenivac	SYR	10	TD; SYR; 10-PACK	0

← Previous   Save & Continue Later   Submit Order

Order Summary (continued)

Once you have reviewed your order, click the **Submit Order** button to send your order to RIDOH for processing.

Submission Confirmation

SSV Practice Menu

Navigation Menu
- Immunization Resource Manual & Form
- Logoff

Practice:	RIDOH		
Alpha Name:	RI DEPT OF HEALTH/THE WELLNESS COMPANY	Enrollment Year:	2023
PIN:	1600 **Family Practice**	Lead LVP Lic.:	MD08265
Logged in as:	Larsen	Vaccine Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Office Contact:	NICOLE SELEMA 401-222-4631 nicole.selema@health.ri.gov	COVID Pandemic Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Immunization Rep:	Lauren Piluso 401-222-4639 Lauren.Piluso@health.ri.gov	Backup COVID Pandemic Contact:	MEAGHAN JOYCE 401-222-1580 meaghan.joyce@health.ri.gov

Vaccine Order Confirmation

The following order has been submitted to HEALTH for processing on Monday December 17, 2012 03:35PM.

Once your order is APPROVED by HEALTH it should be delivered within 10 business days.

Check your order history to get a copy of your APPROVED order.

[Exit Order Wizard]

Vaccine Delivery

- **Monthly Vaccine** order – up to 10 business days from the date **approved**

- **Influenza Vaccine** order – up to 5 business days from the date **approved**

.

Upon submission of your order you will see the **Vaccine Order Confirmation** page. This page verifies that your order has been submitted to RIDOH for approval.

RIDOH will review the submitted order and may make modifications if necessary. You will receive an email once your order has been approved, at which time you will be able to see the approved order on your **Order History** screen.

If all required documentation has been received, barring extenuating circumstances RIDOH should make a decision on your order within 2 business days.

ORDER CONFIRMATION

Upon submission of your order, you will see the **Vaccine Order Confirmation** page. This page verifies that your order has been submitted to RIDOH for approval.

RIDOH will review the submitted order and may make modifications if necessary. You will receive an email once your order has been approved; at which time you will be able to see the approved order on your **Order History** screen.

You may also receive an email that your order has been placed on HOLD or has been DECLINED. The reasons for the HOLD or DECLINE will be listed in the note section of the email.

Reasons for HOLD:
- Temperatures out of range (temperature excursion)
- Past 30 days of temperatures not recorded or submitted
- Not conducting twice daily required audit checks
- Not logging in the cloud one daily to review past 12-24hrs of temps and entering initials in the table view
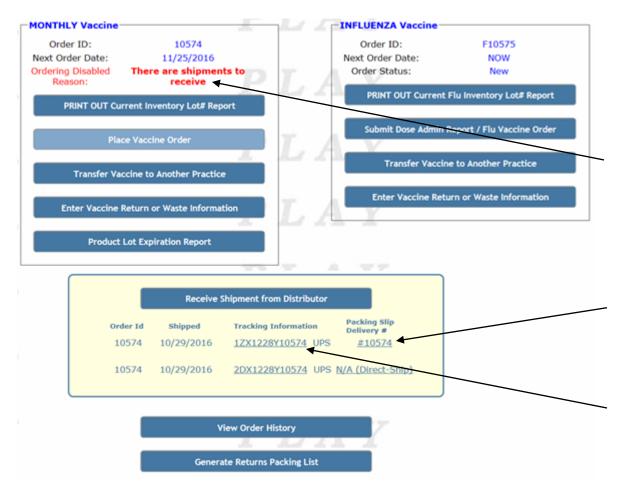- All temperature monitoring requirements not met

Reasons for DECLINED:
- If any of the above HOLD issues are not rectified within 5 business days, vaccine inventory has changed, and all orders must be declined and reordered.

If all required documentation has been received, barring extenuating circumstances RIDOH should make a decision on your order within 2 business days.

Once an order has been approved, it will be transmitted to CDC for shipment. Upon release of the product from the Distribution Center your **Vaccine Order Menu** will be updated to show that there is a shipment to receive. The information will include both the shipment date and a tracking number. Once the product is delivered, you will need to "receive it into OSMOSSIS".
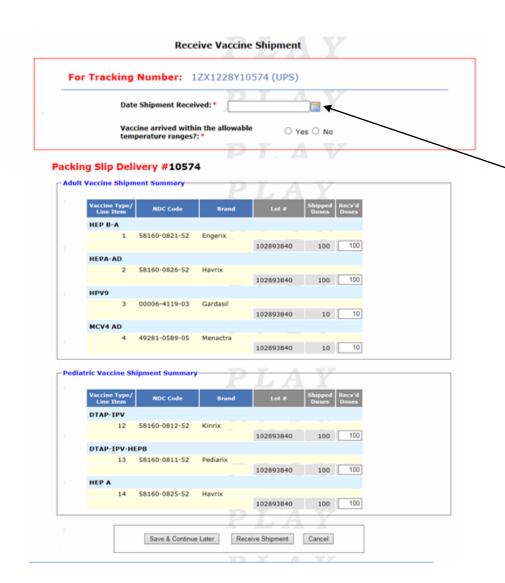
Click the **Packing Slip Delivery #** to view shipment details, where you can receive the product when it arrives.

Click the **Tracking #** to access the website of the shipping company where you can view the status of your delivery.

If shipping details are available but you have not received the delivery at your facility, you MUST CONTACT RIDOH WITHIN 4-10 DAYS. Anything after that time frame, the order will not be replaced, and a new order will need to be submitted..

In this example, the page to the left will open when you click **Packing Slip Delivery #10574** to receive products shipped by McKesson Specialties.

Fill in the date the shipment was received at your facility and verify that the vaccine arrived within the acceptable temperature ranges by looking at the <u>temperature strips</u> included in the package.

Once shipment arrives, immediately receive the product into inventory. Contact RIDOH immediately at 401-222-4639 if the product in the container does not match that on the packing slip, or if the shipping temperature is out of acceptable range.

Shipping errors must be reported to RIDOH within **4 hours of delivery** to receive credit for reporting shipping errors.
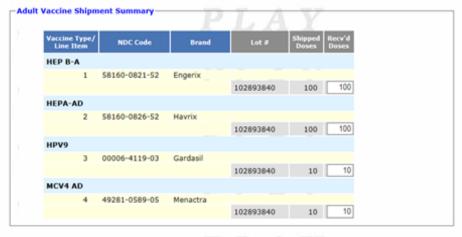
Once you enter the shipment delivery information, a box will appear instructing you to receive the products of the delivery; click **Return to form**.

If you try to complete receipt of shipment without entering **Date Shipment Received** and answering the temperature range question, you will see an error box pop up requiring that you complete the data. Click **Return to form**.

Packing Slip Delivery #10574

Adult Vaccine Shipment Summary

Vaccine Type/ Line Item	NDC Code	Brand	Lot #	Shipped Doses	Recv'd Doses
HEP B-A					
1	58160-0821-52	Engerix			
			102893840	100	100
HEPA-AD					
2	58160-0826-52	Havrix			
			102893840	100	100
HPV9					
3	00006-4119-03	Gardasil			
			102893840	10	10
MCV4 AD					
4	49281-0589-05	Menactra			
			102893840	10	10

Pediatric Vaccine Shipment Summary

Vaccine Type/ Line Item	NDC Code	Brand	Lot #	Shipped Doses	Recv'd Doses
DTAP-IPV					
12	58160-0812-52	Kinrix			
			102893840	100	100
DTAP-IPV-HEPB					
13	58160-0811-52	Pediarix			
			102893840	100	100
HEP A					
14	58160-0825-52	Havrix			
			102893840	100	100

Save & Continue Later | Receive Shipment | Cancel

Verify that the products you received match the products and quantities listed on the **Receive Shipments** page.

The next step is to confirm the quantity of vaccine that was delivered by product **Type**, **NDC Code,** and **Lot #.** The **Recv'd Doses** field will already be populated by the shipping file RIDOH received from McKesson. Verify that this number matches the quantity in the shipping container for each vaccine type. If product shipped does not match, change the quantity of **Recv'd Doses** accordingly.
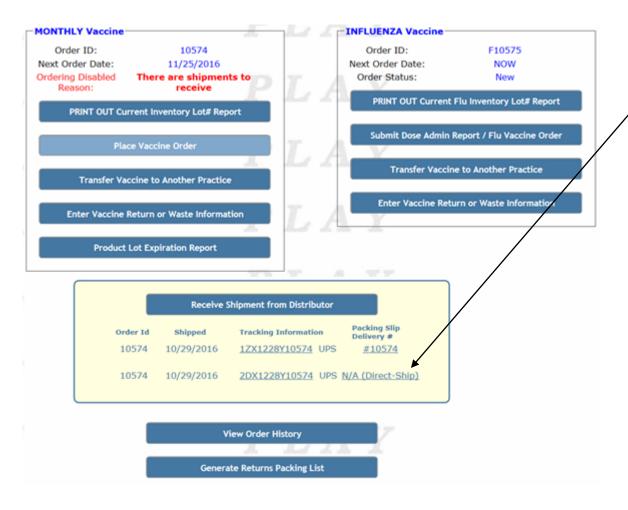
You must report any quantity discrepancy to RIDOH within 4 hours of delivery. Do not discard the packing slip; RIDOH will need it to verify the delivery discrepancy.

Once you have made any necessary changes – or to receive the shipment as indicated – click **Receive Shipment.**

Note: OSMOSSIS will not allow you to place another vaccine order until all outstanding deliveries are "received into the system".

Receiving Frozen Shipments

To receive frozen vaccine deliveries directly from Merck Pharmaceuticals, click **N/A (Direct-Ship)** in the **Receive Shipment from Distributor** section.

The receiving process is the same for frozen vaccines as for non-frozen, as indicated on the previous pages.

Be sure to enter **all** quantities in direct-ship boxes on this page. OSMOSSIS knows how many boxes are included in the shipment but does not know how many doses are in each box.

If shipping details are available but you have not received the delivery at your facility, you MUST CONTACT RIDOH WITHIN 4-10 DAYS. Anything after that time frame, the order will not be replaced, and a new order will need to be submitted..

Receiving Damaged Shipments

If a product is received out of acceptable temperature ranges (as indicated by the enclosed temperature strip) please contact RIDOH within 4 hours of delivery, **before** receiving the delivery into OSMOSSIS.

If it is decided that the product is no longer viable, select **No** in answering the question regarding whether the "Vaccine arrived within the allowable temperature ranges". After selecting **No**, you will see the **Verify Dose Count** message appear. Click **Return to form**.
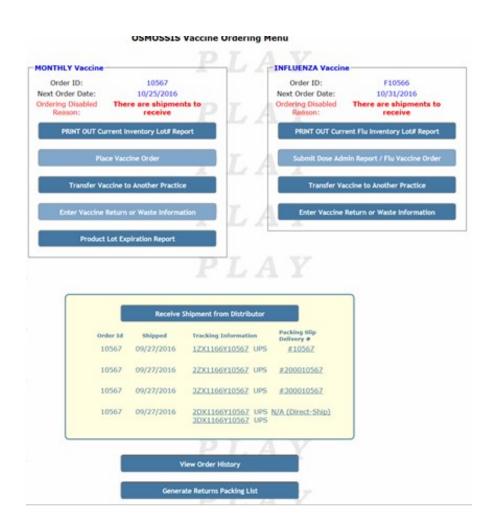
You will still need to verify that all products indicated on the packing slip, in the package, and on the shipping summary file uploaded to OSMOSSIS match.

Once all product quantities are verified or adjusted, select **Receive Shipment** and another pop-up message will appear confirming that you want to continue with the return of vaccine that was shipped inappropriately.

All products in the order must be "received" before an automatic replacement order will be created. Automatic return will not be created until the replacement order is approved by RIDOH.

Receiving Multiple Packages

If a product shipment includes multiple boxes and packing slips for one order, you will need to receive each box/packing slip independently.
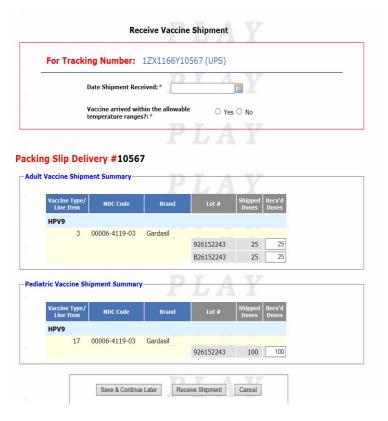
By clicking on the **Packing Slip Delivery #,** OSMOSSIS will open the receiving window for that packing slip only. Complete the entire receiving process for each individual packing slip before moving to the next one.

The example to the left shows a delivery of refrigerator-stable (non-frozen) vaccines in three boxes, and one delivery of frozen vaccines. As you can see, the order ID is the same for all shipments, indicating they are part of the same order.
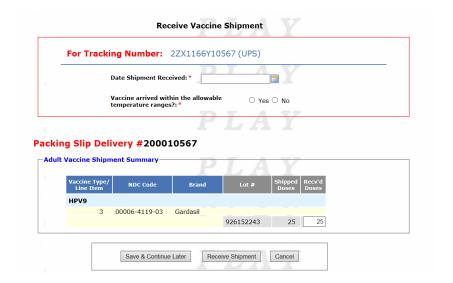
Multiple Packages (1/2)

Box #1 contains one vaccine that has two different lot numbers to fulfill the adult portion of the order
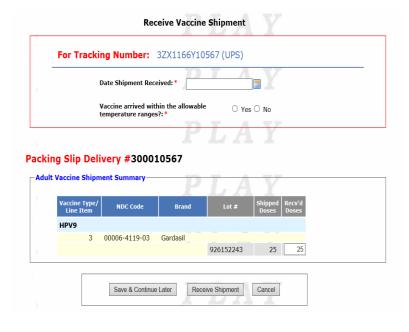
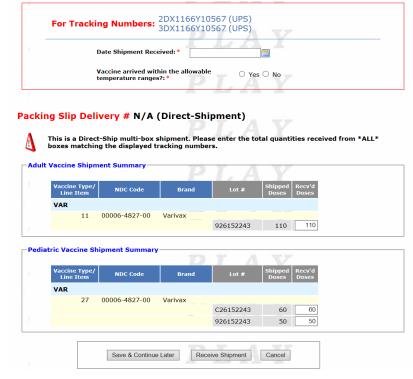Box #2 contains 25 more doses for the adult portion of the order

Multiple Packages (2/2)

Box #3 contains the final 25 doses for the adult portion of the order

Box #4 contains the direct-ship (frozen) portion of the order. OSMOSSIS knows how many boxes are included in the shipment but does not know how many doses are in each box. Therefore, you must enter the total of **all** direct ship boxes on this page

Returns / Waste Report

State of Rhode Island
Department of Health

SSV Practice Menu

Practice:	RIDOH		
Alpha Name:	RI DEPT OF HEALTH/THE WELLNESS COMPANY		
PIN:	1600 **Family Practice**	Lead LVP Lic.:	MD08265
Logged in as:	1600	Vaccine Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Practice Contact:	NICOLE SELEMA 401-222-4631 nicole.selema@health.ri.gov	Pandemic Vaccine Contact:	LAUREN PILUSO 401-222-4639 lauren.piluso@health.ri.gov
Immunization Rep:	Lauren Piluso 401-222-4639 Lauren.Piluso@health.ri.gov	Backup Pandemic Vaccine Contact:	MEAGHAN JOYCE 401-222-1580 meaghan.joyce@health.ri.gov
Order ID:	83050	Next Order Date:	NOW
Order Status:	New	Ordered by:	LAUREN PILUSO

Vaccine Return/Waste

- A **RETURN** is a product that has expired or spoiled due to storage and handling issues and can be returned to the manufacturer in its original condition for refund of the Excise Tax.

- A **WASTE** is a product that cannot be returned for credit due to the vaccine being in a condition other than its original state. Examples of waste include, broken/leaking vials, pre-drawn vaccines, or re-constituted vaccines.

Enter Vaccine Waste or Return Information

Action Type:	○ Return ○ Waste
Order Type:	Select...
Vaccine Type:	
Vaccine Brand:	
Package Type:	
NDC Code:	
Lot Number / Exp. Date:	
Quantity:	0
Reason:	Select "Return" or "Waste" before selecting a reason

Save and Add Another   Save   Cancel

Returned or wasted vaccine should be entered within 48 hours of event or expiring. Please complete the **Vaccine Return/Waste** information for each affected product and Lot #, quantity and reason.
REMINDER: Return reports are approved at the end of each month. Labels will be sent once approved. Return labels are valid for 30 days. Return vaccine to the manufacture within 30 days of receiving the label.

Please note the differences between a **Return** and **Wasted** vaccine.

Complete the following steps for a vaccine Return or Waste:
1. Select the **Return** or **Waste** Button
2. Select **Order Type**:
   - Pediatric or Pediatric Specialty
   - Adult or Adult Specialty

(From this point on the system will pre-populate your entries if there is only 1 choice available.)

3. Select vaccine type, vaccine brand, package type, NDC code, Lot #, and reason [for waste or return] from dropdown menus
4. Enter quantity of doses to be returned
5. Choose to **Add Another** return or waste, or click **Save** to complete the process.

Vaccines may be transferred between 2 or more enrolled SSV practices.

Transferring vaccine is a 2-step process requiring initiation by the practice releasing the vaccine, and acceptance/rejection by the receiving practice.

This module operates similarly to the Return/Waste module, with additional information needed such as the practice to which the vaccine will be transferred.

Vaccine Transfer

Transfers can only be completed between two actively enrolled SSV practices. Vaccines can only be transferred to practices that are approved to administer that type of vaccine. If you are trying to transfer vaccine to a practice that does not appear on the drop-down list please contact RIDOH at 401-222-4639.

Enter Vaccine Transfer Information

Order Type: [Select...]

Vaccine Destination: [   ]

Vaccine Type: [   ]

Vaccine Brand: [   ]

Package Type: [   ]

NDC Code: [   ]

Lot Number / Exp. Date: [   ]

Quantity: [   ]

[Save and Add Another] [Save] [Cancel]

To transfer vaccine, select the appropriate option from each drop-down category: order type, vaccine destination (the practice the vaccine is being transferred to), other vaccine specifics, and the quantity of doses being released/transferred.
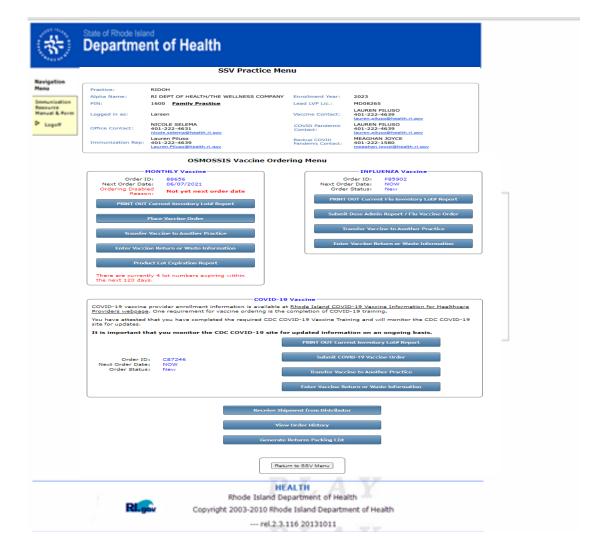
As mentioned previously, OSMOSSIS will pre-populate categories if there is only 1 answer choice available.

Once you **Save** the transfer request, the receiving practice will be notified and be required to accept the transfer, after which the inventory will be released from one practice and added to the other.

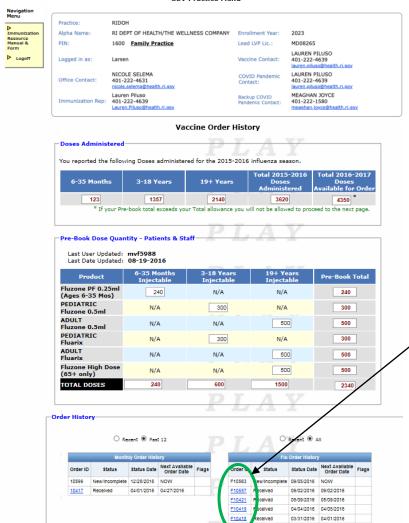Follow pack out instruction when packing vaccines in cooler. All transferred vaccine must have a temperature monitoring devices

The **View Order History** link will allow you to follow the status of a current order being processed as well as view previous orders.
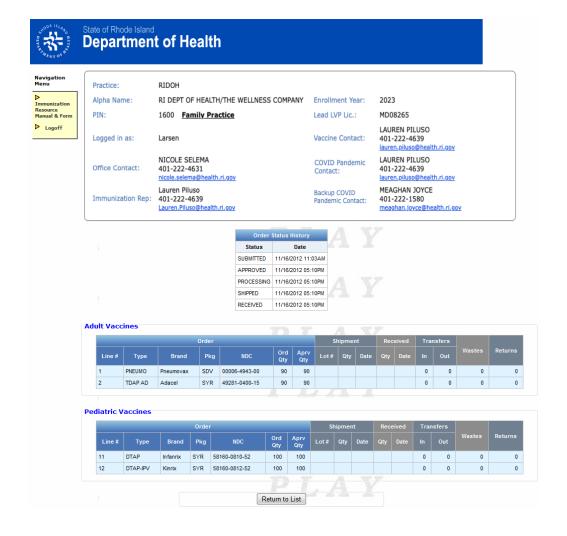
Click **View Order History** to view current and past orders in a chronological sequence (newest to oldest).

Included on this page is seasonal influenza information, including the previous season's doses administered and current season "Reserve" quantities.

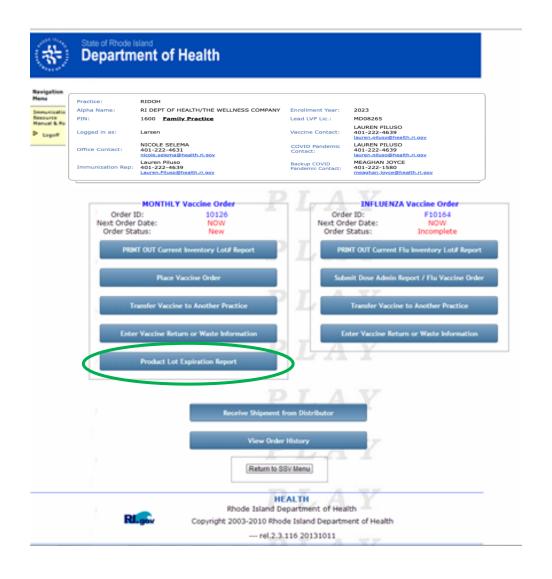Select **Order ID** to view an order's information.

Order information includes dates for when the order was:
- Submitted by practice
- Approved by RIDOH
- Processed to CDC
- Shipped from the distributor
- Received by the practice

You can also review the vaccines that were ordered, approved, shipped, received, wasted, and returned.
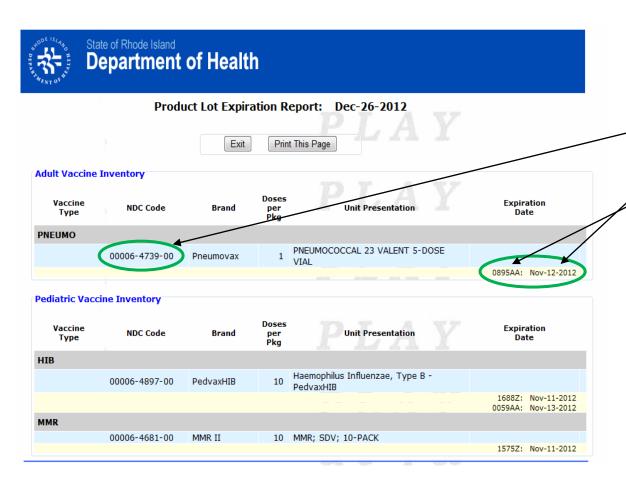
Select **Product Lot Expiration Report** to view all vaccines currently in your inventory that have expired or will expire within the next 120 days.

This report should be reviewed frequently to make sure that your practice is not using expired vaccines. The way to prevent this is to **rotate vaccine inventory properly**. This means using older vaccines before using newer ones. Failure to rotate inventory properly is considered negligent and may result in the practice having to pay for replacement of expired vaccines.

State of Rhode Island
Department of Health

Product Lot Expiration Report: Dec-26-2012

Exit   Print This Page

Adult Vaccine Inventory

Vaccine Type	NDC Code	Brand	Doses per Pkg	Unit Presentation	Expiration Date
PNEUMO					
	00006-4739-00	Pneumovax	1	PNEUMOCOCCAL 23 VALENT 5-DOSE VIAL	
					0895AA: Nov-12-2012

Pediatric Vaccine Inventory

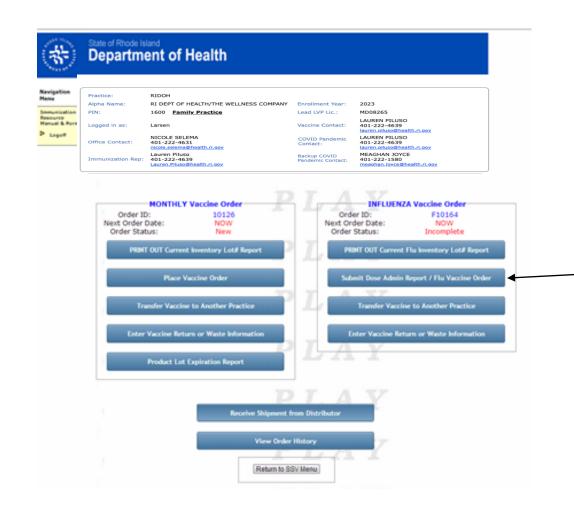| Vaccine Type	NDC Code	Brand	Doses per Pkg	Unit Presentation	Expiration Date
HIB					
	00006-4897-00	PedvaxHIB	10	Haemophilus Influenzae, Type B - PedvaxHIB	
					1688Z: Nov-11-2012
					0059AA: Nov-13-2012
MMR					
	00006-4681-00	MMR II	10	MMR; SDV; 10-PACK	
					1575Z: Nov-11-2012

After clicking **Product Lot Expiration Report,** you will see all the product information including NDC Code, Lot #, and Expiration Date.

If your practice feels that it will not be able to use all of a vaccine before it expires, please contact RIDOH and we will try to assist you in finding another practice that can use the vaccine. It is the responsibility of the practice to initiate this request and make all arrangements with any receiving practice that may be identified.

RIDOH cannot guarantee that it will be able to find a practice that is able to use the vaccine.
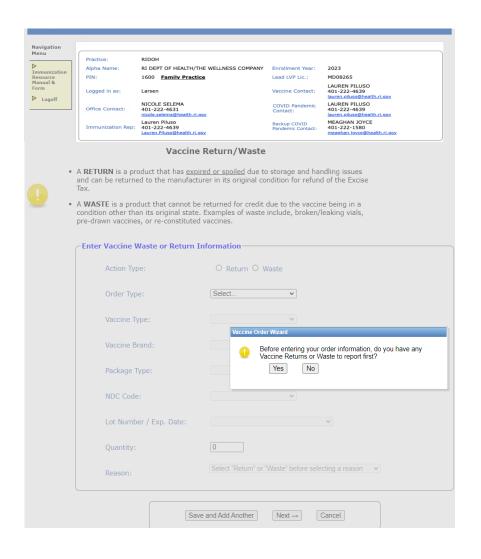
Influenza Vaccine Order Menu

The next few screens will discuss influenza vaccine ordering. They will address specific items for **Influenza Vaccine Orders** that are different than regular Monthly Orders**.**

Once you have completed the **Current Flu Inventory Lot# Report** printout, you are ready to start the vaccine order process.

Click **Submit Dose Admin Report / Flu Vaccine Order** to start the order process.
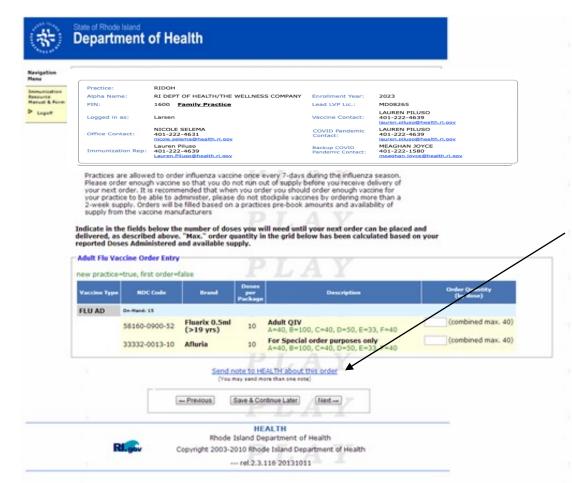
Influenza Ordering

After completing or bypassing the **Returns/Waste** screen, the flu vaccine ordering process is very similar to that of monthly vaccines.

The main difference is that you must enter information about the influenza vaccine <u>doses that were administered to patients on a weekly basis</u>. This will be covered on the following pages.
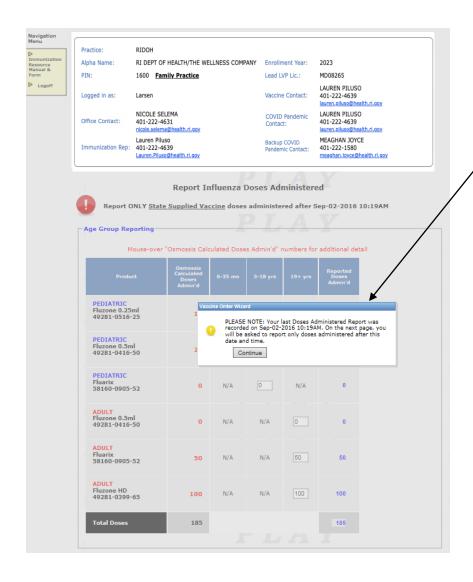
Inventory / Order Notes

The **Inventory Tracking** and **Vaccine Order** pages for both adult and pediatric influenza vaccine work the same as those for regular vaccines, covered earlier in the presentation.

Please remember that if you are ordering vaccine outside the norm (i.e. have a special request or instruction regarding your order) click "**Send Note to RIDOH about this order**" and describe the special request; do not send a separate email.

Any orders outside the norm *without a note* will be held until RIDOH can identify the special need by the provider's office, or will be processed without the special need being approved.

After you click **Next** on the **Vaccine Order** page, you will arrive at the **Doses Administered** section of the report. A window will pop up showing the last date that vaccines were reported. Please make note of that date, and only report vaccines administered *after* that date to prevent duplicating reporting doses administered.

<u>IMPORTANT:</u> It is important to accurately report flu doses administered, because practices are allowed seasonal flu vaccine based on the amount of vaccine that was reported as administered during the *previous* flu season.

Failure to report doses administered accurately will impact your flu vaccine supply the following year.
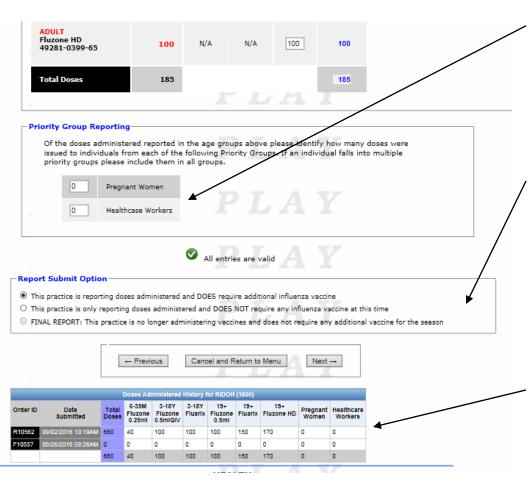
On the **Doses Administered** page you will be required to report doses administered by **age group** and **vaccine presentation** for both Pediatric and Adult patients.

Please note that all fields require data entry. If no vaccines were administered to an individual in any field you must enter zero (0).

In the **OSMOSSIS Calculated Doses Admin'd** column, hover your cursor over a number in the field and a pop-up window will appear showing how the system arrived at this number. If your data does not match that in the system, it is due to an entry error by the practice. Please compare the information in the table to ensure it matches your data records.

Doses Administered (continued):

Priority Group Reporting – indicate how many of the patients from the **Age Group Reporting** fall under any of the priority groups. If a patient falls under multiple priority groups please only include them in the first available option (e.g. a pregnant healthcare worker would be reported under **Pregnant Women**).

Report Submit Option – select whether you are:
- reporting doses administered and need additional flu vaccine
- reporting doses administered and **do not** need additional flu vaccine
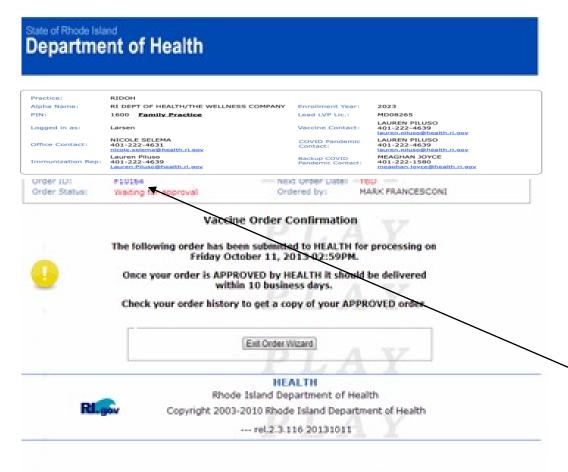- submitting a final report

Your answer will dictate which screen appears next – either the regular order process or a pop-up asking you to confirm your choice.

At the bottom of the screen, you will see a history of all flu vaccines that were reported as administered to date.

Once you have completed all the information, click **Next.**

Temperature Log / Delivery Info / Summary / Confirmation

The Temperature Log, Delivery Information, and Summary pages work the same for flu vaccine as they do for regular monthly vaccines, as previously covered.

Please remember to click **Submit Order** at the bottom of the Summary Page. Failure to click this button will result in your order being listed as **incomplete,** and it will not be processed by RIDOH.

Once your order has been submitted you will see the confirmation page indicating date and time of submission. Please note this information along with the **Order ID** in case you need to contact RIDOH for assistance with this order.

Please note that all flu order IDs will begin with the letter "**F**".

Contact Information

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Review / Exam

Final Step:

- Now that you have completed the SSV/OSMOSSIS Self-Study presentation, the final step is completing a **Review/Exam.**

- Please click the link below to be directed to the SSV/OSMOSSIS Review/Exam. Once you complete the Review/Exam you will be directed on how to activate the OSMOSSIS link for your practice.

- Please click the link below to take exam.

  https://www.surveymonkey.com/r/BWGGC6N

Thank you.

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