



NEW JERSEY VACCINES FOR CHILDREN (NJ VFC) PROGRAM

VFC@doh.nj.gov
Phone: 609-826-4862
Fax: 609-826-4868

TAKING A SHOT AT VACCINE ORDERING

HOW FREQUENTLY MAY I ORDER?

Enrolled providers are assigned an ordering frequency based on the size of their reported eligible population. Providers must submit their profile representing the population served over the most recent 12 months. Providers should update the information if there is a change in the population of eligible patients within your facility.



WHAT ARE THE ORDERING FREQUENCIES?

Ordering frequency is assigned as follows:

- Monthly (Large: 2,000+ doses/year) – every 30 days
- Bimonthly (Medium: 500 – 1,999 doses/year) – every 60 days
- Quarterly (Small: 100 – 499 doses/year) – every 120 days
- As-is (As-is: 0 – 99 doses/year)

Please note that influenza vaccine can be requested with your scheduled order or ordered independently in the New Jersey Immunization Information System (NJiIS) during flu season. For updates on the respective flu season, please continue to check the NJiIS bulletin board regularly.

HOW CAN I BE SURE I CAN ORDER ENOUGH VACCINE FOR PATIENTS?

To order your desired quantity:

- Ensure that vaccine doses administered are accurately recorded in NJiIS.
- Ensure that your physical inventory matches your NJiIS online inventory.
- Ensure that your minimum/maximum temperatures are accurately recorded in NJiIS and that there are no unresolved temperature excursions.
- Ensure that you have a “buffer stock” of approximately 14 – 21 days for unanticipated delays in vaccine shipment.

CAN I ORDER MORE THAN THE “QUANTITY SUGGESTED” IN NJiIS?

Yes, you can order more than the “quantity suggested.” The “quantity suggested” is solely based on the number of doses of vaccine administered as correctly recorded by the provider in NJiIS.

- Always make sure you indicate the reason you are requesting more doses in the comment section to expedite the review.
- Providers who face **unanticipated** shortages between scheduled orders can contact the NJ VFC Program by email to request additional vaccine doses. With proper planning and oversight by the Medical Director, requests for additional vaccines between scheduled orders should be rare—particularly for sites that order monthly.

~Continued on next page~

