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## Maine COVID-19 Vaccine Ordering Process May 21, 2021

Beginning Monday, May 24, Maine Immunization Program providers who have an approved COVID-19 agreement will have the ability to order COVID-19 vaccine through the Pandemic Vaccine Ordering tool in ImmPact.

Providers will be able to order the following minimum and maximum quantities of COVID-19 vaccine:

	Moderna	Pfizer	Johnson & Johnson
Minimum	140	1170	100
Maximum	700	7020	500

Providers must order at least the minimum amount listed above for both the Moderna and Johnson & Johnson vaccines, however, if providers would like to order less than 1170 doses of Pfizer, they may do so by submitting a request to: C19Allocations.MECDC@Maine.gov.

Please ensure that the following information is entered into ImmPact, prior to placing a vaccine order:

- Verification of days and hours of operation that the staff at MIP-enrolled sites are available to receive vaccine.
- Site's delivery address.
- Primary and backup point of contact information.
- Up-to-date temperature logs for all units.
- Doses administered are required to be entered in the client record within 24-hours of administration.
- Reconciliation within the past fourteen days to include the following:
  - A physical count of all vaccines by brand, presentation, lot number, and expiration date.
  - Any expired, spoiled, or ruined/wasted vaccine doses

Once orders are submitted through ImmPact, they will ship the following business day. Please allow five-days for shipping.

## **Important Reminders**

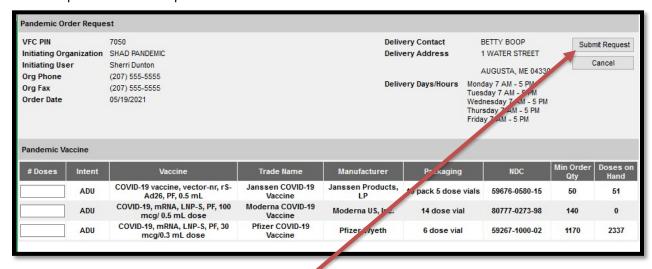
- The Maine Immunization Program will no longer be ordering on provider's behalf for 2<sup>nd</sup> doses.
- All COVID-19 vaccine must either be used prior to expiration OR transferred to another facility; returns will not be accepted.
  - o Excess vaccine may also be posted to the "Vaccine Available" page on ImmPact
    - No vaccine will be posted with an expiration date of less than 30 days.

## **Pandemic Vaccine Ordering in ImmPact**

- From the menu panel (green column on the left)
- Under Inventory heading
- Click the Pandemic Vaccine Request link



This will open the Order Request screen:



- Enter the quantity of doses for the vaccines wanted
- Note: You will need to order in increments of the minimum order (i.e. you cannot order 1000 or 2000 doses of Pfizer – you would need to order 1170, 2340, 3510 etc.)
- Click the Submit Request tab
- A message will show at the top of the screen: Your vaccine request has been successfully submitted