



May 27, 2021

To all enrolled COVID-19 vaccine providers,

As COVID-19 vaccine is now widely available, the Ohio Department of Health (ODH) is transitioning the responsibility of ordering vaccine to individual providers. Local health departments, hospitals, federally qualified health centers, and pediatricians have made this transition.

Effective Monday, June 7, all enrolled COVID-19 vaccine providers will be required to directly order COVID-19 vaccine doses each week using the Vaccine Ordering Management System (VOMS). This includes first and second doses of the Pfizer and Moderna products, as well as the single-dose Johnson & Johnson (Janssen vaccine).

As this weekly responsibility shifts from ODH to providers, ODH is offering training and step-by-step guidance on the process, deadlines, and expectations.

### **Training sessions**

Please attend one of the following training sessions on May 28, June 2, June 3, or June 4 to learn about the ordering process and expectations.

### **How to join:**

- **Friday, May 28:** 10-11 a.m.
  - Join Microsoft Teams meeting on your computer or mobile app: [Click here to join the meeting](#)
  - Join Microsoft Teams meeting by phone (audio only): Dial 614-721-2972 and enter phone conference ID: 680 730 583#
  - Join with a video conferencing device: 682042763@t.plcm.vc and enter video conference ID: 117 088 395 8
- **Wednesday, June 2:** 1-2 p.m.
  - Join Microsoft Teams meeting on your computer or mobile app: [Click here to join the meeting](#)
  - Join Microsoft Teams meeting by phone (audio only): Dial 614-721-2972 and enter phone conference ID: 411 565 187#
  - Join with a video conferencing device: 682042763@t.plcm.vc and enter video conference ID: 111 135 351 6
- **Thursday, June 3:** 2:30-3:30 p.m.
  - Join Microsoft Teams meeting on your computer or mobile app: [Click here to join the meeting](#)
  - Join Microsoft Teams meeting by phone (audio only): Dial 614-721-2972 and enter phone conference ID: 591 598 816#
  - Join with a video conferencing device: 682042763@t.plcm.vc and enter video conference ID: 115 013 445 1
- **Friday, June 4:** 11 a.m. - 12 p.m.

- Join Microsoft Teams meeting on your computer or mobile app: [Click here to join the meeting](#)
- Join Microsoft Teams meeting by phone (audio only): Dial 614-721-2972 and enter phone conference ID: 999 656 074#
- Join with a video conferencing device: 682042763@t.plcm.vc and enter video conference ID: 116 895 267 8

## **How to order vaccine doses**

### **Minimum order quantities**

- **Pfizer two-dose vaccine:** 1,170 doses (available in increments of 1,170) shipped from Pfizer. 30 doses (available in increments of 30 up to 360 doses) repackaged and shipped from the Ohio Department of Health Receipt, Store, and Stage (RSS) warehouse.
  - *Coming soon: Pfizer also will begin to offer shipment of 450-dose packages of its vaccine the week of May 31.*
- **Moderna two-dose vaccine:** 100 doses (available in increments of 100) shipped from McKesson.
- **Johnson & Johnson single-dose vaccine:** 100 doses (available in increments of 100) shipped from McKesson.

### **Ordering timeline/window**

As a first step in this transition, providers will have two ordering windows each week for delivery the following week.

- The first ordering window opens Mondays at 8 a.m. and closes Thursdays at noon. These orders would be delivered from Pfizer or McKesson the following Monday or Tuesday, or from the RSS on Tuesday.
- The second ordering window opens Fridays at noon and closes Sundays at noon. These orders would be delivered from Pfizer or McKesson the following Tuesday or Wednesday, or from the RSS the following Thursday.

*Orders requested outside of these two windows cannot be accepted. Ordering timelines and deadlines may be adjusted in the future as needed.*

Providers can place first-dose and second-dose orders in a single order or in separate orders at their discretion. Providers should use their own internal processes for tracking first-dose and second-dose inventory.

*Ancillary kits are included with each order and will be shipped separately.*

### **How to place an order**

*Note, it may be necessary to reconcile your inventory before ordering. Reconciling only your COVID-19 vaccine is acceptable.*

1. Log into your VOMS account.
2. Select your site (if applicable).
3. Click Orders & Returns in the left navigation menu.
4. Click Orders & Transfers.

5. Click New Order.
6. Choose Order Set.
  - COVID19 — Pfizer 30\*
    - Select this order set to request Pfizer quantities of 360 doses or fewer.
    - Minimum order quantity is 30 doses.
    - *\* This option is currently available for a limited number of providers.*
  - COVID19 — Pfizer 450
    - Select this order set to request Pfizer quantities of 450 doses or more.
    - Minimum order quantity is 450 doses.
  - COVID19 — Pfizer
    - Select this order set to request Pfizer quantities of 1,170 doses or more.
    - Minimum order quantity is 1,170 doses.
  - COVID19 — Moderna
    - Select this order set to request Moderna vaccine.
    - Minimum order quantity is 100 doses.
  - COVID19 — Janssen
    - Select this order set to request Johnson & Johnson (Janssen) vaccine.
    - Minimum order quantity is 100 doses.
7. Input your order.
  - a. Enter the total quantity of doses needed in the “Doses Requested” field.
  - b. **Enter high and low temperatures for your vaccine storage unit in the Comments box.** *Moderna and Pfizer orders will need freezer and refrigerator temperatures.*
  - c. Enter any additional notes for ODH, such as requests for a special clinic or event. Providers can also use the Comments box for internal notes or reminders for that order.
  - d. Click Next.
8. Verify your location’s shipping address, contact information, and delivery hours. If any information is incorrect, please contact the ODH Immunization Program team at the email address listed below.
9. Click Submit Order.

### **Ordering expectations**

Please order only the quantity you need for the following week. You will have the opportunity to order doses on a weekly basis.

### **Contact us**

If you have any additional questions, please call the ODH Provider Call Center between 8 a.m. – 7 p.m. Monday through Friday, at 1-844-9ODHVAX (1-844-963-4829) or email [COVIDVACCINE@odh.ohio.gov](mailto:COVIDVACCINE@odh.ohio.gov). We look forward to assisting you during this transition.

Sincerely,

Ohio Department of Health  
Bureau of Infectious Diseases, Immunization Program