

[New Process for Ordering VFC Vaccine \(8/08\)](#)

There is a new VFC Vaccine Ordering and Inventory form, effective 8/08. This form must immediately replace all previous versions of the VFC order form and is also an attachment to this e-mail.

If you are not on the VFC e-mail list, please call 505-827-2147 or e-mail amy.trujillo@state.nm.us to be added to our e-mail list. Please include your VFC pin number, the name of your practice, an e-mail address and the name associated with the e-mail address. The e-mail address does not have to be specific to the practice; it can be a personal e-mail address. Vaccine updates occur frequently and e-mail is VFC's major means of communicating with you. If you do not receive e-mails, you will miss out on important VFC updates and vaccine information.

Two options are now available for ordering VFC vaccines: via e-mail and fax

IMPORTANT: Send order via e-mail or fax. Duplicate submission may result in you receiving duplicate vaccine orders.

E-mail process:

- Save the new order form to your computer.
- When ordering vaccines, open the saved form and fill out completely, including all VFC vaccines in your inventory, not just the vaccines you are ordering. This should include all identifying information at the top of the order form, doses on hand, lot numbers and expiration dates. If you have zero doses on hand, or are ordering zero doses, please indicate this with a "0" on the order form.
- The form allows you to type in each separate field and will expand as needed, allowing you to enter multiple lot numbers and expiration dates. It is okay if the form goes onto a second page. However, please do not use a font larger than 12 point.
- Choose "Save As," and in addition to the name of the document "VFC Order Form," add the date you are placing the order. This will help you reference your order in the future.
- Send an e-mail to vaccine.orders@state.nm.us with the order attached. In the subject line include your VFC pin number. If you need help with attaching the order or have any other questions about this process, please call 505-827-2415 or 505-827-2147.

Benefits of using e-mail to place your vaccine order:

- You will be sent an e-mail confirming the receipt of your order. This is not available with faxed orders.
- Each time you order, you can open the old order form which you have saved and make changes as necessary, instead of having to rewrite information each time (e.g. lot numbers and expiration dates). Remember to save the changes you make with the current date so you do not lose data from previous orders.
- Typed orders are easier to read with fields increasing to accommodate all lot numbers in your stock.

Fax Process:

- Fill out the new VFC order form completely including all VFC vaccines in your inventory, not just the vaccines you are ordering. This should include all identifying information at the top of the order form, doses on hand, lot numbers and expiration dates. If you have zero doses on hand, or are ordering zero doses please indicate this with a "0" on the order form.
- Fax to 505-827-1741 or 505-827-1064.