May 19, 2021

To all enrolled provider health centers and pediatricians,

As COVID-19 vaccine is more widely available now, the Ohio Department of Health (ODH) plans to gradually transition the responsibility of ordering vaccine to individual providers.

Effective Monday, May 24, all Ohio federally qualified health centers and pediatricians enrolled as 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 Thursday, May 20, or Friday, May 21, reviewing the ordering process and expectations.

How to join:

- **Thursday, May 20: 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 1-614-721-2972 and enter phone conference ID: 839 996 13#

- **Friday, May 21: 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 1-614-721-2972 and enter phone conference ID: 622 085 056#

Additional training opportunities will be shared as they become available.

**How to order vaccine doses**

**Minimum order quantities**

- **Pfizer two-dose vaccine:** 30 doses (available in increments of 30) shipped from the Ohio Department of Health Receipt, Store, and Stage (RSS) warehouse.
- **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 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 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.

**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 special ordering option is available only for a limited number of vaccine providers including health centers and pediatricians.
   - **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 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 are unable to make either training session and would like information about additional training opportunities or if you need additional time to complete this transition, we can work out a plan with you. Please contact the ODH vaccine allocations team by emailing COVIDVACCINE@odh.ohio.gov using the subject line Ordering in VOMS.

If you have any additional questions, please call the ODH Provider Call Center between 8 a.m. – 7 p.m. Monday through Friday, and 8 a.m. – 5 p.m. Saturday and Sunday, at 1-844-9ODHVAX (1-844-963-4829) or email COVIDVACCINE@odh.ohio.gov.

We look forward to assisting you during this transition.

Sincerely,

Ohio Department of Health
Bureau of Infectious Diseases
Immunization Program