



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.

