



Mike Braun

Governor

Lindsay M. Weaver, MD, FACEP

State Health Commissioner

Title: Vaccine Order Management -
Provider Orders

Policy #: IDOH Immunizations Division
Policy 13

Effective dates: 01-Aug-25 to 31-Dec-26

Approvals:

Dave McCormick, Immunization Director

January 22, 2026

Date

Policy Statement

Once enrolled, providers can place vaccine orders with the Immunization Division for any publicly funded vaccine using the Vaccine Ordering Management System, VOMS. In 2019, the Immunization Division underwent a reorganization that led to the creation of a vaccine ordering and accountability coordinator position and a team of regional vaccine ordering and accountability specialists. Their job is to validate providers orders, as well as verify vaccine accountability.

All persons who are responsible for ordering publicly funded vaccines in their facility will need to obtain VOMS access through the Children and Hoosier Immunization Registry Program (CHIRP). New providers who do not have access to CHIRP must submit an Individual User Agreement Form (State Form 52303) and a VOMS Individual User Access Form to obtain a username and password prior to being granted VOMS access.

Providers are required to notify the Immunization Division immediately when there are changes in the primary vaccine coordinator, the back-up coordinator, and/or the medical director. This includes the need to terminate VOMS accounts for a former employee within 24 hours. Failure to notify the Immunization Division within 24 hours could result in suspension of ordering privileges.



Vaccine coordinators should request delivery during regular office hours. Vaccine shipments should be delivered when staff is available to unpack and store the vaccine properly. Shipment times should be updated at the time each vaccine order is submitted and should reflect any office closures, such as holidays, scheduled vacation, and changes in the hours of operation and/or lunch hour. Providers must be on site with appropriate staff available to receive vaccine at least one day a week other than Monday, and for at least four (4) consecutive hours during that day.

Procedures and Responsibilities

Vaccine Ordering Requirements

All providers will follow the ordering requirements set by the Immunization Division.

- All providers will use Vaccine Ordering Management System, VOMS, to place all regular vaccine orders. The VOMS application will help providers order and manage all publicly funded vaccines efficiently.

VOMS will maintain certain provider specific information: facility name, address, city and ZIP Code. Providers can change the email address, phone and fax number in VOMS. Providers must contact the Immunization Division for all other changes at 800-701-0704 or email at immunize@health.in.gov.

- Providers should verify their provider specific information each time they submit a vaccine order. If this information changes at any time, providers should submit the Provider Change of Contact Information Form. If the delivery days or times have changed, correct it, and once you submit your order, the information will be saved.

Create Order

Organization (IRMS): NM PEDIATRICS	First Name: SARA							
Facility: NM PEDIATRICS	Middle Name:							
Phone Number: (569)325-1102	Last Name: ADAMS							
Phone Extension:	Address: 1005 SOMEWHERE ST							
Email:	City: SANTA FE							
Monday: 09:00 13:00	Tuesday: 09:00 13:00							
12:00 17:00	12:00 17:00							
Wednesday: 09:00 13:00	Thursday: 09:00 13:00							
12:00 17:00	12:00 17:00							
Friday: 09:00 13:00								
12:00 17:00								
PIN: 100801								
Order Date: 04/28/2011								
Submitter: LINDA PURSLEY (LINDA, RC)								
Comments:								
Inventory Last Submitted: 04/28/2014								
Order Set: VFC ORDER SET 1 / Distributor								
Inventory Transaction Report I lot Number Summary Edit Temperature								
Order Frequency: Twice Monthly Order Timing: 16th to End of Month								
Order Schedule:								
Order Details								
Vaccine	Description	Dose Used	Physical Last Inventory Month	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	DAPTACELUS®	1	9	0	10	<input type="checkbox"/>	--select--	
DTaP	INFANRIX®			0		<input type="checkbox"/>	--select--	



Submitting Vaccine Orders

Providers are responsible for providing all required data in VOMS for a vaccine order to be successfully submitted and approved. Inventory MUST be submitted before the vaccine order can be approved.

Providers can submit **one (1)** regular order via VOMS at any time during the calendar month. For example, if an order is placed on Jan. 30, the next order can be placed on Feb. 1.

Orders will be reviewed and approved in VOMS daily by the Immunization Division Vaccine Management staff. Delivery can be expected within seven (7) to 10 business days from the time the vaccine order was submitted. Varicella and ProQuad vaccine orders are shipped directly from the manufacturer and may take up to 14 business days for delivery.

- *PLEASE NOTE: Any vaccine order may be delayed due to extenuating circumstances*

To avoid vaccine wastage and to keep the most appropriate vaccine inventory on hand, the Immunization Division strongly recommends that providers monitor inventory closely and order to maintain a 30-to-45-day supply (roughly five [5] weeks) of vaccine.

Providers must submit an inventory monthly, even if a vaccine order is not placed that month.

Receiving Vaccine Orders

Once proper cold chain has been verified, the vaccine order must be received in VOMS. Do NOT manually enter inventory in VOMS when receiving an order.

Failure to follow procedures for receiving vaccine orders will result in large discrepancies in inventory and may result in suspension from the Vaccines for Children Program.

Forms

Individual User Agreement (State Form 52303 R4 8-16)
https://chirp.in.gov/chirp_files/docs/IUA-2016-edit.pdf