



## ***Division of Public Health Services***

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### **How to Order Novel H1N1 Influenza Vaccine**

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The federal government is providing novel H1N1 influenza vaccine to the states at no charge. The Arizona Department of Health Services (ADHS) will be the central ordering location for vaccine in Arizona. The arrival date and size of individual novel H1N1 influenza vaccine shipments will depend on vaccine availability from the distributor and state and county prioritization guidance

#### **ADHS will pre-register providers who are interested in administering novel H1N1 influenza vaccine.**

- There is no cost to the provider to pre-register.
- Pre-registration does not obligate the provider to administer novel H1N1 influenza vaccine.
- The novel H1N1 influenza vaccine will be provided free of charge to providers. Providers can not charge recipients for the vaccine. However, providers can charge an administration fee.
- Providers who want to order novel H1N1 influenza vaccine will need to sign a provider agreement that they will adhere to recommended priority groups, follow minimal reporting requirements, and adhere to vaccine storage and handling requirements.

**To pre-register, please fax the attached pre-registration form to Arizona Immunization Program Office as soon as possible but at least by Friday, September 11th to (602) 364-3232. Alternately, electronic submission of pre-registration can be done at <http://www.azdhs.gov/flu/h1n1/index.htm>**

- The pre-registration form will ask for the provider's contact information and shipping location
- Providers will be asked to estimate the total number of persons that they would realistically intend to vaccinate this season with the novel H1N1 influenza vaccine
- Providers need to have an active Arizona license
- Providers who are signed up with ADHS for VFC or ASIIS still need to pre-register
- **Submit only one pre-registration form per site even if there are multiple providers at the site**

#### **Pre-registered providers will later receive:**

- Instructions on how to order and reorder novel H1N1 influenza vaccine
- A provider agreement that will need to be signed outlining the terms and conditions of administering novel H1N1 influenza vaccine

#### **Novel H1N1 influenza vaccine distribution and reporting process:**

- When the vaccine becomes available for distribution, providers will receive a provider agreement and order form that must be returned to ADHS in order to receive vaccine.
- Vaccine will be shipped directly to the provider from a vaccine distributor. Shipments will be in increments of 100 doses with a minimum shipment size of 100 doses
- Providers can order additional doses of novel H1N1 influenza vaccine through ADHS as needed
- Providers will be asked to report to ADHS on a regular basis the number of administered doses, the type of novel H1N1 influenza vaccines given, and whether a dose was a first or second dose.

For more detailed information on novel H1N1 influenza vaccine, see the accompanying Background Document. Call Arizona Immunization Program Office at (602) 364-3895 with further questions on novel H1N1 influenza vaccine pre-registering, ordering, delivery, or handling.