



This guide is designed to provide you with a few ideas and resources to welcome and orient your new employee or a new practice to your organization. Please feel free to incorporate your organization's current onboarding items and plans. We hope you find this guide helpful as you work to a seamless integration.




For alterations to this schedule, use the [CDC Immunization Schedules](#).

## VACCINE ORDERING

Vaccines are replenished weekly by the vaccine coordinator. The next few sections are critical to ensure proper ordering. However, reach out to your vaccine coordinator with questions at any time.

Vaccine Coordinator	Primary Number	Secondary Number
Back-up Vaccine Coordinator	Primary Number	Secondary Number

- The following accounts can be used for ordering vaccines (**please update prior to distribution**):

Company	Account #	Website	Phone
Sanofi		<a href="http://www.vaccineshoppe.com">www.vaccineshoppe.com</a>	1-800-822-2463
Merck		<a href="http://www.merckvaccines.com">www.merckvaccines.com</a>	1-800-637-2579
AstraZeneca		Via authorized distributor <a href="http://www.flumistquadrivalent.com">www.flumistquadrivalent.com</a>	1-800-236-9933
Pfizer		<a href="http://www.pfizerprime.com">www.pfizerprime.com</a>	1-800-666-7248
Dynavax		Authorized Distributor	1-844-375-4728

For best vaccine pricing, please utilize the [CPP Group Purchase Program Ordering Guide](#) or contact CPP at [CPP@nationwidechildrens.org](mailto:CPP@nationwidechildrens.org) 1-877-277-9330 with questions.

## VACCINE INVENTORY

- There may be times that a vaccine is wasted/not used or returned to the manufacturer. All doses must be accounted for to ensure accurate ordering. Each time a vaccine is drawn up but not used, document waste on the waste log (Attachment A).
- The Vaccine Coordinator will count private vaccines on a weekly basis and calculate each order using the Vaccine Inventory Tracking Worksheet (Attachment B).

## VACCINE DISPOSAL

- Proper Disposal of vaccines is a must. Use the following chart for guidance.

Item	Proper Disposal
Empty vial*	Trash
Empty, unused syringe	
Empty, used syringe with needle	Sharps container
Multi-dose vial Prefilled syringe If vaccines exceed maximum concentration (0.2 mg/L) for the toxicity characteristic for mercury per federal law	Hazardous waste
Preservative-free vaccine that includes attenuated and single-dose	Regulated Medical Waste container
*Select states require even empty vials to be placed in a sharps container if the vial contained a biohazard: DE, FL, IA, IL, MA, MN, NJ, OR, SC, WV	

Source: [Pharmacy Times](#)

## VACCINE STORAGE

- Receiving & Storing vaccines (please update prior to distribution)
  - Vaccines are typically delivered by \_\_\_\_\_ (UPS, FedEx, etc) during business hours. Deliveries are signed by \_\_\_\_\_ (front desk, MA, etc) and immediately counted, reconciled against order log and packing slip. Notify \_\_\_\_\_ (Vaccine coordinator) of any discrepancies.
  - Place vaccine in the appropriate refrigerator or freezer (see chart below). Vaccines should be stored so that vaccines with the soonest expiration dates are used first.
  - Vaccine lot numbers are then added to the EHR by \_\_\_\_\_ (label position)

(List the vaccines kept in each location)

Freezer	Refrigerator

- [CDC Vaccine Storage and Handling Guidance](#)
- [CDC Vaccine Storage and Handling Toolkit](#)
  - Make sure to complete checklists and forms (pg 30-33)
- [CDC Vaccine Storage and Handling Resources](#)
- [AAP Vaccine Storage & Handling Guidance](#)
- [Temperature Log for Refrigerator](#) (Fahrenheit)
- [Temperature Log for Freezer](#) (Fahrenheit)

## VACCINE STORAGE EQUIPMENT

- Purchasing storage equipment
  - [Buying a Vaccine Refrigerator](#)
  - [CPP Vaccine Storage Equipment Grant Program](#)
  - [Vaccine Storage Options Tool](#)
  - [Webinar - Vaccine Storage Tips](#)

## DISASTER PLANNING

- Disaster Planning and Emergency Responses
  - [AAP Disaster Planning](#)
  - [CDC - Transporting Vaccines During Emergencies](#)
  - [Emergency Response Worksheet](#)

## VACCINE EDUCATION

Ongoing education is extremely important for any employee that is ordering, storing, or administering vaccines. Several educational opportunities are listed below:

- [Skills Checklist for Vaccine Administration](#)
- [CDC Education Courses](#)
  - [You Call the Shots](#)
  - [Pink Book Series](#)
- [Collaboration for Vaccine Education and Research \(CoVER\)](#)
- [Vaccine Education Course by Sanofi Pasteur](#)

## VACCINE BILLING, CODING and DOCUMENTATION

- Below are the CPT Guidelines for Vaccine Administration (**please update as necessary**)
  - 90460 - Immunization administration through 18 years of age via any route of administration, with counseling by physician or other qualified health care professional; first vaccine/toxoid component
  - +90461 Immunization administration through 18 years of age via any route of administration, with counseling by physician or other qualified health care professional; each additional vaccine/toxoid component (List separately in addition to code for primary procedure.)
  - 90471 Immunization administration (includes percutaneous, intradermal, subcutaneous, or intramuscular injections); 1 vaccine (single or combination vaccine/toxoid)
  - +90472 Immunization administration (includes percutaneous, intradermal, subcutaneous, or intramuscular injections); each additional vaccine (single or combination vaccine/toxoid) (List separately in addition to code for primary procedure)
  - 90473 Immunization administration by intranasal or oral route; 1 vaccine (single or combination vaccine/toxoid)
  - +90474 Immunization administration by intranasal or oral route; each additional vaccine (single or combination vaccine/toxoid) (List separately in addition to code for primary procedure)
  
- See our office's vaccine schedule on page 1 for a coding guide
  
- For other coding cheat sheets, use the following resources found in Attachment C:
  - CPP Pediatric Coding Cheat Sheet
  - CPP Adult Vaccine Coding Cheat Sheet
  - CPP Adult Immunization Billing Guide

The AAP has also provided a [FAQ](#) resource. If you find yourself in a situation where you need additional adult vaccine coding, the [AAFP](#) has resources.
  
- When administering vaccines, make sure to document the following in the patient's record:
  - Consenting party
  - Vaccine Manufacturer
  - Lot number
  - Date administered
  - Expiration date
  - Administration location
  - VIS date/version
  
- It is highly recommended that you verify proper payment from payers. As a general guideline, practices should receive 17-28% above the [CDC Vaccine Price List](#) to cover the costs of storing vaccines [AAP Business Case for Pricing Vaccines](#). Looking at an average of your top five payers is made easy by using the attached Payer Mix Worksheet (Attachment D).

- Vaccine Programs –
  - This office participates in the Ohio Department of Health Vaccines for Children (VFC). All VFC vaccines must be stored separately from the private vaccines and should not be mixed. If vaccines are in the same storage unit, they should be separated and marked accordingly to avoid improper administration. Refer to the ODH VFC Vaccine Management Plan [ODH VFC Vaccine Management Plan](#)
  - For all other [State & Local Vaccine Programs](#)
  - [Vaccines for Children](#)

#### **Attachments**

- Attachment A – Vaccine Waste Log
- Attachment B – Vaccine Inventory Tracking Worksheet
- Attachment C - CPP Pediatric Coding Cheat Sheet, CPP Adult Vaccine Coding Cheat Sheet, CPP Adult Immunization Billing Guide
- Attachment D – Payer Mix Worksheet