



HDOH Vaccine for Children Program

Webinar topic: Hawaii Immunization Registry (HIR)
Inventory & Ordering

December 12, 2023

Housekeeping

Please mute yourself when not speaking.

- **Reminder for QA Team:**
 - Please monitor the Q&A panel for questions you may be able to answer.
- **Reminder to Attendees:**
 - Today's session is being recorded. Slides and webinar recordings will be uploaded to:
 - <https://health.hawaii.gov/docd/for-healthcare-providers/vaccination-resources/vaccines-for-children-program-vfc/>
 - To be added to the Hawaii VFC Program email list, please email your request to hawaiiivfc@doh.Hawaii.gov. In the subject line of the email, please write EMAIL LIST.

Questions?

During today's webinar, please use the chat to ask your questions so the Hawaii VFC Program subject matter experts can respond directly.

We will be answering your questions at the end of the presentation.

Important Information/Updates

- Effective immediately, HDOH will no longer be accepting Paper VFC vaccine orders for routine supplied VFC vaccine with the exception of **allocated vaccines** i.e. COVID-19, Seasonal Influenza, Birthing Hospital VFC Nirsevimab and **Special Projects** i.e. Birthing Hospital Hep B/HBIG. Separate order forms are available for these vaccine.
- **All other routine VFC vaccine orders will only be accepted via HIR**
- During the holiday season, VFC vaccine shipments will be restricted (priority orders only) or unavailable from December 13-29, 2023
 - Regular VFC vaccine shipping schedules are expected to resume beginning the first week of January. However, note that order backlogs at vaccine distribution centers may occur over the holidays so shipment delays could extend well into January
- Hawaii VFC Provider participation in the Hawaii Immunization Registry (HIR) is mandatory. Providers must reenroll in HIR via the HIR website between November 15, 2023 and January 31, 2024. Please refer to your 2024 Re-enrollment packet for step-by-step guidance on the HIR online enrollment process.
- For questions regarding HIR enrollment, please contact the HIR Help Desk at (808) 586-4665, 1-888-447-1023 (toll-free), or registryhelp@doh.hawaii.gov.

LOGGING INTO HIR

- HIR Login Page
- Enter Org Code, Username and Password

STATE OF HAWAII
Department of Health
Healthy People • Healthy Communities • Healthy Islands

Hawaii Immunization Registry

Home | Forms | Related Links | Demo | Training

TRN Region

Org Code:

Username:

Password:

Login

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

Hot Topics [HT-1](#) [HT-2](#) [HT-3](#) [HT-4](#) [HT-5](#) [HT-6](#) [HT-7](#) [HT-8](#) [HT-9](#) [HT-10](#) [HT-11](#) [HT-12](#) [HT-13](#)

HIR experiencing issues Posted on 08/06/2018

As of August 3, 2018, the following HIR functions are inoperative:

- Data exchange
- Manual data entry
- CoCASA extract

There may be additional functionality affected that has not yet been identified. Please notify the HIR Help Desk at registryhelp@doh.hawaii.gov using HIR errors as the subject line if you find other features or functions of the system that are not operating properly.

We are currently unable to determine a timeline for the resolution of this issue and apologize for the inconvenience. If you have questions or concerns, please contact Ronald Balajadia, Immunization Program Manager at (808) 586-8328 or toll-free at (800) 933-4832.

- [About Hawaii Immunization Registry](#)
- [Disclaimer](#)
- [Contact Us](#)

- For technical/login issues, please contact HIR Help Desk at (808) 586-4665, 1-888-447-1023 (toll-free), or registryhelp@doh.hawaii.gov.

RECORDING INVENTORY

You must record/report your CURRENT inventory on-hand prior to placing any VFC Vaccine Order

Recording Inventory

- On the blue pane on the left, please locate the option to 'record inventory'.



- Step 1:** Click 'record inventory' and you'll be taken to this page where you will 'Enter new inventory on-hand'

Inventory On-Hand Lists

Organization: 30013 Birthing Hospital Castle Medical Center

Enter New Inventory On-Hand

Allow providers to view HIR inventory columns

* From Date: 08/01/2022 * To Date: 08/01/2023 Refresh List

Inventory On-Hand Date	Entered By	Last Updated By	Last Updated On	Status
07/21/2023	Macy Westbrook	Macy Westbrook	07/21/2023 09:33 AM	Submitted

- This should be the next screen that you see. Here is where you will report any/all 'doses given since the last inventory' and the 'physical inventory on-hand' remaining

organization: Birthing Hospital Castle Medical Center • user: Macy Westbrook • role: Provider Level II

Inventory On-Hand

For accurate inventory reconciliation, please ensure that all inventory transactions have been recorded prior to submitting your current inventory on-hand. This screen may be printed to use as a worksheet for gathering inventory on-hand.

Print Screen
Save
Save & Submit
Use Ending Inventory
Cancel

Inventory Date: 08/02/2023

The inventory list includes all non-expired publicly funded vaccines both active and inactive. In addition, vaccines that expired since the last inventory on-hand was recorded will also be displayed. Inventory must be entered as a whole number (round down) in the physical inventory on-hand field.

State Supplied Vaccine Last Inventory On-Hand was on: 07/21/2023

Lots with Inventory All

Vaccine	TradeName	Manufacturer	Package	NDC Number	Lot Number	Exp Date	HIR Doses Given Since Last Inventory	HIR Inventory On-Hand	Doses Given Since Last Inventory	Physical Inventory On-Hand
DTaP	Infanrix	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	DTaP: Infanrix; 10-pack 1 dose T-L syringes	58160-0810-52	mw1099	12/13/2025	0	20		
DTaP,5 pertussis antigens	DAPTACEL	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP: Daptacel 10 pack 1 dose vials; Sanofi	49281-0286-10	mw1099	09/13/2023	0	30		
DTaP,5 pertussis antigens	DAPTACEL	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP: Daptacel 10 pack 1 dose vials; Sanofi	49281-0286-10	TW109	12/13/2025	0	50		
DtaP-Hib-IPV	Pentacel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP-IPV-HIB Pentacel; 5 pack 1 dose vials; Sanofi	49281-0510-05	CC1090	01/25/2024	0	50		
DtaP-Hib-IPV	Pentacel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP-IPV-HIB Pentacel; 5 pack 1 dose vials; Sanofi	49281-0510-05	mw1099	12/13/2025	0	20		
DTaP-IPV	Quadracel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	Quadracel DTaP-IPV 10 pack 1 dose vial	49281-0562-10	GG1030	11/25/2023	0	25		
DTaP/Polio/Hep B	Pediarix	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	DTaP-Hep B-IPV Pediarix; 10 single dose vials; GSK	58160-0811-46	mw1099	12/13/2025	0	20		

Recording Inventory

- **Step 2:** To begin recording your inventory, we're going to have you focus on these two columns, **doses given** and **physical inventory on-hand**

HIR Doses Given Since Last Inventory	HIR Inventory On-Hand	Doses Given Since Last Inventory	Physical Inventory On-Hand
0	20	<input type="text"/>	<input type="text"/>

- If you don't see a vaccine with your current lot number/expiration date/etc., you may also manually enter the vaccine here:

Manual Vaccine Entry

TradeName	Packaging Description	NDC	Lot Number	Exp Date	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

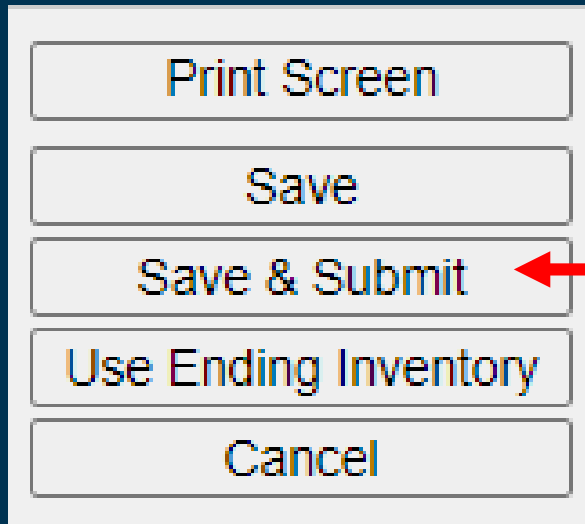
TradeName	Packaging Description	NDC	Lot Number	Exp Date	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Step 3:** Please be sure to enter **all** vaccine that have been used and **all** vaccine you have in stock since your last inventory was reported

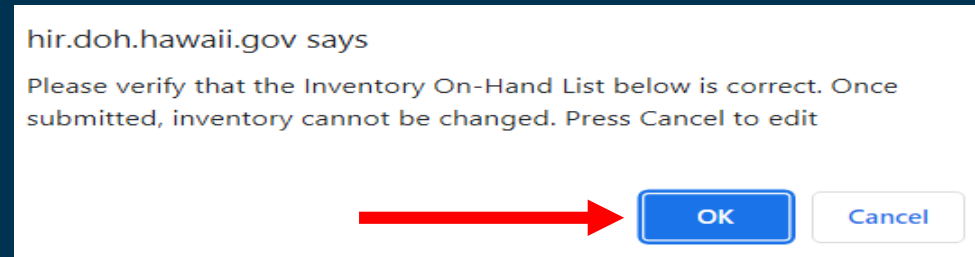
TradeName	Manufacturer	Package	NDC Number	Lot Number	Exp Date	HIR Doses Given Since Last Inventory	HIR Inventory On-Hand	Doses Given Since Last Inventory	Physical Inventory On-Hand
Infanrix	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	DTaP; Infanrix; 10-pack 1 dose T-L syringes	58160-0810-52	mw1099	12/13/2025	0	20	<input type="text" value="0"/>	<input type="text" value="20"/>
DAPTACEL	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP; Daptacel 10 pack 1 dose vials; Sanofi	49281-0286-10	mw1099	09/13/2023	0	30	<input type="text" value="2"/>	<input type="text" value="28"/>
DAPTACEL	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP; Daptacel 10 pack 1 dose vials; Sanofi	49281-0286-10	TW109	12/13/2025	0	50	<input type="text" value="0"/>	<input type="text" value="50"/>
Pentacel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP-IPV-HIB Pentacel; 5 pack 1 dose vials; Sanofi	49281-0510-05	CC1090	01/25/2024	0	50	<input type="text" value="10"/>	<input type="text" value="40"/>
Pentacel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP-IPV-HIB Pentacel; 5 pack 1 dose vials; Sanofi	49281-0510-05	mw1099	12/13/2025	0	20	<input type="text" value="0"/>	<input type="text" value="20"/>

Submitting Inventory

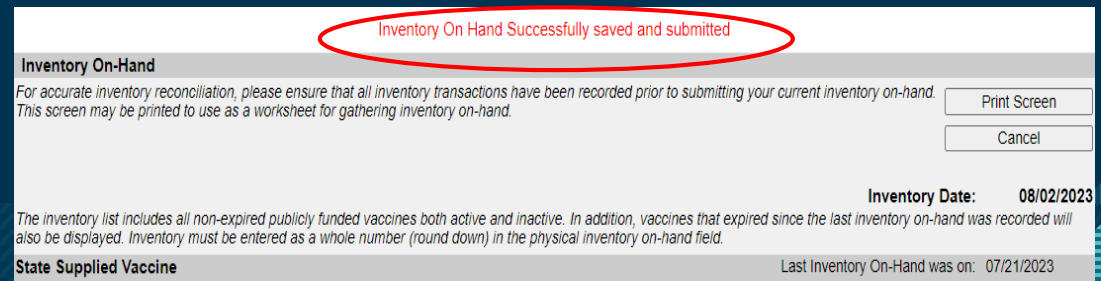
- **Step 4:** Once you've entered all your inventory and reviewed it to ensure it's accuracy, go ahead and **'Save & Submit'**



- **Step 5:** The following pop-up will ask if you would like to continue. Select, **'OK'**



- **Step 6:** Once you have submitted your inventory, you'll be told that your inventory was **'successfully saved and submitted'**. Click **'Cancel'** to return to the previous page or click **'Print screen'** to print your inventory list





Confirm your inventory has been recorded

Inventory On-Hand Lists

Organization: 30013 Birthing Hospital Castle Medical Center

[Enter New Inventory On-Hand](#)

Allow providers to view HIR inventory columns

* From Date  * To Date  [Refresh List](#)

Inventory On-Hand Date	Entered By	Last Updated By	Last Updated On	Status
08/02/2023	Macy Westbrook	Macy Westbrook	08/02/2023 01:48 PM	Submitted
07/21/2023	Macy Westbrook	Macy Westbrook	07/21/2023 09:33 AM	Submitted
07/20/2023	Macy Westbrook	Macy Westbrook	07/20/2023 05:31 AM	Submitted

This will complete the recording inventory process

Submitting a VFC Vaccine Order

Placing VFC Vaccine Order

- **Step 1:** On the home screen, in the left blue plane please locate and select 'Manage Orders'



- **Step 2:** You will be taken to the following page where you will place your order. Select 'Create Order'

Manage Orders
ATTENTION: Please ensure vaccine delivery information is correct before placing an order. If this information is incorrect, please contact the Hawaii Immunization Branch at (808) 586-8300 (Oahu) or 1-800-933-4832 (Neighbor Islands).

Create Order

Provider Name: Birthing Hospital Castle Medical Center

Provider Pin: 30013

Delivery Contact: TERRY AH TYE

Delivery Address: 6596 POND WAY

KAILUA-KONA, HI 96740

Telephone#: 588-415-7770

Fax#: 820-692-7437

Email: random9240@none.com

Special Instructions:

Delivery Days and Times

Monday	08:00 AM - 05:00 PM
Tuesday	
Wednesday	08:00 AM - 05:00 PM
Thursday	
Friday	08:00 AM - 05:00 PM
Saturday	
Sunday	

Order List Show Current Historical All

User	Submit Date	Order ID	Status	
Macy Westbrook	07/20/2023	0027	PENDING	
Juliet Jumila	12/01/2017	0023	SENT TO CDC	
Juliet Jumila	12/01/2017	0022	SENT TO CDC	

- **Step 3:** Please confirm that your delivery days and times are correct.

hir.doh.hawaii.gov says

Please confirm that the delivery information shown is correct before placing a vaccine order.

Please confirm to create an order or Cancel to correct any discrepancies

- Should you need to adjust, select 'Edit Delivery Days/Hours'. Be sure to save once you've adjusted days/hours to your preference.

Placing VFC Vaccine Order

- **Step 4: Place your order.** Please note the number of doses per package when ordering.

Create Order

Initiating User Macy Westbrook
Order Date 08/02/2023

Provider Name : Birthing Hospital Castle Medical Center
 Provider Pin : 30013

Delivery Contact : TERRY AH TYE
 Delivery Address : 6596 POND WAY
 KAILUA-KONA, HI 96740

Telephone# : 588-415-7770
 Fax# : 820-692-7437
 Email : random9240@none.com

Special Instructions :

Delivery Days and Times

Monday	08:00 AM - 05:00 PM
Tuesday	
Wednesday	08:00 AM - 05:00 PM
Thursday	
Friday	08:00 AM - 05:00 PM
Saturday	
Sunday	

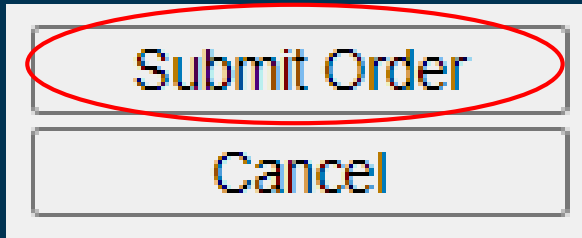
Order the number of doses (not vials) of vaccine needed.
 This vaccine order should be for a 2 month supply.
 Please allow 2 to 3 weeks for delivery.

# Doses	Vaccine	Trade Name	Manufacturer	Packaging	NDC	Doses Per Package
<input type="text"/>	DTAP/Polio/Hep B	Pediarix	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	DTaP-Hep B-IPV Pediarix; 10 pack-1 dose T-L syringes; GSK	58160-0811-52	10
<input type="text" value="20"/>	DTaP	Infanrix	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	DTaP; Infanrix; 10-pack 1 dose T-L syringes	58160-0810-52	10
<input type="text"/>	DTaP,5 pertussis antigens	DAPTACEL	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP; Daptacel 10 pack 1 dose vials; Sanofi	49281-0286-10	10

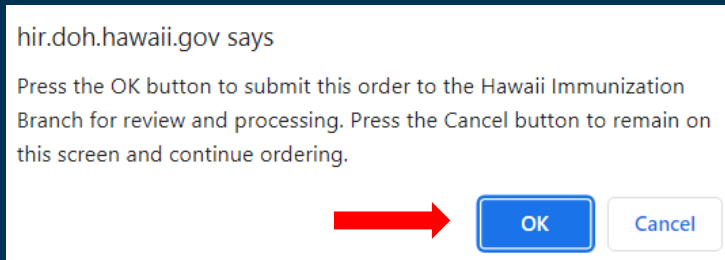
<input type="text"/>	DTaP-IPV	Kinrix	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	DTaP-IPV Kinrix; 10 pack-1 dose T-L syringes; GSK	58160-0812-52	10
<input type="text" value="20"/>	DTaP-IPV	Quadracel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	Quadracel DTaP-IPV 10 pack 1 dose vial	49281-0562-10	10
<input type="text"/>	DtaP-Hib-IPV	Pentacel	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	DTaP-IPV-HIB Pentacel; 5 pack 1 dose vials; Sanofi	49281-0510-05	5
<input type="text"/>	HPV9	GARDA SIL9	Merck & Co., Inc. (MSD)	Gardasil9 10 pack 1 dose syringe	00006-4121-02	10
<input type="text"/>	HepA-Peds	Havrix-Peds	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	Hep A (Ped) Havrix; 10 pack 1 dose T-L syringes; GSK	58160-0825-52	10
<input type="text"/>	HepA-Peds	VAQTA-Peds	Merck & Co., Inc. (MSD)	Hep A (Ped) Vagta 10 pack - 1 dose syringe	00006-4095-02	10
<input type="text" value="20"/>	HepB-Peds	Engerix-B Peds	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) (SKB)	Hep B (Ped) Engerix B; 10 pack 1 dose T-L syringes; GSK	58160-0820-52	10
<input type="text"/>	Hib-OMP	PedvaxHIB	Merck & Co., Inc. (MSD)	Hib PedvaxHIB; 10 pack-1 dose vials; Merck	00006-4897-00	10
<input type="text"/>	Hib-PRP-T	ActHib	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) (PMC)	Hib ActHIB 5 pack - 1 dose vial Sanofi	49281-0545-03	5
<input type="text"/>	MMR	MMR II	Merck & Co., Inc. (MSD)	MMR II 10 pack 1 dose vials; Merck	00006-4681-00	10
<input type="text" value="20"/>	MMR	Priorix	GlaxoSmithKline(GSK)	Carton 10 single dose vials	58160-0824-15	10
<input type="text"/>	MMRV	Proquad	Merck & Co., Inc. (MSD)	ProQuad MMR/VAR; 10 pack 1 dose vials; Merck	00006-4171-00	10
<input type="text"/>	Meningococcal B, OMV	Bexsero	Novartis Pharmaceutical Corporation (Ciba-Geigy and Sandoz) (NOV)	Bexsero 10 pack - 1 dose syringe	58160-0976-20	1

Placing VFC Vaccine Order

- **Step 5:** Review and submit order.



- **Step 6:** Confirm order.



- You'll then be able to see your order 'Pending'

Manage Orders
ATTENTION: Please ensure vaccine delivery information is correct before placing an order. If this information is incorrect, please contact the Hawaii Immunization Branch at (808) 586-8300 (Oahu) or 1-800-933-4832 (Neighbor Islands).

Create Order

Provider Name : Birthing Hospital Castle Medical Center

Provider Pin : 30013

Delivery Contact : TERRY AH TYE
Delivery Address : 6596 POND WAY
KAILUA-KONA, HI 96740

Telephone# : 588-415-7770
Fax# : 820-692-7437
Email : random9240@none.com

Special Instructions :

Delivery Days and Times

Monday	08:00 AM - 05:00 PM
Tuesday	
Wednesday	08:00 AM - 05:00 PM
Thursday	
Friday	08:00 AM - 05:00 PM
Saturday	
Sunday	

Order List Show Current Historical All

User	Submit Date	Order ID	Status
Macv Westbrook	07/20/2023	0027	PENDING
Juliet Jumila	12/01/2017	0023	SENT TO CDC
Juliet Jumila	12/01/2017	0022	SENT TO CDC

- The VFC Ordering Team will receive notification of your order and submit it for processing.

Edit/Cancel Orders

Should you need to edit your order or cancel it, please do the following:

- **Step 1:** Select 'Pending' on the order you'd like to edit/cancel.

Manage Orders
ATTENTION: Please ensure vaccine delivery information is correct before placing an order. If this information is incorrect, please contact the Hawaii Immunization Branch at (808) 586-8300 (Oahu) or 1-800-933-4832 (Neighbor Islands).

Create Order

Provider Name: Birthing Hospital Castle Medical Center

Provider Pin: 30013

Delivery Contact: TERRY AH TYE
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User	Submit Date	Order ID	Status	
Macy Westbrook	07/20/2023	0027	PENDING	
Juliet Jumila	12/01/2017	0023	SENT TO CDC	
Juliet Jumila	12/01/2017	0022	SENT TO CDC	

- **Step 2:** Add to your order or cancel it altogether.

- **Step 3:** Be sure to 'Submit Order' upon completion of any additions. Click 'Cancel' to return to the previous screen if no edits are needed.

A Few Reminders....

- Please be sure to submit your monthly temperature logs to HawaiiVFC@doh.Hawaii.gov
 - Failure to submit your logs will result in your order being delayed
- You **must** report/record your inventory prior to submitting a VFC order
 - Providers should aim to record inventory and submit an order at the same time. This will ensure timely processing of your order.
- Please be sure to update contact information as well as delivery days/times as needed. It's important that days/times are accurate to maintain the viability of your delivered vaccine.

Contact Information

- For VFC Vaccine Ordering questions/concerns, you may contact:

Kealohi Corpos	kealohi.corpos.nsw@doh.hawaii.gov	808-723-0091
Jennifer Dean	jennifer.dean.nsw@doh.hawaii.gov	808-723-0366
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Reid Yoshimura	reid.yoshimura@doh.hawaii.gov	808-586-8350
Melvin Reyes	melvin.reyes@doh.hawaii.gov	808-586-8316
Heather Winfield-Smith	h.winfield-smith@doh.hawaii.gov	808-586-8348
Ji Hyun Choi	jihyun.choi@doh.hawaii.gov	808-586-4585

- For technical/login issues please contact Registry Help Desk at (808) 586-4665, 1-888-447-1023 (toll-free), or registryhelp@doh.hawaii.gov.
- For any VFC-related questions/concerns, feel free to contact any member of our VFC QA Team

Jennifer Endo	jennifer.endo@doh.hawaii.gov	808-594-8566
Josephine Araki, RN	josephine.araki@doh.hawaii.gov	808-723-1601
Loraine Lim, RN	loraine.lim@doh.hawaii.gov	808-723-0018
Kealohi Corpos	kealohi.corpos.nsw@doh.hawaii.gov	808-723-0091
Jennifer Dean	jennifer.dean.nsw@doh.hawaii.gov	808-723-0366
Heather Winfield-Smith	h.winfield-smith@doh.hawaii.gov	808-586-8348



Thank you

Post-Webinar Satisfaction Survey

Please use the following link to complete the satisfaction survey.

<https://forms.office.com/g/XStX9ewn6e>