



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Dave A. Chokshi, MD, MSc
Commissioner

Gotham Center
42-09 28th Street, 8th Fl
Queens, NY 11101-4132

February 3, 2021

Dear Colleague,

Thank you for participating in the COVID-19 vaccination program. We are writing to notify you that we have updated the COVID-19 ordering module in the Citywide Immunization Registry (CIR) Online Registry Vaccine Inventory Management (VIM) system. Along with prebooking COVID-19 vaccine your site will need for health care personnel and eligible patients and community members, you will now be asked to submit a partial order for the number of COVID-19 vaccines your facility is able to administer in one week. Going forward, place an order by Monday at 12pm to receive vaccine for the following week. If you did not receive vaccine for the current week, your request will rollover to the next week and you will not need to re-enter an order. Additionally, you will now be required to submit and reconcile your first and second dose on-hand COVID-19 vaccine inventory by lot number. Please see the attached guidance for ordering and managing inventory in VIM.

As a reminder, vaccine shipped to your site directly from Pfizer or the Centers for Disease Control and Prevention (CDC) vaccine distributor will automatically populate VIM. Vaccine received from other sources will need to be added to your inventory. Vaccine redistribution is the process by which vaccine is physically moved and possession is transferred from the enrolled provider that first received the vaccine shipment to another enrolled provider, who will store and administer the doses. Movement of vaccine outside of NYC is not permitted without prior authorization. Vaccine redistributions must first be approved by the New York State (NYS) Department of Health before being documented in the CIR. Once approved, this redistribution from within your network or from other sources must be managed in the CIR Online Registry. Additionally, vaccine wastage and temperature excursions must be reported to the NYC Department of Health and Mental Hygiene (NYC DOHMH).

Vaccine supply is still limited, though it is expected to expand in coming months. Please note that not all eligible providers will receive vaccine while supply remains limited. Vaccine distribution is also dependent on NYS guidance and facilities identified to be prioritized. In addition to vaccine supply considerations, subsequent shipments of vaccine will be approved based on accurate reporting of vaccine use to the CIR. Based on NYS guidance, facilities must administer and report 95% of the doses they received to be eligible to receive another COVID-19 allocation.

The NYC DOHMH is offering a webinar on COVID-19 vaccine ordering and management. Please ensure that the appropriate staff register for one of the following sessions:

Friday, February 5, 2021, 12PM-1PM- [REGISTER HERE](#)
Monday, February 8, 2021, 1PM-2PM- [REGISTER HERE](#)

Sincerely,

Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunization