

## **Kansas Immunization Program**

### **VFC Vaccine Order Quantity Tool: How to Use**

The Vaccine Order Quantity Tool was designed to assist providers in determining the number of vaccine doses they might need to serve the various age cohorts of the children in their practice. The tool is designed to allow you to enter the number of children in each age cohort then the form calculates the doses needed monthly.

#### **A. Explanation of Form:**

1. Column 1 on far left is the vaccine antigens for various age cohorts.
2. Columns 2, 6, 10, and 14 are number of doses needed per that age cohort.
3. Columns 3, 7, 11 and 15 enter the number of children in your practice in each age cohort.
4. Columns 4, 8, 12, and 16 are the number of months in one year.
5. Columns 5, 9, 13 and 17 are the calculated number of doses of each vaccine antigen needed monthly.

#### **B. Using the Form**

6. Enter the number of children you see in each age cohort in columns 3, 7, 11 and 15.
7. Tab over to the right and the doses needed will calculate in columns 5, 9 13 and 17.

#### **C. Notes**

8. Areas 'grayed out' are not applicable for that age cohort.
9. Allow extra doses for special projects, back to school, new children coming in to practice, children who are behind on one or more vaccine antigens.

#### **D. Combination Vaccines**

10. Decrease the number of calculated single antigens when using combination vaccines: Pentacel would decrease need for single antigen DTaP, Hib, Polio in the less than 1 year olds. Order 20 doses of Pentacel you would need 20 less of DTaP, Hib and Polio for on-time routine vaccinations. Remember: You will need single doses of antigens with combination vaccine just fewer doses.