

Flu Pre-Book in VAOS

Last Updated: 1/22/2024



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Overview

Purpose

- The Flu Pre-Book job aid provides step-by-step instructions for Texas Vaccines for Children (TVFC) providers to indicate whether they will order flu doses for the upcoming Flu Season in the Vaccine Ordering and Allocation System (VAOS).

Audience

- TVFC providers who access VAOS.



VAOS Tips & Tricks

Keep in mind...



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from noreply@salesforce.com as needed. You may also receive emails from CDCCustomerService@McKesson.com.

If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.



Regardless of the number of facilities you are associated with, you will have **one set of login credentials**.

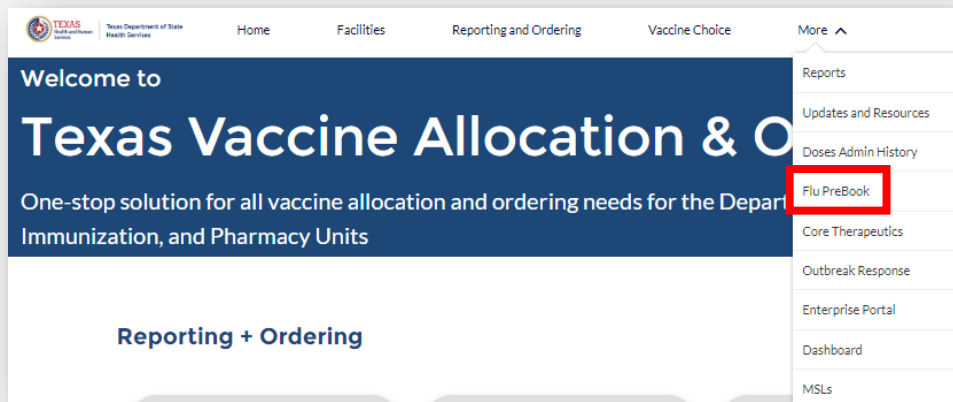
1. Flu Pre-Book

Refer to this section if you WILL be ordering flu doses for the upcoming season.



Step 1: Flu Pre-Book

1. Select **Flu PreBook** from the **More** tab or select the tile on the home page.



Step 2: Flu Pre-Book

2. Select your **Facility** from the drop-down menu and then use the check marks to answer, *“Do you intend on ordering influenza vaccine for the (YYYY-YYYY) flu season?”*.

If your account has not been TVFC enabled, please contact DSHS to prebook flu vaccines

Choose Facility ▼

*Do you intend on ordering influenza vaccine for the 2024-2025 flu season?

NO, I do NOT want to order ANY influenza vaccine for the 2024-2025 influenza season .

YES, I will be placing an order for influenza vaccine for the 2024-2025 influenza season .

Step 3: Flu Pre-Book

3. Type the amount of each vaccine next to the vaccine name you need in multiples of 10. If you don't need a certain vaccine, leave the box with "0".

* Do you intend on ordering influenza vaccine for the 2024-2025 flu season?

NO, I do NOT want to order ANY influenza vaccine for the 2024-2025 influenza season .

YES, I will be placing an order for influenza vaccine for the 2024-2025 influenza season .

Please note:
Place all orders in DOSES (not vials).
For ordering purposes, 1 multi-dose vial = 10 doses.
Abbreviations: Pre-filled syringe (PFS), Single dose vial (SDV), and Multi-dose vial (MDV).

1. Pre-filled syringes (PFS) and single dose vials (SDV) are preservative free (PF).
2. All TVFC flu vaccines offered are quadrivalent.
3. Although some products are licensed for use in people older than 18 years, all flu vaccine ordered through TVFC must be used ONLY on TVFC-eligible children age 6 months through 18 years of age.
4. Please order in multiples of 10 doses. Odd numbered orders will be rounded down to nearest multiple of 10.
5. Entry is required in all fields. You must enter 0 if you do not wish to order any particular vaccine.

Place your flu vaccine order (in multiples of 10 only):

Afluria MDV; Ped; 2024-2025	<input type="text" value="50"/>
Afluria PFS; Ped; 2024-2025	<input type="text" value="0"/>
Flucelvax MDV; Ped; 2024-2025	<input type="text" value="0"/>
Flucelvax PFS; Ped; 2024-2025	<input type="text" value="0"/>
FluLaval PFS; Ped; 2024-2025	<input type="text" value="0"/>
FluMist Intranasal 10 Pack; Ped; 2024-2025	<input type="text" value="0"/>
Fluzone MDV; Ped; 2024-2025	<input type="text" value="10"/>
Fluzone PFS; Ped; 2024-2025	<input type="text" value="10"/>

Important instructions will appear on the page in addition to the available doses.

Step 4: Flu Pre-Book

4. Check the boxes indicating:

- *I am the authorizing provider for TVFC, or I have been given authority to order vaccine on behalf of this facility.*
- *I understand that this is my order for (YYYY-YYYY) seasonal flu vaccine. Flu vaccine will be purchased by the State of Texas on my behalf for administration to my TVFC patients.*
- *All flu vaccine ordered here will be used only on TVFC-eligible children.*

Authorization *

I am the authorizing provider for TVFC, or I have been given authority to order vaccine on behalf of this facility.
* I agree

I understand that this is my order for 2024-2025 seasonal flu vaccine. Flu vaccine will be purchased by the State of Texas on my behalf for administration to my TVFC patients.
* I agree

All flu vaccine ordered here will be used only on TVFC-eligible children.
* I agree

Save

5. Click **Save**.

View Submitted Pre-Book Requests

Once Pre-Book selections are saved, view them on the Account page in the **Flu Prebook Vaccine Request** list view by clicking **View All**. If you return to the Flu Prebook module after completing a request for your facility, you will also see the quantities you submitted next to each vaccine.

The screenshot displays the account page for 'ZZ TEST Data Purge'. The page includes a header with account information, a 'Temperature Log Upload' section, and a 'Flu Prebook Vaccine Requests' table. The table lists various vaccine requests with columns for Vaccine, Record, Vaccine, and Status. A red box highlights the 'View All' button at the bottom right of the table.

Vaccine	Record	Vaccine	Status
00275733	Pre-Booking	Afluria Quad...	Ordering
00275734	Pre-Booking	Afluria Quad...	Ordering
00275735	Pre-Booking	Fluarix Quad...	Ordering
00275736	Pre-Booking	Fluarix Quad...	Ordering
00275737	Pre-Booking	Flucelvax Qu...	Ordering
00275738	Pre-Booking	Flucelvax Qu...	Ordering
00275739	Pre-Booking	FluLaval Qua...	Ordering
00275740	Pre-Booking	FluMist Qua...	Ordering
00275741	Pre-Booking	Fluzone Qua...	Ordering
00275742	Pre-Booking	Fluzone Qua...	Ordering
00275743	Pre-Booking	Fluzone Qua...	Ordering

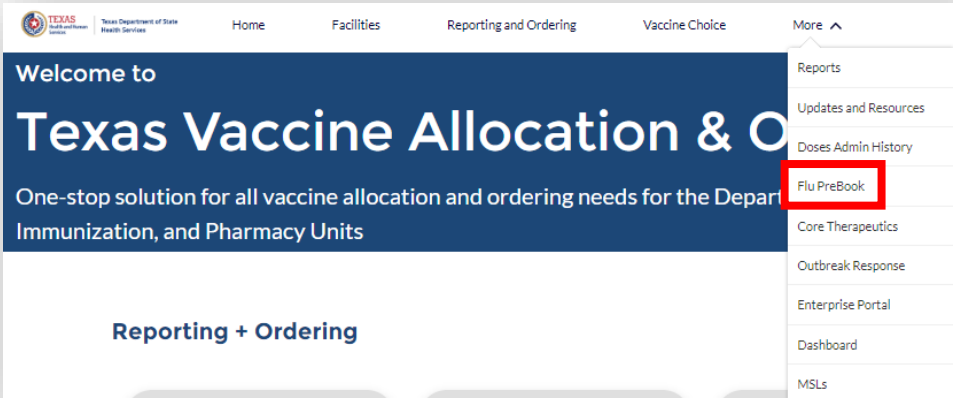
2. Flu Pre-Book

Refer to this section if you will NOT be ordering flu doses for the upcoming season.



Step 1: Flu Pre-Book

- 1. Select **Flu PreBook** from the **More** tab or select the tile on the home page.



Step 2: Flu Pre-Book

2. Select your **Facility** from the drop-down menu and then use the check marks to answer, *“Do you intend on ordering influenza vaccine for the (YYYY-YYYY) flu season?”*.

If your account has not been TVFC enabled, please contact DSHS to prebook flu vaccines

Choose Facility ▼

*Do you intend on ordering influenza vaccine for the 2024-2025 flu season?


NO, I do NOT want to order ANY influenza vaccine for the 2024-2025 influenza season .

YES, I will be placing an order for influenza vaccine for the 2024-2025 influenza season .

Step 3: Flu Pre-Book

Options will appear once you click the **“NO”** option.

3. Select the reason(s) why you will not be pre-booking flu vaccine for the upcoming flu season. Select all that apply.

Check applicable boxes 

*** Do you intend on ordering influenza vaccine for the 2024-2025 flu season?**

NO, I do NOT want to order ANY influenza vaccine for the 2024-2025 influenza season .

YES, I will be placing an order for influenza vaccine for the 2024-2025 influenza season .

I am not ordering TVFC flu vaccine for the coming flu season because: (Select ALL that apply)

This facility/office only gives specific vaccines.

This facility/office obtains our flu vaccines from another source.

Flu orders are submitted from a central office therefore I do not order flu vaccine for this PIN.

Our office/facility only serves patients younger than 6 months of age, too young for flu vaccine.

Step 4: Flu Pre-Book

4. Check the boxes indicating:

- *I am the authorizing provider for TVFC, or I have been given authority to order vaccine on behalf of this facility.*
- *I understand that this is my order for (YYYY-YYYY) seasonal flu vaccine. Flu vaccine will be purchased by the State of Texas on my behalf for administration to my TVFC patients.*
- *All flu vaccine ordered here will be used only on TVFC-eligible children.*

Authorization *

I am the authorizing provider for TVFC, or I have been given authority to order vaccine on behalf of this facility.
 I agree

I understand that this is my order for 2024-2025 seasonal flu vaccine. Flu vaccine will be purchased by the State of Texas on my behalf for administration to my TVFC patients.
 I agree

All flu vaccine ordered here will be used only on TVFC-eligible children.
 I agree

Save

5. Click **Save**.