



The [Vaccine Request Portal](#) allows providers to request orders of the COVID-19 vaccines for upcoming weeks. Providers can request dosages between **Thursday through Monday at 7pm ET** for direct orders required the following week. Providers can request doses through the Small Shipment Redistribution Program (SSRP) between **Thursday and Friday 5pm ET**.

A recorded demo of the solution is available [here](#) and provides a similar overview to what is included in this document.

Note: submitting a request for doses will not guarantee that the requested number of doses will automatically be approved and shipped. Supply constraints are still expected to exist well into open pods.

Please visit <https://www.vdh.virginia.gov/covid-19-vaccine/vaxmax/> for additional help and support with navigating VaxMaX.

Still have questions? Please contact us: vaxmax_help@vdh.virginia.gov

The below are brief instructions for navigating this process and basic navigation of the Provider Portal. The instructions include:

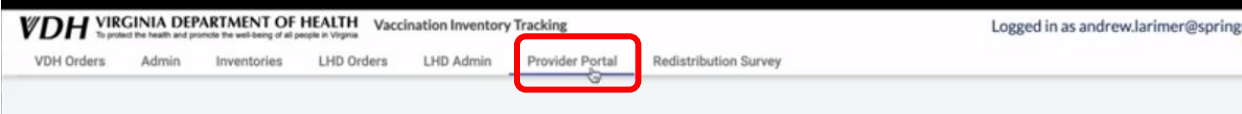
- I. [Basic Navigation](#)
- II. [Planning and Historical Usage](#)
- III. [Vaccine Request](#)



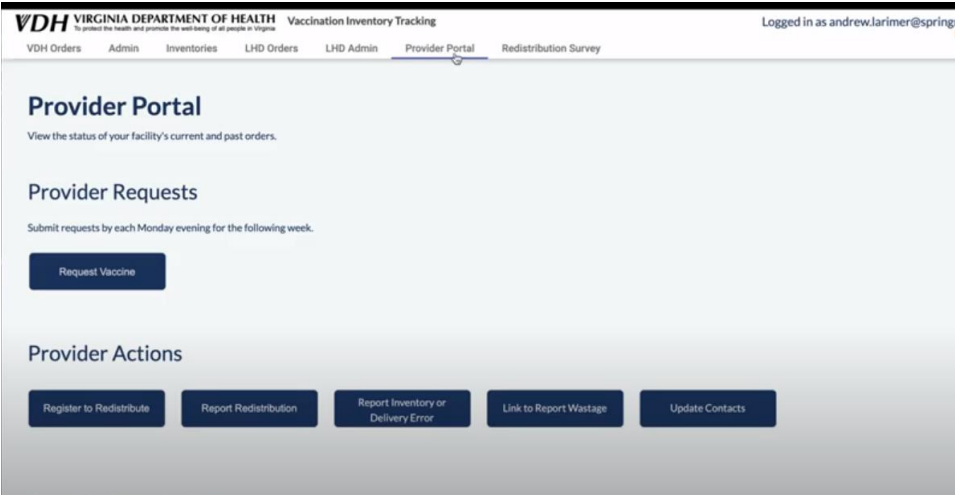
I. Basic Navigation

Providers have access to the Provider Portal which allows them full visibility of their orders, redistributions, reporting data, etc. They also have the option of updating their contact information, reporting wastage, and registering to redistribute.

- 1. Navigate to the Provider Portal tab on vaxmax.virginia.gov



- 2. Several Provider Actions are available to support Providers



- **Request Vaccine:** request COVID-19 Vaccines;
 - **Note:** Option will be available during the open request period beginning on Thursday through Monday at 5pm ET. Provider requests will be disabled outside of this window.
- **Register to Redistribute:** register for redistribution across providers
- **Report Redistribution:** report redistributions between providers
- **Report Inventory or Delivery Error:** capture and communicate data issues or delivery errors in the reports
- **Link to Report Wastage:** link to access COVID Vaccine Wastage form
- **Update Contacts:** opportunity to update contact information (primary and secondary) for providers.
 - **Note:** automated emails generated from the system to providers will be distributed to the contact information maintained here (e.g. reminder to enter Requests, notification about orders, etc.)



VaxMaX

Provider Vaccine Requests

II. Planning and Historical Usage

1. Navigate to bottom of page to view Provider Inventories Reports by Provider

Note: Health Districts and Channels will view aggregated views of respective providers

- **Cumulative Inventory Reports**
 - i. **Total Distributed:** cumulative historical distributed doses
 - ii. **Total Administered:** cumulative historical administered doses
 - iii. **Administered %:** percentage of total administered of total distributed

Provider Inventories

VCU HEALTH HUB AT 25TH STREET		Vaccine	Supply	VF Supply	30-Day Usage	VF Reporting Compliant
Total Distributed	0	Pfizer	0	0	0	0
Total Admin.	0	Pfizer 5-11 (100)	0	0	0	0
Admin %	0.0	Moderna	0	0	0	0
		J&J	0	0	0	0

- **Inventory Reports by Manufacturer:** the following data has been aggregated for each manufacturer and dose type
 - i. **Supply:** calculated on-hand inventory based on order, administered, and redistribution data
 - ii. **VF Supply:** reported inventory based on Vaccine Finder inputs
 - iii. **30-Day Usage:** calculated use of inventory based on administered data
 - iv. **VF Reporting Compliant:** the number of days since VaccineFinder has been updated, to stay compliant, a provider must update their inventory daily



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Provider Vaccine Requests

Provider Inventories

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		J&J	0	0	0	0



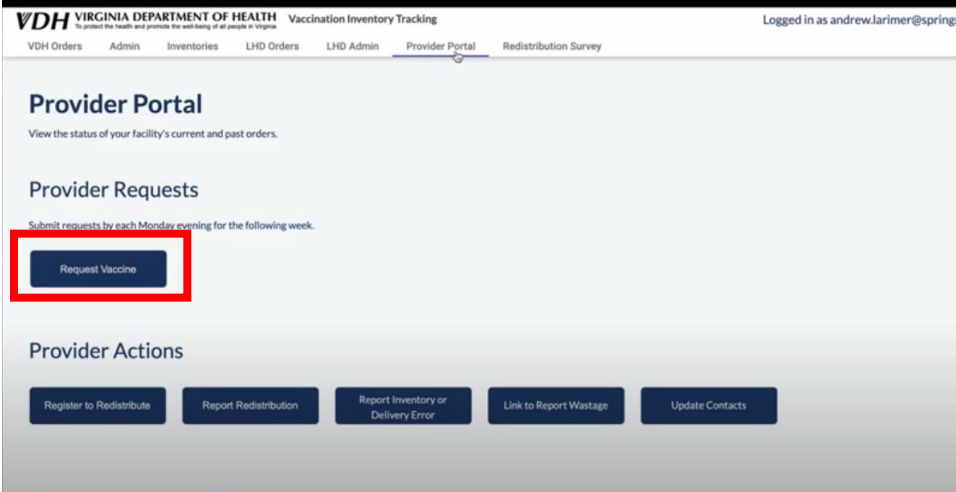
III. **Vaccine Request**

Providers have access to request doses based on anticipated demand weekly.

Providers are asked to forecast their need for the next 4 to 6 weeks while placing the request. Providers are also able to request smaller shipments by selecting SSRP.

Please note: Provider requests will not be permitted outside of this window. SSRP window is Thursday - Friday at 5pm ET.

1. Select 'Request Vaccine' button on Provider Portal



2. The navigation will take you to the 'Vaccine Request Form' page
 - **Requesting For:** Date range for which we are requesting vaccine for administering
 - **Provider:** drop-down menu to select provider for which request is being made

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Provider Vaccine Requests

Vaccine Request Form

Please request your anticipated upcoming dosage needs.

Requesting for:

04/11/2024

04/17/2024

For provider:

MAIN STREET PHARMACY - 10524

Pfizer Small Shipment Redistribution Program (SSRP) Request

Due to staffing constraints, all SSRP requests must now be received by 5pm each Friday. If you submit a request after this time, you will get an error and the request will not go through.

Pfizer 5-11 Small Shipment Redistribution Program (SSRP) Request

Due to staffing constraints, all SSRP requests must now be received by 5pm each Friday. If you submit a request after this time, you will get an error and the request will not go through.

3. Selecting SSRP and Placing Requests

- **Pfizer Small Shipment Redistribution (SSRP) Request:** Select the SSRP box corresponding with the age group
- **Place Request by Brand and Age Group:** Enter request based on need for each vaccine type
 - You may use the +/- buttons to adjust request amount*
 - You may select the 'Opt Out of Admin Kits' for certain vaccine types*
 - You can also provide a note for the allocating district or VDH*





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Provider Vaccine Requests

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Due to staffing constraints, all SSRP requests must now be received by 5pm each Friday. If you submit a request after this time, you will get an error and the request will not go through.
- Pfizer 5-11 Small Shipment Redistribution Program (SSRP) Request**
Due to staffing constraints, all SSRP requests must now be received by 5pm each Friday. If you submit a request after this time, you will get an error and the request will not go through.

	Doses w/ Adult Kits Requested	Opt Out of Admin Kits
Pfizer 12+ (300)	0	<input type="checkbox"/>
Pfizer (SSRP)	0	<input type="checkbox"/>
Pfizer 5-11 (100)	0	<input type="checkbox"/>
Pfizer 5-11 (SSRP)	0	<input type="checkbox"/>
Moderna (100)	100	<input type="checkbox"/>
J&J (100)	0	<input type="checkbox"/>
Subtotals	100	

Notes for Allocating District or VDH:
(300 character limit)