



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**
Thomas Farley, MD, MPH
Commissioner

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

February 8, 2011

2 Lafayette Street, 19th Floor
New York, NY 10007

Dear Colleague:

The Centers for Disease Control and Prevention (CDC) is transitioning to a new web-based system for receiving Vaccines for Children (VFC) vaccine orders. Because of this, the Bureau of Immunization will no longer accept faxed orders after May 31, 2011. You will need to order online using the Vaccine Ordering & Management Tool in the Citywide Immunization Registry's (CIR) Online Registry.

To access the tool, go to www.nyc.gov/health/cir and click on the Online Registry button. After logging in, go to the VFC icon on the toolbar and tab on 'Order VFC Vaccine' to begin placing your order.

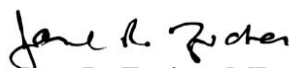
This online ordering tool was launched in June 2010, and more than half of VFC providers are currently using it. It is easy to use and will help you order enough vaccine to make sure that you have adequate supply to immunize your patients.

To help you learn to use the VFC Vaccine Ordering & Management Tool, we will hold several Web-based training sessions. The training schedule and instructions for participating are below:

DATE	TIME
Wednesday, February 16 th	3pm – 4pm
Friday, March 4 th	11am – 12pm
Wednesday, March 16 th	3pm – 4pm
Friday, April 1 st	11am – 12pm
Wednesday, April 13 th	3pm – 4pm
INSTRUCTIONS FOR PARTICIPATING	
<p>Please go to: http://nyc.gov/health/cir/training and follow all the instructions for completing the Webinar Registration Form. Registration form must be received <u>at least 4 days</u> prior to the requested Webinar session.</p>	

If you have questions, please call (212) 676-2323, or email us at nycimmunize@health.nyc.gov. Please include your name, phone number, CIR facility code and/or VFC pin number in your email. Thank you for your continued support.

Sincerely,


Jane R. Zucker, MD, MSc