Special Event Vaccine Request

This guide describes how to use the Minnesota Immunization Information Connection (MIIC) to request special event vaccine from the Minnesota Department of Health (MDH). The health department will review the request and create vaccine order(s) to fill the request as current vaccine supply allows. Examples of special event vaccine include prebooking influenza doses for the Minnesota Vaccines for Children (MnVFC) and Uninsured and Underinsured Adult Vaccine (UUAV) programs.

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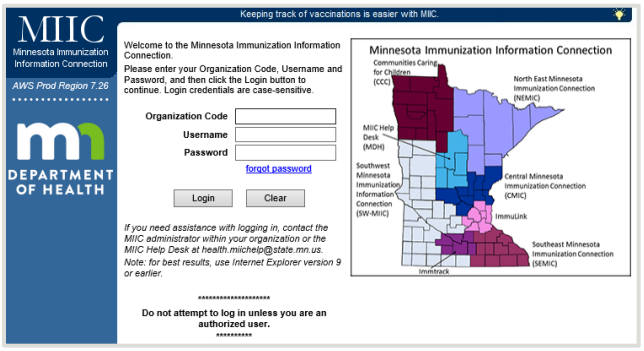
Getting started

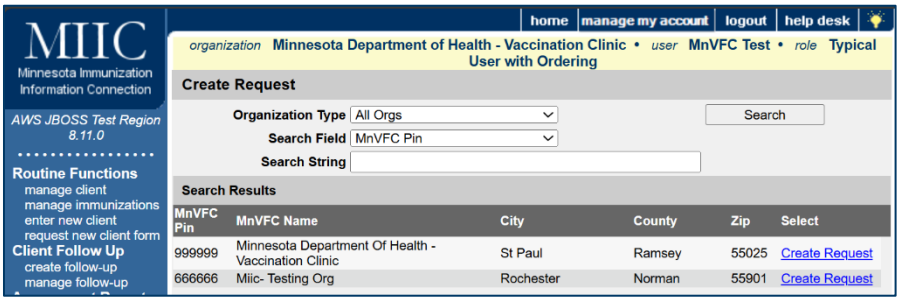
1. Log in to MIIC using your organization code, username, and password.
2. Visit Login and Manage My Account (www.health.state.mn.us/people/immunize/miic/train/intro.html) to learn more about logging in.

Submitting your special event vaccine request

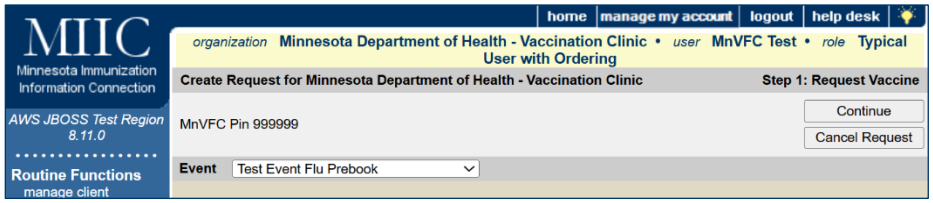
You must have ordering privileges in MIIC to request special event vaccine. If you need to change your MIIC user role, contact the immunization program staff at health.mdhvaccine@state.mn.us or 651-201-5522 (800-657-3970).



1. Select **request special event vaccine** under **Vaccine Management** on the left menu. You may need to scroll down to see it. If you don't see it, please contact health.mdhvaccine@state.mn.us to have your user role changed.
2. Enter your organization's PIN in the **Search String** field. Make sure the **Search Field** has **MnVFC Pin** selected. (If you only have access to one site, you will not need to enter your PIN, since you will be taken directly to the next step.) Then select **Create Request** next to the site of interest.



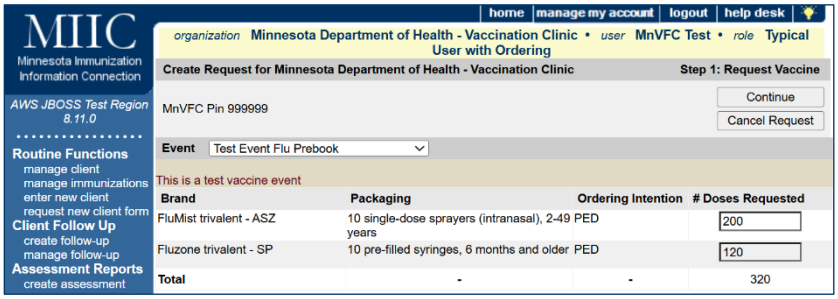
3. Select the event of interest from the dropdown menu.



4. Enter the number of desired doses in the **Doses Requested** field next to the type of vaccine you are requesting. Please note the special instructions notice, which will contain important information from MDH about your orders.

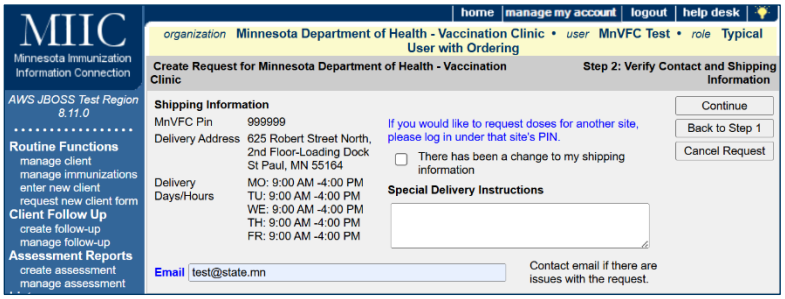
   - **Doses Requested** must be an exact multiple of the doses in the packaging, which is indicated under the **Packaging** header.

5. After entering the number of doses, click **Continue**.

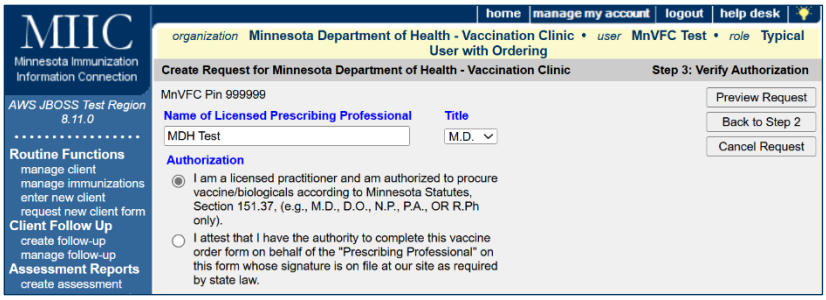


6. Enter your email address and update the shipping information if needed by selecting the **There has been a change to my shipping information box**. Add any special delivery instructions if needed. Then click **Continue**.

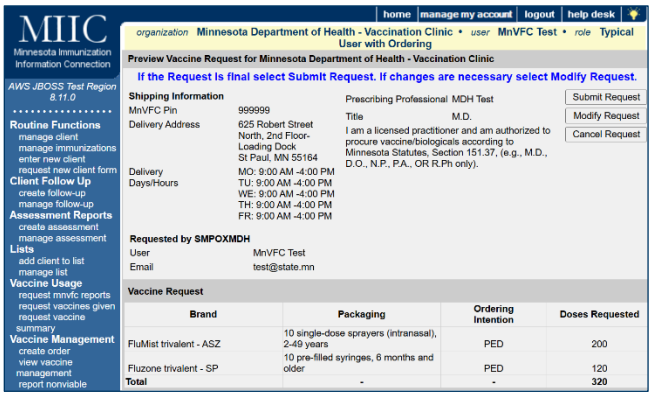
Note: MDH will use the email address provided on this step to reach out with any questions on the specific request. Once vaccine orders are placed, order and shipping confirmation emails will be sent to the Primary and Backup Vaccine Coordinator contacts we have in our system for your site.



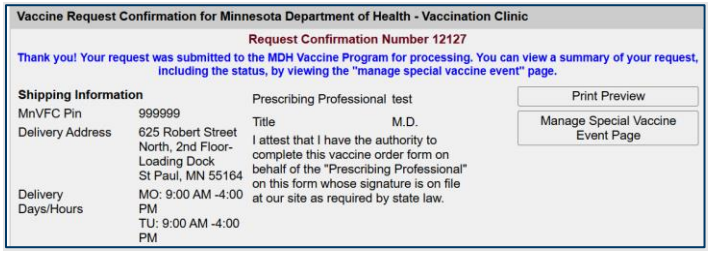
7. Enter the name of the prescribing professional. Select the radio button according to whether you are the prescriber or are ordering on behalf of the provider. Then click **Preview Request**, or click **Back to Step 2** to return to the previous page.

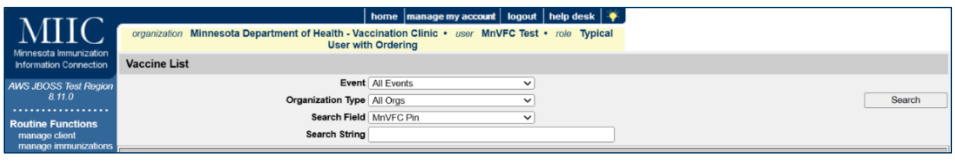


8. Review the information you have entered. If it looks correct, click **Submit Request**. If you need to edit it, click **Modify Request**.



9. Once you select **Submit Request** you will see a request confirmation number. Select **Manage Special Vaccine Event Page** to review your submission. The title of this page appears as **Vaccine List**.

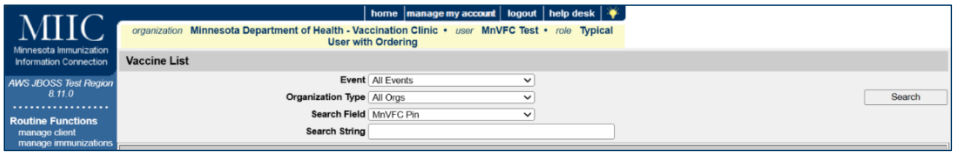




Viewing the status of your special event vaccine request

1. You can login and review the status of your request anytime by clicking on the **Manage Special Vaccine Event** link on the left under **Vaccine Management**.

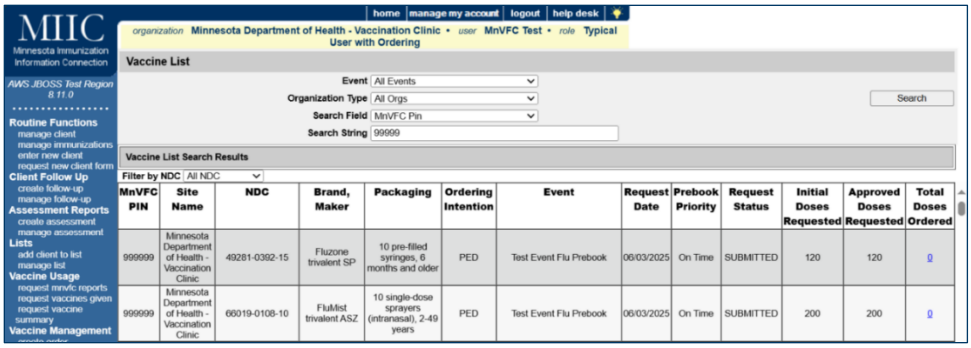
2. After clicking on **Manage Special Vaccine Event** you will be taken to a page titled **Vaccine List** where you can search by your PIN.



3. After entering your PIN, you can see your **Special Vaccine Event** requests and their statuses. Statuses can include:

   - **Submitted**: MDH has received your request.
   - **Allocated**: MDH has placed vaccine order(s) to fulfill part of your request.
   - **Completed**: MDH has placed vaccine order(s) to completely fulfill your request.

Click on the hyperlinked number under **Total Doses Ordered** to see details about your vaccine order including **Order Status**, **Lot Number**, and **Tracking Number** among other details.



MDH vaccine help

For assistance with submitting special event vaccine requests, send an email to health.mdhvaccine@state.mn.us or 651-201-5522 (800-657-3970).

Minnesota Department of Health
Minnesota Immunization Information Connection (MIIC)
P.O. Box 64975, St. Paul, MN 55164-0975
651-201-5207 | health.miichelp@state.mn.us | www.health.state.mn.us/people/immunize/miic

06/23/2025

To obtain this information in a different format, email health.miichelp@state.mn.us.