


# Ordering vaccines

Immunisation Unit  
Health Protection NSW

# Ordering vaccines

- Login to the web based online vaccine ordering system at [nsw.tollhealthcare.com](http://nsw.tollhealthcare.com) using your practice login



The screenshot shows the login page for the NSW Vaccine Centre. At the top left, the text "NSW Vaccine Centre" is displayed in large red font, with the phone number "1300 656 132" below it. To the right is the NSW Government Health logo. A grey navigation bar contains a "Login" link. Below this is a breadcrumb trail: "Home > Online Ordering System Login". The main heading is "Online Ordering System Login". The form includes fields for "username:" and "password:", a "LOGIN" button, and links for "Forgot password?" and "Click here to register".

**NSW Vaccine Centre**  
1300 656 132

NSW GOVERNMENT | Health

Login

Home > Online Ordering System Login

**Online Ordering System Login**

**username:**

**password:**

[Forgot password?](#)

[Click here to register](#)

You will find the latest messages on the first page after login

# NSW Vaccine Centre

1300 656 132



- Place an order
- View your order history
- Amend Delivery Address
- View Contact Details

- User Guide
- Logout

Logged in as:  
99999999/9999  
Sample Practice

To contact your Public  
Health Unit please call  
1300 066 055.

Last logged in:  
Monday, 7 March 2016  
9:55:33 AM

[Home >](#)

## Boostrix

Boostrix vaccine is now provided free to all pregnant women in their third trimester (preferably at 28 weeks gestation). To place your order, click on routine vaccines.

## Data loggers

Providers are required to monitor vaccine fridges via a practice data logger and download the data weekly, so cold chain breaches can be appropriately assessed to reduce the potential for vaccine wastage. Bar fridges must not be used for vaccine storage.

## No jab no pay

Commonwealth catch up vaccines for young persons 10-19 years of age are now available.

## Influenza

Orders for 2016 influenza vaccine can now be placed however please to do not place a second order until you have received the first order in your practice.

**Distribution of influenza vaccine will commence after Easter.**

[continue](#)

### NSW Resources

- ▶ NSW immunisation schedule
- ▶ Measles Alert Nov 2013
- ▶ NSW Health Immunisation website
- ▶ Immunisation Provider Kit
- ▶ "Save the Date" campaign website - [Reminder Phone App](#)
- ▶ Moving address? Contact your PHU on 1300 066 055.
- ▶ Infectious Diseases A-Z
- ▶ NSW Influenza page

### Australian Government resources

- ▶ Australian Immunisation Handbook (10th edn)
- ▶ Immunise Australia
- ▶ Myths and Realities

### Adverse Event Reporting

- ▶ Reporting adverse events following immunisation

### Cold Chain

- ▶ Strive for 5 (2nd ed) 2013

### Registers

- ▶ Australian Childhood Immunisation Register (ACIR)
- ▶ National HPV Program Register
- ▶ AHPRA



Health


# Placing a vaccine order

The Customer Details page will appear

To place an order click on "Place Order" and follow the steps

## NSW Vaccine Centre

1300 656 132



User Guide  
Logout

Logged in as:  
99999999/9999  
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

Last logged in:  
Thursday, 12 November 2015  
2:07:53 PM

Home > Customer Details

### Customer Details

Your AHPRA registration has expired.

You will need to update your AHPRA details by clicking on "Amend Delivery Address" below before placing your next order. The AHPRA website is at [www.ahpra.gov.au/](http://www.ahpra.gov.au/).

Should you need further assistance, please contact the NSW Vaccine Centre on 1300 656 132

Name: **Sample Practice**  
Vaccine Account Number: **99999999**  
Attention to: Dr Example  
Hours: Open 24 hours  
Address 1: UNIT 1  
Address 2: 1 Sample Street  
Suburb: EXAMPLE  
State: NSW  
Postcode: 2148  
Telephone: **02 9999 9999**  
Fax: **02 9999 9999**  
Email: **test@example.com**

If you would like to change your password:

Old password:

New Password:  Your new password should be 6 to 20 characters.

Confirm New Password:

#### NSW Resources

- ▶ Measles Alert Nov 2013
- ▶ NSW Health Immunisation website
- ▶ Immunisation Provider Kit
- ▶ "Save the Date" campaign website - [Reminder Phone App](#)
- ▶ Moving address? Contact your PHU on 1300 066 055.
- ▶ Infectious Diseases A-Z
- ▶ NSW Influenza page

#### Australian Government resources

- ▶ Australian Immunisation Handbook (10th edn)
- ▶ Immunise Australia
- ▶ Myths and Realities

#### Adverse Event Reporting

- ▶ Reporting adverse events following immunisation

#### Cold Chain

- ▶ Strive for 5 (2nd ed) 2013

#### Registers

- ▶ Australian Childhood Immunisation Register (ACIR)
- ▶ National HPV Program Register
- ▶ AHPRA

# NSW Vaccine Centre

1300 856 132



Place an order

Amend Delivery Address

View Contact Details

User Guide

Logout

Logged in as:  
Randwick SES  
Sample Practice

To contact your Public  
Health Unit please call  
1300 066 055.

Last login:  
Thursday, 24 October 2013  
12:20:59 PM

Home > View Recent Orders

## View Recent Orders

Total orders placed in the last three months: 11

Purchase Order Number	Order Date	VAN	Delivery Name	Status	
P-17617-71347	23/10/2013 3:49:17 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
P-17217-70738	18/10/2013 2:00:16 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
P-17216-70737	18/10/2013 1:55:40 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
P-17214-70734	18/10/2013 1:50:08 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
P-17209-70728	18/10/2013 1:22:41 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
P-16230-69279	8/10/2013 5:10:41 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
P-16220-69269	8/10/2013 4:40:28 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
V-16219-69268	8/10/2013 4:38:44 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
C-14352-66307	16/09/2013 3:19:17 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
V-14350-66304	16/09/2013 3:15:15 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>
V-14346-66302	16/09/2013 3:13:56 PM	99999999/9999	Sample Practice	Rejected	<a href="#">Details</a>

PLACE ORDER

Your recent orders appear so you can review your ordering history before placing an order. Click on the [Details](#) button to open the order or click on the [Place Order](#) button to continue



# Choose from routine, influenza or catch up vaccines

## NSW Vaccine Centre

1300 656 132



Place an order

View your order history

Amend Delivery Address

View Contact Details

User Guide

Logout

**Logged in as:**  
99999999/9999  
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

**Last logged in:**  
Monday, 7 March 2016  
9:55:33 AM

[Home](#) > [View Recent Orders](#)

### View Recent Orders

**Total orders placed in the last three months: 1**

Purchase Order Number	Order Date	VAN	Delivery Name	Status	
V-113218-218575	28/01/2016 8:55:44 AM	99999999/9999	Sample Practice	Approved	<a href="#">Details</a>

[Routine Vaccines](#)

[Catch up 10-19 years](#)

[Influenza Vaccines](#)

**Please aim for one routine vaccine order per practice per month.**

The Select Products page shows the list of vaccines and patient eligibility for the vaccine. Enter the number of doses of each vaccine in your fridge(s) and the doses required

# NSW Vaccine Centre

1300 656 132



System admin

Place an order

View your order history

Select Customer

View Contact Details

User Guide

Logout

**Logged in as:**  
Kara Clarke  
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

**Last logged in:**  
Wednesday, 27 January 2016  
3:40:18 PM

Home > Select Products

## Select Products

ADD TO CART

VACCINE	ELIGIBILITY	TOTAL DOSES ON HAND	DOSES REQUIRED
Boostrix	<ul style="list-style-type: none"> <li>• <b>Pregnant women in their third trimester (preferably from 28 weeks)</b></li> <li>• <b>Missed dose for Year 7 students</b></li> </ul>	<input type="text"/>	<input type="text"/>
Gardasil	<ul style="list-style-type: none"> <li>• Missed dose in School Vaccination Program only:</li> <li>• Year 7 students in 2016</li> <li>• Year 8 students who commenced the course in Year 7 in 2015</li> <li>• HPV Register - <a href="http://www.hpvregister.org.au/health-professionals/how-to-notify-hpv-doses">http://www.hpvregister.org.au/health-professionals/how-to-notify-hpv-doses</a></li> </ul>	<input type="text"/>	<input type="text"/>
HEP B paediatric	<ul style="list-style-type: none"> <li>• Indications as for Hep B adult, but in a person &lt;20 years of age</li> <li>• Catch up of children &lt; 10 years of age</li> <li>• NOT FOR OVERSEAS TRAVEL</li> </ul>	<input type="text"/>	<input type="text"/>

# Influenza ordering page – pick the age group you require vaccines for

## NSW Vaccine Centre

1300 656 132



Place an order

View your order history

Amend Delivery Address

View Contact Details

User Guide

Logout

Logged in as:  
99999999/9999  
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

Last logged in:  
Monday, 7 March 2016  
9:55:33 AM

Home > Choose Influenza Vaccine Type

### Choose Influenza Vaccine Type

Please choose the type of influenza vaccine you wish to order:

3 years and over

Children 6 to 35 months

## NSW Vaccine Centre

1300 656 132



Place an order

View your order history

Amend Delivery Address

View Contact Details

User Guide

Logout

Logged in as:  
99999999/9999  
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

Last logged in:  
Monday, 7 March 2016  
9:55:33 AM

Home > Select Products

### Select Products

VACCINE	ELIGIBILITY	DOSES REQUIRED
Influenza	<ul style="list-style-type: none"><li>3 years and over with medical risk factors predisposing to severe influenza</li><li>Aboriginal 3 to 5 year olds and 15 years and over</li><li>Pregnant women</li><li>65 years and over</li></ul>	<input type="text"/>

SUBMIT ORDER

Then enter the number of doses you require



# Catch up vaccine ordering page

## NSW Vaccine Centre

1300 656 132



Place an order

View your order history

Amend Delivery Address

View Contact Details

User Guide

Logout

Logged in as:  
99999999/9999  
Sample Practice

To contact your Public  
Health Unit please call  
1300 066 055.

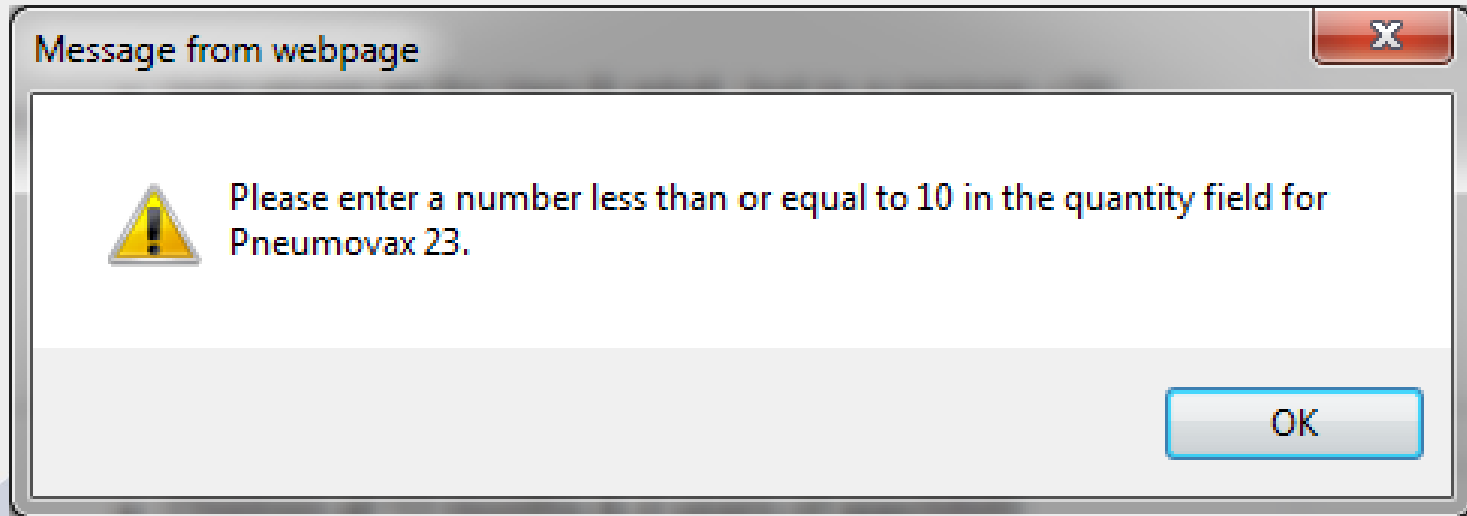
Last logged in:  
Monday, 7 March 2016  
9:55:33 AM

[Home](#) > [Select Products](#)

### Select Products

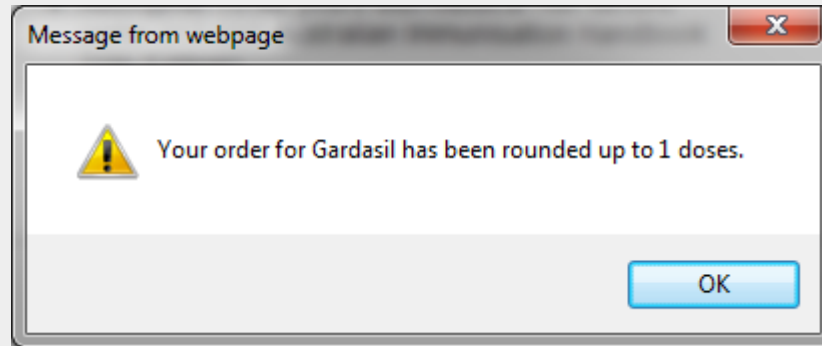
VACCINE	ELIGIBILITY	TOTAL DOSES ON HAND	DOSES REQUIRED
dTpa-IPV	<ul style="list-style-type: none"><li>Commonwealth 10-19 year old catch up vaccination</li></ul>	<input type="text"/>	<input type="text"/>
dTpa	<ul style="list-style-type: none"><li>Commonwealth 10-19 year old catch up vaccination</li></ul>	<input type="text"/>	<input type="text"/>
Hepatitis B (paediatric)	<ul style="list-style-type: none"><li>Commonwealth 10-19 year old catch up vaccination</li><li>3 doses aged 10-19 years</li></ul>	<input type="text"/>	<input type="text"/>
HB Vax II adult	<ul style="list-style-type: none"><li>Commonwealth 10-19 year old catch up vaccination</li><li>2 doses aged 11-15 years only</li></ul>	<input type="text"/>	<input type="text"/>
Ipol	<ul style="list-style-type: none"><li>Commonwealth 10-19 year old catch up vaccination</li></ul>	<input type="text"/>	<input type="text"/>
MMR	<ul style="list-style-type: none"><li>Commonwealth 10-19 year old catch up vaccination</li></ul>	<input type="text"/>	<input type="text"/>

Complete your order and click on the [Add to Cart](#)



If you have ordered more doses than the maximum you will be presented with a check box that displays the maximum doses for that vaccine. Clicking on OK will allow you to change the doses in the order to the maximum or a lower quantity

If you place 0 in the doses required column, the system will automatically round it up to 1



If you do not need the vaccine, keep the whole line blank.

It can be removed on the next page

The [View Order](#) page appears and allows you to review the vaccines and doses that will be ordered. To change required doses, update the number and click on the [Update Order](#) button. To add additional vaccines, click on the [Add Products](#) button, enter the required doses against the additional vaccine and click on the [View Order](#) button

**NSW Vaccine Centre**  
1300 656 132

NSW GOVERNMENT | Health

Place an order  
View your order history  
Amend Delivery Address  
View Contact Details  
User Guide  
Logout

Logged in as:  
99999999/9999  
Sample Practice

To contact your Public Health Unit please call 1300 066 055.

Last logged in:  
Thursday, 26 November 2015  
10:48:22 AM

Home > View Order

### View Order

REMOVE	DESCRIPTION	TOTAL DOSES ON HAND	DOSES REQUIRED
<input type="checkbox"/>	Boostrix	0	10

ADD PRODUCTS      UPDATE ORDER  
COMPLETE ORDER

Once you are satisfied with the order, click on the [Complete Order](#) button (providers without an Australian Health Practitioner Regulation Agency (AHPRA) number will be taken to the [Confirm Order](#) page)

Place an order

View your order history

Amend Delivery Address

View Contact Details

User Guide

Logout

Logged in as:  
testcust  
Sample Practice

To contact your Public  
Health Unit please call  
1300 066 055.

Last logged in:  
Tuesday, 10 September  
2013  
11:38:31 AM

[Home](#) > [Authorised Practice Provider Declaration](#)

## Authorised Practice Provider Declaration

**In order to receive Government-funded vaccines, I declare that:**

All vaccines will be administered according to NSW Health's vaccine eligibility criteria (previous page) and the NSW Immunisation Program Schedule

Yes  No

Each vaccine dose administered in this practice will be notified to the Australian Childhood Immunisation Register and/or the National HPV Vaccination Register (as required)

Yes  No

This facility complies with cold chain recommendations in the National Vaccine Storage Guidelines - Strive for Five

Yes  No

Vaccine fridge temperatures are monitored and recorded at least daily with a min/max thermometer.

Yes  No

In the event of a cold chain breach, I will call my local Public Health Unit for advice before taking any further action.

Yes  No

The vaccine fridge(s) temperature has/have been between +2°C and +8°C since the last vaccine order (this excludes excursions up to +12°C for less than 15 minutes when opening the fridge and excludes cold chain breaches that have already been notified to the Public Health Unit).

Yes  No

Authorised Practice  
Provider\*

Name:  AHPRA Number:

*\* Medical practitioner nominated by the Practice to receive vaccines under the NSW Poisons and Therapeutic Goods Regulation 2008.*

[CONTINUE](#)

Providers with an AHPRA number will be taken to the [Authorised Practice Provider Declaration](#) page. Please answer the questions accurately by selecting Yes or No for each question. Enter the authorised practice provider name and AHPRA number and click [Continue](#)

Place an order

View your order history

Amend Delivery Address

View Contact Details

User Guide

Logout

Logged in as:  
testcust  
Sample Practice

To contact your Public  
Health Unit please call  
1300 066 055.

Last logged in:  
Tuesday, 10 September  
2013  
11:38:31 AM

[Home](#) > [Confirm Order](#)

## Confirm Order

Click the 'SUBMIT' button to confirm this order.

**Vaccine Account Number** 99999999  
**Purchase Order Number**  \*  
**Contact Name**  \*  
**Contact Email**  \*  
**Contact Phone**  \*

**Customer Name** Sample Practice  
**Address** UNIT 1  
1 Sample Street  
**Suburb/City** EXAMPLE  
**State** NSW  
**Postcode** 2148  
**Note** (140 chars)

[EDIT PRODUCTS](#)

[SUBMIT](#)

DESCRIPTION	DOSES ON HAND	DOSES REQUIRED
Varicella	5	2

Please review the contact information, your vaccine order and enter any notes that you would like to make visible to the NSW Vaccine Centre. If you would like to make a change to the order, click on the [Edit Products](#) button, otherwise click on [Submit](#) to complete

Once the order has been confirmed the following page is shown.  
You will also receive an order confirmation email

# NSW Vaccine Centre

1300 656 132



System admin

Place an order

View your order history

Select Customer

View Contact Details

User Guide

Logout

Logged in as:

Kara Clarke  
Sample Practice

To contact your Public  
Health Unit please call  
1300 066 055.

Last logged in:  
Wednesday, 27 January  
2016  
3:40:18 PM

[Home](#) > Order Confirmation

## Order Confirmation

**Your order will be held pending authorisation.**

**Please contact the NSW Vaccine Centre or your Public Health Unit for further information.**

To view a printable version please [click here](#).

LOG OUT

ORDER INFLUENZA VACCINES

HOME

NEW ORDER

**Purchase Order Number V-113218-218575**  
**Ordered Date 28/01/2016**

**DESCRIPTION**

**DOSES ON  
HAND**

**DOSES  
REQUIRED**

**Boostrix**

**0**

**10**

# Amending the delivery address

- Changing anything on the “Amend the delivery address” page will place a stop on the account
- If you move, 24 hours of data logging is required before you can place another order
- It is suggested that a generic email is used instead of a personal email address