



Health Alert Network Message 21-16: Change to Online COVID-19 Vaccine Request Process & New Submission Deadline Date

Origination Date:
February 22, 2021

Revision Dates (List All Revision Dates):

Change to Online COVID-19 Vaccine Request Process and New Submission Deadline Date

The Louisiana Department of Health (LDH) has changed the provider COVID-19 vaccine request process, starting today, February 22, 2021. Rather than vaccine providers requesting vaccine for just one week at a time, providers are now able to submit vaccine requests for a two-week timeframe/window. Doses would still arrive each separate week, if selected to receive.

This change will allow providers to better predict when doses may arrive, and help in appointment planning. Sites will still need to submit requests on an ongoing basis if they want additional vaccines, but instead of weekly, it will be a request submitted once every two weeks.

All sites, especially those that have never received vaccine before, are **strongly encouraged** to complete the provider COVID-19 vaccine request form on an ongoing basis as this lets LDH know exactly which sites want prime doses of vaccine and when they want them. The newly posted request form has a submission deadline of **1:00 p.m. on Friday, February 26, 2021**. Sites selected to receive doses will be notified the following week (Thursday), whether they can expect to receive vaccine, and on what weeks (week 1, week 2, or both) the vaccine will be delivered. Below is an example timeline:

This Friday: Provider request submission deadline

The next Thursday (if selected to receive): Provider gets confirmation email with information on doses they will receive and a week 1 or week 2 quantity and product breakdown.

Week after that (if selected for week 1 delivery): Vaccine delivered early in the week

Week after that (if selected for week 2): Vaccine delivered early in week

Link to the new/current provider COVID-19 vaccine request form:

<https://forms.gle/4yDvxx5QRnvA7qs36>