



FOR OFFICE USE ONLY

Holding Point Code: YOR\_NW

Requisition number:

# High-Risk Respiratory Syncytial Virus (RSV) Vaccine Order Form

## SECTION 1 – INSTRUCTIONS FOR HEALTHCARE PROVIDER

1. Complete all mandatory fields (\*) – missing information will result in delays to your order.
2. Recipient of high-risk publicly funded vaccine must meet one of the high-risk eligibility criteria.
3. Only one month of high-risk doses will be released at a time to prevent vaccine wastage.
4. Orders must include the most current five business days of refrigerator temperature logs.
5. Email both pages to [vaccineinventory@york.ca](mailto:vaccineinventory@york.ca) to avoid delays in processing, or fax to **905-830-0578**.
6. You will receive notification by telephone call or e-mail when your order is ready for pick-up.

## SECTION 2 – HEALTHCARE PROVIDER INFORMATION \*Holding Point Code: YOR\_NW

\*Healthcare provider/Practice name

\*Order date (mm/dd/yyyy)

\*Number of immunizer(s)

\*Type of practice:    General practice    Hospital    Other:

\*Number of refrigerator(s)                      \*Type(s) of refrigerator:    Bar    Domestic    Purpose-built

\*Contact person

\*Phone number

\*Fax

\*Email

Unit number

\*Street number

\*Street address

\*City/Town

\*Postal code

## SECTION 3 – PICK-UP LOCATIONS

\*Select pick-up location. Our office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday at all locations.

Newmarket  
17150 Yonge Street

Richmond Hill  
50 High Tech Road

Georgina  
24262 Woodbine Avenue

Vaughan  
9060 Jane Street

Markham  
4261 Highway 7 East

## SECTION 4 – ACCOUNTABILITY STATEMENT

By submitting this order, I verify on behalf of the practice that the refrigerator storing publicly funded vaccines, at the location listed above, maintains temperatures between +2.0°C to +8.0°C; meets MOHLTC Vaccine Storage and Handling [Protocols](#) and [Guidelines](#); maximum, minimum, and current temperatures are recorded at least twice daily. Furthermore, I verify that no more than one month supply of vaccine is stored at the location listed above; red-dotted and short-dated vaccines are used first; expired vaccines are never administered and are returned as wastage; a review of vaccine inventory and checking for expired vaccines has been completed before placing orders; and all due diligence has been taken to prevent the wastage of publicly funded vaccines. I understand that I am required to maintain accurate temperature logs that must be kept onsite for a minimum of two years and made accessible to York Region Public Health upon request. Upon vaccine pick-up, I will have the necessary materials for the safe transport of publicly funded vaccines including properly conditioned hard-sided, insulated container, digital temperature monitoring device, and appropriate packaging material.

\*Print Name

\*Signature

\*Date (mm/dd/yyyy)

Complete and submit pages 1 and 2

