

MCIR USER REFERENCE GUIDE:

VACCINE INVENTORY MODULE (VIM)

Table of Contents:

Creating A New Inventory.....	4
Types of Inventories	4
Activating a New Inventory	4
 Managing Inventory	 5
Defining Methods for Adding Lots to Inventory.....	5
Adding Lots to Inventory via Direct Data Entry.....	6
Inventory Viewing Options.....	10
Viewing Lot Detail and Transactions	11
How to Set and Remove a Lot Default	13
Inactivating Lots	15
Viewing and Managing Inactive Lots	16
Managing All Inactive Lots.....	18
Inventory Effects Related to Documenting and Editing Immunizations	21
Vaccine Eligibilities and Their Effects on Inventory	21
Adding Transactions/Adjustments to Existing Lots in Inventory	22
Available Inventory Actions & Reason Codes	24
Inventory Transaction Requirement - Doses Administered to Persons Opted Out	28
Required Inventory Adjustment for Doses Administered to Opt Out Persons	28
Lot Expirations	29
View Soon-To-Expire Lots.....	29
View Lot Expiration Warning.....	29
 Balancing Inventory	 30
Things to Know About Performing an Inventory Balance	30
Physical Inventory Report	31
Balancing the Inventory	33
Unbalanced Lot Reconciliation	38
Step One: View the Inventory History	38
Step Five: Reconciling Unbalanced Lots	40
Reconciling an Open Inventory	41
Reconciling an Previously Balanced Inventory	42
 Vacs Admin (Vaccine Administered) Link.....	 43

Inv (Inventory) Reports	43
Total Number of Doses By User ID	43
Physical Inventory Report	43
Ending Inventory Report (EIR)	44
Things to Know about the EIR	44
Generating an EIR	45
Explanation for Information Included on the EIR	47
No Inventory Vaccine Report	48
Inventory Transaction History by Lot #	50
Vaccine Lot Recall Information.....	52
Vaccine Lot Expiration Warning Report.....	52
Transaction History Report.....	52

Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

Reports included in this reference guide have a retention period of 10 days from the date of generation. Once a report is generated, necessary actions (e.g., printed, exported or mailed) must be performed before the end of 10 days or the system will automatically delete the report.

CREATING A NEW INVENTORY

Types of Inventories

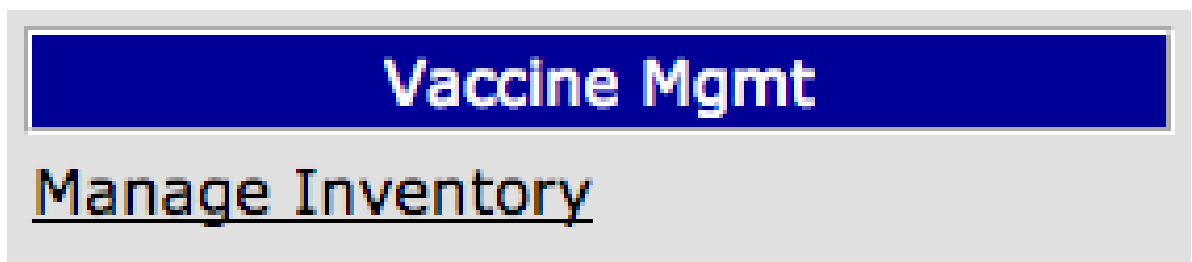
- **VFC/Public:** This inventory is specific to federally purchased vaccines provided free of charge to physicians and health clinics enrolled in the Vaccines for Children (VFC) program.
- **Private:** This inventory is specific to vaccines privately purchased by the physician or health clinic.
- **All Hazard:** This inventory is specific to those vaccines and/or antivirals intended for use in an Emergency Preparedness event.

This guide provides information and instructions related to the **VFC/Public** and **Private** inventories only.

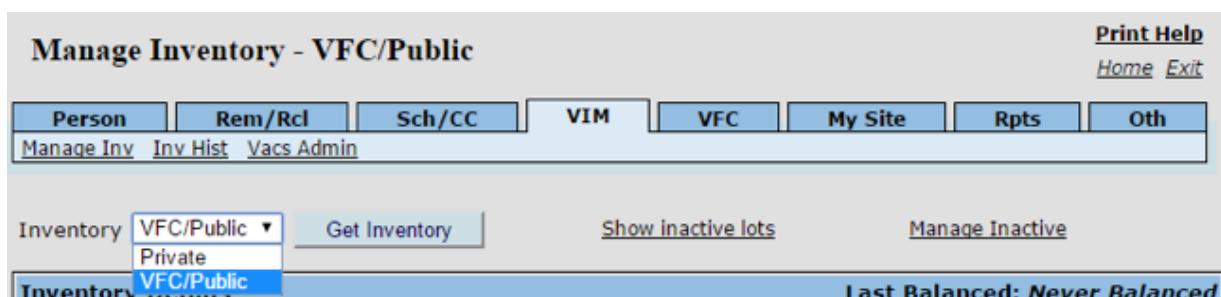
Activating a New Inventory

Step One:

Click on the **Manage Inventory** link from the system's landing page ("home screen").



Step Two: Select which type of inventory to manage from the **Inventory** drop-down menu and click **Get Inventory**.



Step Three: The inventory must be activated by clicking the **Active** box and entering the **Active Date** (the date the vaccine was received). To make a specific inventory the defaulted inventory (the one the system automatically opens when navigating to the VIM), check the **Default** box. Be sure to click **Submit** to save the updates.

Manage Inventory - VFC/Public [Print Help](#) [Home](#) [Exit](#)

Person Rem/Rcl Sch/CC **VIM** VFC My Site Rpts Oth

[Manage Inv](#) [Inv Hist](#) [Vacs Admin](#)

Inventory **VFC/Public** [Show inactive lots](#) [Manage Inactive](#)

Inventory		Last Balanced: <i>Never Balanced</i>	
Name	VFC/Public	Rfg Nbr/VFC Pin*	123456789
<input type="checkbox"/> Default	<input type="checkbox"/> Active	Active Date	02/18/2015

MANAGING INVENTORY

Defining Methods for Adding Lots to Inventory

There are two ways vaccine lots are added to a new inventory:

1. Via **Direct Data Entry** when vaccine lots are added to the inventory by the facility.
 - The office receives stock for the Private inventory.
 - The office receives Vaccines for Children (VFC)/Public vaccine directly from the Local Health Department.
 - Entering Replaced Borrowed or Replaced Wasted lot numbers into the opposite inventory
2. Via **Automatic Data Entry** vaccine lots are added to the inventory by a McKesson file.
 - The automated McKesson file will add to an existing Lot number, whether it is an inactive or an active inventory.
 - It is recommended to cross-reference the lots received to verify they have been automatically added to your VFC/Public inventory.

Adding Lots to Inventory via Direct Data Entry


Step One: Select the appropriate inventory.



Inventory **VFC/Public**  **Get Inventory**

Step Two: Verify that the desired lot does not exist in the inventory. If the lot does exist, please see the Adding Transactions to Existing Lots in Inventory section of this reference guide.

Before adding new lots, be sure to verify the lot does not already exist as an inactive lot in the inventory. For additional information and instructions on inactive lots, refer to the **Viewing and Managing Inactive Lots** section of this reference guide.

Inventory Details				Last Balanced: 01/31/2017		
Name	VFC/Public	Rfg Nbr/VFC Pin*	090000			
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008 			
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default	
Add New Lot					Lot Detail View	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	13 doses	✓	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	20 doses	✓	
DTaP-Hep B-IPV (Pediarix)	Glaxo (PEDIARIX)	M9L74	11/18/2018	32 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	3425B	04/17/2018	11 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	Y2N22	02/12/2019	20 doses	✓	

Step Three: Click the **Add New Lot** link to be directed to the **Add Vaccine Lot** screen.

Inventory Details				Last Balanced: 01/31/2017		
Name	VFC/Public	Rfg Nbr/VFC Pin*	090000			
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008 			
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default	
Add New Lot					Lot Detail View	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	13 doses	✓	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	20 doses	✓	
DTaP-Hep B-IPV (Pediarix)	Glaxo (PEDIARIX)	M9L74	11/18/2018	32 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	3425B	04/17/2018	11 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	Y2N22	02/12/2019	20 doses	✓	

Add Vaccine Lot - VFC/Public

[Print Help](#)[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Proc Ret/Wste Rpt		Search Ret/Wste Rpts	Inv Hist	Vacs Admin			

[Use 2D Barcode](#)

Lot Information			
Vaccine*	<input type="text"/>	Expires*	<input type="text"/>
Mfr (Product)*	<input type="text"/>	Lot #*	<input type="text"/>
NDC*	<input type="text"/>	Presentation	
Volume/Dose:			
On Hand: 0			
Transaction Detail			
Date*	<input type="text"/>	Doses*	<input type="text" value="0"/>
Action*	<input type="text" value="Transferred In"/>	Reason*	<input type="text"/>
Inventory Effect:	<input type="radio"/> Subtract <input checked="" type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A
Comment	<input type="text"/>		
Created By:	Date: 03/09/2017		

Step Four: On the **Add Vaccine Lot** screen, enter the following information:

Add Vaccine Lot Data Fields	Detail
Vaccine	Select the correct vaccine type
Expires	Enter the Expiration Date for the vaccine
Mfr (Product)	Select the Manufacturer/Product
Lot #	Enter the lot number from the box. For IPV, enter the lot # as it appears on the box, excluding the hyphen. Ex: IPV Lot A1299-2 would be entered as "A12992."
NDC	Select the National Drug Code (NDC) from the vaccine's outer packaging. If the NDC is not available from the dropdown menu, verify you selected the appropriate Vaccine and Mfr. If the vaccine and manufacturer are correct, and the NDC is still not available, please contact your Regional MCIR Office for assistance.
Date	Enter the date the lot is received into the inventory.
Doses	Number of doses received
Action	The system should default to Transferred In for adding a brand new/just received lot into inventory. If the lot being added to inventory is <u>not</u> new (was not just received from outside the facility) and is being moved between inventories, select the appropriate Action & Reason from the <u>Available Inventory Actions & Reason Codes</u> table of this reference guide.
Reason	Select Add to Inventory to add a brand new/just received lot into inventory. If the lot being added to inventory is <u>not</u> new (was not just received from outside the facility) and is being moved between inventories, select the appropriate Action & Reason from the <u>Available Inventory Actions & Reason Codes</u> table of this reference guide.
Comment	Enter a detailed comment.

Step Five: If more additional lots need to be added to inventory, click on **Add More**. The lot just entered will be saved and a new **Add Vaccine Lot** screen will appear.

Lot Information			
Vaccine*	<input type="text"/>	Expires*	<input type="text"/>
Mfr (Product)*	<input type="text"/>	Lot #*	<input type="text"/>
NDC*	<input type="text"/>	Presentation	
		Volume/Dose:	
		On Hand:	0

Transaction Detail			
Date*	<input type="text"/>	Doses*	0
Action*	<input type="text" value="Transferred In"/>	Reason*	<input type="text"/>
Inventory Effect:	<input type="radio"/> Subtract <input checked="" type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A
Comment	<input type="text"/>		
Created By:	Date: 03/09/2017		

Step Six: Once all lots have been added to the inventory, click **Submit** to be returned to the **Manage Inventory** screen. Lots added will be displayed alphabetically, by **Vaccine**.

Lot Information			
Vaccine*	<input type="text"/>	Expires*	<input type="text"/>
Mfr (Product)*	<input type="text"/>	Lot #*	<input type="text"/>
NDC*	<input type="text"/>	Presentation	
		Volume/Dose:	
		On Hand:	0

Transaction Detail			
Date*	<input type="text"/>	Doses*	0
Action*	<input type="text" value="Transferred In"/>	Reason*	<input type="text"/>
Inventory Effect:	<input type="radio"/> Subtract <input checked="" type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A
Comment	<input type="text"/>		
Created By:	Date: 03/09/2017		

Inventory Viewing Options

In the inventory, the screen displaying all lots will default to the **Lot Condensed View** format.


Inventory Details				Last Balanced: 01/31/2017		
Name	VFC/Public	Rfg Nbr/VFC Pin*	090000			
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008			
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default	
Add New Lot					Lot Detail View	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	13 doses	✓	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	20 doses	✓	
DTaP-Hep B-IPV (Pediarix)	Glaxo (PEDIARIX)	M9L74	11/18/2018	32 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	3425B	04/17/2018	11 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	Y2N22	02/12/2019	20 doses	✓	

To change the display to a detailed view, click on the **Lot Detail View** link.

Lot Condensed view:

Inventory Details				Last Balanced: 01/31/2017		
Name	VFC/Public	Rfg Nbr/VFC Pin*	090000			
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008			
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default	
Add New Lot					Lot Detail View	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	13 doses	✓	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	20 doses	✓	
DTaP-Hep B-IPV (Pediarix)	Glaxo (PEDIARIX)	M9L74	11/18/2018	32 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	3425B	04/17/2018	11 doses	✓	
DTaP-IPV	Glaxo (KINRIX)	Y2N22	02/12/2019	20 doses	✓	

Lot Detail View:

Inventory Details				Last Balanced: 01/31/2017	
Name	VFC/Public	Rfg Nbr/VFC Pin*	<div>090000</div>		
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	<div>04/23/2008</div> <div></div>		
Lot Details					
Add New Lot				Lot Condensed View	
<u>DTaP (Daptacel) - sanofi (DAPTACEL)</u>			<u>C5041BA</u>		
On Hand (doses):	13	Expires:	09/02/2018	Type:	VFC/Public
		NDC:	49281-286-10	Status:	Active
		Presentation:	VIAL (10)	Default:	No
		Date Created:	10/06/2016	Created By:	garnc
<u>DTaP (Daptacel) - sanofi (DAPTACEL)</u>			<u>C5117AA</u>		
On Hand (doses):	20	Expires:	01/19/2019	Type:	VFC/Public
		NDC:	49281-286-10	Status:	Active
		Presentation:	VIAL (10)	Default:	No
		Date Created:	12/09/2016	Created By:	mcirtech2000

To return to the **Lot Condensed View** format, click the **Lot Condensed View** link.

Lot Details					
Add New Lot					Lot Condensed View
DTaP (Daptacel) - sanofi (DAPTACEL)			C5041BA		
On Hand (doses):	13	Expires:	09/02/2018	Type:	VFC/Public
		NDC:	49281-286-10	Status:	Active
		Presentation:	VIAL (10)	Default:	No
		Date Created:	10/06/2016	Created By:	garnc

Viewing Lot Detail and Transactions

The Lot Transactions screen lists the Lot Information and the Transaction Log for currently open inventory, including persons who received the lot of vaccine, manual transactions* (e.g., “unable to locate” adjustment), system-generated transactions (e.g., McKesson VFC inventory upload) and comments. The log is sorted in reverse date order, with the Current Balance at the top and the Balance Forward (from the last ending inventory) at the bottom.

*For more information on manual transactions, please refer to the [Managing Inventory](#) section of the reference guide.

To view the transactions that have occurred within a specific lot, click on the vaccine from the Manage Inventory screen.

Inventory Details				Last Balanced: 01/31/2017		
Name	VFC/Public	Rfg Nbr/VFC Pin*	090000			
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008			
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default	
Add New Lot					Lot Detail View	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	13 doses	✓	

Lot Transactions - VFC/Public

[Print Help](#)

[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rpt	Proc Ret/Wste Rpt		Search Ret/Wste Rpts	Inv Hist	Vacs Admin			

[Manage Inventory](#)

Lot Information

Vaccine	DTaP (Daptacel)	Expires	09/02/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5041BA	On Hand:	13
NDC (carton)	49281-286-10	Presentation	VIAL (10)	Lot Status	Active
NDC (vial)	49281-286-58			Default	No
Date Created	10/06/2016	Created By	garnc		

[Make Lot Default](#)

[Inactivate Lot](#)

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
03/09/2017	Current Balance	13	0	
02/09/2017	VFC Administered Dose: VFC Medicaid Dose	-1	0	Sugar Baby (11/19/2015)
02/08/2017	VFC Administered Dose: VFC Medicaid Dose	-1	0	Missy Muffat (11/15/2014)
02/06/2017	VFC Administered Dose: Uninsured	-1	0	Johnny Rocket (10/10/2015)
01/31/2017	Balance Forward	16	0	

To view the details for a specific transaction, click on the corresponding date to view the **Vaccine Lot Transaction Detail** screen. This shows additional detail for the individual transaction.

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
03/09/2017	Current Balance	13	0	
02/09/2017	VFC Administered Dose: VFC Medicaid Dose	-1	0	Sugar Baby (11/19/2015)
02/08/2017	VFC Administered Dose: VFC Medicaid Dose	-1	0	Missy Muffat (11/15/2014)
02/06/2017	VFC Administered Dose: Uninsured	-1	0	Johnny Rocket (10/10/2015)
01/31/2017	Balance Forward	16	0	

Vaccine Lot Transaction Detail - VFC/Public

[Print Help](#)

[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Proc Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

[Lot Details](#)

[Use 2D Barcode](#)

Lot Information					
Vaccine	DTaP (Daptacel)	Expires	09/02/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5041BA	On Hand:	13
NDC	49281-286-10	Presentation	VIAL (10)		
Transaction Detail					
Date:	02/09/2017	Doses:	1		
Action:	VFC Administered Dose	Reason:	VFC Medicaid Dose		
Inventory Effect:	Subtract	LWB Effect:	N/A		
Comment:					
Created By:	Mcirtech2000	Date:	02/09/2017		

How to Set and Remove a Lot Default

When a lot is defaulted, it will automatically fill in data on the **Add Immunizations** screen for that vaccine type. Other lots can still be chosen manually during data entry.

Things to Remember About Defaulting Lots:

- It is important to monitor lots set as default because inventory deductions will continue even after the "On Hand" quantity reaches zero, resulting in negative balances.
- Defaulted vaccine lots will be denoted by a checkmark on the Manage Inventory Screen.

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default
Add New Lot					Lot Detail view
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	13 doses	✓

To set a lot default:

Step One: From the Manage Inventory screen, click on the vaccine to set as the default and then click on the **Make Lot Default** button.

Lot Information					
Vaccine	DTaP (Daptacel)	Expires	09/02/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5041BA	On Hand:	13
NDC (carton)	49281-286-10	Presentation	VIAL (10)	Lot Status	Active
NDC (vial)	49281-286-58			Default	No
Date Created	10/06/2016	Created By	garnc		
<div><div>Make Lot Default</div><div>Inactivate Lot</div></div>					

Step Two: To remove a default, perform the same steps as in Step One but select **Remove Default**.

Lot Information					
Vaccine	DTaP (Daptacel)	Expires	09/02/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5041BA	On Hand:	13
NDC (carton)	49281-286-10	Presentation	VIAL (10)	Lot Status	Active
NDC (vial)	49281-286-58			Default	Yes
Date Created	10/06/2016	Created By	garnc		
<div><div>Remove Default</div><div>Inactivate Lot</div></div>					

Inactivating Lots

Once a lot's balance reaches zero, the lot can be inactivated. All lots must go through two complete inventory balances, following the inactivation of a lot, before they will no longer display on the **Balance Inventory** page.

Step One: To inactivate a lot, click on the **Vaccine** from the **Manage Inventory** screen.

Manage Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rpt	Proc Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

Inventory VFC/Public Get Inventory Show inactive lots Manage Inactive Balance Inventory

Inventory Details Last Balanced: 01/31/2017

Name	VFC/Public	Rfg Nbr/VFC Pin*	090000
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2006

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default
Add New Lot					Lot Detail View
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	0 doses	✓

Step Two: Click on the **Inactivate Lot** button, from the **Lot Transaction screen**. The lot will be inactivated and you will be taken back to the Manage Inventory screen.

Lot Transactions - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rpt	Proc Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

[Manage Inventory](#)

Lot Information

Vaccine	DTaP (Daptacel)	Expires	09/02/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5041BA	On Hand:	0
NDC (carton)	49281-286-10	Presentation	VIAL (10)	Lot Status	Active
NDC (vial)	49281-286-58			Default	No
Date Created	10/06/2016	Created By	garnc		

Make Lot Default Inactivate Lot

Viewing and Managing Inactive Lots

To view lots inactivated during the last two Balances:

Step One: Click the **Show Inactive Lots** link on the **Manage Inventory** screen.

Manage Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rpt	Proc Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

Inventory VFC/Public Get Inventory **Show inactive lots** Manage Inactive Balance Inventory

Inventory Details Last Balanced: 01/31/2017

Name	VFC/Public	Rfg Nbr/VFC Pin*	090000
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default
---------	--------------	-------	---------	---------	----------------

Step Two: All lots associated to the current inventory (active and inactive) will display in alphabetical order. Inactivated lots will display in pink and do not have a check in the **Active** column.

Manage Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rpt	Proc Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

Inventory VFC/Public Get Inventory Hide inactive Lots Manage Inactive Balance Inventory

Inventory Details Last Balanced: 01/31/2017

Name	VFC/Public	Rfg Nbr/VFC Pin*	090000
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	04/23/2008

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default
Add New Lot Lot Detail View					
DTaP (Daptacel)	sanofi (DAPTACEL)	C5041BA	09/02/2018	0 doses	✓
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	20 doses	✓
DTaP (pediatric)	Glaxo (INFANRIX)	5A425	02/27/2017	0 doses	

Step Three: To reactivate an inactive lot, click on the **Vaccine** from the above view of inactivated lots. Once on the **Lot Transactions** screen, click the **Activate Lot** button.

Lot Transactions - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Proc Ret/Wste Rpt	Search Ret/Wste Rpts	Inv Hist	Vacs Admin				

[Manage Inventory](#)

Lot Information					
Vaccine	DTaP (pediatric)	Expires	02/27/2017	Volume/Dose:	0.5
Mfr (Product)	Glaxo (INFANRIX)	Lot #	5A425	On Hand:	0
NDC (carton)	58160-810-52	Presentation	SYR (10)	Lot Status	Inactive
NDC (vial)	58160-810-43	Inactive	01/24/2017	Default	No
Date Created	12/01/2016	Created By			

[Make Lot Default](#)
[Activate Lot](#)

Step Four: The system will return to the **Manage Inventory** screen.

Manage Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Inv Hist	Vacs Admin				

Inventory VFC/Public [Get Inventory](#) [Show inactive lots](#) [Manage Inactive](#) [Balance Inventory](#)

Inventory Details				Last Balanced: 01/29/2017	
Name	VFC/Public	Rfg Nbr/VFC Pin*	820196		
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	07/15/2008		
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active Default
Add New Lot Lot Detail View					
DTaP (Daptacel)	sanofi (DAPTACEL)	C5065AA	10/08/2018	100 doses	✓
DTaP (Daptacel)	sanofi (DAPTACEL)	C5101AA	11/26/2018	21 doses	✓
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	10 doses	✓
DTaP-Hib-IPV (Pentacel)	sanofi (PENTACEL)	C5250AA	11/27/2017	114 doses	✓
Hep A (ped/adol)	Merck (VAQTA)	M033611	03/02/2018	17 doses	✓

Managing All Inactive Lots

To view all lots which have ever been inactivated:

Step One: Click the **Manage Inactive**, from the **Manage Inventory** screen, to navigate to the **Manage Inactive Lots** screen.

Manage Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
--------	---------	-----	---------	---------	-----	------	-----

[Manage Inv](#) [Ret/Wste Rept](#) [Inv Hist](#) [Vacs Admin](#)

Inventory: VFC/Public [Show inactive lots](#) **Manage Inactive** [Balance Inventory](#)

Inventory Details Last Balanced: 01/29/2017

Name	VFC/Public	Rfg Nbr/VFC Pin*	820196
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	07/15/2008

Step Two: In the Vaccine field, choose **All** or the specific vaccine type and click Get Inactive Lots.

Manage Inactive Lots [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
--------	---------	-----	---------	---------	-----	------	-----

[Manage Inv](#) [Ret/Wste Rept](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Inventory: VFC/Public

Vaccine All

Use '*' for wildcard search

Search Results

[Manage Inventory](#)

Inventory	VFC/Public
Vaccine	<div style="border: 1px solid black; padding: 5px;"><div style="background-color: #007bff; color: white; padding: 2px;">✓ All</div><div>DT (pediatric)</div><div>DTaP (pediatric)</div><div>DTaP (Daptacel)</div><div>DTaP-Hep B-IPV (Pediatrix)</div><div>DTaP-Hib (Trihibit)</div><div>DTaP-Hib-IPV (Pentacel)</div></div>
Use '*' for wildcard search	<input type="button" value="Cancel"/>

Results

Step Three: All inactive lots will display on the **Manage Inactive Lots** screen, based on the Vaccine chosen in Step Two, directly above.

Manage Inactive Lots

[Print Help](#)
[Home](#) [Exit](#)

[Person](#)

[Rem/Rcl](#)

[VIM](#)

[Imp/Exp](#)

[My Site](#)

[Adm](#)

[Rpts](#)

[Oth](#)

[Manage Inv](#) [Ret/Wste Rept](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Inventory

VFC/Public

Vaccine

All

Use '*' for wildcard search

[Get Inactive Lots](#)

[Cancel](#)

Search Results

Lot count: 917

Vaccine	Manufacturer	Lot#	Expires	NDC
Td PF (adol/adult)	sanofi (DECAVAC)	U3007EA	01/05/2013	49281-291-83
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF250AD	07/04/2009	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF362AA	08/31/2009	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF371AA	09/04/2009	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF491AB	02/02/2010	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF513AB	04/24/2010	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF519AB	07/18/2010	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF569AA	01/31/2011	49281-545-05
Hib (ActHib/Hiberix)	sanofi (ACTHIB)	UF595AA	01/29/2011	49281-545-05

Step Four: Clicking on the vaccine **Lot #** will open the **Lot Detail** window, where additional vaccine information is displayed.

Manage Inactive Lots

[Print Help](#)
[Home](#) [Exit](#)

[Person](#)

[Rem/Rcl](#)

[VIM](#)

[Imp/Exp](#)

[My Site](#)

[Adm](#)

[Rpts](#)

[Oth](#)

[Manage Inv](#) [Ret/Wste Rept](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Inventory

VFC/Public

Vaccine

All

Use '*' for wildcard search

[Get Inactive Lots](#)

[Cancel](#)

Search Results

Lot count: 917

Vaccine	Manufacturer	Lot#	Expires	NDC
Td PF (adol/adult)	sanofi (DECAVAC)	U3007EA	01/05/2013	49281-291-83

Lot Details

Inactive Lot Detail Information					
Vaccine :	Td PF (adol/adult)	Expires :	01/05/2013	Volume/Dose:	0.5
Mfr (Product) :	sanofi (DECAVAC)	Lot # :	U3007EA	On Hand:	0
NDC :	49281-291-83	Presentation :	SDV (1)	Lot Status :	Inactive
Inactive Date :	07/09/2011				

Activate LotCancel

Step Five: To reactive a lot, click the **Activate** button on the **Lot Detail** window.

Lot Details

Inactive Lot Detail Information					
Vaccine :	Td PF (adol/adult)	Expires :	01/05/2013	Volume/Dose:	0.5
Mfr (Product) :	sanofi (DECAVAC)	Lot # :	U3007EA	On Hand:	0
NDC :	49281-291-83	Presentation :	SDV (1)	Lot Status :	Inactive
Inactive Date :	07/09/2011				

Activate LotCancel

Step Six: The system will return to the Manage Inventory screen.

Manage Inventory - VFC/Public

[Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Inv Hist	Vacs Admin				

Inventory VFC/Public Get Inventory [Show inactive lots](#) [Manage Inactive](#) [Balance Inventory](#)

Inventory Details						Last Balanced: 01/29/2017
Name	VFC/Public	Rfg Nbr/VFC Pin*	820196			
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	07/15/2008			
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active	Default
Add New Lot Lot Detail View						
DTaP (Daptacel)	sanofi (DAPTACEL)	C5065AA	10/08/2018	100 doses	<input checked="" type="checkbox"/>	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5101AA	11/26/2018	21 doses	<input checked="" type="checkbox"/>	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	01/19/2019	10 doses	<input checked="" type="checkbox"/>	
DTaP-Hib-IPV (Pentacel)	sanofi (PENTACEL)	C5250AA	11/27/2017	114 doses	<input checked="" type="checkbox"/>	
Hep A (ped/adol)	Merck (VAQTA)	M033611	03/02/2018	17 doses	<input checked="" type="checkbox"/>	

Inventory Effects Related to Documenting and Editing Immunizations

Things to Remember:

- Editing a vaccine administration will result in an increase or decrease in vaccine lot quantities in an open (unbalanced) inventory.
- Reporting duplicate vaccine administration will result in an additional, unwanted deduction in vaccine lot quantities in an open (unbalanced) inventory
- Adding or editing a vaccine administration that occurred within a closed balance cycle will not affect the current inventory.
- Changing a person's vaccine eligibility may affect the inventory, which may impact Borrowed doses.
- Accurately choosing the lot number administered to ensure the deduction occurs in the proper inventory.
- Accurately documenting the person's vaccine eligibility when reporting administered doses to capture borrowed doses.
- Accurately documenting in the Electronic Medical Record (EMR) to ensure accurate MCIR reporting.

For information and instructions on reporting vaccine administrations and/or editing previously reported administrations, please refer to the [MCIR User Reference Guide: Person Module](#).

Vaccine Eligibilities and Their Effects on Inventory

The below table depicts which Vaccine Eligibilities correspond with which inventories.

Vaccine Eligibility	VFC/Public Inventory	Private Inventory
Medicaid-VFC (includes MiChild)	X	
Uninsured	X	
Under Insured	X	
Native American	X	
Medicaid-Non-VFC		X
Private Pay/Insurance		X
MI-VRP	X	
Medicare A		X
Medicare B		X
Medicare D		X
Other Public Purchases		X
317 Special	X	

Adding Transactions/Adjustments to Existing Lots in Inventory

Doses added to a person's record will automatically be deducted from the inventory if the **Admin** vaccine administration **Type** is selected when adding the doses to the person's record. For more information on adding vaccines to a record, please see the [MCIR User Reference Guide: Person Module](#).

To create a transaction/adjustment by direct entry to a lot in active inventory:

Step One: To select a lot from inventory, click on the **Vaccine**. The system will navigate to the **Lot Transactions** screen.

Manage Inventory - VFC/Public[Print Help](#)
[Home](#) [Exit](#)

Person

Rem/Rcl

Sch/CC

VIM

Imp/Exp

VFC

My Site

Adm

Rpts

Oth

Manage InvRet/Wste RptProc Ret/Wste RptSearch Ret/Wste RptsInv HistVacs Admin

InventoryVFC/PublicGet InventoryShow inactive lotsManage InactiveBalance Inventory

Inventory Details

Last Balanced: 01/31/2017

Name

VFC/Public

Rfg Nbr/VFC Pin*

090000

☒ Default

☒ Active

Active Date

04/23/2008

Vaccine

Manufacturer

Lot #

Expires

On Hand

Active Default

Add New Lot

DTaP (Daptacel)

sanofi (DAPTACEL)

C5041BA

09/02/2018

0 doses

☒

Lot Detail View

Step Two: Click **Add New Transaction**, from the **Lot Transaction** screen.

Lot Transactions - VFC/Public[Print Help](#)
[Home](#) [Exit](#)

Person

Rem/Rcl

Sch/CC

VIM

Imp/Exp

VFC

My Site

Adm

Rpts

Oth

Manage InvRet/Wste RptProc Ret/Wste RptSearch Ret/Wste RptsInv HistVacs Admin

Manage Inventory

Lot Information

Vaccine

DTaP (Daptacel)

Expires

09/02/2018

Volume/Dose:

0.5

Mfr (Product)

sanofi (DAPTACEL)

Lot #

C5041BA

On Hand:

0

NDC (carton)

49281-286-10

Presentation

VIAL (10)

Lot Status

Active

NDC (vial)

49281-286-58

Default

No

Date Created

10/06/2016

Created By

garnc

Make Lot Default

Inactivate Lot

Date

Transaction Log

Qty

LWB

Comments

Add New Transaction

Step Three: From the **Add Vaccine Lot Transaction** screen, enter the required information.

Add Vaccine Lot Transaction - VFC/Public
[Print Help](#)
[Home](#) [Exit](#)

Person

Rem/Rcl

Sch/CC

VIM

Imp/Exp

VFC

My Site

Adm

Rpts

Oth

[Manage Inv](#)
[Ret/Wste Rpt](#)
[Proc Ret/Wste Rpt](#)
[Search Ret/Wste Rpts](#)
[Inv Hist](#)
[Vacs Admin](#)

[Lot Details](#)
[Use 2D Barcode](#)

Lot Information					
Vaccine	DTaP (Daptacel)	Expires	09/02/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5041BA	On Hand:	0
NDC	49281-286-10	Presentation	VIAL (10)		

Transaction Detail	
Date*	<input type="text" value="03/09/2017"/>
Doses*	<input type="text" value="0"/>
Action*	<input type="text" value=""/>
Reason*	<input type="text" value=""/>
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A
LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A
Comment	<input type="text" value=""/>
Created By:	Date: 03/09/2017

- Date = the date of the transaction
- Dose = the number of doses involved in the transaction
- Action* = what is being done with the vaccine
- Reason* = why the action is needed
- Comment = additional detail to explain reason for the transaction

If you require assistance in determining the correct **Action** and **Reason** code to select, please reference the **Available Inventory Adjustments and Reason Codes** table, found on the next 4 pages of this reference guide.

Step Four: Click the **Submit** button to add the transaction to the **Lot Transactions** screen. The added transaction/adjustment will appear on the vaccine lot's **Lot Transaction** screen.

Available Inventory Actions & Reason Codes

It is advisable to record transaction dates, number of doses, and actions on a worksheet posted on your refrigerator for ease of data entry into MCIR.

Action	Reason	Inventory Effect*	LWB (Lost/Wasted/Borrowed) Effect*	Description
Adjustment	Breakage	—	+	Vaccine is dropped, broken, or defective and is not usable.
	Drawn not used	—	+	Vaccine is drawn up but not used and cannot be used within manufacturer guidelines or by end of day.
	Found dose	-/+ or N/A User chooses	-/+ or N/A User chooses	A dose that had been marked as lost or wasted has been found and the inventory period is still open. Add to Inventory and Subtract from LWB.
	Natural Disaster	—	+	Vaccine could not be found due to a true natural disaster (flood, tornado, earthquake, etc.). Use of this transaction should be RARE.
	Data entry correction	-/+ or N/A User chooses	+/- or N/A User chooses	This transaction is used for data correction. Example: 200 doses were entered in the inventory on the day of shipment, this was found to be a data entry error, only 20 doses were received; in this example 180 doses would be entered under number of doses and subtract would be chosen for the Inventory Effect and N/A for the LWB effect.
	Unable to locate	—	+	Unable to locate vaccine at the time of inventory balance. Every effort should be made to locate the dose, including making sure all records/shots have been entered in MCIR, before using this transaction.

Action	Reason	Inventory Effect*	LWB (Lost/Wasted/Borrowed) Effect*	Description
Return to Distributor	Equipment failure (too warm)	—	+	Vaccine is no longer usable because the refrigerator or freezer got too warm.
	Equipment failure (too cold)	—	+	Vaccine is no longer usable because the refrigerator or freezer got too cold.
	Expired vaccine	—	+	Vaccine is no longer usable because it has expired.
	Failure to store properly	—	+	Vaccine was not stored properly and therefore is not usable (left out on counter, stored in door of unit, etc.).
	Power Outage	—	+	Vaccine that was comprised due to a power failure and cannot be used.
	Recalled	—	N/A	Vaccine was recalled by the manufacturer or the FDA and can no longer be used.
	Spoilage in Shipment	—	N/A	Vaccine was spoiled during shipment from manufacturer or distributor and it can no longer be used.
Transferred In	Add to Inventory	+	N/A	This transaction is for vaccine that is being added to the inventory on the private side . On the VFC side, use this transaction if the vaccine is being picked up from the LHD.
	Replaced Borrowed	+	—	This replaces publicly purchased (VFC) vaccine that was used for a non-VFC (i.e. privately insured individual). The reverse is true when making this transaction under the Private Inventory.

Action	Reason	Inventory Effect*	LWB (Lost/Wasted/Borrowed) Effect*	Description
	Replaced Lost/Wasted	+	—	This replaces publicly purchased (VFC) vaccine that was either lost or wasted; replacement is being made with private vaccine stock.
Transferred Out	Distribution	—	N/A	To re-distribute private stock. (Private inventory only)
	Replaced Borrowed	—	N/A	To replace a dose of privately purchased vaccine that was borrowed for VFC/publicly purchased eligible individual. Required Information 1.) Date of Service, 2.) First and last name, 3.) Date of Birth OR 1) Date of Service and MCIR ID
	Replaced Lost/Wasted	—	N/A	Used to replace VFC/Public vaccine that was either lost or wasted and is being replaced with privately purchased vaccine. (Private Inventory Only)
	IVEN Transaction	—	N/A	To subtract doses transferred to another site through the Influenza Vaccine Exchange Network. (Private Inventory Only)
Opted out of MCIR		—	N/A	Used to document the inventory transaction of a person who has Opted Out of MCIR. Transaction subtracts from inventory but does not affect the LWB.
Non Return Open MDV		—	N/A	Use this to remove a partially used multi-dose vial that is no longer usable, cannot be returned and must be discarded.

Action	Reason	Inventory Effect*	LWB (Lost/Wasted/Borrowed) Effect*	Description
Vaccine Short Dated		—	N/A	Use this to remove vaccine that has been short-dated by the manufacturer (not related to mishandling of vaccine by the provider/clinic).
Return to Local Health Department (VFC/Public Inventory Only)	Soon-to-Expire	—	N/A	This is for soon-to-expire vaccine being sent to the LHD to be utilized prior to expiration. (Routinely vaccine should have at least a 6-month expiration to allow the LHD to utilize it prior to expiration).
	Wrong Vaccine Received	—	N/A	Vaccine was inadvertently delivered to a clinic and must be returned or redistributed with the help of the LHD.
	Excess Inventory	—	N/A	Provider has more vaccine than can be used prior to expiration. (Routinely, vaccine should have at least a 6-month expiration to allow the LHD to utilize it prior to expiration).

Inventory Transaction Requirement - Doses Administered to Persons Opted Out

It is important to note when a person's record has been Opted Out of MCIR:

1. administered immunizations cannot be documented on the person's record.
2. the automatic inventory deduction, related to reporting administrations to a person's record, will not occur.

As a result, doses of vaccine administered to persons whom are Opted Out are required to be both:

1. reported to the system as an administered dose for inclusion on the **Doses Administered Report**. For information and instructions on **Add Non-Reported Administrations**, refer to the [MCIR User Reference Guide: Person Module](#).
2. adjusted in inventory, via a hand-entered transaction (see directly below).

Required Inventory Adjustment for Doses Administered to Opt Out Persons

For instructions on making the required hand-entered adjustment to the lot in inventory, refer to the [Adding Transactions/Adjustments to Existing Lots in Inventory](#) section of this reference guide.

Be sure to select **MCIR Opted Out** as the transaction's required **Action** type.

Lot Details		Use 2D Barcode			
Lot Information					
Vaccine	DTaP (Daptacel)	Expires	10/08/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5065AA	On Hand:	100
NDC	49281-286-10	Presentation	VIAL (10)		
Transaction Detail					
Date*	03/23/2017	Doses*	1		
Action*	MCIR Opted-Out				
Inventory Effect:	<input checked="" type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A		LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A	
Comment	Administered to Mary Sunshine DOB XX-XX-XXX				
Created By:	Date: 03/23/2017				

Lot Expirations

Viewing Soon-to-Expire Lots

Vaccines are listed in alphabetical order on the **Manage Inventory** screen. Color coded lot expiration (**Expires**) dates are used to signify lots expiring soon.

- Red = Expired
- Purple = Expires within 0 to 3 months
- Green = Expires within 3 to 6 months

Manage Inventory - Private[Print Help](#)
[Home](#) [Exit](#)

Person
Manage Inv

Rem/Rcl
Inv Hist

Sch/CC
Vacs Admin

VIM

VFC

My Site

Rpts

Oth

Inventory Private Get Inventory Show inactive lots Manage Inactive Balance Inventory

Inventory Details
Name Private
☒ Default ☒ Active Ac

COLOR KEY
Lot Expires in 6 months or less
Lot Expires in 3 months or less
Lot has expired

Last Balanced: 03/23/2013

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active	Default
Add New Lot						Lot Detail View
DTaP-Hep B-IPV (Pediarix)	Glaxo (PEDIARIX)	123654	03/31/2016	9 doses	✓	
Hep B (ped/adol)	Glaxo (ENERIX)	123456	03/01/2016	98 doses	✓	
Influenza IIV3 (Inject)	Glaxo (FLULAVAL)	123456	06/30/2015	99 doses	✓	
Influenza IIV4 (P-Free Ini)	sanofi (FLUZONE IIV4 SYRINGE)	U1188BB	06/30/2015	8 doses	✓	
Influenza IIV4 Ped (P-Free Ini)	sanofi (FLUZONE-QUAD SDS)	U1133BB	06/30/2015	10 doses	✓	
Influenza LAIV4 (FluMist)	MedImmune (FLUMIST)	789456	03/31/2015	8 doses	✓	
MCV4 (Menactra)	sanofi (MENACTRA)	123456	05/06/2015	10 doses	✓	

Submit Cancel

Vaccine Lot Expiration Warning

For information and/or instructions on generating a **Vaccine Lot Expiration Warning Report**, please see the [Vaccine Lot Expiration Warning Report tip sheet](#).

BALANCING INVENTORY

Things to Know About Performing an Inventory Balance:

- Vaccine should be physically counted either first thing in the morning or at the end of the day, not during active clinic hours while vaccines are potentially being pulled and administered.
- The date entered in the **Refrigerator Count Date** box indicates the inventory has been counted on that date. Refer to the Balancing Inventory Considerations table of this reference guide for additional assistance with counting inventory.
- The actual fridge count should be recorded on the **Physical Inventory Report**. Required adjustments to the inventory count should be performed by making the required manual transaction to the lots in inventory. Refer to the Available Inventory Actions & Reason Codes table of this reference guide for additional assistance selecting the appropriate transaction to perform.
- Dependent upon on the required inventory adjustment being performed, it may be necessary to add or edit an inventory transaction and/or make an adjustment to the actual administration recorded in the person's record.
- Ensure all transactions (e.g., reporting of administered doses and any necessary manual adjustments) have been accurately accounted for in the inventory before attempting to balance. Refer to the **Balancing Inventory Considerations** table of this reference guide for additional assistance with counting inventory.

Physical Inventory Report

The first step in preparing to balance the inventory is to generate the **Physical Inventory Report** to record the current number of doses in fridge/freezer. The **Physical Inventory Report** should be prepared before attempting to balance the inventory.

Step One: From the system's landing page ("home screen"), click on the **Inventory** link found under the **Reports** section.

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users
Reports	Other	
AFIX Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS	Get News View Usage Agreement MCIR.org VIS IVEN Exit Application	

Step Two: From the **VIM Reporting** screen, select the **Physical Inventory Report** from the **Report** dropdown menu. The inventory will automatically default to the VFC/Public. To change the inventory, select from the **Inventory** dropdown. It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page ("home screen").

Vim Reporting [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**

[AFIX](#) [Batch](#) [Inv](#) [Profile](#) [Rem/Rcl](#) [Retrieve Results](#) [Roster](#) [Vac](#) [VAERS](#)

Report Parameters

Report

Inventory

Description

Additional Info
Runs: Immediately, Kept 10 days
Displays a list of active lots in the selected inventory. Used to record refrigerator counts.

Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users
Reports	Other	
AFIX Batch Inventory Profile Reminder/Recall Retrieve Results Roster Vaccine VAERS	Get News View Usage Agreement MCIR.org VIS IVEN Exit Application	

Step Four: Locate the **Physical Inventory Report** (as prepared in Step Two, above). Click on the **Report** link to retrieve and print the report. Use the printed report to record the exact amounts of vaccine, from the fridge/freezer, into the **Count** column.

Scheduled [Print Help](#) [Home](#) [Exit](#)

Results

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
AFIX	Batch	Inv	Profile	Rem/Rcl	Retrieve Results	Roster	Vac VAERS

Refresh

Description	User	Target Dt	Status
My Physical Inventory Rpt	clarkj2000	04/03/2017	Report Ready Report

04/03/2017

Physical Inventory Report

Page 1

Inventory: VFC/Public

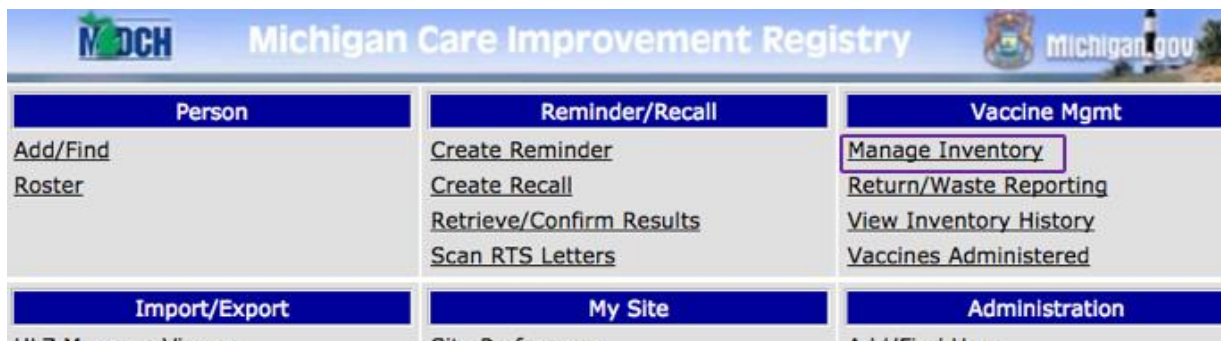
Name of user: _____

Date of dose count: _____

Vaccine	Exp. Date	Mfr	Lot	NDC	Pres.	Balance	Count
DTaP (Daptacel)	10/08/2018	sanofi	C5065AA	49281-286-10	VIAL	100	
DTaP (Daptacel)	11/26/2018	sanofi	C5101AA	49281-286-10	VIAL	21	
DTaP (Daptacel)	01/19/2019	sanofi	C5117AA	49281-286-10	VIAL	10	
DTaP-Hib-IPV (Pentacel)	11/27/2017	sanofi	C5250AA	49281-510-05	SDV	114	
Hep A (ped/adol)	03/02/2018	Merck	M033611	0006-4831-41	SDV	17	
Hep A (ped/adol)	03/11/2018	Merck	M038572	0006-4831-41	SDV	100	
Hep B (ped/adol)	09/13/2017	Merck	L038018	0006-4981-00	SDV	10	
Hep B (ped/adol)	11/11/2018	Merck	M034894	0006-4981-00	SDV	1	
Hep B (ped/adol)	02/21/2019	Merck	M037248	0006-4981-00	SDV	100	
Hib (PedvaxHIB)	03/21/2019	Merck	M025192	0006-4897-00	SDV	80	
Hib (PedvaxHIB)	04/15/2019	Merck	M027883	0006-4897-00	SDV	41	
HPV9	12/25/2017	Merck	L037554	0006-4119-03	SDV	28	
HPV9	02/15/2018	Merck	M020103	0006-4119-03	SDV	20	
HPV9	04/15/2019	Merck	M034780	0006-4119-03	SDV	100	
Influenza IIV4 (Iniect)	06/30/2017	sanofi	UI684AB	49281-625-15	MDV	397	

Balancing the Inventory

Step One: From the system's landing page ("home screen"), click on the **Manage Inventory** link found under the **Vaccine Mgmt** section. The system will navigate to the **Manage Inventory** screen. The **Last Balanced** date will be displayed at the top of the Manage Inventory screen.



Manage Inventory - VFC/Public

[Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Inv Hist	Vacs Admin				

Inventory VFC/Public Get Inventory

[Show inactive lots](#)
[Manage Inactive](#)
[Balance Inventory](#)

Inventory Details
Last Balanced: 01/29/2017

Name	VFC/Public	Rfg Nbr/VFC Pin*	820196
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	07/15/2008

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active	Default
Add New Lot Lot Detail View						

Step Two: Verify the appropriate **Inventory** is being displayed. To change the inventory, select from the **Inventory** dropdown and then click **Get Inventory**. Next, click on the **Balance Inventory** link. The system will navigate to the **Balance Inventory** screen.

Manage Inventory - VFC/Public

[Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Inv Hist	Vacs Admin				

Inventory VFC/Public Get Inventory

[Show inactive lots](#)
[Manage Inactive](#)
[Balance Inventory](#)

Inventory Details
Last Balanced: 01/29/2017

Name	VFC/Public	Rfg Nbr/VFC Pin*	820196
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	07/15/2008


Vaccine	Manufacturer	Lot #	Expires	On Hand	Active	Default
Add New Lot Lot Detail View						

Step Three: On the **Balance Inventory** screen, enter the date the vaccine was counted into the **Dose Count Date** box. Remember: If the vaccine was counted first thing in the morning, yesterday's date should be entered. Refer to the Balancing Inventory Considerations table of this reference guide for additional information and instructions on choosing the appropriate **Dose Count Date** to enter. Click the **Get Records** button to navigate to the Balance Inventory worksheet.

Balance Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Manage Inv	Ret/Wste Rept	Inv Hist	Vacs Admin				


[Manage Inventory](#) Red indicates lot has expired as of the dose count date.

Balance Inventory Details		Last balanced on 01/29/2017	
Inventory:	VFC/Public	Total Lots:	41
Dose Count Date	04/04/2017  Get Records	Balanced Lots:	10
		Lots to Balance:	31

[Save/Update Counts](#)
[Completed](#)
[Clear All Counts](#)
[Cancel](#)

Step Four: Enter all counts recorded on the **Physical Inventory Report** (refer to Physical Inventory Report section of this reference guide for more detail) into the **Count** column of the **Balance Inventory** worksheet. Click **Save/Update Counts**, at the bottom of the screen to save the information.

[Manage Inventory](#) Red indicates lot has expired as of the dose count date.

Balance Inventory Details		Last balanced on 01/29/2017	
Inventory:	VFC/Public	Total Lots:	41
Dose Count Date	04/04/2017  Get Records	Balanced Lots:	12
		Lots to Balance:	29

Vaccine	Mfr	Lot #	On Hand	Count	Diff	LWB	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5065AA	100	100	0	0	View
DTaP (Daptacel)	sanofi (DAPTACEL)	C5101AA	21	19	2	0	Balance
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	10	10	0	0	View

[Save/Update Counts](#)
[Completed](#)
[Clear All Counts](#)
[Cancel](#)

The Balance button should now appear to the far right of any lot requiring review (see image above) and “reconciliation.” All lots must be balanced before the **Balance Inventory** worksheet can be marked as **Completed** (next step, below).

Refer to the Balancing Inventory Considerations table (next page of this document) and the Unbalanced Lot Reconciliation section of this reference guide for additional assistance balancing.

Step Five: Once all lots are balanced, click **Completed** to finalize and save the balance date. An **Ending Inventory Report** is now accessible for the balance date. For information and instructions on generating an **Ending Inventory Report**, please reference the VIM Reports section of this reference guide.

Balancing Inventory Considerations	
Have you counted all the vaccines in your refrigerator?	All vaccines should be counted before attempting to perform an inventory balance. It is highly recommended to use the Physical Inventory Report to assist in counting current inventory.
When did you count vaccines in the fridge/freezer?	Vaccine should be accounted for either first thing in the morning or at the end of the day, not during active clinic hours while vaccines are potentially being pulled and administered. If counted first thing in the morning, use the previous day as the Dose Count Date .
Do you have more than one lot of the same vaccine?	Make sure each lot# is counted separately, i.e., The same antigen may have different lot #s and/or expiration dates.
Does the office submit data electronically?	<ul style="list-style-type: none"> • Data should be reported timely – daily is recommended • Offices using MCIR EXT Transfer to upload immunization data from the office’s electronic records need to ensure data up to and including the inventory Balance Date has been completed, with all data corrections. • Offices submitting data using HL7 need to verify that rejected messages and failed inventory transactions from the Electronic Submission Summary Report (ESSR) have been corrected.
What date was used on the current Inventory Balance worksheet?	If the current day’s date was recorded in the Dose Count Date box, the Completed button will not become accessible until the following day, <u>even if all lots are balanced</u> .
Are there any unbalanced lots still displaying on the	The Completed button on the Balance Inventory worksheet will remain grayed out (inaccessible) until all lots are balanced. A system-based inventory balance is

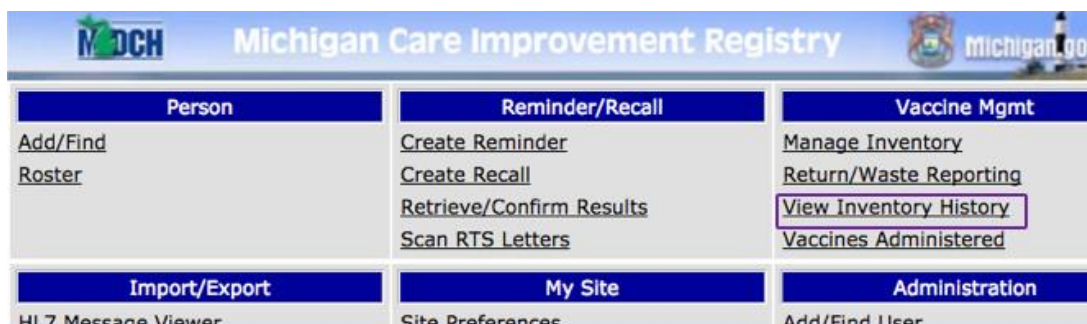
Balance Inventory worksheet?	<u>not</u> considered complete until the Completed button has been clicked.
Why is my balance date not available on the Ending Inventory Report?	An inventory balance date will <u>not</u> appear on the list of available Ending Inventory Report's Ending Inventory Dates until <u>after</u> the Completed button has been clicked for that date's balance inventory worksheet.
Does your fridge/freezer count indicate <u>less</u> vaccine than what the system is displaying as available? Example: The "On Hand" column is 12, but you only counted 10 in your refrigerator, leaving a difference ("Diff" column) of 2.	Differences that cannot be accounted for should be documented in the system with a transaction type of Unable to Locate and should include an accurate description ("comment") for why the adjustment is being made. Before making this adjustment, verify: <ul style="list-style-type: none"> • all administered doses have been reported to persons' records, i.e., Compare administered doses from internal billing data, and appointment logs, etc. against the data reported to the system. • the correct transaction types were selected for any manual inventory adjustments. • all Broken, Wasted, or Drawn Not Used vaccines have been reported to the system.
Does your fridge/freezer count indicate <u>more</u> vaccine than what the system is displaying as available? Example: The "On Hand" column lists 15 doses, but you counted 19 doses in your refrigerator, leaving a difference ("Diff" column) of -4.	Differences that cannot be accounted for should be documented in the system with the appropriate transaction and should include an accurate description ("comment") for why the adjustment is being made. Before making this adjustment, verify: <ul style="list-style-type: none"> • all vaccine received since the last inventory balance has been added into the system. • all vaccines received and/or added to inventory were entered correctly (e.g., added to the correct lot, added into the correct inventory, recorded with the corrected NDC, manufacturer, etc.). • persons listed as having received a vaccine have the correct lot documented.
Does the exact same lot of vaccine appear in both the Public/VFC and Private inventory, displaying the opposite amount On Hand (e.g., the different in one lot is -3 and the difference in the other lot is +3)?	Verify transactions have occurred in the correct inventory.

Unbalanced Lot Reconciliation

Unbalanced lots can occur due to transactions, administrations, and/or adjustments in the current/open inventory or a previous inventory balance cycle. A review of the current inventory and/or previously balanced inventories is required to determine necessary corrections.

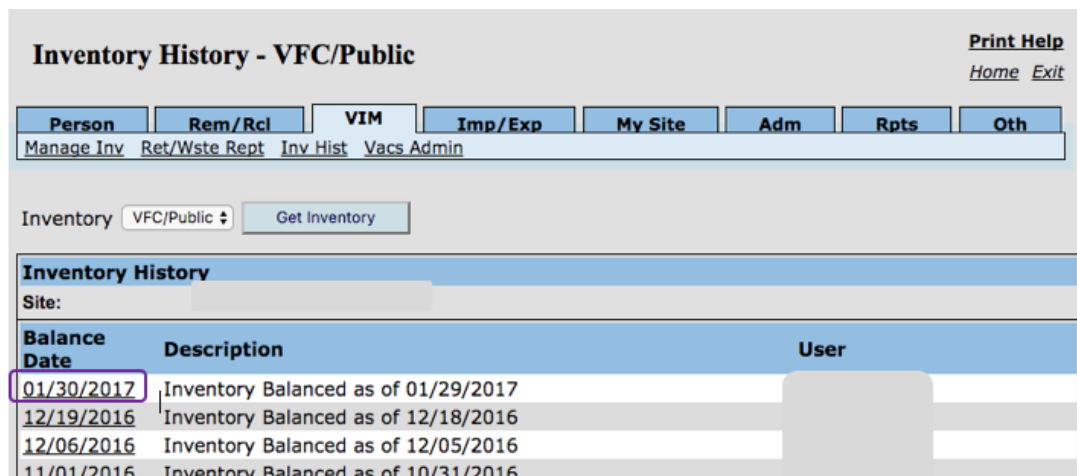
- If the errors are determined to be related to the current/open inventory, proceed to **Step Five-Reconciling Unbalanced Vaccine Lots** section of this reference guide.
- If the errors are not determined to be related to the current/open inventory, proceed to **Step One-View the Inventory History** (found directly below).

Step One - View the Inventory History: From the system's landing page ("home screen"), click on the **View Inventory History** link found under the **Vaccine Mgmt** section.



Step Two: The system will navigate to the **Inventory History** screen. From this screen, all previous inventory balances are accessible. To change the inventory, select from the **Inventory** dropdown then click **Get Inventory**.

Click on the **Balance Date** for the inventory balance to review.



Step Three: From the **Balance Inventory** screen, click **View** for the lot requiring additional investigation. The system will navigate to the **Lot Reconciliation** screen.

Balance Inventory - VFC/Public
[Print Help](#)
[Home](#) [Exit](#)

Person
Rem/Rcl
VIM
Imp/Exp
My Site
Adm
Rpts
Oth

Manage Inv
Ret/Wste Rept
Inv Hist
Vacs Admin

[View History](#)
Red indicates lot has expired as of the dose count date.

Balance Inventory Details						
Inventory:	VFC/Public			Total Lots:	41	
Dose Count Date	01/29/2017			Balanced Lots:	41	
				Lots to Balance:	0	

Vaccine	Mfr	Lot #	On Hand	Count	Diff	LWB	
DTaP (Daptacel)	sanofi (DAPTACEL)	C5101AA	37	37	0	0	View
DTaP (Daptacel)	sanofi (DAPTACEL)	C5117AA	10	10	0	0	View
DTaP-Hib-IPV (Pentacel)	sanofi (PENTACEL)	C5214AA	0	0	0	0	View

Step Four: To review the specific recorded transactions for the lot selected, click on the **Inventory Detail** link, found in the upper right corner or at the bottom of the **Lot Reconciliation** screen.

Lot Reconciliation - VFC/Public
[Print Help](#)
[Home](#) [Exit](#)

Person
Rem/Rcl
VIM
Imp/Exp
My Site
Adm
Rpts
Oth

Manage Inv
Ret/Wste Rept
Inv Hist
Vacs Admin

[Balance Worksheet](#)
[Inventory Detail](#)

Lot Information					
Vaccine	DTaP (Daptacel)	Expires	11/26/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5101AA	On Hand:	37
NDC	49281-286-10	Presentation	VIAL (10)		
		Lot Status	Active		
Date Created:	01/30/2017	Created By:	houranin2007		

Lot details for inventory	Totals	LWB	Returned
Balance forward from 12/18/2016	93	0	
Additions to inventory	0		
<i>No additions to inventory found</i>			
Subtractions from inventory	56		
VFC Administered Dose: VFC Medicaid Dose	55		
VFC Administered Dose: Uninsured	1		
Totals Ending 01/29/2017	37	0	0

Accept Adjustment
Inventory Detail

The system will navigate to the **Lot Transactions** screen, where all transactions recorded for the lot will be displayed. All transactions for the balance cycle you selected in Step Two above are displayed on this screen. It may be necessary to review several past inventory balances to find previous documentation errors, while working to perform a current inventory balance. Once the error has been located, proceed to the next step - Step Five: **Reconciling Unbalanced Vaccine Lots**.

Lot Transactions - VFC/Public

[Print Help](#)
[Home](#) [Exit](#)

[Person](#)

[Rem/Rcl](#)

[VIM](#)

[Imp/Exp](#)

[My Site](#)

[Adm](#)

[Rpts](#)

[Oth](#)

[Manage Inv](#) [Ret/Wste Rept](#) [Inv Hist](#) [Vacs Admin](#)

[Balance Worksheet](#)

[Lot Reconciliation](#)

Lot Information					
Vaccine	DTaP (Daptacel)	Expires	11/26/2018	Volume/Dose:	0.5
Mfr (Product)	sanofi (DAPTACEL)	Lot #	C5101AA	On Hand:	37
NDC (carton)	49281-286-10	Presentation	VIAL (10)	Lot Status	Active
NDC (vial)	49281-286-58			Default	No
Date Created:	01/30/2017	Created By:	houranin2007		

Date	Transaction Log	Qty	LWB	Comments
01/29/2017	Current Balance	37	0	
01/29/2017	Dose Count	37	0	
01/28/2017	VFC Administered Dose: VFC Medicaid Dose	-1	0	
01/27/2017	VFC Administered Dose: VFC Medicaid Dose	-1	0	

Clicking on the **Lot Reconciliation** link will return you to the first image of Step Four, directly above.

Step Five – Reconciling Unbalanced Lots: Determine the required lot reconciliation measures for an Open Inventory vs. a Previously Balanced Inventory. Please refer to the tables on the next two pages for assistance.

Reconciling an Open Inventory:

	Immunization Adjustment (e.g., Add, Edit or Delete) Required to Person's Record Refer to the MCIR User Reference Guide: Person Module	MCIR VIM Inventory Adjustment Required (e.g., A Manual Transaction is Required to the Vaccine Lot) Refer to the <u>Available Inventory Actions & Reason Codes</u> section of this document	Vaccine should be moved in the physical inventory
New vaccine quantities were not added to the VIM inventory (Fridge/Freezer count > than VIM On Hand Count)		X	
Wrong lot# was recorded on an administered dose (Fridge/Freezer count > or < than VIM On Hand Count)	X		
Vaccine administration was not reported to person's record (Fridge/Freezer count < than VIM On Hand Count)	X		
Lost, Waste or Borrowed Dose was not reported (Fridge/Freezer count < than VIM On Hand Count)		X	
Lost, Waste or Borrowed Dose was not moved in physical inventory (Fridge/Freezer count > or < than VIM On Hand Count)			X
Administered vaccine was reported twice (Fridge/Freezer count > than VIM On Hand Count)	X		
Vacc administered to a Opted Out person was not recorded in VIM (Fridge/Freezer count < than VIM On Hand Count)		X	

Reconciling a Previously Balanced Inventory:

	Immunization Adjustment (e.g., Add, Edit or Delete) Required to Person's Record Refer to the MCIR User Reference Guide: Person Module	MCIR VIM Inventory Adjustment Required (e.g., A Manual Transaction is Required to the Vaccine Lot) Refer to the <u>Available Inventory Actions & Reason Codes</u> section of this document	Vaccine should be moved in the physical inventory
New vaccine quantities were not added to the VIM inventory (Fridge/Freezer count > than VIM On Hand Count)		X	
Wrong lot# was recorded on an administered dose (Fridge/Freezer count > or < than VIM On Hand Count)	X	X	
Vaccine administration was not reported to person's record (Fridge/Freezer count < than VIM On Hand Count)	X	X	
Lost, Waste or Borrowed Dose was not reported (Fridge/Freezer count < than VIM On Hand Count)		X	
Lost, Waste or Borrowed Dose was not moved in physical inventory (Fridge/Freezer count > or < than VIM On Hand Count)			X
Administered vaccine was reported twice (Fridge/Freezer count > than VIM On Hand Count)	X	X	
Vacc administered to Opted Out person was not recorded in VIM (Fridge/Freezer count < than VIM On Hand Count)		X	

VACS ADMIN (VACCINES ADMINISTERED) LINK

For information and instructions on the Vacs Admin (Vaccines Administered) report, please refer to the [MCIR User Reference Guide: Reports](#).

INV (INVENTORY) REPORTS

Reports included in this reference guide:

- are located under the **Inv** (Inventory) link of the **Reports** section of the MCIR landing page (“home screen”).
- have a retention period of 10 days from the date of generation. Once a report is generated, necessary actions (e.g., printed, exported or mailed) must be performed before the end of 10 days or the system will automatically delete the report.

Total Number of Doses by User ID

The **Total Number of Doses by User ID** report is covered in the [MCIR User Reference Guide: Reports](#). Please reference this guide for additional information and instructions.

Physical Inventory Report

Refer to the [Physical Inventory Report](#) section of this reference guide.

Ending Inventory Report (EIR)

The **Ending Inventory Report** (EIR) accounts for the movement of all vaccine lots in a specific balance period (i.e., during the selected balance cycle). Although any VIM user can generate the EIR, it can only be generated for a **Completed** (closed) inventory. An EIR report cannot be generated for an open inventory and/or an inventory still in the process of being balanced.

Things to Know about the EIR:

An inventory balance date will not appear on the list of available Ending Inventory Report's **Ending Inventory Dates** until after the **Completed** button has been clicked for that date's balance inventory worksheet.

Please reference Balancing Inventory: Step Four in this reference guide for additional information on Completed inventory balances.

Generating an EIR:

Step One: From the system's landing page ("home screen"), click on the **Inventory** link found under the **Report** section. The system will navigate to the **Vim Reporting** screen.

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users
Reports	Other	
AFIX Batch Inventory Profile	Get News View Usage Agreement MCIR.org VTS	

Two: Select the **Ending Inventory Report** from the **Report** dropdown menu. Select the appropriate **Inventory** and **Ending Inventory Date** from the dropdown menus. It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page ("home screen").

Vim Reporting [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
AFIX	Batch	Inv	Profile	Rem/Rcl	Retrieve Results	Roster	Vac
VAERS							

Report Parameters

Report: Ending Inventory Report

Inventory: VFC/Public

Ending Inventory Date: 01/29/2017

Description: My EIR Report

Additional Info
Runs: Immediately, Kept 10 days
Displays ending inventory data of current lots active within the vaccine inventory.

Submit

Cancel

Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Person	Reminder/Recall	Vaccine Mgmt
Add/Find	Create Reminder	Manage Inventory
Roster	Create Recall	Return/Waste Reporting
	Retrieve/Confirm Results	View Inventory History
	Scan RTS Letters	Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences	Add/Find User
	User Preferences	Site Users
	Edit My Site	
	View My Site List	
	Go to New Site	
Reports	Other	
AFIX	Get News	
Batch	View Usage Agreement	
Inventory	MCIR.org	
Profile	VIS	
Reminder/Recall	IVEN	
Retrieve Results	Exit Application	

Step Four: Locate the **Ending Inventory Report** and click on the **Report** link to retrieve and print the report.

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
AFIX	Batch	Inv	Profile	Rem/Rcl	Retrieve Results	Roster	Vac
							VAERS

[Refresh](#)

Description	User	Target Dt	Status	Report
My EIR Report	clarkj2000	04/13/2017	Report Ready	Report

03/03/2010

Ending Inventory Report

Page 1

Your Site Name

Inventory: VFC/Public

Report Period Ending Date 02/11/2010

DTaP-Daptacel										
Doses										
Lot Number	Expiration Date	Begin Balance	Doses In	Doses Out	Admins	Brwd/Rplcd	Unusable LW	Balance	Dose Count	Diff
C2933AB	01/11/2010	0	0	0	0	0	0	0	0	0
C3142AA	12/05/2010	0	0	0	0	0	0	0	0	0
C3157AA	01/01/2011	10	0	0	7	0	0	3	3	0
C3322BA	01/01/2011	10	0	0	0	0	1	9	9	0
C3192AA	06/17/2011	0	10	0	0	0	0	10	10	0
C3192BA	06/17/2011	0	0	0	1	-1	0	0	0	0
TOTAL		20	10	0	8	-1	1	22	22	0

DTaP-Hib-IPV										
Doses										
Lot Number	Expiration Date	Begin Balance	Doses In	Doses Out	Admins	Brwd/Rplcd	Unusable LW	Balance	Dose Count	Diff
C3299AA	11/10/2010	1	0	0	1	0	0	0	0	0
C3364AA	02/08/2011	0	0	0	0	0	0	0	0	0
C3471AA	04/02/2011	0	0	0	0	0	0	0	0	0
C3501AA	05/25/2011	0	0	0	0	0	0	0	0	0
C3533AA	05/27/2011	73	0	35	27	0	0	11	11	0
TOTAL		74	0	35	28	0	0	11	11	0

Explanation for Information Included on the EIR

- The report is organized alphabetically by Vaccine Type
- Where two or more of the same Vaccine Type and Lot Number appear, the lots are organized chronologically from shortest to longest **Expiration Date**.
- Only those **Lot Numbers** associated with the inventory selected when generating the report will display in the report.
- The **Begin(ing) Balance** column represents the number of doses that were in the inventory at the beginning of the balance period selected.
- The **Doses In** column includes all transactions which added doses to the inventory during the **Ending Inventory Date** (balance period) selected while generating the report.
- The **Doses Out** column includes all transactions which deducted doses from the inventory during the **Ending Inventory Date** (balance period) selected while generating the report.
- The **Admins (Administrations)** column represents the combined total number of doses administered and Opted Out. This column does not include borrowed doses.
- The **Brwd/Rplcd (Borrowed/Replaced)** column represents: 1.) doses administered to a person which were Borrowed, and 2.) doses Transferred In or Transferred Out as Replaced Borrowed.
- The **Unusable LW** (Lost Waste) column includes vaccines recorded as Breakage, Drawn Not Used, Natural Disaster, Expired or Lost (Unable to Locate).
- The **Balance** column indicates the system-calculated Balance Inventory worksheet's "On Hand" count for the balance period.
- The **Dose Count** column indicates the dose count from the refrigerator recorded as being "On Hand" for the Ending Inventory Date selected when generating the report.

No Inventory Vaccine Report

Displays vaccines added to persons' records that did not result in inventory deductions. Please reference the [MCIR User Reference Guide: Person Module](#) for information and instructions on adding immunizations to a person's record.

To generate a **No Inventory Vaccine Report**:

Step One: From the system's landing page ("home screen"), click on the **Inventory** link found under the **Report** section. The system will navigate to the **Vim Reporting** screen.

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users
Reports	Other	
AFIX Batch Inventory Profile	Get News View Usage Agreement MCIR.org VTS	

Step Two: Select the **No Inventory Vaccine Report** from the **Report** dropdown menu. Select a **Start Date** and **End Date**. It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page ("home screen").

Vim Reporting [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**

[AFIX](#) [Batch](#) [Inv](#) [Profile](#) [Rem/Rcl](#) [Retrieve Results](#) [Roster](#) [Vac](#) [VAERS](#)

Report Parameters

Report

Start Date

End Date

Description

Additional Info
Runs: Immediately, Kept 10 days
Displays no inventory vaccine data by in between given dates.

Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Michigan Care Improvement Registry		
Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users
Reports	Other	
AFIX Batch Inventory Profile Reminder/Recall Retrieve Results	Get News View Usage Agreement MCIR.org VIS IVEN Exit Application	

Step Four: Locate the **No Inventory Vaccine Report** and click on the **Report** link to retrieve and print the report.

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
AFIX Batch Inv Profile	Rem/Rcl	Retrieve Results	Roster	Vac VAERS			
							Refresh
Description	User	Target Dt	Status				
My No Inv Vacc Report	clarkj2000	04/13/2017	Report Ready	Report			

Inventory Transaction History by Lot#

The **Inventory Transaction History by Lot#** report displays inventory transactions by date range for a specified vaccine lot number.

To generate an Inventory Transaction History by Lot# Report:

Step One: From the system's landing page ("home screen"), click on the **Inventory** link found under the **Report** section. The system will navigate to the **Vim Reporting** screen.

Person	Reminder/Recall	Vaccine Mgmt
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export	My Site	Administration
HL7 Message Viewer	Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users
Reports	Other	
AFIX Batch Inventory Profile	Get News View Usage Agreement MCIR.org VTS	

Step Two: Select the **Inventory Transaction History by Lot#** from the **Report** dropdown menu. Select a **Start Date** and **End Date**, the **Inventory**, **Lot Status (Active or Inactive)**, **Vaccine**, **Manufacturer** and **Lot Number**. It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page ("home screen").

Vim Reporting [Print Help](#) [Home](#) [Exit](#)

Person **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**

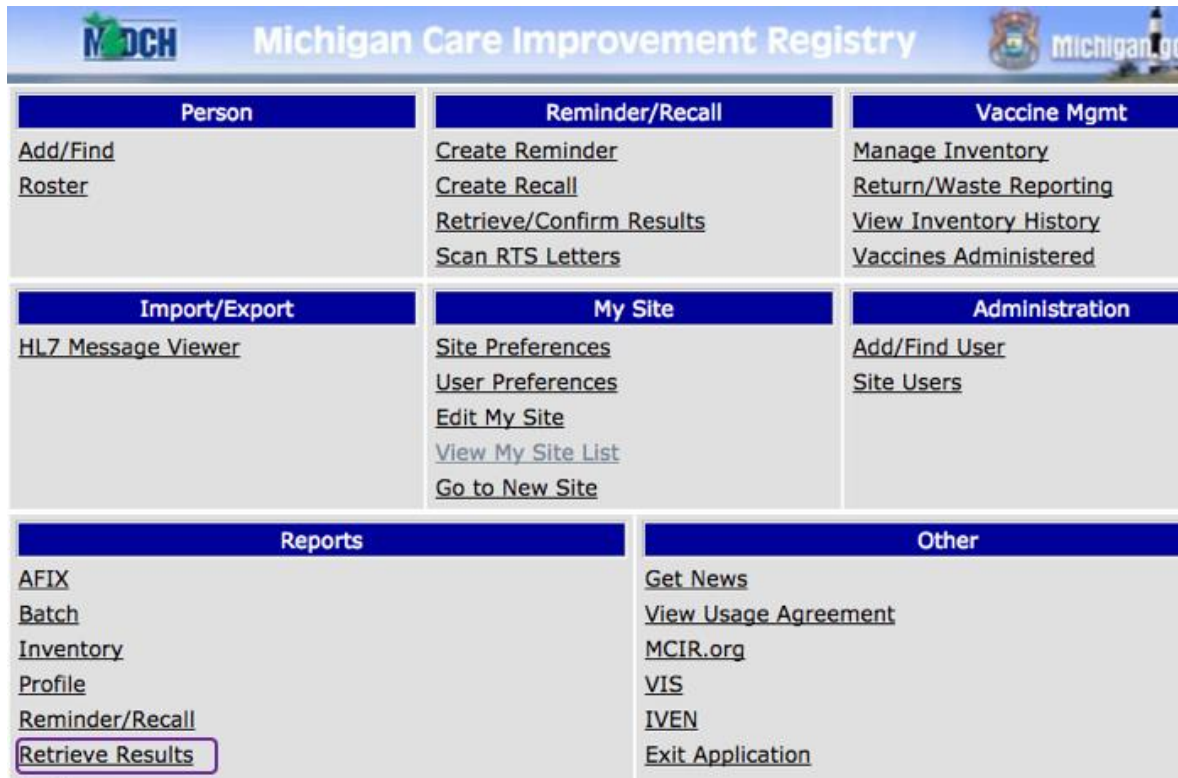
[AFIX](#) [Batch](#) [Inv](#) [Profile](#) [Rem/Rcl](#) [Retrieve Results](#) [Roster](#) [Vac](#) [VAERS](#)

Report Parameters

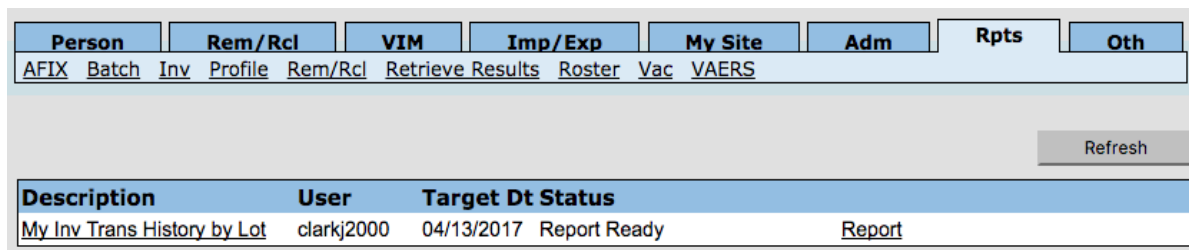
Report Inventory Transaction History by Lot# **Additional Info**
Runs: Immediately, Kept 10 days
Displays date, trans log, action, reason, QTY, LWB, Comment.

Start Date 04/01/2017
End Date 04/13/2017
Inventory VFC/Public
Lot Status Active
Vaccine DTaP (Daptacel)
Manufacturer Sanofi
Lot Number C5065AA
Description My Inv Trans History by Lot

Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.



Step Four: Locate the **Inventory Transaction History by Lot#** and click on the **Report** link to retrieve and print the report.



Vaccine Lot Recall Information

The **Vaccine Lot Recall Information** report is covered in the [MCIR User Reference Guide: Reports](#). Please reference this guide for additional information and instructions.

Vaccine Lot Expiration Warning Report

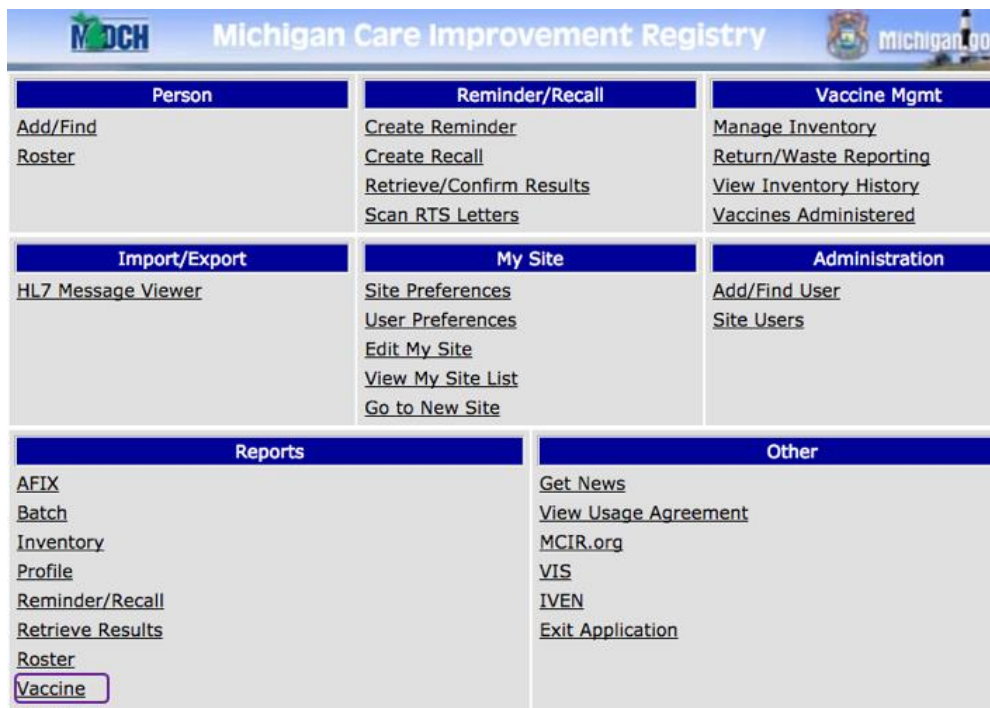
For information and/or instructions on generating a **Vaccine Lot Expiration Warning Report**, please see the [Vaccine Lot Expiration Warning Report tip sheet](#).

Transaction History Report

The **Transaction History Report** displays a list of lost, waste, borrowed transactions by date range, for a provider. The report is generated in a CSV format.

How to generate a Transaction History Report:

Step One: From the system's landing page ("home screen"), click on the **Vaccine** link found under the **Report** section. The system will navigate to the **VFC Reporting** screen.



Step Two: Select the **Transaction History Report** from the **Report** dropdown menu. Select a **Start Date** and **End Date**, the **Inventory**, **Vaccine Product Group**, **NDC**, and **Transaction Type** (refer to the [Available Inventory Adjustments and Reason Codes](#) table of this reference guide for transaction definitions). It is recommended to change the report name in the **Description** box; this will aid in finding the report once completed. Click **Submit** to process the report request. The system will return to the landing page (“home screen”).

VFC Reporting [Print Help](#)
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
AFIX Batch Inv Profile	Rem/Rcl	Retrieve Results	Roster Vac	VAERS			

Report Parameters		Additional Info
Report	Transaction History Report	Runs: Immediately, Kept 10 days Generates a CSV report showing the Lost, Wasted and Borrowed transaction data for a provider.
Start Date	04/01/2017	
End Date	04/13/2017	
Inventory	Private	
Vaccine Product Group	DTaP-Hep B-IPV	
NDC	00007-0811-11	
Transaction Type	Transferred In: Add to Inventory	
Description	My Trans History Report	

Step Three: Click on the **Retrieve Results** link, found under the **Reports** section. The system will navigate to the **Scheduled Results** screen.

Michigan Care Improvement Registry

Person Add/Find Roster	Reminder/Recall Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters	Vaccine Mgmt Manage Inventory Return/Waste Reporting View Inventory History Vaccines Administered
Import/Export HL7 Message Viewer	My Site Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Administration Add/Find User Site Users
Reports AFIX Batch Inventory Profile Reminder/Recall Retrieve Results		Other Get News View Usage Agreement MCIR.org VIS IVEN Exit Application

Step Four: Locate the **Transaction History Report** and click on the **Report** link to retrieve and print the report.

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth	
AFIX	Batch	Inv	Profile	Rem/Rcl	Retrieve Results	Roster	Vac	VAERS

Refresh

Description	User	Target Dt	Status	
My Trans History Report	clarkj2000	04/13/2017	Report Ready	Report