How To Document **Unable to Extract Expected Dose** of Pfizer, and/or Moderna COVID-19 in the MCIR

Contact your Regional MCIR Office for MCIR inventory adjustment training.

1. Log in on the MIlogin website to access the MCIR. After log in, the MCIR Home Screen displays.

2. Find the Vaccine Mgmt box, then select **Manage Inventory**, (Figure 1).

3. The Manage Inventory - Outbreak screen displays, (Figure 2).

4. Click directly on the hyperlinked vaccine and lot to be adjusted, (Figure 2).
Refer to Figure 3 Below

5. Enter Date.
6. Enter dose number amount, (1).
7. **ACTION**: Select **Non-Returned Opened MDV** from the dropdown menu.
8. **REASON**: Defaults and disappears from screen
9. **INVENTORY EFFECT**: Defaults to Subtract
10. **LWB EFFECT**: Defaults to N/A
11. **COMMENT**: Unable to Extract Expected Dose Amount
12. Click Submit.

![Add Vaccine Lot Transaction - Outbreak](image)

**Lot Details**

- **Vaccine**: COVID-19 (Pfizer)
- **Mfr (Product)**: Pfizer (COVID-19 PFR 195 CTN)
- **NDC**: 59267-1000-02
- **Expires**: 11/30/2021
- **Lot #**: EW0186
- **Presentation**: CTN (1170)
- **Volume/Dose**: 0.3
- **On Hand**: 723
- **CVX/MVX**: 208/PFR

**Transaction Detail**

- **Date**: 09/13/2021
- **Action**: Non-Return Opened MDV
- **Doses**: 1
- **Inventory Effect**: Subtract
- **LWB Effect**: N/A
- **Comment**: Unable to extract expected dose amount

![Submit Cancel](image)

Figure 3

MCIR Inventory Adjustments