How to Correct a COVID-19 Vaccine Expiration Date in the MCIR

1. Log in to the MCIR via MiLogin. If you have access to more than one site, you will need to do this for each site applicable to this update.

2. From the MCIR Home Screen, Click Manage Inventory in the Vaccine Mgmt. box, (Figure 2).

3. Select ‘Outbreak’ from the dropdown menu as the inventory, (Figure 3).

4. Click the Get Inventory button, (Figure 3).

If COVID-19 vaccine is uploaded automatically, then the vaccine lot expiration date can be changed manually in the MCIR.
5. Click on the linked vaccine lot number that requires the expiration date to be updated, (Figure 4).

6. You are automatically directed to the Lot Transaction screen.

Take a screenshot or write down the Lot’s information.

- Mfr.
- NDC Code (carton)
- Lot #
- On Hand number of doses

This information is re-entered into the MCIR in STEP 9, (Figure 5).

In the MCIR, you will have to remove all the doses of selected Vaccine Lot from your Outbreak inventory and re-add the Vaccine Lot back into the Outbreak Inventory because of the generic expiration date that uploaded automatically upon delivery.
7. Click **Add New Transaction**, (Figure 6).

![Figure 6](image)

8. Remove the doses from inventory, (Figure 7).

- Add the date of the transaction
- Enter the Number of doses (same as on hand number)
- **ACTION:** Select Adjustment
- **REASON:** Select Data Entry Correction
- **INVENTORY EFFECT:** Subtract (check the bubble)
- **LWB EFFECT:** leave as N/A
- **COMMENT:** Correcting Expiration Date to ________________ (to new expiration date).

![Figure 7](image)
9. Add Doses back into MCIR Outbreak Inventory, (Figure 8).

Return to the Manage Inventory – Outbreak screen.

10. Click Add Vaccine Lot, (Figure 8).

11. Complete the fields with Vaccine Information recorded from STEP 6 from this instruction sheet.
   - Vaccine
   - Mfr.
   - NDC Code (carton)
   - Updated Expiration Date, (instructions from page 1)
   - Lot #

   SUBMIT

   - Date of data entry
   - Doses on Hand #
   - ACTION: Transferred In
   - REASON: Add to Inventory
   - INVENTORY EFFECT: Will default to Add
   - LWB: Will default to N/A
The updated Vaccine Lot number will then display the updated expiration date, shown in green, on the Manage Inventory - Outbreak screen, (Figure 10).

Vaccine doses can now be deducted from the Outbreak MCIR Inventory and from the appropriate Vaccine Lot # when administered.

![Manage Inventory - Outbreak](image)

**Figure 10**

Vaccine Guidance visit [COVID-19 Provider Guidance and Educational Resources](https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup#vialLookUpTool) or connect with your [Local Health Department](https://vaxcheck.jnj/) regarding such assistance with administration, storage and handling.

Additional MCIR transaction assistance or training contact [Regional MCIR Office](#).

**How to find the expiration date of different COVID-19 Vaccine Brands**

Visit Moderna Expiration Date Look Up Tool: [https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup#vialLookUpTool](https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup#vialLookUpTool)

Visit Janssen Expiration Date Look Up Tool: [https://vaxcheck.jnj/](https://vaxcheck.jnj/)

For more information regarding expiration dates and the MCIR Outbreak Inventory visit the MDHHS resource [Expired Expiring COVID-19 Vaccine Guidance](#)