# Search, Add, Reconcile & Report Inventory

This guide covers how to add and manage your clinic's inventory in the Immunization Information System (IIS) and how providers enrolled in the Childhood Vaccine Program and/or Adult Vaccine Program submit their monthly inventory report.

How Can I Add Vaccines to My Clinic's Inventory?

Receiving vaccine orders through the **Create/View Order** screen is the best way to add publicly-supplied vaccines to your clinic's inventory. You can also manually add vaccines to your inventory when needed.

Receiving Vaccine Orders

Click here for detailed instructions on how to receive an order in the IIS through the **Create/View Order** screen.
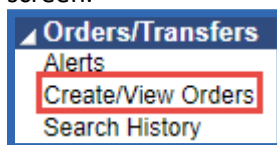
Manually Adding Vaccine to Inventory

You must search for a lot number first before manually adding a vaccine in the IIS. This prevents adding duplicate lot numbers to your clinic's inventory. Follow these steps to search and add vaccine to your inventory.

1. Click on the **Lot Numbers** heading in the left menu of the IIS. Then click **Search/Add** to open the **Lot Number Maintenance** screen.
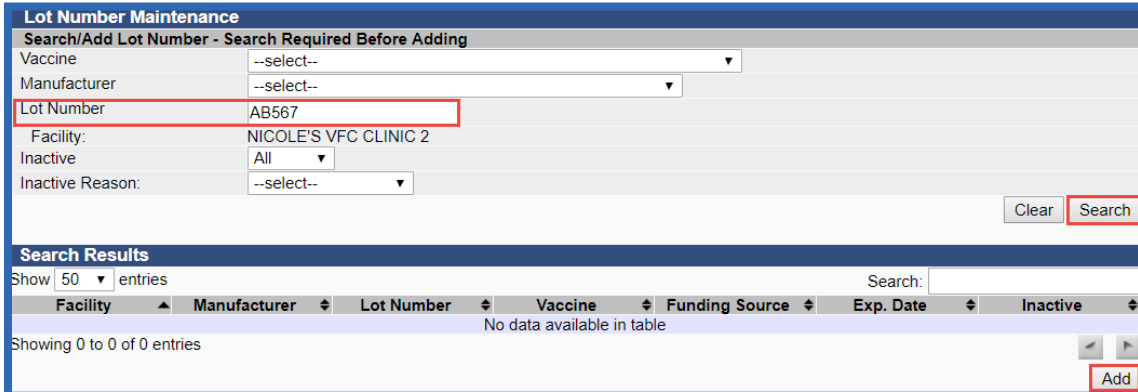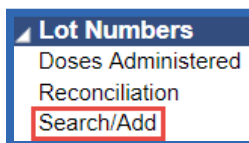

2. Enter the **Lot Number** you want to add to your inventory. **Make sure you enter the lot number from the vaccine box and enter the correct characters (e.g. zero instead of the letter O).**
3. Click **Search**.
4. If the lot number exists in your clinic's inventory, it will appear in the **Search Results.** If the lot number does not appear, then you can add this lot to your clinic's inventory.

> **Tip:** You can view your clinic's current inventory on the **Reconcilliation** screen, found under the **Lot Numbers** heading in the left menu.

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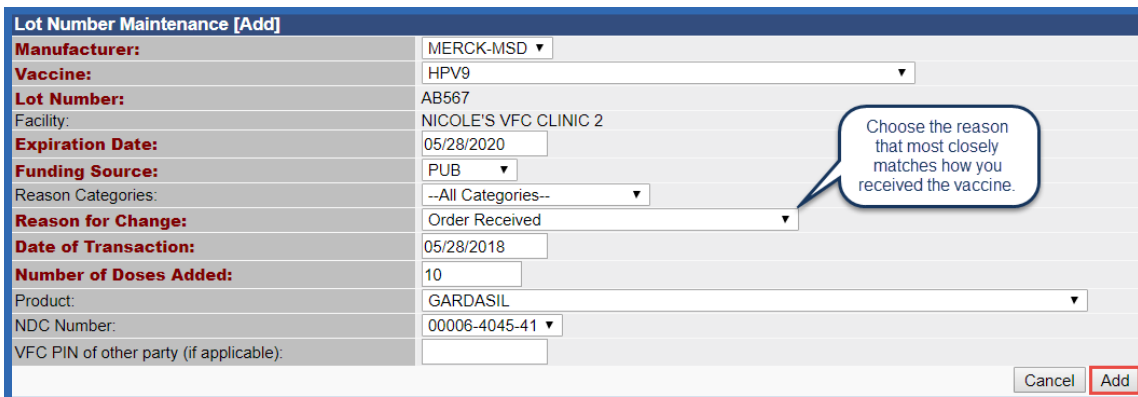5. Click the **Add** button to open the **Lot Number Maintenance [Add]** screen.

Lot Number Maintenance	
Search/Add Lot Number - Search Required Before Adding	
Vaccine	--select-- ▼
Manufacturer	--select-- ▼
Lot Number	AB567
Facility:	NICOLE'S VFC CLINIC 2
Inactive	All ▼
Inactive Reason:	--select-- ▼
	Clear Search

Search Results

Show 50 ▼ entries   Search: [   ]

Facility ▲	Manufacturer ♦	Lot Number ♦	Vaccine ♦	Funding Source ♦	Exp. Date ♦	Inactive ♦
			No data available in table			

Showing 0 to 0 of 0 entries   ◄ ►

Add

6. Enter the information shown below to add the vaccine to your inventory. **Click here for vaccine product, vaccine name, manufacturer and NDC information for commonly used vaccines.**

   a. Select the **Manufacturer.**

   b. Select the **Vaccine.**

   c. Enter the lot **Expiration Date**. This date is set by the manufacturer.

   d. Enter the **Funding Source** to indicate if the lot is publicly-supplied vaccine (PUB) or privately purchased vaccine (PRVT).

   e. Select a **Reason for Change** from the drop down box.

   f. Enter the **Number of Doses**.

   g. Select the type of vaccine **Product** and then select the **NDC Number**. You must select the product first in order to have an NDC Number to select in the drop down.

   h. Click the **Add** button to add the lot to your clinic's inventory. You will now be able to view this lot number in the **Reconciliation** screen.

Lot Number Maintenance [Add]	
Manufacturer:	MERCK-MSD ▼
Vaccine:	HPV9 ▼
Lot Number:	AB567
Facility:	NICOLE'S VFC CLINIC 2
Expiration Date:	05/28/2020
Funding Source:	PUB ▼
Reason Categories:	--All Categories-- ▼
Reason for Change:	Order Received ▼
Date of Transaction:	05/28/2018
Number of Doses Added:	10
Product:	GARDASIL ▼
NDC Number:	00006-4045-41 ▼
VFC PIN of other party (if applicable):	
	Cancel Add

Choose the reason that most closely matches how you received the vaccine.

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How Can I Reconcile My Clinic's Inventory & Submit the Monthly Inventory Report?

Clinics enrolled in the Childhood Vaccine Program and/or the Adult Vaccine Program must reconcile their vaccine inventory and submit their inventory report monthly through the **Reconciliation** screen in the IIS.

> **Tip:** Make sure you receive all inbound vaccine orders that arrive at your clinic before completing your inventory report. You can view and receive orders through the **Create/View Order** screen, found under the **Orders/Transfers** heading in the left menu.

1. Click on the **Lot Numbers** heading in the left menu, then click on **Reconciliation**.

Lot Numbers
Doses Administered
Reconciliation
Search/Add
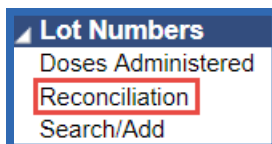
2. Your inventory will display.

Reconcile Inventory				
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory
DTaP (Daptacel, Infanrix, Tripedia)	4354554	02/20/2019	4	

> **Tip:** The vaccine brand names that display in the parentheses (as shown above) are not necessarily the only vaccine brands available for that vaccine.

3. Select the **Print** button at the bottom right of the **Reconciliation** screen to print the reconciliation worksheet.
    a. Take the worksheet to your clinic's fridge or freezer and count your physical inventory.
    b. Write your fridge/freezer counts in the **Physical Inventory** column.
    c. Ideally, the **Quantity on Hand** should match your **Physical Inventory**. Document any discrepancies on the reconciliation worksheet.
    d. Use the **Vaccine Loss Log** to track any wasted, spoiled, or expired vaccine throughout the month. When reconciling inventory in the IIS, account for the doses tracked on this log using the adjustment categories and reasons that match the **Vaccine Loss Log** documentation.
4. If the counts do not match, start by troubleshooting for any doses that did not subtract from your inventory. The **Patient Detail Report** and the **Lot Usage and Recall Report** are two helpful troubleshooting reports. See page seven of this guide for additional troubleshooting reports.
    a. The **Patient Detail Report** can help identify which patients received doses that did not subtract from your inventory. These instructions describe how to use the report.

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b. The **Lot Usage and Recall Report** provides a list of patients who received a certain lot number. These instructions describe how to use the report.

5. Once you identify doses that did not subtract from your inventory due to documentaton errors, you will need to correct those errors (e.g. incorrect lot number or manufacturer) in your electronic health record and/or the IIS. Once you correct any errors, those doses will subtract from your **Reconciliation** screen.

6. If the **Quantity on Hand** in the IIS and your **Physical Inventory** counts still do not match, enter the number of doses from your physical count in the **Physical Inventory** field, then select a **Category** and **Reason** that best describes what happened to the doses (see the adjustment category and reason descriptions on the next page).

7. You can enter in multiple categories and reasons by using the **Add Row (+)** button. Make sure the number in the Adjustment column represents the correct number you want to adjust.

Reconcile Inventory									
Vaccine	**Lot Number**	**Exp Date**	**Quantity on Hand**	**Physical Inventory**	**Adjustment (+/-)**	**Category**	**Reason**	**Funding Source**	**Inactive**	**Add Row**
DTaP	5675309	11/14/2019	20	19	-1.0	Wasted ▼	Drawn up, not used ▼	PUB	☐	+
DTaP	8675309	11/13/2018	16		0.0	--No Category Required ▼	--No Reason Required-- ▼	PUB	☐	+

💡 **Tip:** Inactivate vaccines that are no longer in your storage units to remove them from the **Reconciliation** screen. **Ensure that any returns or transfers are completed before inactivating a lot.** Click the **Inactive** checkbox next to the lot number to inactivate and remove the vaccine from your **Reconciliation** page.

8. Adjusting inventory with a Return Category is the first step to submitting an online vaccine return. For more information regarding completing your vaccine return see our Online Vaccine Returns guide.

9. When you finish reconciling your inventory, click the **Submit Monthly Inventory** button at the bottom of the screen to submit the inventory report or click the **Save** button to save changes. Selecting **Save** will not submit your inventory report, it will only update your adjusted totals in the Quantity on Hand column of the **Reconciliation** page.

Print	Reset	Save
Submit Monthly Inventory		

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Inventory Adjustment Categories & Reasons

The following tables list <u>positive</u> and <u>negative</u> adjustment categories, the reasons listed for each category, and the scenarios for which each **Category** and **Reason** can be used.

Positive Adjustments

These adjustments are used when **Physical Inventory** is greater than the **Quantity on Hand** in the IIS.

Category	Reason	Scenario
Order Received	Dose count variance multi-dose vial	You have a multi-dose vial where you miscounted the total doses.
	Received directly from vendor, not VFC supplied	You received private vaccines directly from the vendor.
	Received from CDC, not VFC supplied	You received 317/outbreak response vaccines from CDC.
	Received from VFC program	You received publicly-supplied vaccines through the Childhood Vaccine Program.
Transfer	Borrowed from private inventory	Washington State Childhood Vaccine Program does not allow borrowing. Borrowing is when you run out of state supplied vaccine and use your private inventory as public supplied vaccine.
	Borrowed from public inventory	Washington State Childhood Vaccine Program does not allow borrowing. Borrowing is when you run out of private vaccines and you use your public inventory as private supplied vaccine.
	Received from another provider	You received viable vaccines from anther provider. Clinics must complete a <u>vaccine transfer request form</u> and receive approval from the Childhood Vaccine Program prior to transferring vaccine.

Negative Adjustments

These adjustments are used when **Physical Inventory** is less than the **Quantity on Hand** in the IIS.

Category	Reason	Scenario
Administered	Administered but not linked to a vaccine	Your clinic sends immunization data or enters immunizations on patient records in the IIS and the administered vaccine is not able to subtract from inventory.
	Administered to a client who chose not to be in the registry	Patient does not want their administered vaccine added to the IIS, but your clinic needs to account for the vaccine.
	System non-user aggregate reporter only	Your clinic does <u>not</u> send immunization data or enter immunizations on patient records in the IIS.
Expired	Expired	Vaccine expired.
	Expired, multi-dose vial	An opened multi-dose vial (MDV) expired. If the MDV was opened or partially used it is not returnable.
Recall	Vaccine recall	The CDC and/or manufacturer recalled the vaccine.

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| Category	Reason	Scenario
Spoiled	Cold chain not maintained during shipment	The manufacturer failed to store the vaccines properly and once the vaccines were delivered they were not viable. Contact the manufacturer immediately if the vaccines were not stored properly upon receipt.
	Failure to store properly upon receipt	You did not place the vaccines in their proper storage unit once the vaccine was delivered and they were determined to no longer be viable.
	Natural disaster/power outage	A storm or countrywide power surge interrupts power to storage units for a length of time that caused vaccines to spoil.
	Not stored properly	You stored frozen vaccines in the refrigerator or refrigerated vaccines in the freezer that are not supposed to be stored this way. Or any instance where you did not follow the storage recommendations for the vaccine.
	Fridge/freezer mechanical failure	Your storage unit stopped working resulting in spoiled vaccine.
	Fridge/freezer too cold	You have a temperature excursion where the unit became too cold.
	Fridge/freezer too warm	You have a temperature excursion where the unit became too warm.
	Vaccine spoiled in transit	Vaccines were spoiled during a vaccine transfer.
Transfer	Restock private inventory from public	Washington State Childhood Vaccine Program does not allow borrowing. You should not move publicly supplied vaccine to your private stock.
	Restock public inventory from private	You wish to account for a public vaccine that was used outside the Childhood Vaccine Program requirements by adding a private stock vaccine to your public stock.
	Returned to vendor, non-VFC supplied	You have privately-purchased vaccines you wish to return to the manufacturer.
	Transferred to another provider	Vaccines were successfully transferred to another provider.
Wasted	Broken/dropped/spilled	Vaccines are not viable because they broke, spilled, or were dropped.
	Drawn up, not used	Dose was drawn up and the parent changed their mind.
	Lost and unaccounted	You have searched all records and can't account for the dose in any other category. You don't have documentation that identifies what happened to the vaccine.
	Vaccine damaged in transit	Vaccine was damaged during a vaccine transfer.

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Other Inventory Troubleshooting Tools

The following tools may also be helpful when troubleshooting inventory discrepancies (when **Quantity on Hand** in the IIS does not match your **Physical Inventory** counts).

Lot Number Summary Report

This report shows a summary of how many doses have been used, adjusted, or wasted for a selected lot number during a specified date range.

1. Click on **Report Module** under the **Reports** heading in the left menu.
2. Click on the **Lot Number Summary** report under the **Vaccinations** heading.

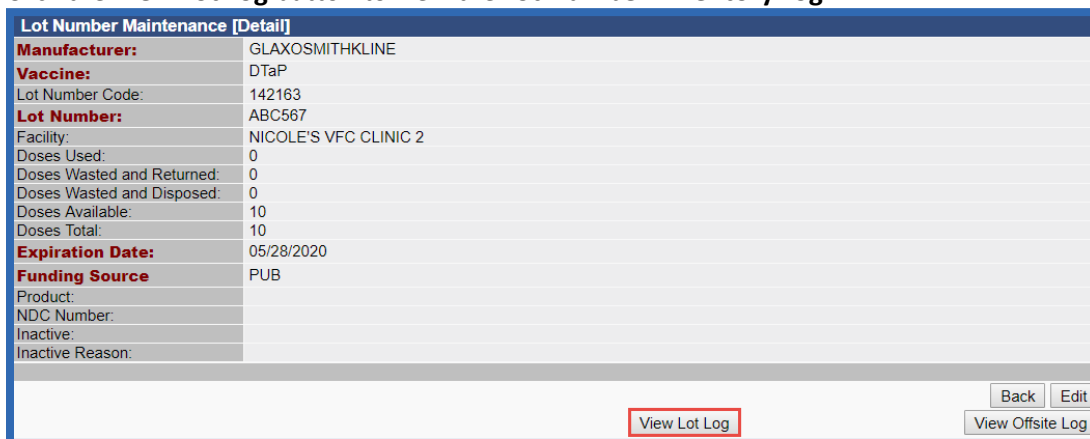| Reports |
| --- |
| **Vaccinations** |
| Vaccination Totals |
| Vaccinations Breakdown |
| Lot Number Summary |
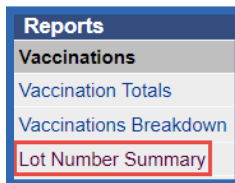
3. Enter a report date range and select any other report parameters to apply (e.g. specific vaccines, lot number, active or inactive lots)
4. Click the **Create Report** button.

Lot Number Inventory Log

The **Lot Number Inventory Log** displays the entire history of inventory transactions for a specific lot number. This log is most useful for viewing the date a lot number was received into inventory or the dates doses were added or subtracted. This log does not show doses administered data. You must run the **Doses Administered Report** to obtain that data.

1. Click on the **Lot Numbers** heading in the left menu, then click **Search/Add**.
2. On the **Lot Number Maintenance** screen, enter a lot number and click the **Search** button.
3. Select the lot number from the **Search Results** list to open the **Lot Number Maintenance [Detail]** screen as shown below.
4. Click the **View Lot Log** button to view the **Lot Number Inventory Log**.

Lot Number Maintenance [Detail]	
Manufacturer:	GLAXOSMITHKLINE
Vaccine:	DTaP
Lot Number Code:	142163
Lot Number:	ABC567
Facility:	NICOLE'S VFC CLINIC 2
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	10
Doses Total:	10
Expiration Date:	05/28/2020
Funding Source	PUB
Product:	
NDC Number:	
Inactive:	
Inactive Reason:	

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View Lot Log | View Offsite Log

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov