

MCIR VIM Tip Sheet #1: Inventory Conversion

Preparation

1. Prior to converting a Site from the old VIM to the new VIM, make sure the following have been completed:

- An Ending Inventory has been performed on current inventory as of the end of the month. This means that all immunization data has been entered into the MCIR.
- All lots that:
 - are not part of the Ending Inventory
 - have expired
 - have negative balances, or
 - are “Unspecified” or “Historical” vaccine types have been zeroed out and inactivated in the old MCIR VIM.
- A hard copy of the above Ending Inventory is available to act as a verification tool for the inventory conversion. This includes a list of all active vaccines along with their lot numbers, refrigerator counts, and NDC numbers from their vaccine boxes. The Vaccine Lot Number Listing report, run for Active Lots in the old MCIR VIM, is helpful for this task.

It is strongly advised to schedule at least 2 people available on-Site to check accuracy of counts and data entry throughout the VIM conversion process. This process cannot be undone once it has occurred.

2. Regional MCIR staff checks the VIM box on the Site Information screen, then clicks Submit.

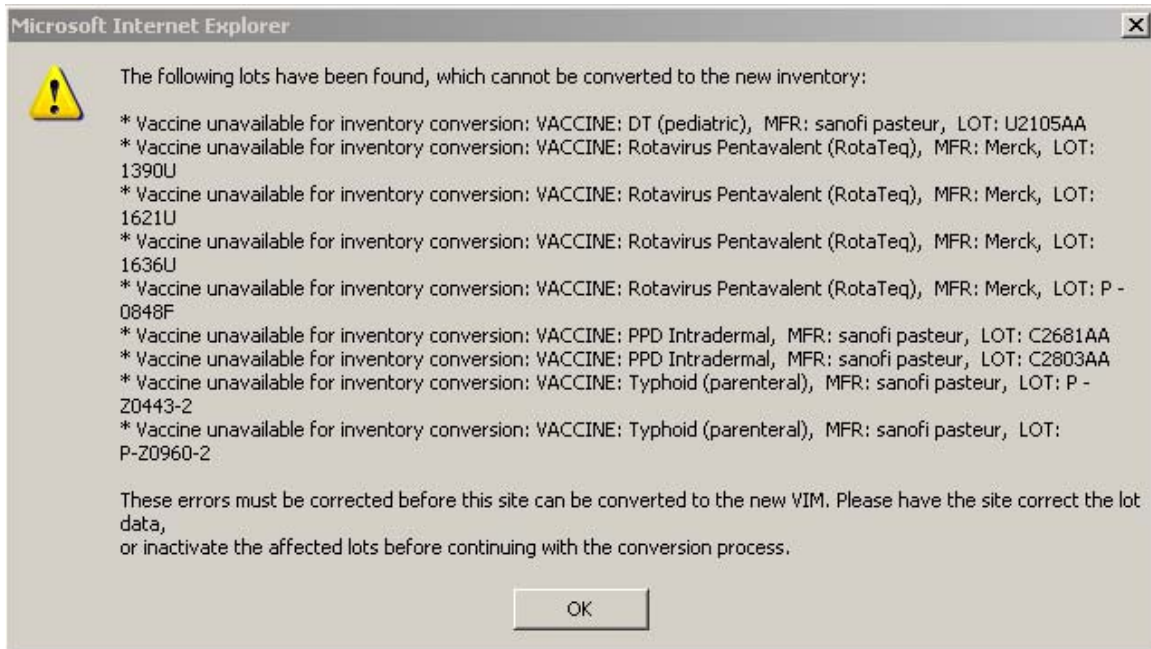
Options:

Transfer Clinical Record VIM

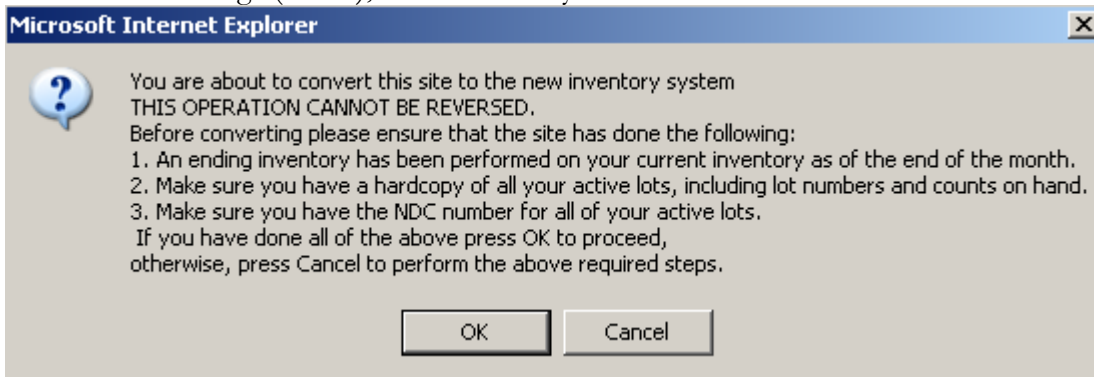
3. Regional MCIR staff checks to see if MCIR generates a notice (as below) showing there are vaccine types in the old VIM that do not yet exist in the new VIM. Make a note of these (Ctrl→Print Screen and paste into a MS Word document, then print). Record the NDC numbers from the vaccine boxes and send an email with the following information to MCIRHELP@mphi.org:

- Vaccine type
- Manufacturer
- Product name
- NDC number from the box

The MCIR Helpdesk will track all missing products and ensure that they are added to the new VIM Product Maintenance.



If regional MCIR staff have completed the above preparatory steps, and see the “Point of No Return” message (below), the Site is ready for its VIM conversion.



Do not click the OK button until regional MCIR staff is on-Site for the VIM conversion. All MCIR data entry (via the web or transfer) by a Site must be suspended during the VIM conversion.

On-Site

Regional MCIR staff checks the VIM box on the Site Information screen and clicks Submit. The “Point of No Return” message will appear. Click OK (again, verifying that the required preparatory steps have been completed). Then, follow these three steps:

1. Activate Inventory/s

Have the Site login to MCIR and click the Manage Inventory link. The screen will be mostly blank. From the Inventory drop-down choose VFC and click the Get Inventory button. The Manage Inventory VFC screen will appear (see below). Check the Active and Default checkboxes, verify the VFC PIN, and enter an Active Date for the new VIM inventory.

Ideally, the Active Date should be the first day of the month. Otherwise, it will be today's date. Click the Submit button.

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Manage Inventory - VFC

Person	Reports	VIM	Rem/Rcl	My Site	Admin	Sch/CC	Other
Manage Inv	Inv Hist	Doses Admin	Create Reports	Access Reports			

Inventory: VFC Get Inventory Show inactive Lots

Inventory Details		Last Balanced:
Name*	<input type="text" value="VFC"/>	Rfg Nbr/VFC Pin* <input type="text" value="460000"/>
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date <input type="text" value="03/01/2008"/>

Submit Cancel

If the Site also wishes to maintain a Private inventory (recommended), choose Private from the Inventory drop-down and click the Get Inventory button. Check the Active box and enter an Active Date as below. Click Submit.

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Manage Inventory - Private

Person	Reports	VIM	Rem/Rcl	My Site	Admin	Sch/CC	Other
Manage Inv	Inv Hist	Doses Admin	Create Reports	Access Reports			

Inventory: Private Get Inventory Show inactive Lots [Convert Existing Inventory](#)

Inventory Details		Last Balanced:
Name*	<input type="text" value="Private"/>	Rfg Nbr/VFC Pin* <input type="text" value="000000"/>
<input type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date <input type="text" value="03/01/2008"/>

Submit Cancel

Now that all desired inventory/s are activated, the Site is ready to move to step 2: Convert Existing Inventory.

2. Convert Existing Inventory

Note: this step is a one-time process. Once the OK button is clicked at the end of this step, there is no going back.

Choose VFC from the Inventory dropdown and click Get Inventory. Click the Convert Existing Inventory link.

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Manage Inventory - VFC

Person	Reports	VIM	Rem/Rcl	My Site	Admin	Sch/CC	Other
Manage Inv Inv Hist Doses Admin Create Reports Access Reports							

Inventory: VFC Get Inventory Show inactive Lots [Convert Existing Inventory](#)

Inventory Details		Last Balanced: 02/29/2008	
Name*	<input type="text" value="VFC"/>	Rfg Nbr/VFC Pin*	<input type="text" value="460000"/>
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	<input type="text" value="03/01/2008"/>

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active
Lot Detail View					
No lots found in this inventory					

The Convert Inventory Worksheet will appear. It will contain all active lot numbers from the Site's old MCIR VIM. All active vaccine inventory – both Private and VFC – is listed. Notice the checkbox to the left labeled **VFC**. All VFC lots will need to stay *checked*. Any non-VFC (Private) lots will need to be *unchecked*.

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Convert Inventory Worksheet

Person	Reports	VIM	Rem/Rcl	My Site	Admin	Sch/CC	Other
Manage Inv Inv Hist Doses Admin Create Reports Access Reports							

* Please verify that the lot numbers match the product exactly [Check All](#) [Clear All](#)

VFC	Vac	Mfr	Lot #	NDC	Count
<input checked="" type="checkbox"/>	DTaP	Glaxo (INFANRIX)	AC14B035AA		6
<input checked="" type="checkbox"/>	DTaP	Glaxo (INFANRIX)	AC14B049AA		0
<input checked="" type="checkbox"/>	DTaP	Glaxo (INFANRIX)	AC14B054AA		140
<input checked="" type="checkbox"/>	DTaP	sanofi (TRIPEDIA)	C2765AA		0
<input checked="" type="checkbox"/>	DTaP	sanofi (TRIPEDIA)	C2797AA		150

Uncheck the checkboxes in front of lots that will not be converted into the new VFC inventory.

For all lots on the Convert Inventory Worksheet, verify and/or edit the:

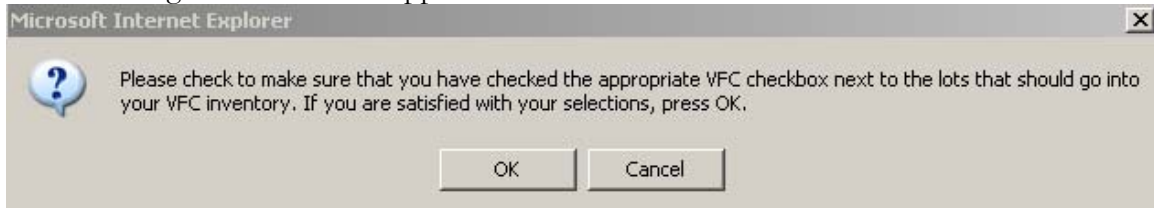
- Manufacturer/Product name (use the dropdown)
- Lot # (remove any extra characters like 'P-', this is the only opportunity to do so)
- Choose the correct NDC code (look on the vaccine box) from the dropdown list.
- Refrigerator count of all vaccines – editing if necessary.

<input checked="" type="checkbox"/>	Tdap	Glaxo (BOOSTRIX)	AC52B015AA		44
<input checked="" type="checkbox"/>	Tdap	Glaxo (BOOSTRIX)	AC52B019AA	58160-842-01	150
<input checked="" type="checkbox"/>	Tdap	sanofi (ADACEL)	C2644AA	58160-842-11	0
<input checked="" type="checkbox"/>	Tdap	sanofi (ADACEL)	C2844AA	58160-842-41	186
<input type="checkbox"/>	Tdap	sanofi (ADACEL)	P - C2559AA	58160-842-46	6
<input type="checkbox"/>	Tdap	sanofi (ADACEL)	P-C2904AA	00007-0842-01	10
<input type="checkbox"/>	Td (adult): Preservative Free	sanofi (DECAVAC)	P-U2078BA	00007-0842-11	9
				00007-0842-41	
				00007-0842-46	

Take the opportunity and use the Site's verification/data entry partner to re-verify all active lot information. When finished, click the Submit button at the bottom of the screen.

<input type="checkbox"/>	Meningococcal Conjugate	sanofi (MENACTRA)	U2226AA	49281-589-05	1
<input checked="" type="checkbox"/>	Meningococcal Conjugate	sanofi (MENACTRA)	U2277AA	49281-589-01	1
<input checked="" type="checkbox"/>	Meningococcal Conjugate	sanofi (MENACTRA)	U2428AA	49281-589-05	4
<input checked="" type="checkbox"/>	Meningococcal Conjugate	sanofi (MENACTRA)	U2484AA	49281-589-01	185
<input type="checkbox"/>	Zoster vaccine, live	Merck (ZOSTAVAX)	1820U	00006-4963-41	6
<input type="checkbox"/>	Zoster vaccine, live	Merck (ZOSTAVAX)	0761U	00006-4963-41	15
<input type="checkbox"/>	Zoster vaccine, live	Merck (ZOSTAVAX)	0885U	00006-4963-41	1
<input type="checkbox"/>	Zoster vaccine, live	Merck (ZOSTAVAX)	1080U	00006-4963-00	229

The following notification will appear:



This is a second “Point of No Return”. If the Site is satisfied with the data entry of the Convert Inventory Worksheet, click the OK button.

MCIR will convert active lots from the old VIM to the new VIM. Once it has completed, the default Manage Inventory screen will appear.

3. Verify converted Inventory/s

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Manage Inventory - VFC

Person	Reports	VIM	Rem/Rcl	My Site	Admin	Sch/CC	Other
Manage Inv	Inv Hist	Doses Admin	Create Reports	Access Reports			

Inventory: Show inactive Lots [Balance Inventory](#)

Inventory Details		Last Balanced: 02/29/2008			
Name*	<input type="text" value="VFC"/>	Rfg Nbr/VFC Pin*	<input type="text" value="460000"/>		
<input checked="" type="checkbox"/> Default	<input checked="" type="checkbox"/> Active	Active Date	<input type="text" value="03/01/2008"/>		
Vaccine	Manufacturer	Lot #	Expires	On Hand	Active
Add New Lot					Lot Detail View
DTaP	Glaxo (INFANRIX)	AC14B035AA	11/17/2008	6 doses	<input checked="" type="checkbox"/>
DTaP	sanofi (TRIPEDIA)	U2070BA	12/05/2008	3 doses	<input checked="" type="checkbox"/>
DTaP	sanofi (TRIPEDIA)	C2797AA	05/21/2009	150 doses	<input checked="" type="checkbox"/>

Verify against the Site's pre-conversion worksheet that lots were accurately converted into the VFC inventory. To view the private inventory, choose Private from the Inventory dropdown and click the Get Inventory button.

If lots in either the VFC or Private inventory need to be added, adjusted, or inactivated, refer to the Manage Inventory MCIR VIM Tip Sheet.