

MCIR VIM Tip Sheet #2: Manage Inventory

Background

Vaccine lots may be added to the new VIM in one of the following two ways:

1. By your provider site when your office:
 - First goes-live on the new VIM (if you are not converting from the old VIM)
 - Receives VFC/Public vaccine directly from your Local Health Department
 - Receives new VFC/Public shipments of frozen vaccines (MMRV and Varicella) from Merck
 - Receives stock for your Private inventory
2. After your provider site goes-live on the new VIM, by the Michigan Department of Community Health (MDCH), Division of Immunization
 - McKesson provides a data file of their Michigan VFC provider vaccine shipments to MDCH. This file is uploaded into MCIR on a daily basis. This will automatically add doses to your VFC/Public inventory in the MCIR VIM.
 - In this case, it is important to review your McKesson VFC/Public packing slip and compare it with what was automatically transferred into your MCIR VFC/Public inventory. It is possible for lots to transfer into ones marked as inactive, so be sure to check your inactive lots for additional doses.

This tip sheet covers:

- Adding new lots
- Adding transactions to lots
- Viewing lot detail
- Inactivating lots
- Viewing inactive lots
- Reactivating an inactive lot

Adding new lots

Under the Vaccine Management menu, click the Manage Inventory link. The first time you click on this link you will be taken to the default Manage Inventory screen (VFC/Public or Private).

VERY IMPORTANT!

Make sure you are working in the correct inventory (VFC/Public or Private) by looking at the upper-left hand corner of the screen. Does it say:

Manage Inventory - VFC/Public or **Manage Inventory - Private** ?

Pay close attention to these labels throughout your work in the MCIR VIM.

- To switch to the alternate (VFC/Public or Private) inventory, choose its name from the Inventory dropdown menu and click the Get Inventory button.

Vaccines are listed in alphabetical order. Short-dated lots are color coded by expiration date.

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

Scan the Manage Inventory screen to verify that the desired lot is not already entered.

- If the lot is not already on the Manage Inventory screen, click the Add New Lot link (Figure 1). You will be taken to the Add Vaccine Lot screen (Figure 2).

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Person Reports **VIM** Rem/Rcl My Site Admin Sch/CC Other

Manage Inv Inv Hist Doses Admin Create Reports Access Reports

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

Inventory Details Last Balanced: 02/29/2008

Name* VFC Rfg Nbr/VFC Pin* 460000

Default Active Active Date 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"/>

Figure 1: Manage Inventory screen with Add New Lot link

Add Vaccine Lot [Print Help](#)
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Person Reports **VIM** Rem/Rcl My Site Admin Sch/CC Other

Manage Inv Inv Hist Doses Admin Create Reports Access Reports

Lot Information

Vaccine* DTaP Expires* 01/01/2011 Volume/Dose: 0.5

Mfr (Product)* sanofi (TRIPEDIA) Lot #* ABC123 On Hand: 0

NDC* 49281-298-10 Presentation SDV (1)

Transaction Detail

Date* 04/01/2008 Doses* 50

Action* Transferred In

Inventory Effect: Subtract Add N/A B/L/W Effect: Subtract Add N/A

Comment* new vaccine lot received

Created By: Date: 04/03/2008

Figure 2: Add Vaccine Lot screen

On the Add Vaccine Lot screen, enter the following information:

Lot Information

- Vaccine: choose the vaccine type from the dropdown
 - Expires: enter the lot number expiration date
 - Mfr (Product): choose the manufacturer/product combination from the dropdown
 - Lot#: enter the lot number.
 - NDC: choose the National Drug Code (from the vaccine box) from the dropdown. If the NDC is not available, look it up at this website to verify that you have recorded the correct NDC for this vaccine product:
 - <http://www.fda.gov/cder/ndc/database/docs/queryndcno.htm>
 - If, after verifying, you still need the vaccine product added to MCIR, send an email to MCIRHELP@mphi.org containing the missing Lot Information VFC/Public or Private
 - Vaccine type
 - Manufacturer
 - Product name
 - NDC from the box
 - Age range
 - Dose volume, and
 - Quantity per package
- so it may be added to the MCIR VIM Product Maintenance.

Transaction Detail

- Date: enter the date the lot was received. If this date is prior to the date the inventory was activated, enter the Active Inventory date.
- Doses: enter the number of doses on hand
- Action: automatically defaults to Transferred In for new lots
- Comment: enter a comment if desired.

If you have more lots to add to this inventory, click the Add More button. MCIR will save the newly entered lot, and present a blank Add Vaccine Lot screen. Follow the bulleted items immediately above to add the next lot.

Once you are finished adding lots for this inventory, click the Submit button. You will be taken back to the Manage Inventory screen. The lot(s) you just added will be listed alphabetically.

Adding transactions to lots

Once your Site is activated for the new VIM, doses administered to a person will automatically deduct from lots upon data entry (for more information, see the “MCIR VIM Tip Sheet #3: Adding Immunizations.”) These will automatically appear on the Lot Transactions screen as they are entered into MCIR. These automatic doses administered must be edited within a person’s Immunization History screen by the Site that recorded the immunization.

- Other types of lot transactions will be recorded using the Add New Transaction feature, described below.

Click on the desired lot on the appropriate (VFC/Public or Private) Manage Inventory screen. You will be taken to the Lot Transactions screen (Figure 3). Click the Add New Transaction link. You will be taken to the Add Vaccine Lot Transaction screen.

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Lot Transactions - VFC

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

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Lot Information					
Vaccine	DTaP	Expires	05/21/2009	Volume/Dose:	0.5
Mfr (Product)	sanofi (TRIPEDIA)	Lot #*	C2797AA	On Hand:	150
NDC	49281-298-10	Presentation	SDV (1)	Lot Status	Active
<input type="button" value="Inactivate Lot"/>					

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
04/04/2008	Current Balance	150	0	
03/01/2008	Transferred In: Provider	150	0	Transferred in from old inventory
02/29/2008	Balance Forward	0		

Figure 3: Lot Transactions screen

Record the following information on the Add Vaccine Lot Transaction screen:

- Date: enter the date of the transaction.
- Doses: enter the number of doses involved in the transaction

• <u>Action</u> : choose one of the below from the dropdown*	Example(s)	Inventory Effect	LWB (Lost/Wasted/ Borrowed) Effect
Breakage	Vials were broken on-Site	Subtract	Add
Drawn Not Used	Vaccine sat on counter and was not used with the approved time frame	Subtract	Add
Natural Disaster	Tornado caused refrigerator power outage and spoiled vaccine	Subtract	Add
Returned to Distr	Returned to the distributor for excise tax. Choose one of the following from the additional Reason dropdown: <ul style="list-style-type: none"> • Equip Failure - too Warm • Equip Failure - too Cold • Expired • Failure to Store Properly • Natural Disaster • Recalled • Spoilage 	Subtract " " " " " "	Add " " " " N/A Add
Lost	Doses cannot be accounted for	Subtract	Add
Transferred in	More doses of the same lot were received for this (VFC/Public or Private) inventory	Add	N/A
Transferred out	Short-dated vaccine was sent to another Site	Subtract	N/A
MCIR Opted-Out	Recording an inventory dose administered to a person who has opted-out of MCIR reporting	Subtract	N/A
Add to Inventory	Adds doses to this lot for an inventory adjustment for reconciliation	Add	N/A
Subtract from Inventory	Subtracts doses from this lot for an inventory adjustment for reconciliation (use to bring a typo'd lot to zero before inactivating it)	Subtract	N/A

**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.*

- Comment: type a comment here if appropriate

Click the Submit button. Your transaction has been recorded.

Viewing lot detail

To view the transactions that have occurred with a particular lot, click the Vaccine from the Manage Inventory screen. You will be taken to the Lot Transactions screen. This screen lists the Lot Information above, and the Transaction Log below. 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. Other transactions appear between. You may

view the detail of a particular transaction. By clicking on the desired date, you will be taken to the Transaction Detail screen.

- Note: items on the Transaction Detail screen may be edited during the time period between Ending Inventories. After an Ending Inventory has been performed, the previous transactions will become un-editable.

Inactivating lots

Once a lot has been spent out (balance is zero) and its inventory (VFC/Public or Private) has been balanced for the month, it may be inactivated. To do so, click on the lot from the Manage Inventory screen. You will be taken to the Lot Transactions screen (Figure 4). Verify that the Current Balance is zero – if so, the Inactivate Lot button will be available. Click on the Inactivate Lot button. The lot will be inactivated and you will be taken to the Manage Inventory screen.

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Lot Transactions - VFC

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

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Lot Information					
Vaccine	HPV, quadrivalent	Expires	04/17/2010	Volume/Dose:	0.5
Mfr (Product)	Merck (GARDASIL)	Lot #*	1063U	On Hand:	0
NDC	00006-4045-41	Presentation	VIAL (1)	Lot Status	Active
<div style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Inactivate Lot</div>					

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
04/03/2008	Current Balance	0	1	
04/01/2008	Breakage	-1	1	brokeit
03/01/2008	Transferred In: Provider	1	0	Transferred in from old inventory
02/29/2008	Balance Forward	0		

Figure 4: Lot Transactions screen with Inactivate Lot button

Viewing inactive lots

On the Manage Inventory screen, click the Show Inactive Lots link. All inactive lots for this inventory will display in alphabetical order. Note that the inactive lots do not have a check in the checkbox in the Active column on the right side of the Manage Inventory screen.

Reactivating an inactive lot

Make sure you are in the correct Manage Inventory screen (VFC/Public or Private). View all inactive lots as above. Find and click on the desired vaccine lot. You will be taken to the Lot Transactions screen. Click the Reactivate Lot button.