

MCIR VIM Tip Sheet #4: Balance Inventory

The inventory must be balanced every month for accurate vaccine accounting and timely ordering. Set aside time for the refrigerator count process. Choose a time when vaccines are not being administered, and when immunization data entry via MCIR web or MCIR transfer has been completed for the day.

- Verify that lost or wasted vaccine is accounted for by adding transactions to lots (refer to “MCIR VIM Tip Sheet #2: Manage Inventory” for instructions).
- After accounting for lost/wasted vaccine, you are ready to perform a refrigerator count and balance the inventory. Use the following five steps as a guide.

Step 1: Creating and printing the MCIR Physical Inventory Report for each inventory

To do this in MCIR, under the Vaccine Mgmt/VIM menu:

- Click the [Create Reports](#) link (see Figure 1),
- Select “Physical Inventory Report”, choose the Inventory, and type a descriptive name for your report (see Figure 2), then
- Click the **Submit** button. You will be taken back to the MCIR Home screen.

Repeat the above steps to create this report for your other (VFC/Public or Private) Inventory.

- Click the [Access Reports](#) link (see Figure 1). Click the [Report](#) link (Figure 3) to view and print the report(s).

Figure 1: MCIR Home screen with report links under the Vaccine Mgmt menu



Figure 2: Enter Physical Inventory Report parameters

The screenshot shows the 'Inventory Reporting' form. At the top right, there are links for 'Print Help' and 'Home Exit'. Below the header, there are several tabs: Person, Reports, VIM, Rem/Rec, My Site, Admin, and Other. Under the Reports tab, the following links are listed: Manage Inv, Inv Hist, Doses Admin, Create Reports, and Access Reports. The 'Create Reports' and 'Access Reports' links are circled in red. Below the tabs, there is a 'Report Parameters' section. The 'Report' field is set to 'Physical Inventory Report'. The 'Inventory' field is set to 'VFC'. The 'Description' field is set to 'VFC fridge inventory report'. There is an 'Additional Info' section with the following text: 'Runs: Immediately, Kept 10 days. Displays a list of active lots in the selected inventory. Used to record refrigerator counts.' At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

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Figure 3: Access Reports screen. To view/print reports, click the Report link.

Person	Reports	VIM	Rem/Rec	My Site	Admin	Other
Batch	Retrieve Results	Roster	Profile	VAERS	VFC	

Red indicates the report will run after 5PM prior to its target date

Refresh

Description	User	Target Dt	Status
VFC fridge inventory report	yourSSOlogin	10/07/2008	Report is ready. Report

Step 2: Performing refrigerator counts for each inventory

The refrigerator count must take place either at the beginning or the end of the clinic day, when vaccines are not being administered. Write down the “Date of refrigerator count” on your Physical Inventory Report (Figure 4) as:

- The date of your refrigerator count, if you counted vaccines at the end of the clinic day (for example, write down 9/30/2008 if you counted at the end of 9/30/2008).
- The date previous to the day of refrigerator count, if you counted vaccines early in the morning before vaccines were given (for example, write down 9/30/2008 if you counted early in the morning on 10/1/2008).

Use the “Count” column of your printed Physical Inventory Report (see Step 1, on page 1) to write down the number of doses on hand for each Inventory, Lot, and Presentation.

Remember to count any vaccines stored in the freezer. Repeat this (Step 2) to record refrigerator counts for your other (VFC/Public or Private) Inventory.

Figure 4: Physical Inventory Report

Physical Inventory Report							Page 1
10/06/2008		Your Provider Site (Your VFC PIN)					
Inventory: VFC/Public							
Name of user: _____					Date of refrigerator count: _____		
Vaccine	Exp. Date	Mfr	Lot	NDC	Pres.	Balance	Count
DTaP	10/05/2009	Glaxo	AC14B054AA	58160-810-46	SYR	1	
DTaP	12/14/2009	Glaxo	AC14B060AB	58160-840-11	VIALSD	17	
DTaP	04/24/2010	Glaxo	AC14B069AA	58160-810-46	SYR	0	
DTaP-Hep B-IPV	01/30/2010	Glaxo	AC21B139AA	58160-811-01	VIALSD	11	
DTaP-Hep B-IPV	02/19/2010	Glaxo	AC21B143AA	58160-811-11	VIALSD	20	
DTaP-Hep B-IPV	05/07/2010	Glaxo	AC21B156CA	58160-811-46	SYR	0	
HPV, quadrivalent	07/19/2010	Merck	1446U	00006-4045-41	VIALSD	0	

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Step 3: Recording dose counts into the Balance Inventory screen in MCIR for each inventory

Log into MCIR. Click the [Manage Inventory](#) link. Choose the appropriate (VFC/Public or Private) Manage Inventory screen. Click the [Balance Inventory](#) link in the upper-right-hand corner (Figure 5). This takes you to the Balance Inventory screen (Figure 6) for that Inventory.

Figure 5: Manage Inventory screen with link to Balance Inventory

Manage Inventory - VFC/Public [Home](#) [Exit](#)

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

Manage Inv Inv Hist Doses Admin Create Reports Access Reports

Inventory [Show inactive lots](#) **Balance Inventory**

Inventory Details Last Balanced: 05/28/2008

Name* Rfg Nbr/VFC Pin*

Default Active Active Date

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active
Add New Lot					Lot Detail View
DTaP	Glaxo (INFANRIX)	AC148054AA	10/05/2009	1 doses	<input checked="" type="checkbox"/>
DTaP	Glaxo (INFANRIX)	AC148060AB	12/14/2009	17 doses	<input checked="" type="checkbox"/>
DTaP	Glaxo (INFANRIX)	AC148069AA	04/24/2010	0 doses	<input checked="" type="checkbox"/>
DTaP-Hep B-IPV	Glaxo (PEDIARIX)	AC21B139AA	01/30/2010	11 doses	<input checked="" type="checkbox"/>

- **Note: only one designated person per Provider Site should be working in the MCIR Balance Inventory screen at any given time. This ensures that the correct version of the balance inventory is recorded.**

On the Balance Inventory screen (Figure 6):

1. Enter the “Balance inventory as of” date as the date you recorded on the Physical Inventory Report as the “Date of refrigerator count.”
2. Click the **Get Records** button to refresh the On Hand column of this screen with what has been entered into MCIR as of that date.
3. Refer to your Physical Inventory Report. Enter the dose counts for each lot into the boxes under the Count column. Double-check your entries for accuracy.
4. When finished entering Counts, click the **Save/Update Counts** button at the bottom of the screen.
5. The “Diff” column will show the difference between what is recorded in MCIR as On Hand and your entered Count.
 - Lots that balance will have the [View](#) link available.
 - Lots that do not balance will have the **Balance** button available. Refer to “Step 5: Reconciling unbalanced lots” on page 5 for instructions on how to balance these lots.

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6. Once all lots are balanced, and it is the day after the “Balance as of” date, the **Completed** button will be available at the bottom of the Balance Inventory screen. Click on it to complete the balance for this (VFC/Public or Private) inventory.
 - Repeat the above six steps for your other (VFC/Public or Private) inventory.

Figure 6: Balance Inventory screen. Enter refrigerator count date, and counts of doses on hand

Balance Inventory Details							Last balanced on 05/28/2008	
Inventory: VFC/Public		VFC Pin: 110022		Total Lots: 28				
Balance inventory as of: 06/30/2008		Get Records		Balanced Lots: 12				
				Lots to Balance: 16				
Vaccine	Mfr	Lot #	On Hand	Count	Diff	LWB		
DTaP	Glaxo (INFANRIX)	AC14B054AA	8	0	8	0	Balance	
DTaP	Glaxo (INFANRIX)	AC14B060AB	20	20	0	0	View	
DTaP	Glaxo (INFANRIX)	AC14B069AA	0	0	0	0	View	
DTaP-Hep B-IPV	Glaxo (PEDIARIX)	AC21B139AA	19	19	0	0	View	

Step 4: Creating and printing the MCIR Ending Inventory Report for each (VFC/Public and Private) Inventory.

To do this in MCIR, under the Vaccine Mgmt/VIM menu:

- Click the [Create Reports](#) link (see Figure 1),
- Select “Ending Inventory Report”, choose the Inventory, choose the Ending Inventory Date, and type a descriptive name for your report (Figure 7), then
- Click the **Submit** button. You will be taken back to the MCIR Home screen.

Repeat the above steps if you need to create this report for your other Inventory.

- Click the [Access Reports](#) link (see Figure 1). Click the [Report](#) link (as in Figure 3) to view and print the report(s).

Send a copy of your Ending Inventory Report (see Figure 8 for an example) to your local health department and keep a copy for your office’s internal records.

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Figure 7: Enter Ending Inventory Report parameters

[Print Help](#)
[Home](#) [Exit](#)

Inventory Reporting

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

Report Parameters

Report:

Inventory:

Ending Inventory Date:

Description:

Additional Info

Runs: Immediately, Kept 10 days
Displays ending inventory data of current lots active within the vaccine inventory.

Figure 8: Ending Inventory Report

09/03/2008 Page 1

Ending Inventory Report
MDCH LHD ADMIN (080005)
Report Period Ending Date 09/02/2008

DT (pediatric)										
Doses										
Lot Number	Expiration Date	Begin Balance	Doses In	Doses Out	Admins	Brwd	Unusable	Balance	Rfg Count	Diff
U2105AA	04/01/2009	14	1	12	0	0	2	1	1	0
TOTAL		14	1	12	0	0	2	1	1	0

DTaP										
Doses										
Lot Number	Expiration Date	Begin Balance	Doses In	Doses Out	Admins	Brwd	Unusable	Balance	Rfg Count	Diff
1234567	06/10/2008	33	0	0	0	0	10	23	23	0
BB12345	08/31/2008	4	0	0	0	0	0	4	4	0
UH6397N	10/16/2008	1	0	0	0	0	0	1	1	0
AC14B060AS	12/14/2009	46	0	0	1	0	3	42	42	0
ASDFA	01/01/2010	4	0	2	0	0	0	2	2	0

Step 5: Reconciling unbalanced lots

If, after entering your refrigerator counts and clicking the **Save/Update Counts** button, a **Balance** button is to the right of a lot on the Balance Inventory screen (Figure 6), the lot must be balanced. Click the **Balance** button to view the Lot Reconciliation screen (Figure 9).

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Figure 9: Lot Reconciliation screen

Lot Reconciliation - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

[Person](#) [Reports](#) [VIM](#) [Rem/Rcl](#) [My Site](#) [Admin](#) [Sch/CC](#) [Other](#)
[Manage Inv](#) [Inv Hist](#) [Doses Admin](#) [VIS](#) [Create Reports](#) [Access Reports](#)

Balance Worksheet [Inventory Detail](#)

Lot Information				
Vaccine	Influenza - split	Expires	06/30/2008	Volume/Dose: 0.5
Mfr (Product)	Glaxo (FLUARIX)	Lot #	21541	On Hand: 15
NDC	00007-0874-46	Presentation	SYR (5)	Lot Status: Active

Lot details for inventory	Totals	LWB	Returned
Balance forward from 04/20/2008	20	0	
Additions to inventory	0		
No additions to inventory found			
Subtractions from inventory	5		
Breakage	4	4	
Lost	1	1	
Totals Ending 05/30/2008	15	5	0

Balance Summary		
MCIR Total	15	5
Refrigerator count	-14	
Adjustment needed	-1	1
Ending Balance	0	6

[Inventory Detail](#)

All transaction types since the last Ending Inventory are summarized on this screen. To view specific administrations from this lot to see if any are missing or is incorrect, click on the **Inventory Detail** link (upper-right) or button (bottom) of this screen. This brings you to the Lot Transactions screen (Figure 10). “MCIR VIM Tip Sheet #2: Manage Inventory” describes and shows the effects of the different inventory transactions that are available.

- **Make sure any transactions that you use for balancing are dated on or before the “Balance Inventory as of” date. Any transaction dated on or after this date will not be included in this month’s balance.**

Figure 10: Lot Transactions screen

Lot Transactions - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

[Person](#) [Reports](#) [VIM](#) [Rem/Rcl](#) [My Site](#) [Admin](#) [Sch/CC](#) [Other](#)
[Manage Inv](#) [Inv Hist](#) [Doses Admin](#) [VIS](#) [Create Reports](#) [Access Reports](#)

Balance Worksheet [Lot Reconciliation](#)

Lot Information				
Vaccine	Influenza - split	Expires	06/30/2008	Volume/Dose: 0.5
Mfr (Product)	Glaxo (FLUARIX)	Lot #	21541	On Hand: 15
NDC	00007-0874-46	Presentation	SYR (5)	Lot Status: Active

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
05/30/2008	Current Balance	15	5	
04/23/2008	Lost	-1	1	Lost
04/23/2008	Breakage	-1	1	breakage
04/21/2008	Breakage	-3	3	oops!
04/20/2008	Balance Forward	20	0	

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Reconciliation checklist for unbalanced lots

Have you counted the vaccines in your refrigerator?

You **MUST** count your vaccines before you can balance your inventory. Follow the instructions “Step 1: Creating and printing the MCIR Physical Inventory Report” on page 1, and “Step 2: Performing refrigerator counts” on page 2.

Did you count your vaccines at the end of the day?

You **MUST** count at a time when no one is removing vaccines from the refrigerator. Make sure to count each lot number separately, as sometimes lot numbers can be mixed together.

Have you completed entering ALL of your administered doses into MCIR?

ALL administered, lost, and wasted doses **MUST** be entered to MCIR before you balance your inventory, up to and including your balance date.

- Is your office entering data into MCIR on a timely (daily) basis?
- Is your office using MCIR Transfer to upload immunization data from your office’s Electronic Medical Record? If so, contact the person who is in charge of uploading data for your office. Make sure that all transfer files up to and including your “Balance as of” date (this includes any data errors that must be resubmitted from those transfer files) are loaded into MCIR.

Did you enter your counts into the Balance Inventory screen in your VIM?

Refer to “Step 3: Recording counts into the Balance inventory screen” on page 3.

- Remember that your “Balance inventory as of” date will be the same as the date you counted your fridge, as long as you counted at the end of the day. If you counted first thing in the morning, your count will be entered as the day before.
- Remember to click on the **Get Records** button to retrieve the vaccine counts.

Did you click the Save/Update Counts button?

Enter all of your exact vaccine counts into the corresponding boxes on the Balance Inventory screen, and then click on the **Save/Update Counts** button. This will cause MCIR to look at each entered count and verify that your count matches the MCIR balance, and, if not, to calculate the amount of any difference. Any lots that still have the **Balance** button appearing (to the right of the count box) after the **Save/Update Counts** button has been clicked still need to be balanced.

If the difference is positive

Scenario: the MCIR “On Hand” column is 12, but you only counted 10 in your refrigerator, leaving a difference (“Diff” column) of 2.

Possible causes may be:

- Not all of your data has been entered to MCIR, thus the inventory has not been deducted for those doses given.

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- Doses were entered into the records in MCIR incorrectly. For example: as “No Inventory” instead of “Admin” on the Add Immunizations screen.

How do I fix a positive difference?

- Click on the **Balance** button, then the **Inventory Detail** button. This will take you to the Lot Transactions screen where you will see names of the patients for which this lot number has been documented, along with any transactions entered.
- Check the names of patients on the list against other office data (e.g. billing data, appointment logs, immunization logs) to find any patients that might not have been entered into MCIR.
- Verify with the staff that any broken, wasted, or drawn but not used vaccine has been documented in your inventory.
- Any data found not to be entered needs to be updated in MCIR.
- ***If you have a positive difference, have made an honest effort to locate the vaccines, but still cannot locate them, document them as “Lost” under the Add new transaction link from the Inventory Detail screen. Make sure to include a descriptive Comment to justify the reason for the adjustment.*** Remember, though, that once your office exceeds the acceptable amount of lost or wasted vaccines, the health department has the right to request payment for the amount of any overage.

If the difference is negative

Scenario: the MCIR “On Hand” column lists 15 doses, but you counted 19 doses in your refrigerator, leaving a difference (“Diff” column) of -4.

Possible causes may be:

- You received a shipment of vaccine which was not documented in your inventory. Thus, you are using vaccine which MCIR doesn’t understand that you have in your refrigerator. If the VFC shipment came from McKesson, DO NOT add the vaccine to your inventory, as the information should upload automatically. DO call your Primary Point of Contact (PPOC, usually your local health department) to let them know the data has not been uploaded to your inventory.
- Doses were entered into the records in MCIR incorrectly. For example: under the wrong lot number, or under the wrong vaccine type/manufacturer.

How do I fix a negative difference?

- Click on the **Balance** button, then the **Inventory Detail** button. This will take you to the Lot Transactions screen where you will see names of the patients for which this lot number has been documented, along with any transactions entered.
- Pull the charts of the listed patients and make sure the lot numbers entered into MCIR match the lot numbers written in the chart.
- If you find a lot number has been entered into MCIR incorrectly; retrieve the MCIR record and delete the dose off of the record, then re-enter the dose with the correct information. This will automatically fix the error in your inventory. Repeat this procedure for any other patients found to be entered under an incorrect lot number.

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- If you have a negative difference and have verified all of the lot numbers as correct in the MCIR, the original vaccine count from a previous MCIR inventory might have been incorrect, meaning some doses might have gotten missed in the original count. ***You may need to “Transfer In: Add to inventory” the amount of the negative difference to bring your balance in MCIR back to zero so it can balance. Make sure to include a descriptive Comment to justify the reason for the adjustment.***

Additional balancing tips to remember:

- A weekly “balance check” (using the Balance Inventory worksheet, but not clicking the **Completed** button at the bottom of the worksheet) is highly encouraged the first month your site is using the VIM. This will help to identify any underlying inventory business process or data entry issues within your office. To perform the weekly balance check, enter the date of the weekly refrigerator/freezer count into the “Balance as of” date, click the **Get Records** button, enter in the refrigerator/freezer Counts and click the **Save/Update Counts** button. If there are any differences (“Diff” column) between the On Hand and Count columns then this is your opportunity to check your data entry and inventory business processes for accuracy.
- The “Last Balanced” date is shown on the Manage Inventory screen at the top right hand corner. This is the most recent date that a refrigerator/freezer count was **Completed** in the MCIR. The “Last Balanced” date will always be the same as the most recent Ending Inventory Report date. Immunization information entered into MCIR on or before the “Last Balanced” date will not deduct from the inventory.
- **The process to balance your inventory is to:**
 - **Count your refrigerator**
 - **Find out what MCIR THINKS you should have**
 - **Tell MCIR what you ACTUALLY have, then**
 - **Explain to MCIR why any counts you have don’t match.****In the end, the MCIR needs to reflect the exact amount that is actually, physically in your refrigerator.**
- You have not completed balancing your inventory until you have clicked the **Completed** button on the Balance Inventory screen. The **Completed** button will not be available until all vaccine lots are balanced. Once you have completed balancing your inventory you will be able to run an Ending Inventory Report.
- If you have multiple lot numbers of the same vaccine, and they have exactly the opposite amount in the difference (“Diff”) column (meaning one has a difference of 3, and another one has a difference of -3), most often this is because that exact number of doses was entered under the wrong lot number. Sometimes a staff person will remember the lot number of a certain vaccine that is being used, and keeps entering that lot number into the records in MCIR, out of habit, even though that lot number no longer exists in the inventory.
- It is strongly encouraged that you reconcile any borrowed doses and repay them each month, as waiting until the end of the year to reconcile borrowed doses can be quite costly. For instructions on replacing borrowed doses in MCIR, please refer to “MCIR VIM Tip Sheet #5: Replacing Borrowed Doses.”

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- If you are having trouble accounting for a dose, it may be helpful to look at your past month's inventory history. Sometimes past mistakes impact the following month. Follow these steps to view a summary of your office's completed inventories in MCIR.
 - Click the Inventory History/Inv Hist link (found under the Vaccine Mgmt/VIM menu)
 - Click on the Last Balance Date
 - Choose the vaccine that you are having trouble with and click on the **View** button to the far right. For more details go to the bottom of the screen and click on **Inventory History**. This will show all the patients from the past month that received this vaccine, as well as all transactions.

If after a reasonable effort had been made and you still cannot balance your inventory (perhaps one or two vaccines are not accounted for), please **DO NOT** spend hours or days working on this. Better to wrap it up, call it a loss and follow the policy set by MDCH regarding vaccine accountability.