

VFC Tip Sheet: How to add inventory to VIM

Once a VFC Provider goes live on the new MCIR VIM, inventory should be added based on the following:

Inventory from Depot:

Each vaccine must be manually entered in the new VIM completing all the required fields. This will need to continue as long as depots remain open.

Inventory from Merck:

Frozen vaccines from Merck must be manually entered in the new VIM completing all the required fields.

Inventory from McKesson:

Vaccines received from McKesson via UPS or Fed Ex will be automatically uploaded into the new VIM Inventory of the VFC Provider PIN # that placed the order. The inventory must be checked by the provider office to verify that all vaccines were delivered and that data is in their VFC/Public MCIR inventory.

Inventory from satellite office:

A satellite office that is giving up doses to another office must create a Transferred Out transaction, # of doses out and then in the comments field, document PIN # of office that is to receive vaccine.

The satellite office that receives the vaccine will create a transaction that is Transferred In in with all required information and in comment field, document PIN # of satellite office that transferred out these doses.

Private Stock Inventory:

Each vaccine must be manually entered in the new VIM completing all the required fields.

Vaccine that has been issued a shorter expiration date per manufacturer, due to a temperature excursion:

Vaccine that has been exposed to an excursion, must be called into manufacturer, if okay to use but the manufacturer issued a shorter expiration date, then the vaccine must be entered as a transaction of Transferred Out, with documentation in comment field, (Exposed to temps out of range, new expiration date xx/xx/xxxx).

The vaccine with new shorter expiration date must be added to inventory as Transferred In, with correct data entered in required fields.