

MCIR VIM Vaccine Lot Transaction Tip Sheet

Action	Reason	Inventory Effect*	LWB Effect*	Description
Adjustment	Breakage	—	+	Vaccine is dropped or broken and is not usable.
	Drawn not used	—	+	Vaccine is drawn up but not used and cannot be used later.
	Found dose	-/+ or N/A User chooses	-/+ or N/A User chooses	A dose that had been marked as lost or wasted has been found and the inventory period is still open; choose: Add to Inventory and Subtract from LWB. (See Transferred In for closed Inventory dose replacement)
	Natural Disaster	—	+	Due to a natural disaster, vaccine cannot be located or found.
	Data entry correction	-/+ or N/A User chooses	+/- or N/A User chooses	This transaction is used for data correction. Example: 200 doses were entered into the inventory on the day of shipment, this was found to be a data entry error, only 20 doses were received; in this example 180 doses would be entered under number of doses and subtract would be chosen for the Inventory Effect and N/A for the LWB effect
	Unable to locate	—	+	Unable to locate vaccine at the time of the inventory balance.
Return to Distributor	Equipment failure (too warm)	—	+	Vaccine is no longer usable because the refrigerator/freezer got too warm.
	Equipment failure (too cold)	—	+	Vaccine is no longer usable because the refrigerator/freezer got too cold.
	Expired vaccine	—	+	Vaccine is no longer usable because it has expired.
	Failure to store properly	—	+	Vaccine was not stored properly and therefore is not usable.
	Natural Disaster	—	+	Vaccine is damaged due to a natural disaster and cannot be used.
	Recalled	—	N/A	Vaccine was recalled by the manufacturer or the FDA and can no longer be used.
	Spoilage in Shipment	—	N/A	Vaccine was spoiled during shipment (from manufacturer or distributor and it can no longer be used.
Transferred In	Add to Inventory	+	N/A	This transaction is for vaccine that is being added to the inventory on the private side. <i>On the VFC side, Use this transaction only if the vaccine was directly shipped to the clinic from a manufacturer and not added to the inventory or picked up from the LHD.</i>
	Replaced Borrowed	+	—	In the VFC Inventory: replaces publicly purchased (VFC) vaccine that was used for a non-VFC (i.e. privately insured individual). <i>The reverse is true when making this transaction under the Private Inventory.</i>
	Replaced Lost/Wasted	+	—	In the VFC replaces publicly purchased (VFC) vaccine that was either lost or wasted, the replacement is being made with private vaccine stock

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Transferred Out	Distribution	—	N/A	To re-distribute private stock. (Private inventory only)
	Replaced Borrowed	—	N/A	To replace a dose of privately purchased vaccine that was borrowed for VFC/publicly purchased eligible individual.
	Replaced Lost/Wasted	—	N/A	In the VFC Inventory; to replace public vaccine that was either lost or wasted and is being replaced with privately purchased vaccine.
	IVEN Transaction	—	N/A	To subtract doses transferred to another site through the Influenza Vaccine Exchange Network (Private Inventory Only)
Opted out of MCIR		—	N/A	Document the inventory transaction of a person who has opted out of MCIR. Transaction subtracts from inventory but does not affect, (N/A) the LWB.
Non Return Open MDV		—	N/A	Use this to account for a partially used multi-dose vial that is no longer usable, cannot be returned and must be discarded.
Vaccine Short Dated		—	N/A	Use this to account for vaccine that has been short-dated by the manufacturer (not related to mishandling of vaccine by the provider/clinic).
Return to Local Health Department (VFC/Public Inventory Only)	Soon-to-Expire	—	N/A	This is for soon-to-expire vaccine being sent to the LHD to be utilized prior to expiration. (Routinely vaccine should have at least a 6 month expiration to allow the LHD to utilize it prior to expiration).
	Wrong Vaccine Received	—	N/A	Vaccine was inadvertently delivered to a clinic and must be returned or redistributed with the help of the LHD.
	Excess Inventory	—	N/A	Provider has more vaccine than can be used prior to expiration. (Routinely vaccine should have at least a 6 month expiration to allow the LHD to utilize it prior to expiration).
	Expired Vaccine	—	+	This transaction is used for expired vaccine that is being returned to the LHD, this return requires prior approval from the LHD.
<ul style="list-style-type: none"> Key for Inventory & LWB Effect * (—) Subtract (+) Add (N/A) Not Applicable 				

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