

MCIR VIM Tip Sheet: Balance Inventory for Hospital Pharmacy Universal Hepatitis B

The inventory must be balanced prior to placing an order.

- Use the following five steps as a guide:
 1. Creating and Printing the MCIR Physical Inventory Report
 2. Performing Refrigerator Counts
 3. Recording Dose Counts
 4. Reconciling Lots
 5. Creating and Printing the MCIR Ending Inventory Report

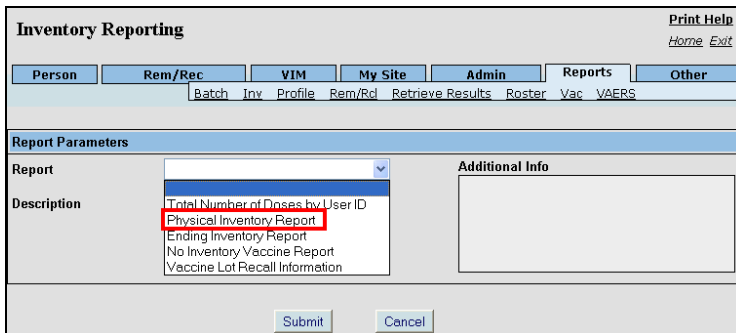
Step 1. Creating and Printing the MCIR Physical Inventory Report

Go to the Reports menu/tab:



MCIR Home Page screen with Reports: Inventory and Retrieve Results links

- Click the Inventory/Inv link (see above)



Inventory Reporting screen

- Select **Physical Inventory Report**

- Choose the Inventory (VFC/Public)
- Fill in the Description by overwriting the description for the report to allow for easier identification later.

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

Person Rem/Rec VIM My Site Admin Reports Other

Batch **Inv** Profile Rem/Rcl Retrieve Results Roster Vac VAERS

Report Parameters

Report: Physical Inventory Report

Inventory: VFC/Public

Description: VFC Physical Inventory

Additional Info
Runs: Immediately, Kept 10 days
Displays a list of active lots in the selected inventory. Used to record refrigerator counts.

Submit Cancel

Inventory Reporting screen: Physical Inventory Report

- Click the **Reports** tab, next click the Retrieve Results link. You will be taken to the Scheduled Results menu.

Reports Other

Batch
Inventory
Profile
Reminder/Recall
Retrieve Results
Roster
Vaccine
VAERS

Get News
View Usage Agreement
MCIR Training Course
MCIR.org
VIS
IVEN
Exit Application

Reports Menu: Retrieve Results

Pams Testing Universal HepB's Scheduled Results [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM VFC My Site Admin Reports Other

Batch Inv Profile Rem/Rcl Retrieve Results Roster Transfer Vac VAERS

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

Description	User	Target Dt	Status	
VFC Physical Inventory		03/31/2011	Report is ready.	Report

Scheduled Results screen: Retrieve Report

- Click the Report link to view and print the report(s). The Physical Inventory Report is used to perform a refrigerator count of all vaccines on hand.

Step 2. Performing Refrigerator Counts

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

03/09/2011		Physical Inventory Report				Page 1	
Pams Testing Pharmacy Hospital (334545)							
Inventory: VFC/Public		Name of user: _____		Date of dose count: _____			
Vaccine	Exp. Date	Mfr	Lot	NDC	Pres.	Balance	Count
Hep B (ped/adol)	02/12/2012	Glaxo	AACCCCKKKK	58160-820-11	SDV	100	
Hep B (ped/adol)	03/13/2012	Merck	234567BB	00006-4981-00	SDV	200	
Hep B (ped/adol)	03/12/2013	Glaxo	FFFF123456	58160-820-52	SYR	200	

Physical Inventory Report

Step 3. Recording Dose Counts

Log into MCIR. Click the Manage Inventory link. Choose the VFC Manage Inventory screen. Click the Balance Inventory link in the upper-right-hand corner. This takes you to the Balance Inventory screen for that Inventory.

Vaccine Management screen: Managed Inventory

Vaccine	Manufacturer	Lot #	Expires	On Hand	Active	Default
Hep B (ped/adol)	Glaxo (ENERGIX)	AACCCCKKKK	02/12/2012	100 doses	✓	✓
Hep B (ped/adol)	Merck (RECOMBIVAX)	234567BB	03/13/2012	200 doses	✓	✓
Hep B (ped/adol)	Glaxo (ENERGIX)	FFFF123456	03/12/2013	200 doses	✓	✓

Manage Inventory screen: Balance Inventory link

- **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:

1. Enter the “Dose Count Date” 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 do not balance will have the **Balance** button available. Refer to “Step 4: Reconciling unbalanced lots” for instructions on how to balance these lots.
 - Lots that balance will have the View link available
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 inventory.

Balance Inventory - VFC/Public [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl VIM VFC My Site Admin Reports Other

Manage Inv Inv Hist Vacs Admin

Manage Inventory Red indicates lot has expired as of the dose count date.

Balance Inventory Details Last balanced on 11/30/2010

Inventory: VFC/Public Total Lots: 2

Dose Count Date: 03/15/2011 Balanced Lots: 1

Lots to Balance: 1

Vaccine	Mfr	Lot #	On Hand	Count	Diff	LWB	
Hep B (ped/adol)	Merck (RECOMBIVAX)	1234567	350	325	25	0	Balance
Hep B (ped/adol)	Glaxo (ENGERIX)	ABCV1234	300	300	0	0	View

Save/Update Counts Completed Clear All Counts Cancel

Balance Inventory Details screen: Enter refrigerator count date, and counts of doses on hand

Step 4. Reconciling Unbalanced lots

After entering your refrigerator counts and clicking the **Save/Update Counts** button, a **Balance** button will be to the right of a lot on the Balance Inventory screen. The lot must be balanced. Click the **Balance** button to view the Lot Reconciliation screen.

Manage Inventory Red indicates lot has expired as of the dose count date.

Balance Inventory Details Last balanced on 11/30/2010

Inventory: VFC/Public Total Lots: 2

Dose Count Date: 03/15/2011 Balanced Lots: 1

Lots to Balance: 1

Vaccine	Mfr	Lot #	On Hand	Count	Diff	LWB	
Hep B (ped/adol)	Merck (RECOMBIVAX)	1234567	350	325	25	0	Balance
Hep B (ped/adol)	Glaxo (ENGERIX)	ABCV1234	300	300	0	0	View

Save/Update Counts Completed Clear All Counts Cancel

Balance Inventory screen

Lot Reconciliation - VFC/Public Print Help
Home Exit

Person Rem/Rcl VIM VFC My Site Admin Reports Other

Manage Inv Inv Hist Vacs Admin

Balance Worksheet Inventory Detail

Lot Information

Vaccine	Hep B (ped/adol)	Expires	01/12/2012	Volume/Dose:	0.5
Mfr (Product)	Merck (RECOMBIVAX)	Lot #	1234567	On Hand:	350
NDC	00006-4769-47	Presentation	SDV (1)		
		Lot Status	Active		

Lot details for inventory

	Totals	LWB	Returned
Balance forward from 11/30/2010	0	0	
Additions to inventory	350		
Transferred In: Add to Inventory	350		
Subtractions from inventory	0		
<i>No subtractions from inventory found</i>			
Totals Ending 03/15/2011	350	0	0

Balance Summary

MCIR Total	350	0
Refrigerator count	-325	
Adjustment needed	-25	25
Ending Balance	0	25

Accept Adjustment Inventory Detail

The number of doses in your refrigerator and the MCIR Totals are not matched/the same they are off by 25 doses. An Adjustment must be made. Click Inventory Detail.

Lot Reconciliation screen: Inventory Detail

All transaction types since the last Ending Inventory are summarized on this screen. To view all activity from this lot that is not balanced, click on the **Inventory Detail** link (upper-right) or button (bottom) of this screen.

□ How to make adjustments to the inventory.

This brings you to the Lot Transactions-VFC/Public screen. How to do adjustments describes and shows the effects of the different inventory transactions that are available. For Hospital Universal HepB Pharmacies, please **ONLY** choose the following:

Lot Transactions - VFC/Public						Print Help	
						Home Exit	
Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
Manage Inv Inv Hist Vacs Admin							
Balance Worksheet				Lot Reconciliation			
Lot Information							
Vaccine	Hep B (ped/adol)		Expires	01/12/2012	Volume/Dose:	0.5	
Mfr (Product)	Merck (RECOMBIVAX)		Lot #	1234567	On Hand:	350	
NDC	00006-4769-47		Presentation	SDV (1)	Lot Status	Active	
					Default	No	
Date	Transaction Log	Qty	LWB	Comments			
Add New Transaction							
03/15/2011	Current Balance	350	0				
02/02/2011	Transferred In: Add to Inventory	350	0				
11/30/2010	Balance Forward	0	0				

Lot Transaction screen: Add New Transaction

- Click on Add New Transactions.

Add Vaccine Lot Transaction - VFC/Public						Print Help	
						Home Exit	
Person	Rem/Rcl	VIM	VFC	My Site	Admin	Reports	Other
Manage Inv Inv Hist Vacs Admin							
Lot Details							
Lot Information							
Vaccine	Hep B (ped/adol)		Expires	01/12/2012	Volume/Dose:	0.5	
Mfr (Product)	Merck (RECOMBIVAX)		Lot #	1234567	On Hand:	350	
NDC	00006-4769-47		Presentation	SDV (1)			
Transaction Detail							
Date*	03/01/2011		Doses*	25			
Action*	Adjustment		Reason*	Data Entry Correction			
Inventory Effect:	<input checked="" type="radio"/> Subtract		LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input checked="" type="radio"/> N/A			
Comment*							
Created By:	Date: 04/04/2011						
Submit				Cancel			

Add Vaccine Lot Transaction: Add Adjustment

- **Date:** Enter Date of Transaction (be sure the date is within your last balance date and you new balance date)
- **Doses:** Enter number of doses you are correcting (in this case 25)
- **Action:** Adjustment
- **Reason:** Data Entry Correction
- **Inventory Effect:** Subtract
- **LWB Effect:** N/A
- **Comment:** You must add comments for this transaction, i.e., Fridge count is 325

Step 5. Creating and Printing the MCIR Ending Inventory Report

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

Person
Rem/Rec
VIM
VFC
My Site
Admin
Reports
Other

Batch
Inv
Profile
Rem/Rcl
Retrieve Results
Roster
Vac
VAERS

Report Parameters

Report	Ending Inventory Report	Additional Info Runs: Immediately, Kept 10 days Displays ending inventory data of current lots active within the vaccine inventory.
Inventory	VFC/Public	
Ending Inventory Date	03/15/2011	
Description	Ending Inventory 3/15/2011	

Submit
Cancel

Inventory Reporting screen: Ending Inventory Report

To create **the Ending Inventory** report for VFC Inventory

- Go to the Reports link
- Click the Inv/Inventory link
- Select from the dropdown box “Ending Inventory Report”
- Choose the Inventory (VFC)
- Choose the Ending Inventory Date from the dropdown box
- Type a descriptive name for your report (See above Ending Inventory with date)
- 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 Reports/Retrieve Results link.
- Click the Report link to view and print the report(s). See below for an example of the report.

Person
Rem/Rcl
VIM
VFC
My Site
Admin
Reports
Other

Batch
Inv
Profile
Rem/Rcl
Retrieve Results
Roster
Transfer
Vac
VAERS

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

Refresh

Description	User	Target Dt	Status	
Ending Inventory 3/15/2011		04/05/2011	Report is ready.	Report

Reports/Retrieve Results screen

Send a copy of your VFC/Public Ending Inventory Report to your local health department and keep a copy for your office’s internal records.

Ending Inventory Report Pams Testing Universal HepB (123456)

Inventory: VFC/Public

Report Period Ending Date 03/15/2011

Hep B (ped/adol)										
Doses										
Lot Number	Expiration Date	Begin Balance	Doses In	Doses Out	Admins	Brwd/Rplcd	Unusable LW	Balance	Dose Count	Diff
1234567	01/12/2012	0	325	0	0	0	0	325	325	0
ABCV1234	12/13/2012	0	300	0	0	0	0	300	300	0
TOTAL		0	625	0	0	0	0	625	625	0

Ending Inventory Report Example

Contact your Regional MCIR helpdesk for assistance with VIM

Please contact your local health department if you have concerns about public vaccines.

- REGION 1** City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties
- 1-888-217-3900
- REGION 2** Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties
- 1-888-217-3901
- REGION 3** Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties
- 1-888-217-3902
- REGION 4** Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties
- 1-888-217-3903
- REGION 5** Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda, Osceola, Otsego, Presque Isle, Roscommon, and Wexford Counties
- 1-888-217-3904
- REGION 6** Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties
- 1-888-217-3905