

# MCIR Inventory Adjustment for possible “Extra” COVID-19 Pfizer or Moderna Vaccine Doses

Vaccine documentation priority includes every vaccine dose is correctly documented and recorded in a patient’s MCIR immunization record.

Although it is not required to balance COVID 19 vaccine in the Outbreak inventory, sites that desire to balance MCIR Outbreak inventory and perform adjustments to reflect accuracy of doses may refer to the following instructions or contact their [Regional MCIR Coordinator](#) for training or assistance regarding MCIR inventory adjustment transactions.

1. Log in to [MILogin](#) to directly access the [Michigan Care Improvement Registry, \(MCIR\)](#).
2. Your MCIR provider site Home Screen will display after logging in. Click **Manage Inventory** in the Vaccine Mgmt. box, (Figure 1).

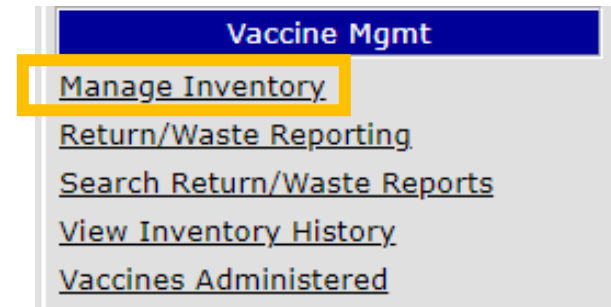


Figure 1

## Manage Inventory – Outbreak Screen (Figure 2)

3. From the ‘Manage Inventory’ screen select **Outbreak** for the inventory field, and click **Get Inventory**, (Figure 2).
4. Click the underlined vaccine name to perform adjustment, (Figure 2).



**Manage Inventory - Outbreak** [Print Help](#)  
[Home](#) [Exit](#)

Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth

Manage Inv Ret/Wste Rept Search Ret/Wste Rpts Inv Hist Vacs Admin

Inventory Outbreak Get Inventory Show inactive lots Manage Inactive

**Inventory Details** Last Balanced: 11/18/2020

Name Outbreak

Default  Active Active Date 11/19/2020

Product	Lot #	Expires	On Hand	Active	Default
Add Vaccine Lot					Lot Detail View
COVID-19 MOD 10 CTN - 80777-273-99	1234567890	12/31/2021	200 doses	√	
COVID-19 PFR 195 CTN - 59267-1000-02	C564C3A	06/12/2021	549 doses	√	

Submit Cancel

Figure 2

### Lot Transactions – Outbreak Screen - (Figure 3)

5. Select the underlined **Add New Transaction**, (Figure 3).

### Add Vaccine Lot Transaction – Outbreak Screen - (Figure 4)

6. Input the **date** and **number of doses** needed for adjustment due to extra dose obtained, (Figure 4).
7. **Action:** Select Adjustment
8. **Reason:** Select Data Entry Correction
9. **Inventory Effect Bubble:** Select Add
10. **LWB Effect Bubble:** Select N/A
11. Please enter a comment indicating the adjustment is to correct \_\_\_?\_\_\_ number of extra doses administered from the Pfizer or Moderna vial, (Figure 4).

**Lot Transactions - Outbreak** [Print Help](#)  
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Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth  
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Manage Inventory

**Lot Information**

Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	549
NDC (carton)	59267-1000-02	Presentation	CTN (195)	Lot Status	Active
NDC (vial)	59267-1000-01			Default	No
Date Created	12/12/2020	Created By		CVX/MVX:	208/PFR

Date	Transaction Log	Qty	LWB	Comments
	<u>Add New Transaction</u>			
12/29/2020	Current Balance	549	0	

Figure 3

**Add Vaccine Lot Transaction - Outbreak** [Print Help](#)  
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Person Rem/Rcl VIM Imp/Exp VFC My Site Adm Rpts Oth  
 Manage Inv Ret/Wste Rept Search Ret/Wste Rpts Inv Hist Vacs Admin

Lot Details

**Lot Information**

Vaccine	COVID-19 (Pfizer)	Expires	06/12/2021	Volume/Dose:	0.3
Mfr (Product)	Pfizer (COVID-19 PFR 195 CTN)	Lot #	C564C3A	On Hand:	549
NDC		Presentation	CTN (195)	CVX/MVX:	208/PFR

**Transaction Detail**

Date\*  Doses\*

Action\*  Reason\*

Inventory Effect:  Subtract  Add  N/A LWB Effect:  Subtract  Add  N/A

Comment\*

Created By: \_\_\_\_\_ Date: 12/29/2020

Figure 4

\*this example demonstrates a COVID-19 (Pfizer) lot adjustment.