

## On-hand Inventory: Adjustments for Wastage

1. From the main menu, go to Inventory > Vaccines > On-Hand.

| <u></u>                 | Vaccine Inventory On-Hand Dearn More  |
|-------------------------|---|
|                         | On-Hand Inventory   |
| Home                    | A There are 2 Pending Inventory Transfers.  |
| Patients 🖶              |   |
| Immunizations           | 2 (ALL) Status 4  |
| Education               | Vaccine Funding Source  |
| IZ Quick Add 🛛 📳        | 3 (ALL) • (ALL) • 5   |
| Inventory               | Funding Doses On- Expiring  |
| Vaccines 🗧              | Q Q Q Q Q Q Q Clear Filters   |
| On-Hand                 | LUCIA CLINIC TYPE 3 PRIVATE INVENTORY   |
| Electronic Decrementing | Hep A, ped/adol, 2D (Havrix (0.5 mL x SKB 58160-0825-11 54654679 12/31/2020 Private 11 🕜 Action -   |
| Reconciliation          | Varicella (Varivax (0.5 mL x 1 vial)) MSD 00006-4826-00 2222222 10/31/2020 Private 10 2             |
| Vaccine Orders          |   |
| Vaccine Returns         | Zoster Live (Zostavax (0.63 mL x 1 MSD 00006-4963-00 33333333 07/31/2020 Private 9 🕜 Action 🗸       |
| Flu Prebook             | LUCIA CLINIC TYPE 3 PUBLIC INVENTORY - 364875   |
| Vaccine Shipments       | DTaP (Daptacel) (Daptacel (0.5 mL x 10 PMC 49281-0286-10 123123123 12/31/2019 CHIP 10 😮 🕚 Action 🗸  |
| Locations               | vials))   |
| Clinic Tools +          | DTaP (Daptacel (0.5 mL x 10 PMC 49281-0286-10 08990FF 12/31/2020 VFC 5 € Action -<br>vials))        |
| Program Tools 🛛 🕒       | DTaP-HepB-IPV (Pedia ( <i>Pediarix (0.5</i> SKB 58160-0811-52 DTAPHBIPV 01/01/2022 VFC 5 ? Action - |
| Reports                 |   |

2. Optional filter: Select the Inventory Location.

|   | Inventory Location                    |
|---|---------------------------------------|
|   | (ALL)                                 |
|   | (ALL)                                 |
|   | LUCIA CLINIC TYPE 3 PRIVATE INVENTORY |
|   | LUCIA CLINIC TYPE 3 PUBLIC INVENTORY  |
|   | LUCIA VTRCKS CLINIC PRIVATE INVENTORY |
|   | LUCIA VTRCKS CLINIC PUBLIC INVENTORY  |
| V | VALIDA TYPE 3 INV AGGREGATE LOCATION  |





3. Optional filter: Select the Vaccine.

| Vaccine                  |   |
|--------------------------|---|
| (ALL)                    | • |
| (ALL)                    | ▲ |
| ADENOVIRUS, TYPE 4       |   |
| ADENOVIRUS, TYPE 7       |   |
| ANTHRAX                  |   |
| ANTHRAX IG               |   |
| BCG                      |   |
| CHOLERA, LIVE ATTENUATED |   |
| DIPHTHERIA ANTITOXIN     |   |
| DT, IPV ADSORBED         |   |
| DT, PED                  |   |
|                          |   |
|                          |   |
|                          |   |
|                          |   |
|                          |   |
|                          |   |
| DTP-HIR-HEP R            |   |
| ELU (SOUTHERN HEMI) LIE  |   |
| FLU MDCK QUAD P-FREE INJ | - |

4. Optional filter: Select the Status.

| Status                            |  |
|-----------------------------------|--|
| ON-HAND 🔻                         |  |
| (ALL)<br>ON-HAND                  |  |
| DEPLETED/EXPIRED<br>EXPIRING SOON |  |

5. Optional filter: Select the Funding Source.

| Funding Source |   |
|----------------|---|
| (ALL)          | • |
| (ALL)          |   |
| 317            |   |
| CHIP           |   |
| PRIVATE        |   |
| STATE          |   |
| VFC            |   |





6. Click the "Action" button next to the vaccine and select "Adjustment".

|                                    | n More   |  |   | DI   | Links 👻 🖌   | Add New  | Inventory     |                               |   |   |              |
|------------------------------------|--|--|---|--|---|--|---------------|-------------------------------|---|---|--------------|
| n-Hand Inventory                   |  |  |   |  |   |  |               |                               |   |   |              |
| A There are 2 Pending Inventory Tr | ransfers.  |  |   |  |   |  |               |                               |   |   |              |
| Inventory Location                 |  |  |   | Status   |   |  |               |                               |   |   |              |
| (ALL)                              |  |  | ۲   | ON-H   | AND   | •  |               |                               |   |   |              |
| Vaccine                            |  |  |   | Fundin   | g Source  |  |               |                               |   |   |              |
| (ALL)                              |  |  | •   | (ALL)  |   | •  |               |                               |   |   |              |
|                                    |  |  |   |  |   | Funding  | Deee          | 0.0                           |   | Expiring  |              |
| Vaccine (Brand)                    | Mfg  | NDC  | 🔶 Lot No  | •  | Exp Date 🔶  | Source   | + Hand        | • • • • •                     |   | Soon  |              |
| Vaccine (Brand)                    | Mfg  | ♦ NDC  | 🔶 Lot No  | 0 ¢  | Exp Date 🔶  | Source   | + Hand        | Q                             |   | Soon  | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>Q<br>TORY   | \$ NDC   | 🔶 Lot No  | o ∳<br>Q                                       | Exp Date 🔶<br>Q   | Source   | ୍କ Hand<br>ସ୍ | یں ایاں<br>م                  |   | Soon  | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>O<br>TORY<br>SKB                                    | ♦ NDC ↓ 58160-0825-11  | ♦ Lot No<br>Q<br>54654  | o 🔶<br>Q<br>4679                               | Exp Date 🔶  | Source<br>Private                                      | ⇔ Hand        | Q<br>11                       | 8 | Soon  | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>O<br>TORY<br>SKB<br>MSD                             | NDC<br>58160-0825-11<br>00006-4826-00  | Lot No.   | o (*)<br>Q<br>4679<br>222                      | Exp Date<br>Q<br>12/31/2020<br>10/31/2020   | Private<br>Private                                     | Q Dose:       | Q<br>11<br>10                 | 8 | Soon  | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>CORY<br>SKB<br>MSD<br>MSD                           | NDC<br>58160-0825-11<br>00006-4826-00<br>00006-4963-00   | <ul> <li>Lot No</li> <li>S4654</li> <li>22222</li> <li>33333</li> </ul> | o 🔶<br>Q<br>4679<br>222<br>333333              | Exp Date<br>Q<br>12/31/2020<br>10/31/2020<br>07/31/2020                             | Private<br>Private<br>Private                          | Hand          | 11<br>10<br>9                 | 0 | Edit<br>Adjustment<br>Transfer                            | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>CORY<br>SKB<br>MSD<br>MSD<br>ORY - 36               | NDC<br>58160-0825-11<br>00006-4826-00<br>00006-4963-00<br>4875   | Lot No<br>C<br>54654<br>22222<br>33333                                  | o 🔶<br>Q<br>4679<br>222<br>333333              | Exp Date<br>Q<br>12/31/2020<br>10/31/2020<br>07/31/2020                             | Private<br>Private<br>Private                          | Hand          | 11<br>10<br>9                 | 0 | Edit<br>Adjustment<br>Iransfer<br>Inquiry                 | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>TORY<br>SKB<br>MSD<br>MSD<br>ORY - 36<br>PMC        | <ul> <li>NDC</li> <li>58160-0825-11</li> <li>00006-4826-00</li> <li>00006-4963-00</li> <li>4875</li> <li>49281-0286-10</li> </ul>                        | Lot No<br>Constraints<br>54654<br>22222<br>33333<br>12312               | o<br>Q<br>4679<br>222<br>333333<br>23123       | Exp Date<br>Q<br>12/31/2020<br>10/31/2020<br>07/31/2020<br>12/31/2019               | Source<br>Private<br>Private<br>Private<br>CHIP        | Hand          | 2 11<br>10<br>9<br>10         |   | Edit<br>Adjustment<br>Transfer<br>Inquiry<br>Transactions | Clear Filter |
| Vaccine (Brand)                    | Mfg<br>TORY<br>SKB<br>MSD<br>MSD<br>ORY - 36<br>PMC<br>PMC | <ul> <li>NDC</li> <li>58160-0825-11</li> <li>00006-4826-00</li> <li>00006-4963-00</li> <li>4875</li> <li>49281-0286-10</li> <li>49281-0286-10</li> </ul> | Lot No<br>Q<br>54654<br>22222<br>33333<br>12312<br>08990                | o<br>Q<br>4679<br>222<br>33333<br>23123<br>DFF | Exp Date<br>Q<br>12/31/2020<br>10/31/2020<br>07/31/2020<br>12/31/2019<br>12/31/2020 | Source<br>Private<br>Private<br>Private<br>CHIP<br>VFC | Hand          | 2<br>11<br>10<br>9<br>10<br>5 | 8 | Edit<br>Adjustment<br>Transfer<br>Inquiry<br>Transactions | Clear Filter |





7. Fill out the information requested on the Vaccine Inventory Adjustment page (Mandatory\*).

| dd                    |   |   |
|-----------------------|---|---|
| Date/Time *           | MM/DD/YYYY                                |   |
| Inventory Location *  | LUCIA CLINIC TYPE 3 PRIVATE INVENTORY     |   |
| Vaccine   Mfg   NDC * | HEP A, PED/ADOL, 2D   SKB   58160-0825-11 |   |
| Lot Number *          | 54654679                                  |   |
| Expiration Date *     | 12/31/2020                                |   |
| Funding Source *      | PRIVATE                                   |   |
| Doses On-Hand *       | 11  |   |
| Reason *              | BROKE VIAL                                | • |
| Modification *        | SUBTRACT V                                |   |
| Doses Adjusted *      | 1   |   |
| Container Id          |   |   |
| Comments *            | DROPPED                                   |   |

- 8. You must select the reason for the dose adjusted and make sure it matches up to the funding source of the vaccine.
  - a. The VTRCKS labeled reasons are available if making public vaccine adjustments:

| Reason *         | BROKE VIAL   | • |
|------------------|--|---|
| Modification *   | VTRCKS - BROKEN VIAL/SYRINGE   |   |
| Doses Adjusted * | VTRCKS - LOST OR UNACCOUNTED FOR VACCINE   |   |
| Container Id     | VTRCKS - NON VACCINE PRODUCT (E.G. IG, HBIG, DIL)<br>VTRCKS - OPEN VIAL BUT ALL DOSES NOT ADMINISTERED |   |
| Comments *       | VTRCKS - OTHER<br>BORROWED VACCINES ADJUSTMENT<br>ADD INITIAL INVENTORY                                |   |
| Clear            | BROKE VIAL<br>EXPIRED<br>EXTRA   |   |





- 9. The ADD or SUBTRACT modification may default.
- 10. Click "Create".
- 11. A green success message is displayed confirming your changes were saved.
- 12. Return to the on-hand page and view the doses on-hand to confirm the affected line item has been updated.

| Hep A, ped/adol, 2D (Havrix (0.5 mL x SKB 58160-0825-11 54654679 12/31/2020 Private 10 ? 10 via/s)) | Action - |
|---|----------|

