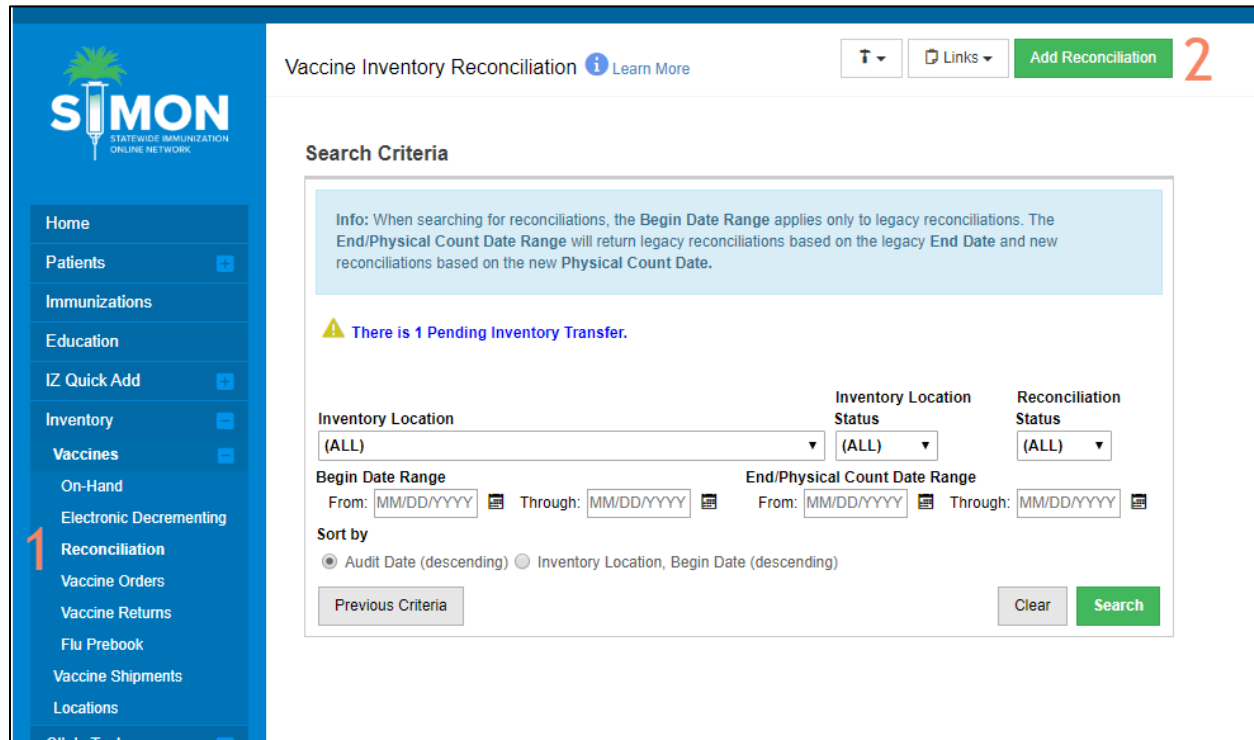
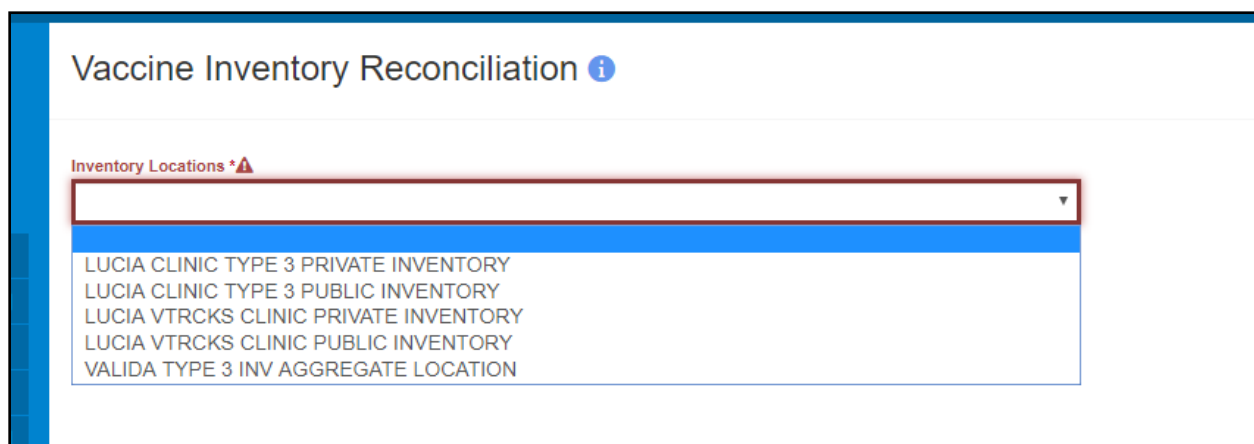


Reconciliation Process – Direct Entry (Non-HL7) Clinics

1. From the main menu, navigate to 'Inventory > Vaccines > Reconciliation'.
2. Click 'Add Reconciliation'.



3. Select your Inventory Location from the drop-down.



4. The system will do a "Pre-Check" to make sure that all requirements to create a reconciliation have been met.
5. The Pre-Check Results pop-up will list any items that need to be resolved.

- A Reconciliation cannot be created until all the pre-checks have been met. If a pre-check has not been met, click the 'Resolve' button for the item to complete the required action.

Pre-Check Results

- ✔ No Open Reconciliation for this inventory location
- ✔ No Returns in Process for this Clinic
- ✔ No Rejected Returns outstanding for this Clinic
- ✔ No Expired Inventory at this inventory location
- ✔ No Vaccines Added but not Administered
- ✔ No Pending Inventory Transfers
- ✔ No Pending VTrcks Shipments

Cancel
Proceed

- Once all pre-checks have been met, the 'Proceed' button is displayed. Click 'Proceed'.
- Enter a description (typically the month and year of the count), the authorizing staff member, and the count date and time.

Vaccine Inventory Reconciliation Cancel Create

Inventory Location: INV: LUCIA'S TYPE 3 IZ CLINIC

Description: *	Authorized By:	Status: *	
<input type="text" value="DOSE TEST"/>	<input type="text" value=""/> ⬇ ⬆	<input type="text" value="OPEN"/>	
Count Date: *	Count Time: *	Last Count Date/Time:	Last Order Date:
<input type="text" value="MM/DD/YYYY"/> 📅	<input type="text" value="HH:MM AM/PM"/> 🕒	<input type="text" value="11/4/2019 1:49:00 PM"/>	<input type="text" value="03/20/2019"/> 📅

- Clicking the blue man icon to the right of the 'Authorized By' field will auto-populate your name.
- Click 'Create'.
 - Click the 'Links' button and select 'Count Sheet'. Print the Count Sheet.

Cancel
Links ▾
Update ▾

Count Sheet

Vaccine Inventory Reconciliation Worksheet -

- Count all doses in your physical inventory and write the number of doses counted on the Count Sheet.

12. Enter the physical count written down on the Count Sheet into the Physical Count column and click Update.

Inventory by Doses						
Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	
CHIP						
1. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • 33333 • 01/01/2020	Σ	<input type="text"/>	-10		Action ▾	?
2. MMR (M-M-R II (0.5 mL x 10 vials)) MSD • 00006-4681-00 • 12345 • 12/31/2020	Σ	<input type="text"/>	-10		Action ▾	?
3. Polio-IPV (IPOL (5.0 mL vial - 10 doses)) PMC • 49281-0860-10 • 123456789 • 12/31/2020	Σ	<input type="text"/>	-92		Action ▾	?
Private						
4. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • 33333 • 01/01/2020	Σ	<input type="text"/>	-10		Action ▾	?
5. MMR (M-M-R II (0.5 mL x 10 vials)) MSD • 00006-4681-00 • 12345 • 12/31/2020	Σ	<input type="text"/>	-7		Action ▾	?
6. Polio-IPV (IPOL (5.0 mL vial - 10 doses)) PMC • 49281-0860-10 • 123456789 • 12/31/2020	Σ	<input type="text"/>	-8		Action ▾	?
VFC						

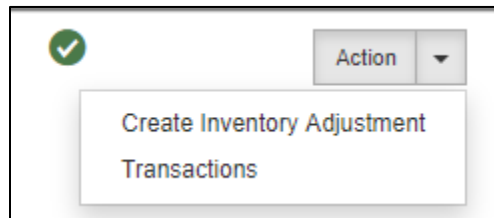
13. The physical count should offset the inventory difference.
- If the inventory difference is not within the acceptable range, a red circle is displayed.
 - If the inventory difference is within the acceptable range, a green checkmark is displayed.

Physical Count	Inventory Difference	Acceptable Inv. Difference
<input type="text" value="4"/>	-6	⊘
<input type="text" value="10"/>	0	✓
<input type="text"/>	-92	

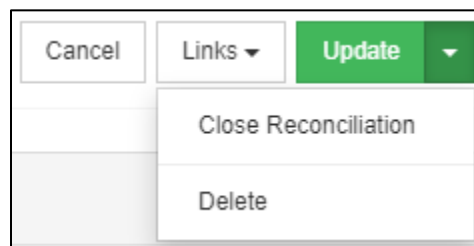
14. By hovering over the Sigma (Σ) button, you will see a summary of the inventory line item's history to help with the inventory reconciliation process.

Inventory by Doses		Inventory Item Summary									
Description	Last Count	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Ret/Exp/Recalled	Inventory Wasted	Inventory Unaccounted	On-Hand Quantity	Auto Adjustments		
Since Last Count	10								10		
CHIP	Since Item Created	10									
1. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • 33333 • 01/01/2020				Σ	4	-6				Action	

15. Every row must have a green checkmark in order to close the reconciliation.
16. For each inventory line item, you can click the 'Action' button to:
 - a. Create Inventory Adjustment – add or subtract doses from on-hand
 - b. Transactions – view all inventory transactions for the line item



17. Click 'Update' as you work through the reconciliation, so you don't lose any changes.
18. A green success message is displayed confirming your changes were saved.
19. When all rows have a green checkmark, click the 'Update' dropdown and select 'Close Reconciliation'.



20. A screen will pop up asking if you are sure you would like to close reconciliation.
21. Make sure you are completely done with the page before selecting 'OK'.

Close Reconciliation ✕

You are about to close this reconciliation. Automatic inventory adjustments will be created for the appropriate line items and once closed, you will not be able to re-open.

Do you want to continue?

OK
Cancel

22. Once you select OK, the reconciliation page becomes read-only.
23. A green success message is displayed confirming your changes were saved.

Vaccine Inventory Reconciliation Cancel Links

✔ Success Reconciliation closed. ✕

Inventory Location: INV: LUCIA'S TYPE 3 IZ CLINIC

Description: *
DOSE TEST

Authorized By:
HIGHTOP, SHANNON (RN)

Status: *
CLOSED

Count Date: *
11/05/2019

Count Time: *
09:22 AM

Last Count Date/Time:
11/4/2019 1:49:00 PM

Last Order Date:
03/20/2019

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
CRIP					
1. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 56160-0825-52 • 33333 • 01/01/2020	Σ	10	0	✔	Action ▼
2. MMR (M-M-R II (0.5 mL x 10 vials)) MSD • 00006-4681-00 • 12345 • 12/31/2020	Σ	10	0	✔	Action ▼
3. Polio-IPV (IPOL (5.0 mL vial - 10 doses)) PMC • 49281-0860-10 • 123456789 • 12/31/2020	Σ	92	0	✔	Action ▼

Private