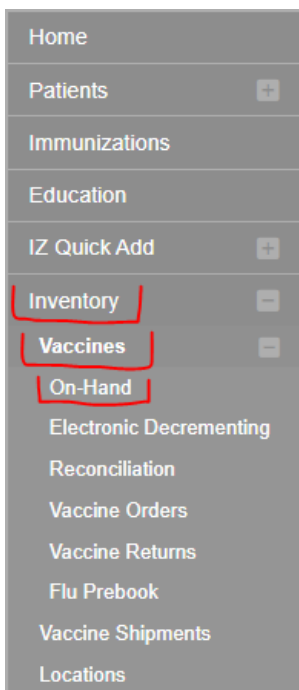




Vaccine Inventory Adjustment: Report Wastage

1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
3. Click Vaccines
4. Click On-Hand



5. If needed, filter the vaccine by Status – Depleted/Expired.
Column headers can be used to search for vaccine within the inventory.

On-Hand Inventory

Inventory Location	(ALL)	Status	DEPLETED/EXPIRED						
Vaccine	(ALL)	Funding Source	(ALL)						
Vaccine (Brand)		Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Clear Filters



6. Find the vaccine that has been wasted.
7. Click Action to see the available options

PCV13 (Pprevnar 13 (10 x 1 ayr))	PFR	00005-1971-02	AT5497	11/30/2021	VFC	0	?	Action ▾
PCV13 (Pprevnar 13 (10 x 1 ayr))	PFR	00005-1971-02	CY4777	08/31/2022	VFC	0		Edit
Polio-IPV (IPOL (5.0 mL vial - 10 doses))	PMC	49281-0860-10	P1F491M	11/30/2020	VFC	0		Adjustment
Polio-IPV (IPOL (5.0 mL vial - 10 doses))	PMC	49281-0860-10	P1F541M	12/07/2020	VFC	0		Transfer
Polio-IPV (IPOL (5.0 mL vial - 10 doses))	PMC	49281-0860-10	R1B252M	03/13/2021	VFC	0		Inquiry
								Transactions

8. Select Adjustment and continue on this screen:

Vaccine Inventory Adjustment i

Cancel

Create

Add

Date/Time *	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="HH:MM AM/PM"/> (HH:MM A/P)
Inventory Location *	INV: <input type="text"/>
Vaccine Mfg NDC *	PCV13 PFR 00005-1971-02
Lot Number *	AT5497
Expiration Date *	11/30/2021 <input type="text"/>
Funding Source *	VFC
Doses On-Hand *	0
Reason *	<input type="text"/>
Modification *	<input type="text"/>
Doses Adjusted *	<input type="text"/>
Container Id	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Clear"/>	

9. Enter the Date/Time
 - a. Enter the actual date on which the inventory was wasted.
 - b. Tip: double click to enter the current date and time.
10. Grey fields: *Inventory Location, Vaccine | Mfg | NDC, Lot Number, Expiration Date, Funding Source, Doses On-Hand* – are shown as read only.
11. Select Reason
 - a. When entering an adjustment for public vaccine, as COVID-19 vaccines, select a reason that is reportable to VTrckS and applicable to COVID-19 vaccines:
 - i. broken vial/syringe;



- ii. vaccine drawn into syringe but not admin;
- iii. lost or unaccounted for vaccine;
- iv. open vial but all doses not administered;
- v. VTrckS – Other.

DO NOT SELECT ANY “PRIVATE” REASONS FOR COVID-19 VACCINES

Add

Date/Time *	MM/DD/YYYY <input type="text"/> <input type="text"/> HH MM AM/PM (HH MM A/P)
Inventory Location *	INV: MUSKOGEE CHD
Vaccine Mfg NDC *	PCV13 PFR 00005-1971-02
Lot Number *	AT5497
Expiration Date *	11/30/2021 <input type="text"/>
Funding Source *	VFC
Doses On-Hand *	0
Reason *	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none">BROKEN VIAL/SYRINGEVACCINE DRAWN INTO SYRINGE BUT NOT ADMINLOST OR UNACCOUNTED FOR VACCINEVTRCKS - NON VACCINE PRODUCT (E.G. IG, HBIG, DIL)OPEN VIAL BUT ALL DOSES NOT ADMINISTEREDADD INITIAL INVENTORYAGGREGATE DOSES ADMINISTEREDEXTRAPRIVATE - BROKE VIALPRIVATE - EXPIREDPRIVATE - MIS-HANDLEDPRIVATE - OPTED OUT VACCINATIONSPRIVATE - OTHERPRIVATE - RECALLPRIVATE - RECONCILIATIONPRIVATE - UNACCOUNTEDPRIVATE - WASTEDVTRCKS - OTHER</div>
Modification *	
Doses Adjusted *	
Container Id	
Comments	

- 12. Enter the number of Doses to be adjusted.
- 13. Select Modification “Subtract” to make the corresponding adjustment.
- 14. Enter Comments related to the adjustment.
 - a. If you are able to discard vaccine by yourself, please enter this into the comment box.
 - b. You can add any other important details about this wastage.
- 15. Click the Create button.



16. Click the On-Hand menu item to return to the *Vaccine Inventory On-Hand* screen where you can verify the inventory was adjusted correctly.