Vaccine Inventory Adjustment: Adding a Dose
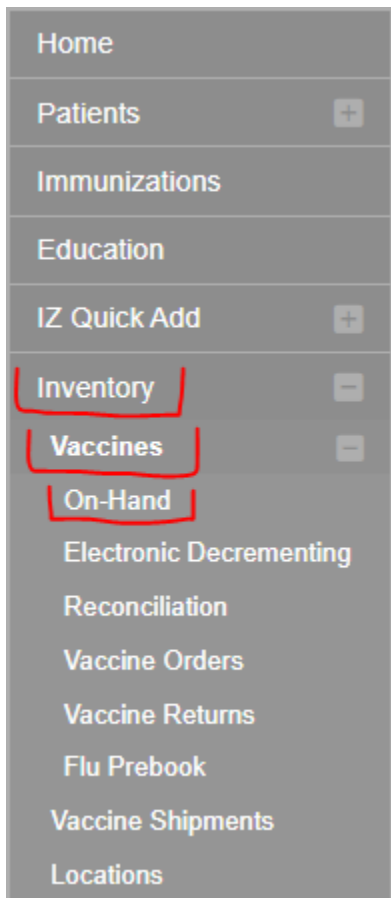
1. Login into system
   a. Make sure you are logged into the correct provider/clinic

2. Click Inventory

3. Click Vaccines

4. Click On-Hand

5. Find the vaccine that has an extra dose.

6. Click Action to see the available options

COVID-19 mRNA (MOD) *(Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))*	MOD	80777-0273-99	026B21A	05/06/2021	PAN	280	❓	🕐	Action ▾
COVID-19 mRNA (MOD) *(Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))*	MOD	80777-0273-99	026B21A	09/17/2021	PAN	20	❓		Action ▾
COVID-19 mRNA (PFR) *(Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV))*	PFR	59267-1000-02	EW0172	08/31/2021	PAN	12,870		Edit	
COVID-19 mRNA (PFR) *(Pfizer COVID-19 (195 x 6 (0.3mL/dose) MDV))*	PFR	59267-1000-02	EW0175	08/31/2021	PAN	52,650		Adjustment	

Edit
Adjustment
Transfer
Inquiry
Transactions

7. Select Adjustment and continue on this screen:

Vaccine Inventory Adjustment ⓘ

Cancel   Create

Add

Field	Value
Date/Time *	MM/DD/YYYY 📅 HH:MM AM/PM (HH:MM A/P)
Inventory Location *	INV: OSDH IMMUNIZATION SERVICE
Vaccine | Mfg | NDC *	COVID-19 MRNA (MOD) | MOD | 80777-0273-99
Lot Number *	026B21A
Expiration Date *	09/17/2021 📅
Funding Source *	PAN
Doses On-Hand *	20
Reason *	⌄
Modification *	⌄
Doses Adjusted *	
Container Id	
Comments *	

Clear

8. Enter the Date/Time
    a. Enter the actual date on which the inventory was added.
    b. Tip: double click to enter the current date and time.

9. Grey fields: *Inventory Location, Vaccine | Mfg | NDC, Lot Number, Expiration Date, Funding Source, Doses On-Hand* – are shown as read only.

10. 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. extra

DO NOT SELECT ANY "PRIVATE" REASONS FOR COVID-19 VACCINES

Add

Date/Time *	MM/DD/YYYY 🔲 HH:MM AM/PM (HH:MM A/P)
Inventory Location *	INV: OSDH IMMUNIZATION SERVICE
Vaccine | Mfg | NDC *	COVID-19 MRNA (MOD) | MOD | 80777-0273-99
Lot Number *	026B21A
Expiration Date *	09/17/2021 🔲
Funding Source *	PAN
Doses On-Hand *	20
Reason *	EXTRA
Modification *	ADD
Doses Adjusted *	1
Container Id	
Comments *	

Clear

11. Enter the number of Doses to be adjusted.

12. Select Modification "Add" to make the corresponding adjustment.

13. Enter Comments related to the adjustment.

14. Click the Create button.

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