



Vaccine Inventory Management (VIM) QuickGuide



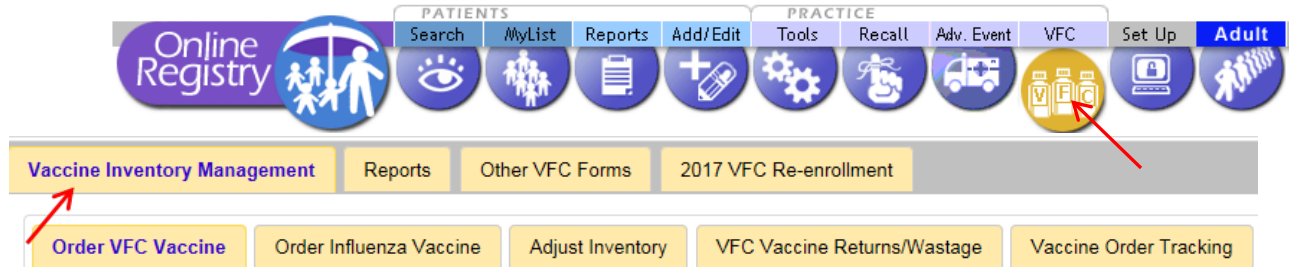
Phone: (347) 396-2400

www.nyc.gov/health/cir

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Getting Started

- **Log-in** to the Citywide Immunization Registry (CIR) at www.nyc.gov/health/cir.
- **Navigate** to the VFC Menu by clicking the VFC bubble



- Click the **Vaccine Inventory Management (VIM)** tab (default tab)

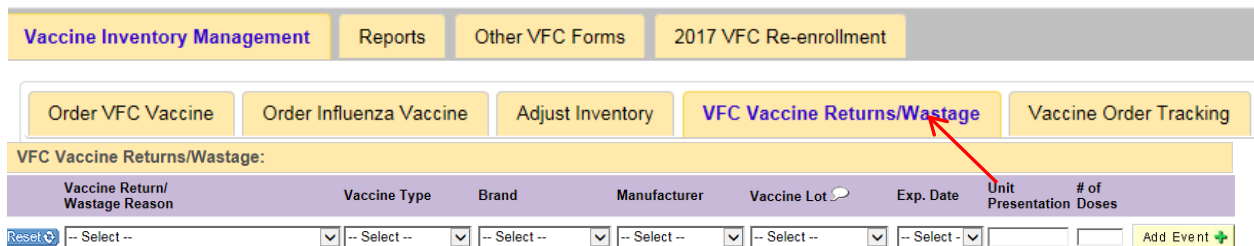
Order VFC Vaccine **Order VFC Vaccine tab**

There is now a new way to report and balance your vaccine inventory!

Six-step VFC Vaccine ordering:

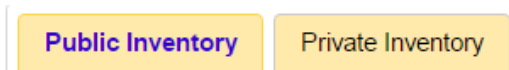
1. Review vaccine order history
2. Confirm Shipping and Refrigerator/Freezer information*
3. **Balance your VFC vaccine inventory*** NEW!
4. Enter VFC order quantities
5. Confirm order
6. Receive confirmation number

Reporting VFC vaccine Returns/Wastage (R/W) events (expired, spoiled or wasted vaccines) prior to ordering helps to ensure an accurate vaccine count when balancing your inventory.



- **Balance your VFC vaccine inventory**

On Step 3 of the ordering process, you will see your pre-populated VFC vaccine inventory under the **Public Inventory** tab.



- **Public Inventory** tab is for managing publicly funded (VFC) vaccine inventory
- **Private Inventory** tab is for managing privately purchased vaccine inventory

Steps to balancing your Public Inventory:

- VFC vaccine lots shipped to your site are displayed in the dashboard.
- a. **Count** your inventory and enter it in the *On-Hand Inventory* column.
- b. **Compare** the *On-Hand Inventory* column to *CIR Expected Inventory* column.

CIR Expected Inventory = VFC doses shipped - [VFC doses given + doses reported as R/W* + any other inventory adjustments]

*R/W= Returns/Wastage (expired, spoiled or wasted vaccines)

| Vaccine Type | Brand / Mfr | Lot# / Exp.Date | Presentation | CIR Expected Inventory | On-Hand Inventory | Difference | Adjust CIR Expected Inventory by Dose | | | Add / Remove Reason |
|--------------|-----------------|--------------------|--------------|------------------------|-------------------|------------|---------------------------------------|-----------------|------------------------|---------------------|
| | | | | | | | Adjust Direction | Adjust Quantity | Adjustment Reason | |
| VAR | Varivax Merck | M046926 11/28/2018 | SDV, 10-Pack | 45 | | 45 | | | -- Select an Option -- | + |
| MMR | M-M-R III Merck | L032181 08/25/2017 | SDV, 10-Pack | 100 | | 100 | | | -- Select an Option -- | + |
| Hib | PedvaxHIB Merck | L006545 11/16/2017 | SDV, 10-Pack | 49 | | 49 | | | -- Select an Option -- | + |


If there is a mismatch between the on-hand inventory and the CIR expected inventory:

- c. **Adjust** the *CIR Expected Inventory* column so that it matches *On-Hand Inventory* column.
 - Adjust the *CIR Expected Inventory* by selecting Decrease (-) or Increase (+) from the *Adjust Direction* column.
 - Enter the number of doses in the *Adjust Quantity* column, and select the reason for the adjustment from the drop-down menu in the *Adjustment Reason* column to account for discrepancies (e.g., a borrowing event, EMR reporting issue, etc.)
 - To add another reason for a dose of the same lot, or remove a previously added reason, use the + or - icon from the *Add/Remove Reason* column.
 - If applicable, you may add additional quantities and reasons for the same lot by clicking the "+" in the *Add/Remove Reason* column.
 - Once your inventory is balanced, the *Difference* column will be 0 and highlighted in green.

| Vaccine Type | Brand / Mfr | Lot# / Exp.Date | Presentation | CIR Expected Inventory | On-Hand Inventory | Difference | Adjust CIR Expected Inventory by Dose | | | Add / Remove Reason |
|--------------|-----------------|--------------------|--------------|------------------------|-------------------|------------|---------------------------------------|-----------------|--|---------------------|
| | | | | | | | Adjust Direction | Adjust Quantity | Adjustment Reason | |
| VAR | Varivax Merck | M046926 11/28/2018 | SDV, 10-Pack | 45 | | 45 | | | -- Select an Option -- | + |
| MMR | M-M-R III Merck | L032181 08/25/2017 | SDV, 10-Pack | 80 | 80 | 0 | Decrease(-) | 10 | EMR reporting issue | + |
| | | | | | | | Decrease(-) | 10 | Amount Received Different from Invoice | - |
| Hib | PedvaxHIB Merck | L006545 11/16/2017 | SDV, 10-Pack | 49 | | 49 | | | -- Select an Option -- | + |

- Once the *CIR Expected Inventory* is adjusted, the new number displayed in red.
- Once all vaccine dose accounting has been completed, click Save and Continue → to place your VFC order on the next screen.




When to use the Find & Add Lot button:


- If you do not see one or more of your vaccine lots in your VIM dashboard, click **Find & Add Lot** 
- In the box that appears, select the vaccine type, brand, lot, and the number of doses you would like to add.

Find and Add Lot for Public Inventory

- 1. Find a lot by making your selections below.
- 2. Enter the quantity of doses in your inventory for the lot.
- 3. Click the 'Add' button.
- 4. Click 'Reset' to clear selections or entries. Click 'Close' to return to the Adjust Inventory screen.

Note: If you are unable to find the lot number you are looking for, please call the CIR Hotline at 347-396-2400 for assistance.

| Type | Brand / Manufacturer | Lot Number/ Exp. Date | Presentation | Quantity | Reset | Add | Close |
|--------------|----------------------|-----------------------|--------------|----------|---|---|---|
| -- Select -- | -- Select -- | -- Select -- | -- Select -- | 0 |  |  |  |



- If the lot currently exists in your list, a message will appear in the dashboard stating: *"This lot already exists on the Adjust Inventory screen. To adjust the CIR Expected Inventory for this lot, click Close and use the Adjust CIR Expected Inventory by Dose fields on the Adjust Inventory screen."*
- If the lot does not exist in your list, it will be added to your list and highlighted in **yellow**.

| | | | | | | | | | |
|-------|-------------------|------------------|--------------------|----|--|----|--|--|------------------------|
| Hep A | Havrix(Smithkline | 2XE3A 06/16/2018 | 0.5ml SYR; 10-Pack | 24 | | 24 | | | -- Select an Option -- |
| Hep A | Havrix(Smithkline | 4LR45 11/30/2018 | 0.5ml SYR; 10-Pack | 10 | | 10 | | | -- Select an Option -- |

- Having trouble finding a lot that already exists? Try sorting your dashboard by **Vaccine Type**, **Brand/Manufacturer**, or **Lot Number/Expiration Date** to make finding your lots easier!

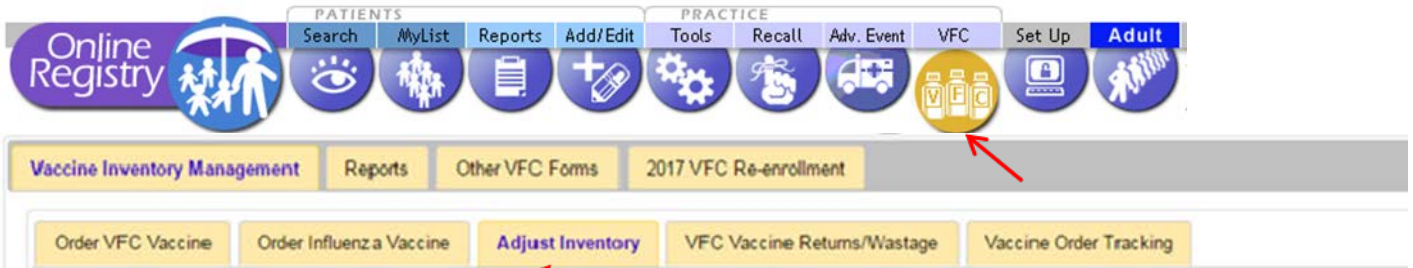
Adjust Inventory

Adjust Inventory tab

The **Adjust Inventory** tab allows you to adjust your *CIR Expected Inventory* at any time, even if you are not placing an order. Keeping you inventory current helps to save time and ensure an accurate vaccine count when balancing your inventory.

To reach the **Adjust Inventory** screen, click the VFC bubble, which defaults to the **Vaccine Inventory Management** tab, then choose the **Adjust Inventory** tab.

(**Adjust Inventory** continued on next page)



- Change your *CIR Expected Inventory* in between orders by selecting Decrease (-) or Increase (+) from the drop-down menu in the *Adjust Direction* column, entering the number of doses in the *Adjust Quantity* column, and selecting the reason for the adjustment from the drop-down menu in the *Adjustment Reason* column.
- Once the *CIR Expected Inventory* is adjusted, the new number displayed in **red**.
- When you are finished, click .

| | | | | | Adjust CIR Expected Inventory by Dose | | | |
|--------------|-----------------|--------------------|--------------|------------------------|---------------------------------------|-----------------|------------------------|---------------------|
| Vaccine Type | Brand / Mfr | Lot# / Exp.Date | Presentation | CIR Expected Inventory | Adjust Direction | Adjust Quantity | Adjustment Reason | Add / Remove Reason |
| VAR | Varivax Merck | M046926 11/28/2018 | SDV, 10-Pack | 40 | Decrease(-) | 5 | EMR reporting issue | + |
| MMR | M-M-R II Merck | L032181 08/25/2017 | SDV, 10-Pack | 100 | | | -- Select an Option -- | + |
| Hib | PedvaxHIB Merck | L006545 11/16/2017 | SDV, 10-Pack | 49 | | | -- Select an Option -- | + |

Visit Us Online!  nyc.gov/health/cir

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