Vaccine Inventory Management Guide

NYC Department of Health and Mental Hygiene
Bureau of Immunization
Overview

• Vaccine Inventory Management
  • Order VFC Vaccine
  • Adjust Inventory
• Reports
Vaccine Inventory Management (VIM)

- VIM is a new feature available for VFC providers
  - Under this new tab, providers can manage all aspects of their VFC vaccine inventory
    - Orders
    - Returns
    - Tracking
    - Reports
  - This tool allows for dose level accountability of VFC inventory
  - Providers now have the ability to reconcile their inventory using VIM
  - Doses of VFC vaccine are automatically decremented from your expected total when:
    - A dose is administered
    - A dose is returned or wasted
  - Other transactions can now be recorded to account for received VFC doses
    - If amount differs from invoice
    - Administrative errors
When the VFC icon is clicked, a new tab layout will be displayed.

**Notice the screen will default to the ‘Order VFC Vaccine’ tab**

**Vaccine Inventory Management NEW!**
- In addition to previously existing links, under the VIM tab there is:
  - Order VFC Vaccine- the screen defaults to this tab
  - Now houses an integrated VIM dashboard

**Adjust Inventory NEW!**
- Stand-alone VIM dashboard

**Stand-alone Reports NEW!**
- New, expanded reports functionality
Order VFC Vaccine

• Online VFC Vaccine Ordering and Management Tool
  • VFC vaccine ordering process is integrated into VIM
  • A stand-alone reconciliation page is available
    • Providers can balance their inventory between orders

• Once in the tool, ordering publicly-funded VFC vaccine is still a simple 6-step process:
  1. Review vaccine order history
  2. Confirm, enter or update the following information
     Shipping and storage details
     Refrigerator and freezer temperatures
     Storage used for VFC vaccines
  3. Balance your VFC vaccine inventory *NEW!* *
  4. Enter VFC order quantities
  5. Confirm order
  6. Receive confirmation number
Step 1: Review vaccine order history

- This screen appears when a provider places a VFC vaccine order.
- Providers can review 14 months of ordering information, see their recommended order frequency, and obtain the recommended date range for their next order.
Step 2: Confirm, enter or update: Shipping and storage details

<table>
<thead>
<tr>
<th>Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN: VFCCIR</td>
</tr>
<tr>
<td>Provider Name: CITY IMMUNIZATION REGISTRY</td>
</tr>
<tr>
<td>* VFC Primary Contact:</td>
</tr>
<tr>
<td>* Address: 2 GOTHAM 5TH FLOOR</td>
</tr>
<tr>
<td>* City/State/ZIP: LONG ISLAND CITY NY 11101</td>
</tr>
<tr>
<td>* Phone/Ext: (347) 396-2400</td>
</tr>
<tr>
<td>* Fax: (555) 555-5555</td>
</tr>
</tbody>
</table>

Note: most of the information will be pre-populated.

On this screen, providers may confirm, enter or update their shipping information.

Shipping Hours:
Shipping hours refer to the days/times when your facility can receive vaccine shipments. If the days/times below are incorrect, please update. Every day (Monday-Friday) must be accounted for (if there are no shipping hours for a day, please indicate the office is closed). Providers must be on site with appropriate staff to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours on that day.

<table>
<thead>
<tr>
<th>Day</th>
<th>First Open Interval</th>
<th>Second Open Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Office is closed/no deliveries</td>
<td>09 : 00 am ▼ ▼ 05 : 00 pm ▼ ▼</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Office is closed/no deliveries</td>
<td>09 : 15 am ▼ ▼ 12 : 00 pm ▼ ▼</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Office is closed/no deliveries</td>
<td>09 : 00 am ▼ ▼ 05 : 00 pm ▼ ▼</td>
</tr>
<tr>
<td>Thursday</td>
<td>Office is closed/no deliveries</td>
<td>08 : 00 am ▼ ▼ 12 : 00 pm ▼ ▼</td>
</tr>
<tr>
<td>Friday</td>
<td>Office is closed/no deliveries</td>
<td>09 : 00 am ▼ ▼ 05 : 00 pm ▼ ▼</td>
</tr>
</tbody>
</table>

Delivery Instructions (if applicable): Test Delivery Instructions

* Required
Step 2: Confirm, enter or update:
Refrigerator and freezer temperatures

- Entering a refrigeration unit type will populate the above Refrigerator/Freezer Information box in Step 2 of the online ordering tool.

- The provider has the option of changing the temperature unit in the drop down to either Fahrenheit or Celsius prior to inputting a temperature value. This will be the default unit next time a provider logs on.

- Providers will also be required to enter the percentage of space used to store VFC vaccine for each refrigerator/freezer unit selected.

Using the ‘Modify Refrigerator’ feature will allow providers to update or change the storage unit details.
Step 2: Confirm, enter or update: Storage used for VFC vaccines

<table>
<thead>
<tr>
<th>STAND-ALONE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REFRIGERATOR UNITS</strong></td>
</tr>
<tr>
<td>Regular Stand-Alone Refrigerator</td>
</tr>
<tr>
<td>The typical storage capacity of a single unit is 16.7 ft³. The storage capacity of your unit(s) may be different.</td>
</tr>
<tr>
<td>Stand-alone Pharmaceutical-Grade Refrigerator</td>
</tr>
<tr>
<td>The typical storage capacity of a single unit is 19.7 ft³. The storage capacity of your unit(s) may be different.</td>
</tr>
<tr>
<td>Commercial Stand Alone Refrigerator</td>
</tr>
<tr>
<td>The typical storage capacity of a single unit is 25.0 ft³. The storage capacity of your unit(s) may be different.</td>
</tr>
</tbody>
</table>

| **FREEZER UNITS** |
| Regular Stand-Alone Chest Freezer |
| The typical storage capacity of a single unit is 15.0 ft³. The storage capacity of your unit(s) may be different. |
| Stand-alone Pharmacy Grade Freezer |
| The typical storage capacity of a single unit is 3.9 ft³. The storage capacity of your unit(s) may be different. |
| Stand-Alone Freezer |
| The typical storage capacity of a single unit is 3.9 ft³. The storage capacity of your unit(s) may be different. |

- Modify Refrigerator section has a new layout
- Units are organized based on type
- Users can click on the ‘Add/Edit’ button to modify their storage unit
Step 2: Confirm, enter or update: Storage used for VFC vaccines

<table>
<thead>
<tr>
<th>Storage Unit: Regular Stand-alone Refrigerator 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit name:</strong> Test Unit</td>
</tr>
<tr>
<td><strong>Section of Unit Used:</strong> Refrigerator Only</td>
</tr>
<tr>
<td><strong>Estimated Refrigerator Capacity (ft³):</strong> 16.7</td>
</tr>
<tr>
<td><strong>Estimated Freezer Capacity (ft³):</strong> 0</td>
</tr>
<tr>
<td><strong>Storage Unit Brand:</strong></td>
</tr>
<tr>
<td><strong>Storage Unit Model Number:</strong> 123ABC</td>
</tr>
<tr>
<td><strong>Auto Defrost? (Freezer Only):</strong> No</td>
</tr>
<tr>
<td><strong>Thermometer Information:</strong></td>
</tr>
<tr>
<td>○ I have 1 thermometer with a dual probe in the refrigerator and freezer (entire unit used)</td>
</tr>
<tr>
<td>○ I have 2 separate thermometers, 1 in the refrigerator and 1 in the freezer (entire unit used)</td>
</tr>
<tr>
<td>○ I have 1 thermometer in the freezer (freezer only section used)</td>
</tr>
<tr>
<td>○ I have 1 thermometer in the refrigerator (refrigerator only section used)</td>
</tr>
<tr>
<td><strong>Refrigerator Thermometer:</strong></td>
</tr>
<tr>
<td><strong>Thermometer Brand:</strong> ThermBrand</td>
</tr>
<tr>
<td><strong>Thermometer Model Number:</strong> ABC123</td>
</tr>
<tr>
<td><strong>Calibration Expiration Date:</strong> 01/02/2023</td>
</tr>
</tbody>
</table>
Step 3: Balance your VFC vaccine inventory

* NEW! *

- Before balancing your inventory, click on the Returns and Wastage module link to account for any returned or wasted VFC vaccine doses
- A CIR Expected Inventory is calculated for each lot using the formula below:

\[
\text{CIR Expected Inventory} = \text{VFC doses} - [\text{doses given} + \text{doses reported as R/W} + \text{any other inventory adjustments}]
\]
Step 3: Balance your VFC vaccine inventory *NEW!*  

- Users can sort inventory by vaccine type, brand/manufacturer, or lot number/expiration date.
- Hover bubbles next to new terminology provides helpful tips to users while in VIM.
- Lot and expiration dates are color coded to help providers determine what lots to use first.

![Screen shot of VFC vaccine inventory interface showing columns for vaccine type, brand/manufacturer, lot number, expiration date, and options to adjust inventory.

Legend:
- Lots in RED are expired.
- Lots in BLUE will expire within 30 days.
- Differences shaded in GREEN indicate that all inventory for that lot is accounted for.

Adjust CIR Expected Inventory by Dose:

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand / Mfr</th>
<th>Lot# / Exp.Date</th>
<th>Presentation</th>
<th>CIR Expected Inventory</th>
<th>On-Hand Inventory</th>
<th>Difference</th>
<th>Adjust Direction</th>
<th>Adjust Quantity</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>GSK</td>
<td>L009213 03/17/2017</td>
<td>SDV, 10-Pack</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>MMR</td>
<td>M-M-R Ⅲ/Merck</td>
<td>L013429 07/21/2017</td>
<td>SDV, 10-Pack</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>HPV</td>
<td>Gardasil 9/Merck</td>
<td>L019270 08/18/2017</td>
<td>SDV, 10-Pack</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>VAR</td>
<td>Varivax/Merck</td>
<td>L020000 06/02/2017</td>
<td>SDV, 10-Pack</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>MMR</td>
<td>M-M-R Ⅲ/Merck</td>
<td>L024266 07/01/2017</td>
<td>SDV, 10-Pack</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>HPV</td>
<td>Gardasil 9/Merck</td>
<td>L026607 10/19/2017</td>
<td>SDV, 10-Pack</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>MMR</td>
<td>M-M-R Ⅲ/Merck</td>
<td>L037366 09/26/2017</td>
<td>SDV, 10-Pack</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
<tr>
<td>VAR</td>
<td>Varivax/Merck</td>
<td>L038132 10/01/2017</td>
<td>SDV, 10-Pack</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>Select an Option</td>
<td>10</td>
<td>Select an Option</td>
</tr>
</tbody>
</table>

Current CIR Expected Inventory Total: 5,997 | Current On-Hand Inventory Total: 0 | Difference: 5,997 (0%)

Your current inventory is only 0% reconciled. The CIR recommends that you further reconcile before proceeding. By submitting this inventory count, you confirm that you have physically counted VFC-supplied inventory on-hand and the count you are submitting is accurate and complete.
Step 3: Balance your VFC vaccine inventory * NEW! *

- Enter your On-Hand Inventory
  - Quantities in the Difference column will update accordingly
- Account for discrepancies between the CIR Expected Inventory and the On-Hand Inventory by:
  - Choosing an Adjust Direction, Adjust Quantity and Adjustment Reason
  - More than one reason can be selected to account for discrepant doses by clicking the Add Reason button
- Once all doses are reconciled, proceed to Step 4 of the Online Ordering Tool
Step 3: Balance your VFC vaccine inventory *NEW!*  

**Find & Add Lot**  
- If a provider has a lot on hand that is not displayed in the dashboard, they can use the Find and Add Lot functionality to add it to their inventory  
- Select the Type, Brand/Manufacturer, Lot #/Expiration Date, Presentation and Quantity  
  - Click the Add button for lot to appear on dashboard  
  - Click the Reset button to add additional lots
Step 3: Balance your VFC vaccine inventory * NEW! *

Find & Add Lot
- The new lot(s) will appear at the top of the dashboard
- If the lot already exists in your inventory, a pop-up will appear with further instructions
Step 4: Enter VFC order quantities

- Enter the order quantities for all VFC vaccines needed.
- If the vaccine total is less than the recommended amount, an error message will be displayed.
- Users will have the option to hit ‘OK’ to continue, or they may hit ‘Cancel’ and make appropriate changes to their order.

Note: The wording and color in the ‘Quantity Evaluation’ column changes depending on quantities entered in the ‘Order Quantity by Dose’ field.
Step 5: Confirm Order

- Review requested order quantities. If necessary, go back to edit order

Providers must check ‘I Agree’ to the agreement on the bottom left of the screen in order to continue.
Step 6: Receive confirmation number

• A confirmation number will be generated for all orders submitted.

• Details for the order processed will be displayed on this screen including shipping information, updated information, and order summary.

• A copy of the order will be emailed to the email address recorded in the system.

Thank you. Your order has been submitted. Your order will be reviewed by the Vaccine Management Unit. You will be notified if there are any changes required. Your order confirmation number is 104067.

This order was submitted by ______________ on 01/24/2017 at 11:07 AM. A copy of this order has been emailed to @HEALTH.NYC.GOV.

Your facility’s ordering frequency is Quarterly. The date for your next order is 04/01/2017 - 04/15/2017.

Your order details are below. Please print this page for your records.

Please e-mail nycimmunize@health.nyc.gov with your CIR facility code and/or VFC PIN if you have questions.
Private tab

Providers can now manage their *privately-purchased vaccines* in the Online Registry

- Click on the ‘Private Inventory’ tab
- Can manually enter and track purchased-vaccine data and quantities
- Especially useful for managing all vaccines in one place
- Use the ‘Find & Add Lot’ function to add lots to your Private dashboard
Adjust Inventory

- Located under the Vaccine Inventory Management tab
- This dashboard can be used to record vaccine transactions in-between orders
  - Users are not required to enter their On-hand Inventory when balancing VFC inventory
  - Functionality enables users to manage their vaccine transactions in real-time instead of waiting for their upcoming order date
  - Private inventory can also be managed from this tab
In addition to the Doses Administered and VFC Eligibility reports, VIM has expanded the Reports capacity to include 4 new reports:

- **Vaccine Transactions Report**
- **Aging Inventory Report**
- **Vaccine Returns/Wastages History Report**
- **Order/Inventory History Report**

Features include patient level data and customizable parameters.

Each report’s output includes a cover page that contains:

- Site information
- Parameters chosen
- Date

Report outputs are available as a webpage, excel document or PDF.
Vaccine Transaction Report

This report shows how unique lots were used. It can track vaccine activity over time. Users can customize their report by selecting any combination of the following:

- **Date range**
  - By selecting a period of time
  - By inputting a date range

- **Transaction types**
  - Can be filtered; users have the option to view:
    - All Transaction Types
    - Adjustment Reasons
    - System Generated Transactions
    - Inventory Errors

- **Vaccine Type**
- **Brand/Manufacturer**
- **Vaccine lot/Expiration date**
- **Unit presentation**

Transactions can be displayed for either Public or Private inventory- or both. Method of Entry (HL7, UPIF, Online Registry)

Patient-level detail is available for administered doses.
# Vaccine Transaction Report - Parameters

This report shows how unique vaccine lots were used. It can be used to track vaccine activity over time.

### Select Period
- 7 Days
- 30 Days
- 60 Days
- 90 Days
- Since Last Order

### or Date Range

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

### Transaction Types
- **All**
- **Adjustment Reasons**
  - Correction of Invalid Entry/Error
  - Unaccounted for in Provider Inventory
  - Replace borrowed Public dose
  - Replace borrowed Private dose
  - Amount Received Different from Invoice

- **System Generated Transaction Types**
  - Administered Dose
  - Borrowed Immunization Given
  - Replaced borrowed Public dose
  - Replaced borrowed Private dose
  - VFC Vaccine Return/Wastage

- **Inventory Errors**
  - Lot Not Matched
  - VFC Eligibility/Fund Type Not Verified

### Vaccine Type
- Select

### Brand/Manufacturer
- Select

### Vaccine Lot/Expiration Date
- Select

### Unit Presentation
- Select

### Display Transactions For
- Public Inventory ONLY
- Private Inventory ONLY
- Both Public and Private Inventory

### Show Patient Detail
- Method of Entry: All Methods
- Sort By: Date

### Output Format
- PDF

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*Citywide Immunization Registry*

*NYC Health*
Vaccine Transaction Report - Output

Citywide Immunization Registry
4209 28th Street
Long Island, NY 11101

Facility Code: 9009X01
VFC PIN: VFCCIR
Date Range: 9/1/2016 - 9/30/2016
Transaction Types:
- Added to Inventory
- Administered Dose
- Borrowed Immunization Given
- Deleted Dose
- Lot Not Matched
- Modified Dose
- Reconciled with On-Hand Inventory
- Removed from Inventory Tracking
- Replaced borrowed Private dose
- Replaced borrowed Public dose
- Shipment
- VFC Eligibility/Fund Type Not Verified
- VFC Vaccine Return/Wastage

Vaccine Type
Brand/Manufacturer
Lot#/Expiration Date
Unit Presentation
Displayed Transactions: Private, Public
Methods of Entry
# Vaccine Transaction Report - Output

## Vaccine Transactions (9/1/2016 - 9/30/2016)

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Unit</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4316AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td>03/15/2015</td>
<td>1</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td>05/15/2015</td>
<td>1</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount Received Different from Invoice: 4 doses, $0.00

## Borrowed Immunization Given

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Unit</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0679AE 04/02/2014</td>
<td>SDV; 10-Pack</td>
<td>04/02/2014</td>
<td>0</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/02/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0183AE 01/18/2014</td>
<td>SDV; 10-Pack</td>
<td>01/18/2014</td>
<td>0</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/10/2016</td>
<td>FLU</td>
<td>Fluzone / SANOFI PASTEUR</td>
<td>U4527AA 06/30/2013</td>
<td>0.25ml SYR, 10-Pack</td>
<td>06/30/2013</td>
<td>0</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Borrowed Immunization Given: 0 doses, $0.00

## Correction of Invalid Entry/Error

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Unit</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4056AA 09/08/2014</td>
<td>SDV; 10-Pack</td>
<td>09/08/2014</td>
<td>3</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4316AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td>03/15/2015</td>
<td>1</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td>05/15/2015</td>
<td>1</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Correction of Invalid Entry/Error: 0 doses, $0.00

## Expiration reported by Provider

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Unit</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GLAXSMITHKLINE</td>
<td>AC218253AA 04/24/2012</td>
<td>0.5ml SYR, 5-Pack</td>
<td>04/24/2012</td>
<td>1</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0005AE 12/16/2013</td>
<td>SDV; 10-Pack</td>
<td>12/16/2013</td>
<td>10</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>Tripedia / SANOFI PASTEUR</td>
<td>U32821AA 03/14/2012</td>
<td>SDV; 10-Pack</td>
<td>03/14/2012</td>
<td>40</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MCV4</td>
<td>Menactra (9 Moc - 55 Yrs of Age) / SANOFI PASTEUR</td>
<td>U2102AA 04/04/2011</td>
<td>SDV; 5-Pack</td>
<td>04/04/2011</td>
<td>90</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expiration reported by Provider: 131 doses, $0.00
Patient level data includes:
- CIR ID
- Name
- DOB
- VFC Eligibility
- Immunization date
- Method of Entry
Aging Inventory Report - Parameters

This report captures vaccines expiring within 30, 60 or 90 days
  • Users can specify by vaccine type
Aging Inventory Report - Output

Citywide Immunization Registry
4209 28th Street
Long Island, NY 11101

Facility Code: 9009X01
VFC PIN: VFCCIR
Expiration Date Range: 11/15/2016 - 2/1/2017
Vaccine Type: 

# Aging Inventory Report - Output

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>CIR Expected Inventory</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>Infanrix / GLAXOSMITHKLINE</td>
<td>DRJ1234 11/30/2016</td>
<td>0.5mL SYR; 5-Pack</td>
<td>10</td>
<td>Private</td>
</tr>
<tr>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / SANOFI PASTEUR</td>
<td>POL0987 12/15/2016</td>
<td>0.25ml SYR; 10-Pack</td>
<td>10</td>
<td>Private</td>
</tr>
<tr>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>DRJ3456 12/28/2016</td>
<td>SDV; 10-Pack</td>
<td>10</td>
<td>Private</td>
</tr>
</tbody>
</table>
Vaccine Returns/Wastages History Report

This report summarizes vaccine returns and wastages submitted to the CIR

Users can customize their report by:
• Inputting a date range
• Selecting:
  • Vaccine Type
  • Brand/Manufacturer
  • Vaccine Lot/Expiration Date
  • Unit Presentation
  • Vaccine Return/Wastage Reason
    • Broken vial/syringe
    • Expired vaccine
    • Improper storage upon receipt
    • Lost or unaccounted for vaccine
    • Natural disaster
    • Opened multi-dose vial
    • Other vaccine return
    • Other wastage (non-refundable)
• Power outage
• Recall
• Refrigerator too cold
• Refrigerator too warm
• Refrigerator/Mechanical failure
• Transferred between providers in viable state
• Vaccine drawn into syringe but not administered
This report shows a summary of vaccine returns/wastage reports that were submitted into the system.

Transaction Date:
(mm/dd/yyyy)

From: [Input]
To: [Input]

Vaccine Type: [Select]
Brand/Manufacturer: [Select]
Vaccine Lot/Expiration Date: [Select]
Unit Presentation: [Select]

Vaccine Return/Wastage Reason: [Select]

Output Format: PDF

[Clear] [Run Report]
Vaccine Returns/Wastages History Report-Output

Citywide Immunization Registry
4209 28th Street
Long Island, NY 11101

Facility Code: 9009X01
VFC PIN: VFCCIR
Date Range: 9/1/2016 - 12/31/2016
Vaccine Type
Brand/Manufacturer
Lot#/Expiration Date
Unit Presentation

Returns / Wastage Reason: Power Outage
# Vaccine Returns/Wastages History Report - Output

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Returns/Wastage Reason</th>
<th>Doses</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GLAXOSMITHKLINE</td>
<td>AC21B254AA 04/24/2012</td>
<td>0.5ml SYR; 5-Pack</td>
<td>Expiration reported by Provider</td>
<td>1</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4050AA 09/08/2014</td>
<td>SDV; 10-Pack</td>
<td>Power outage</td>
<td>12</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>Tripedia / SANOFI PASTEUR</td>
<td>U3282BA 03/14/2012</td>
<td>SDV; 10-Pack</td>
<td>Improper storage upon receipt</td>
<td>40</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0009AE 12/16/2013</td>
<td>SDV; 10-Pack</td>
<td>Expired vaccine &gt; 6 months</td>
<td>10</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MCV4</td>
<td>Menactra (9 Mos - 55 Yrs of Age) / SANOFI PASTEUR</td>
<td>U3102AA 04/06/2011</td>
<td>SDV; 5-Pack</td>
<td>Lost or unaccounted for vaccine</td>
<td>80</td>
<td>Public</td>
</tr>
</tbody>
</table>

Sum of Doses Returned / Wasted: 143

Generated on 11/28/2016 10:07 AM by M. Suralik
Order/Inventory History Report

This report summarizes orders processed and inventories submitted

Example: inventories submitted in Integrated Balance Inventory screen

Users can customize this report by
• Entering the transaction date/range
• Selecting the Order ID

Users can also select to view the Inventory details for the selected Order ID
This function allows providers to see:
• Lot number/expiration date for all vaccine types in the order
• Quantity remaining for each lot
Order/Inventory History Report - Parameters

- Doses Administered
- VFC Eligibility Report
- Vaccine Transactions Report
- Aging Inventory Report
- Vaccine Returns/Wastages History

The report shows the inventories submitted and orders that have been processed. This report will display shipped orders only.

Transaction Date:
(mm/dd/yyyy)

From: / / 
To: / / 

Order ID: -- Select -- ▼

View Inventory Details

Output Format: PDF ▼

Clear ▼ Run Report

Citywide Immunization Registry

NYC Health
Users can specify if they would like to view Order Detail
## Order/Inventory History Report - Output

### Without Order Detail

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Unit Presentation</th>
<th>On Hand Quantity</th>
<th>Doses Recommended</th>
<th>Doses Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>0</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>3</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.6mL (10 doses)</td>
<td>23</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1719</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>60</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1720</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1-dose vial with diluent, 0.5mL (10x1 vial/pkg)</td>
<td>120</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>80</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1-dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>39</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>44</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1721</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.6mL (10 doses)</td>
<td>56</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1721</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>310</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1721</td>
<td>MCV4</td>
<td>Menactra (9 Mos - 55 Yrs of Age) / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (5x1 vial/pkg)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1721</td>
<td>MCV1</td>
<td>Menevo (2 Mos - 55 Yrs of Age) / Novartiv</td>
<td>1-dose vial, 0.5mL (6x1 vial/pkg)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1722</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>42</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>1722</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.6mL (10 doses)</td>
<td>40</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1722</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>180</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>1722</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1-dose vial with diluent, 0.5mL (10x1 vial/pkg)</td>
<td>69</td>
<td>0</td>
<td>20</td>
</tr>
</tbody>
</table>
## Order/Inventory History Report - Output

With Order Detail

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Unit Presentation</th>
<th>On Hand Quantity</th>
<th>Doses Recommended</th>
<th>Doses Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1 dose vial, 0.5mL (10x1 vials/pack)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1 dose syringe, 0.5mL (10x1 syringe/pack)</td>
<td>22</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1 dose syringe, 0.5mL (10x1 syringe/pack)</td>
<td>22</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 1.0mL (10 doses)</td>
<td>23</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1 dose syringe, 0.5mL (10x1 syringe/pack)</td>
<td>23</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1719</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1 dose vial, 0.5mL (10x1 vials/pack)</td>
<td>60</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1 dose vial with diluent, 0.5mL (10x1 vials/pack)</td>
<td>120</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1 dose vial, 0.5mL (10x1 vials/pack)</td>
<td>60</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1 dose vial, 0.5mL (10x1 vials/pack)</td>
<td>39</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
Questions?

If you have questions regarding Vaccine Inventory Management or the new Reports feature, please email us at:

nycimmunize@health.nyc.gov