



New Mexico Immunization Information System



INVENTORY TRAINING II Reconciliations PARTICIPANT GUIDE

2018 State of New Mexico Department of Health Infectious Disease Bureau. NMSIIS

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Welcome

This course will cover part 1 of the inventory module. The inventory reconciliation feature in NMSIIS provides a spreadsheet-based view to assist in the process of reconciling the inventory transactions in the system with the actual inventory that is on hand in your refrigerator. As inventory is added, adjusted, administered, and transferred, the system has tools and resources available to summarizes this data.

Reconciliations should be completed on a monthly basis



Once all required trainings and quizzes have been completed, you can request your login credentials that include your user name, a temporary password and a link to the information registry.

<u>Because the security of patient information must be maintained, users must not share login</u> <u>credentials.</u>





Learning Objectives

By the end of this course, you should be able to:

- Review the Vaccines added but not administered report.
- Add Reconciliation
- Print reconciliation worksheet
- Complete an inventory reconciliation.



Vaccines Added But Not Administered

Before you begin a reconciliation, there are some certain parameters that must be met to ensure a complete and successful reconciliation can be performed.

Ensure that all administered doses, adjustments and returns have been completed. Begin by running the "Vaccines Added but not Administered" report, this report generates a list of patients with vaccinations that have been added but not administered.

In NMSIIS Go to reports>vaccines added but not administered.

Vaccines Added but not Administered	
Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.	6
Report Selection Criteria	
Provider/Clinic : ACME HOSPITAL, ACME - SANTA FE	
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Provider/Clinic : ACME HOSPITAL, ACME - SANTA FE	
SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN,	OR CLINIC CODE
Clinic County	_
\checkmark	•
Vaccination Date Range *	
From: MM/DD/YYYY	
Output Type PDF EXTRACT - Delimiter:	
	Run Report Cancel

Any patients on this report will need to be looked at and either complete the administration of the vaccine or delete the vaccine.

NEW MEXICO	New Mexi	co State Immur (NM Vaccines Added b	nization Info MSIIS) but not Admin	rmatior istered	n System		July 10, 2018
Provider = ACME HOSPITAL, Clinic = ACME - SANTA	FE, County = SANTA FE, Vaccina	ation Date From = 01/01/2018, V	accination Date Through	= 07/10/2018			
			-				
Patient	DOB	Vaccination	Dose	Clinic	Date	Age	Created By
MATTEO, ADAMS (11780)	10/01/2017	Hep B, ped/adol	1	4000	07/01/2018	0Y 9M 0D	
		Hib (PRP-T)	1	4000	07/01/2018	0Y 9M 0D	
		Polio-IPV	1	4000	07/01/2018	0Y 9M 0D	



Reconciliation

Once all administered vaccines, adjustments or returns have been entered for the day you can proceed to take a physical count of the vaccines in your refrigerator or freezer. On the Vaccine Inventory Reconciliation screen, you may see warning messages regarding a pending inventory transfer. This message will appear for each Inventory location associated to your clinic.

If the transfer does not pertain to your immediate inventory location, you can disregard this warning. However, if the transfer pertains to your immediate inventory location you will need to process the transfer prior to closing your reconciliation.

The reconciliation end date must be identical to the date your physical count is taken.

by completing the previous steps, we begin the reconciliation. select the inventory module and expand vaccines. Select Reconciliation.

arch Criteria		
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Previous Criteria	Clear	Search

To create a new reconciliation, begin by clicking the "Add Reconciliation" button.

If you have multiple inventory locations, you will need to complete a reconciliation for each location.



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Inventory Training II Reconciliations - Participant Guide

The description should contain the month or time frame that the reconciliation is for.

Inventory Location *			
ACME- ABQ INV			~
Description *			
APRIL-MAY 2018			
Authorized By			
SMITH, JOHN ()			▶ 🛉
Status:			
OPEN			~
Begin Date		End Date *	
04/27/2018	i	05/31/2018	i



If you are doing the first recon for an inventory location, then your beginning column might all be zero.

The received column reflects all inventory that was initially added, ordered and delivered or was received as a transfer within the time frame.

The administered column represents all doses that were administered for the period. Other uses will represent vaccine adjustments, clicking on the field will show the adjustment type.

Transferred. A count of all doses transferred in or out of the inventory location during the reconciliation date range. This field is read-only and is automatically calculated by the system. Returned/Expired/Recalled. A count of all doses returned, expired, or wasted during the reconciliation period. This includes all doses returned through VTrckS as well as all doses removed from inventory on-hand with adjustment reasons of returned, expired, or recalled. This field is read-only and is automatically calculated by the system.

Wasted. A count of all doses wasted (through inventory adjustment transactions) during the reconciliation date range.

Inventory Unaccounted. A count of adjustments entered as Reconciliation Inventory Adjustment, Extra, or are automatic adjustments made by the system during the reconciliation period.

Inventory Difference +/-. A calculation of the difference between ending inventory and the number of doses documented in the system in one of the above categories per line item. Ending Inventory. Editable field where the user will enter the actual number of doses on hand for each inventory line item.

At any point while entering the values, the user may click the Update button at the top of the screen to save the entries and to recalculate the value in the Inventory Difference +/- field.

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Vaccine Inventory Reconciliation Worksheet

Selecting the Links button will allow to open and print the Vaccine Inventory Reconciliation Worksheet.

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On this sheet you can write your ending inventory from your refrigerator or freezer The worksheet is a great tool to ensure proper capture of the actual ending inventory. Beware that any transposing or miscounts can have a negative impact on the reconciliation. Back in the registry you can enter the ending inventory from the worksheet on to the ending column of the reconciliation.

Clicking the update button at any time will save the information and recalculate the value in the Inventory Difference +/- field without closing the reconciliation.

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If the difference column shows zeros for all vaccines you can proceed to close your reconciliation. To close your reconciliation, change the status to closed and click update. However, if there are values in the difference column that vaccine will need to be accounted for. The system will not allow you to close the reconciliation until all differences have been adjusted.

It is extremely important that you do not count expired vaccine in your ending inventory. Expired vaccine should be returned as soon as the vaccine is expired.



If your sites EHR/EMR automatically sends administered doses via data exchange, then the administered column will be editable.

For these inventory locations you will need to enter the doses administered as well as the ending inventory.

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	Inventory By Doses Beginning 917 ADULT 1 - Hop A, adult (Hav 10 2 - Hop B, adult (Eng 13	Received rix (1 mL x 10 vials)) SKB + 5816 0 erix B (1 mL x 10 vials)) SKB + 5 0	Aggregate Administered 80-0626-11 • SSR75 • 12/19/2019 @ -4 -4 -4 -556957 • 10/11/2019 @	Other Uses	Unaccounted 0	Difference (+i-) D	Ending 6	Reports	•	Â
	Inventory By Doses Beginning 317 ADULT 1 - Hep A, adult (Hav 10 2 - Hep B, adult (Eng 13	Received nix (1 mL x 10 vials)) SKB +5816 0 enix B (1 mL x 10 vials)) SKB +5 0	Aggregate Administered 80-0028-11 • SSR75 • 12/19/2019 @ -4 -4 8160-0021-11 • KGSYT • 10/11/2019 @ -2	Other Uses	Unaccounted 0	Difference (+f-) 0	Ending 6 11	Reports	•	Â
	Inventory By Doses Beginning 317 ADDL 1 1 - Hop A, adult (Hav 10 2 - Hop B, adult (Eng 13 3 - HopA/B (TWINRUX	Received tix (1 mL x 10 viales) SKB + 5816 0 anx B (1 mL x 10 viales) SKB + 5 0) (Twinkx (1 m x 10 syri) SKB	Aggregate Administered 60-0626-11 - SSR75 + 12/19/2019 @ -4 -4 -4 -4 -4 -2 -55160-0815-52 - 275Y2 - 03152020	Other Uses	Unaccounted	Difference (+f.) 0 0	Ending 6 11	Reports	•	Â
s sts 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Inventory By Doses Beginning <u>377 ADR.17</u> 1 - Hep A, adult (Har 10 2 - Hep B, adult (En 13 3 - HepA/B (TWINRIX 5	Received nix (1 mLx 10 viales)) SKB + 5816 0 anne B (1 mLx 10 viales)) SKB + 5 0) (Twinix (1 mLx 10 syr)) SKB 0) (Twinix (1 mLx 10 syr)) SKB	Aggregate Administered 58-0626-11 • 5587/5 • 12/19/2019 @ -4 -4 -4 -4 -58160-081562 • 27572 • 0315/2020 -1	Other Uses	Unaccounted 0 0 0	Difference (+4) 0 0 0	Ending 6 11	Reports Reports Reports		
ts	Inventory By Doses Beginning 377 ARM 1 1 - Hep A, adult (Har 10 2 - Hep B, adult (Har 13 3 - HepAVB (TWINRIX 5 4 - HepAVB (TWINRIX	Received nix (1 mL, x 10 viale)) SKB + 5816 0 a anx B (1 mL, x 10 viale)) SKB + 5 0 (Twink (1 mL x 10 vyr)) (1 mL x 10 vyr)) SKB - 5 0 (Twink (1 mL x 10 vyr))	Aggregate Administered 80-0026-11 - 55875 - 12/19/2019 @ 4 4 4 4 4 4 4 4 4 4 4 4 4	Other Uses	Unaccounted 0 0	Difference (+-) D D	Ending 6 11 4	Reports Reports	2	^
ts	Inventory By Doses Beginning 317 ADUX 1 - Hep A, aduki (Har 10 2 - Hep B, aduki (Eng 13 3 - HepA/B (TWINRIX 5 4 - HepA/B (TWINRIX 0	Received rix (1 mL, x 10 viale)) SKB + 5816 0 erv B (1 mL, x 10 viale)) SKB + 5 0 (1 mirrix (1 mL, x 10 syri)) SKB 0 (1 mirrix (1 mL, x 10 syri)) SKB 10	Aggregate Administered 60-0826-11 • 55875 • 12/19/2019 @ -4 -4 -8160-0816-62 • 27572 • 10/11/2019 @ -58160-0816-62 • 27572 • 00/15/2020 -1 • 59160-0816-62 • 3/HG77 • 07/03/2020 0	Other Uses	Unaccounted 0 0 0	Difference (+-) 0 0 0	Ending 6 11 4	Reports Reports Reports Reports		
ts	Inventory By Doses Beginning 397 AVINIT 1 – Hep A, adult (Har 10 2 – Hep A, adult (Har 13 3 – HepA/B (TWINRIX 5 4 – HepA/B (TWINRIX 0 5 – HPV9 (Gardsalf 9	Received 0 0 0 enx B (1 mL x 10 viale)) SKB + 5016 0 0 (1 mL x 10 viale)) SKB + 5016 0 0 (1 mL x 10 viale)) SKB + 5016 0 0 (1 mL x 10 viale)) SKB + 5016 0 0 (1 mL x 10 viale) SKB + 5016 0 0 (1 mL x 10 viale) SKB + 5016 0 0 (5 mL x 10 viale)) MSD + 00000 0	Aggregate Administered 80-0826-11 • SSR75 • 12/19/2019 @ 4 48166-0821-11 • KG997 • 10/11/2019 @ - 58166-0815-52 • 27592 • 0/15/2020 - 1 - 58166-0815-52 • 3HG77 • 07/03/2020 0 6-4119-03 • M22952 • 0/01/42/2020 @	Other Uses	Unaccounted 0 0 0	Difference (+/-) 0 0 0	Ending 6 11 4	Reports Reports Reports		
ts	Inventory By Doses Beginning <u>977 ARUT</u> 1 - Hop A, edult (Han 10 2 - Hop A, edult (Han 13 3 - HopA/B (TWINRIX 5 4 - HopA/B (TWINRIX 0 5 6	Received 0	Aggregate Administered 80.0252-11 - 5587/5 - 12/19/2019 @ 4 4 8160-0815-22 - 27572 - 03115/2020 -1 -1 -58160-0815-52 - 27572 - 03115/2020 0 6 6-4119-03 - N022952 - 06114/2020 @	Other Uses	Unaccounted 0 0 0	D##rence (+4)	Ending 6 11 4 10	Reports Reports Reports Reports		
ts	Inventory By Doses Beginning 377 AULT 1 - Hep A, adult (Har 10 2 - Hep B, adult (Har 13 3 - HepA/B (TWINRIX 5 4 - HepA/B (TWINRIX 0 5 - HPV9 (Gardasi 9 6	Received nix (1 mL, x 10 viale)) SKB + 5816 0 anx B (1 mL, x 10 viale)) anx B (1 mL, x 10 viale)) SKB + 5 0 (Twink (1 mL x 10 vyr)) 10 (Twink (1 mL x 10 vyr)) 0 (Twink (1 mL x 10 vyr)) 0 (Twink (1 mL x 10 vyr)) 0 (Twink (1 mL x 10 vyr))	Aggregate Administered 80-0026-11 - 55875 - 12/19/2019 @ 4 4 4 4 4 4 4 4 4 4 4 4 4	Other Uses	Unaccounted 0 0 0 0	Difference (+-)	Ending 6 11 4 10 3	Reports Reports Reports Reports Reports		
a atta a a a a a a a a a a a a a a a a	Inventory By Doses Beginning 37 AUALT 1 - Hep A, adult (Har 10 2 - Hep B, adult (Eng 5 3 - HepA/B (TWINRIX 5 4 - HepA/B (TWINRIX 5 5 5 - HPV9 (Sardsal 9 6 5 - HPV9 (Sardsal 9 6	Received o 0 enx B (1 mLx 10 vials)) SKB + 5016 0 enx B (1 mLx 10 vials)) SKB - 5 0) (Twinrix (1 mLx 10 vir)) SKB - 5 0) (Twinrix (1 mLx 10 vir)) SKB - 5 0 0 0 0 (1 mLx 10 vir)) SKB - 5000 0 (0 5 mLX 10 vir)) MSD + 0000 0 (P (Fluarry wind p free)) SKB - 61 0	Aggregate Administered 80-0026-11 • SSR75 • 12/19/2019 @ -4 -4 -4 -4 -2 -58160-0051-52 • 275Y2 • 03/15/2020 -1 -58160-0057 • 07/03/2020 0 -4 -58160-0057 • 07/12/03/2020 0 -3 -3 -3 -3 -3 -3 -3 -3 -3 -3	Other Uses	Unaccounted 0 0 0 0	Difference (+-)	Ending 6 11 4 10 3	Reports Reports Reports Reports		
ts 1 1 1 1 1 1 1 1 1 1 1 1 1	Inventory By Doses Beginning <u>977 Abut</u> 1 - Hep A, adult (Har 10 2 - Hep B, adult (En 13 3 - HepA/B (TWINRIX 5 4 - HepA/B (TWINRIX 0 5 - HPV9 (Gardaul 9 6 6 - Influenza Quad In 360	Received nix (1 mL x 10 viale)) SKB + 5016 0 anne B (1 mL x 10 viale)) SKB + 5 0 (1 winks, 10 viale)) SKB + 5 0 (1 winks, 10 viale)) SKB + 5 0 (1 winks, 11 mL x 10 syri)) SKB + 5 0 (1 winks, 11 mL x 10 syri)) SKB + 10 0 (1 winks, 11 mL x 10 syri)) SKB + 0000 0 0 (1 winks, 11 winks)) MSD + 00000 0 (1 winks, 10 winks)) MSD + 00000 0 (1 winks, 10 winks)) MSD + 00000 0	Aggregate Administered 4 4 4 4 4 4 4 4 4 4 4 4 4	Other Uses	Unaccounted 0 0 0 0 0 0	D##renca (+/-)	Ending 6 11 4 10 3 300	Reports Reports Reports Reports Reports		

This concludes this portion of the inventory module.



Additional Resources

NMSIIS Online Help Guide

NMSIIS Immunization Program Overview

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_ _GUID=30c7a3c9-6c23-e611-8136-001dd80017be

NMSIIS Quick Reference Guide - Standard User

https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_ ______GUID=44b08324-8a47-e611-8136-001dd8001407_

NMSIIS Policies and Procedures

https://nmhealth.org/publication/view/help/929/

