Immunization Inventory Reconciliation Training Steps

IMPORTANT CONCEPTS

■ **VERY IMPORTANT!** Your reconciliation should be completed at the end of the workday after all immunizations have been given and entered into NMSIIS or at the beginning of the workday.

FOR EXAMPLE:

Reconcile at the END of the workday

At the end of your workday perform the following:

➢ Ensure all vaccines administered are entered into NMSIIS with all necessary adjustments for wasted doses, broken vials, expired vaccine, etc.

➢ Run reconciliation report and perform an on-hand physical inventory count. The end date for the reconciliation report will be the same date you run the report.

Example: If you run the report on 06/15/16, your reconciliation end date will be 06/15/16.

NOTE: Please ensure any pending vaccine transfers or shipments have been received and have been added to the system prior to creating your reconciliation.

Reconcile at the BEGINING of the workday

At the beginning of your workday perform the following:

➢ Run reconciliation report and perform an oh-hand physical inventory count. The end date for the reconciliation will be the day before.

Example: If you run the report on 06/15/16, your reconciliation end date will be 06/14/16.

NOTE: Please ensure any pending vaccine transfers or shipments have been received and have been added to the system prior to creating your reconciliation.

1. Vaccines Added but not Administered
2. Documentation in NMSIIS
3. Verify Reconciliation Reports
4. Start/Run Reconciliation Report
5. Review Reconciliation Worksheet
6. Managing Inventory Adjustments
7. Closing Reconciliation

STEP ONE

**"Vaccines Added but not Administered"
Report**

STEP ONE

Vaccines Added but not Administered Report

1. **Click on "Reports"**
2. **Find the Report Section: Data Quality – User**
3. **Vaccines Added but not Administered"**

Quick Tip:
For easier Reconciliation, it may be helpful to run the "Vaccines Added but not Administered Report" weekly to assist with inventory counts.

Only the fields in **bold** are required – This VABNA report will need to correspond to the dates that you want to run your reconciliation for.

Example: Run a reconciliation for 7/1/16 -7/15/16. Use the same dates in the VABNA report criteria section. You may choose a PDF output Type or a Extract-Delimiter type, OR enter a comma **(,)** in the box, and it will produce an Excel spreadsheet.

NOTE: Ensure your Provider/Clinic matches your physical location or the location for which you are running the reconciliation and the VABNA report.

Report Selection Criteria

Provider *
ALBUQUERQUE FAMILY HEALTH CENTER ▼

Clinic *
ALBUQUERQUE FAMILY HEALTH CENTER ▼

Clinic County
▼

Vaccination Date Range *

From: 07/01/2015 📅   Through: 07/26/2016 📅

Output Type ○ PDF ● EXTRACT - Delimiter: [,]

Run Report   Cancel

STEP ONE (CONTINUED)
Vaccines Added but not Administered Report
REPORT OUTPUT

PDF EXAMPLE:

NEW MEXICO DEPARTMENT OF HEALTH

New Mexico State Immunization Information System (NMSIIS)
Vaccines Added but not Administered

July 26, 2016

Provider = ALBUQUERQUE FAMILY HEALTH CENTER, Clinic = ALBUQUERQUE FAMILY HEALTH CENTER, Vaccination Date From = 07/01/2015, Vaccination Date Through = 07/26/2016

Patient	DOB	Vaccination	Dose	Clinic	Date	Age	Created By
HELLO, KITTY (6062)	02/23/2010	DTaP	1	AFHC964	07/05/2016	6Y 4M 12D	FELICIA MARTINEZ
		Hep A, ped/adol, 2D	1	AFHC964	07/05/2016	6Y 4M 12D	FELICIA MARTINEZ
		Hep B, ped/adol	3	AFHC964	07/05/2016	6Y 4M 12D	FELICIA MARTINEZ
		MMR	1	AFHC964	07/05/2016	6Y 4M 12D	FELICIA MARTINEZ
		Polio-IPV	1	AFHC964	07/05/2016	6Y 4M 12D	FELICIA MARTINEZ

STEP ONE (CONTINUED)
Vaccines Added but not Administered Report

REPORT OUTPUT

EXCEL EXAMPLE:

This is using the Extract-Delimiter with a comma , EXTRACT - Delimiter: [,]

Patient ID	First Name	Middle Name	Last Name	DOB	Age	Vaccination	Vaccination	Dose Number	Clinic ID	Clinic Code	Clinic	Provider ID	Provider	Created By
6062	KITTY		HELLO	2/23/2010	6Y 4M 12D	DTaP	7/5/2016	1	2120	AFHC964	ALBUQUERQUE FAMILY HEALTH CENTER	888	ALBUQUERQUE FAMILY HEALTH CENTER	FELICIA MARTINEZ
6062	KITTY		HELLO	2/23/2010	6Y 4M 12D	Hep A pe	7/5/2016	1	2120	AFHC964	ALBUQUERQUE FAMILY HEALTH CENTER	888	ALBUQUERQUE FAMILY HEALTH CENTER	FELICIA MARTINEZ
6062	KITTY		HELLO	2/23/2010	6Y 4M 12D	Hep B pe	7/5/2016	3	2120	AFHC964	ALBUQUERQUE FAMILY HEALTH CENTER	888	ALBUQUERQUE FAMILY HEALTH CENTER	FELICIA MARTINEZ
6062	KITTY		HELLO	2/23/2010	6Y 4M 12D	MMR	7/5/2016	1	2120	AFHC964	ALBUQUERQUE FAMILY HEALTH CENTER	888	ALBUQUERQUE FAMILY HEALTH CENTER	FELICIA MARTINEZ
6062	KITTY		HELLO	2/23/2010	6Y 4M 12D	Polio-IPV	7/5/2016	1	2120	AFHC964	ALBUQUERQUE FAMILY HEALTH CENTER	888	ALBUQUERQUE FAMILY HEALTH CENTER	FELICIA MARTINEZ

For any vaccines that appear on the report:

Were these vaccines actually administered to the patient? Go in the patient's record and view the immunization record.

NOTE: Only the nurse who added this vaccination can either delete it or complete it.

1. If the Vaccine(s) were not administered, click **DELETE** next to vaccine.
Remember, you will only have this option if you added the vaccine to the system or have administrative rights.

2. If the vaccine was administered, click ADMINISTER VACCINES and complete the process. Ensure the administered date is correct –
It must be in the same reconciliation date range to reflect and display in the specified reconciliation period.

STEP TWO

Documentation in NMSIIS

STEP TWO:
Confirm Documentation in NMSIIS

Confirm that ALL vaccine activities are documented in NMSIIS for the following:

- Added AND Administered
- Adjustments made -- i.e., adjust wasted doses, adjust broken vials, adjust expired vaccine, etc.
- All transfers and shipments completed – Your pending transfers/shipments will appear on your inventory ON- HAND screen.
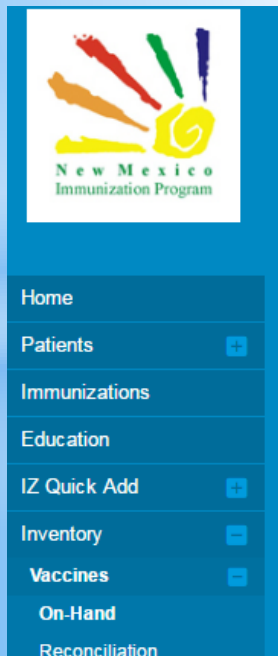
STEP THREE

Verify Reconciliation Reports

STEP THREE:
Verify Reconciliation Report

Run Reconciliation Report by performing the following:

- Select the **Reconciliation** option under the Inventory and Vaccines section on the left side of the module.
- Ensure that your physical location matches the location named at the top of your Home Screen.

STEP THREE (CONTINUED)
Verify Reconciliation Report

- **Click Search to verify there are no open reconciliations.**

    *NOTE: All past reconciliations must be closed before opening a new one.

- **If any reconciliations are OPEN, ensure that reconciliation is complete and accurate before closing it.**

    Be aware of the dates of the open reconciliation.

    Reconciliations must be closed in chronological order.

STEP FOUR

Start/Run
Reconciliation Report

STEP FOUR:
Run Reconciliation Report

Click on **ADD RECONCILIATION** to start your new report

STEP FOUR (CONTINUED)
Run Reconciliation Report

Complete the following information specific to your location and report date:

a. **Inventory Location:** Choose from the dropdown list.

b. **Description:** Name the report (e.g., JULY RECON)

c. **Begin Date:** The beginning date will be the day after your most recent reconciliation was closed. The begin date will default to the first day after your last reconciliation was closed. For your initial reconciliation, however, you will need to enter the date your entered your initial inventory.

NOTE: If this is your first reconciliation, use the date you entered your Inventory into NMSIIIS.

d. **End Date:** Put in current date OR the last day you created and administered any inventory, made any adjustments, and counted your on hand inventory.

e. **Authorized By:** Choose your name from the dropdown

f. Click "**Create**"

STEP FOUR (CONTINUED)
Run Reconciliation Report

Scenario One:
- End of Business (EOB): all vaccines have been administered and entered into NMSIIS with all necessary adjustments for wasted doses, broken vials, expired vaccine, etc. and; physical on-hand inventory count is performed. **Example: Run the report at the EOB on 7/15/16 and your reconciliation end date will be 7/15/16.**

  NOTE: Please ensure that any pending vaccine transfers, shipments have been received and have been added into the system prior creating your reconciliation.

Scenario Two:
- Beginning of Business (BOB): physical on-hand inventory count is performed. **Example: Run the report at the BOB 7/15/16 and your reconciliation end date will be 7/14/16.**
- This option will allow the clinic to begin administering vaccines later that business day without affecting your reconciliation report because it captures all vaccines administered and entered into NMSIIS from the prior business day.

STEP FIVE

Reconciliation Worksheet
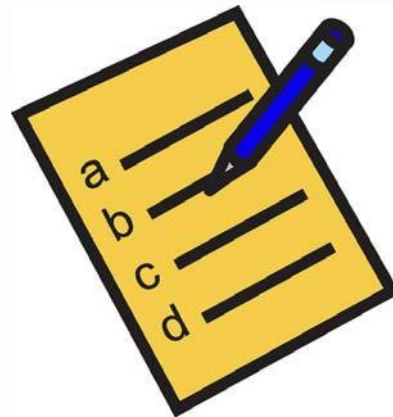
STEP FIVE:
Reconciliation Worksheet

It is recommended that you **"Print"** out this worksheet and use it to assist you in performing your on-hand physical inventory count.

NOTE: All expired vaccines should be removed from your storage unit upon expiration date, adjusted in NMSIIS, and then returned according to the VFC return guidelines.

STEP FIVE (CONTINUED)
Reconciliation Worksheet

- Do not count any **expired vaccines** in the "**ending inventory**" count. If you completed a return in NMSIIS, these expired vaccines will show up in your "Inventory Expired" column once adjusted.

- Enter your actual vaccine inventory into the appropriate "**ending inventory**" columns.

  REMEMBER: Your expired vaccines will be reflected in your "Inventory Expired" column once you made the appropriate adjustments.

- Click on **Update**.

STEP FIVE (CONTINUED)
Reconciliation Worksheet

- **If your Inventory Difference is not "0", you will need to locate and account for the inventory difference and adjust your vaccine inventory in NMSIIS.**

  - **Please continue on to Step Six if you have to adjust and Manage Inventory Differences due to broken or wasted inventory.**

STEP SIX:

Managing Inventory Adjustments
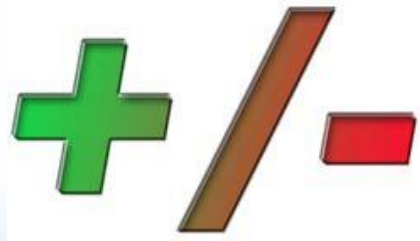
STEP SIX:
Managing Inventory Adjustments

A.) Recount all vaccines with Inventory Differences

As a best practice perform a physical recount of all vaccines with a number ≠0 (not equal to the Inventory difference column)

Make any count adjustments on your worksheet and click **Update.** If there are no changes after the physical count and you still have differences, proceed to **Next Slide**.

STEP SIX (CONTINUED)
Managing Inventory Adjustments

B. In the event that you have to make an Inventory Adjustment to the On-Hand inventory, this would be considered wasted.

IMPORTANT:

Ensure that your adjustment date on that vaccine is with-in the dates you created the reconciliation report. Sample date range: 07/01/2016 - 07/15/2016.

1. Go to Inventory On-Hand module
2. Click Radio Button for vaccine that you need to adjust.
3. Click on adjustment.

Example: We dropped 1 vial of the Hep-A Lot#TEST2
The On-hand is showing 10 and we only have 9.

4. Enter the Date of Adjustment – It HAS to be within the reconciliation date range. (Example-07/01/2016)

5. Click on the Reason for the adjustment
   a.   Any inventory that needs to be added can only be labeled as "**Add Initial Inventory**" or "**Extra**"
   b.   Any inventory that needs to be subtracted can be labeled as **wasted, expired, mishandled, etc.;** it DOES make a difference what you select
   c. "Unaccounted For" should only be selected for vaccines that you truly cannot account for; this category WILL subtract and affect your difference
   NOTE: If you have extra doses in your ending inventory that you cannot account for, these should be adjusted as "Extra" so they will be added. The Unaccounted adjustment "reason code" will subtract from your on-hand doses in NMSIIS.

6. Enter comments regarding the adjustment: (ex: BROKE/DROPPED VIAL)

7). Click on **Create.**

STEP SIX (CONTINUED)
Managing Inventory Adjustments

Once your inventory has been corrected in NMSIIS, select the **Reconciliation option** under the **Inventory and Vaccines section** on the left side bar menu.

1) Click on **Search**.

2) Click on **View** when record is displayed. This will provide an updated reconciliation worksheet.

STEP SIX (CONTINUED)
Managing Inventory Adjustments

The Inventory Adjustment in the Inventory Wasted column is now visible

STEP SEVEN:

Closing Reconciliation

STEP SEVEN (CONTINUED)
Closing Reconciliation

1) Ensure all of your Inventory Differences = 0. When confirmed, close your reconciliation.

2) Click **UPADATE** if you made any Adjustments to your Ending Inventory.

3) Change **Status to CLOSED;** this will close your reconciliation.

NOTE: Once your reconciliation is closed and you click update, your inventory will be adjusted. Make sure your ending inventory is correct.

Congratulations!
You have successfully completed an inventory reconciliation

COMPLETED