

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 BEGINNING 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.

The screenshot displays the New Mexico Immunization Program interface. At the top is the logo for the New Mexico Immunization Program, featuring a stylized sun with rays in red, orange, yellow, green, and blue. Below the logo is a vertical navigation menu with the following items: Home, Patients (+), Immunizations, Education, IZ Quick Add (+), Inventory (+), Reports, VTckS Interface (+), Administration (+), and HL7 Management (+). A yellow arrow labeled '1.' points to the 'Reports' menu item. To the right of the menu is a white box containing the 'Data Quality - User' section. A yellow arrow labeled '2.' points to the 'Data Quality - User' header. Below this header is a list of report options: Data Quality - Statistics - Scheduled, Data Quality - Statistics, Data Quality - Patient Exceptions, Patients with Possible Duplicate Vaccinations, Possible Patient Duplicates, Shots Before Birth, User Vaccination Details, and Vaccines Added but not Administered. A yellow arrow labeled '3.' points to the 'Vaccines Added but not Administered' report option.

STEP ONE (CONTINUED)

Vaccines Added but not Administered Report

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:

<u>Patient</u>	<u>DOB</u>	<u>Vaccination</u>	<u>Dose</u>	<u>Clinic</u>	<u>Date</u>	<u>Age</u>	<u>Created By</u>
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	Vaccinatic	Vaccinatic	Dose Number	Clinic ID	Clinic Cod	Clinic	Provider I	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	per	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	per	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

STEP ONE (CONTINUED)

Vaccines Added but not Administered (VABNA)

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.

HELLO, KITTY ID: 6062 DOB: 02/23/2010 AGE: 6Y 5M 6D GENDER: F Precautions / Contraindications ARE specified

Immunizations Home

View

Precautions / Contraindications ARE specified

DOB: 02/23/2010 Age: 6Y 5M 6D History of Varicella?: YES Date of Varicella: 01/25/2014

Recommended Immunizations for today, 7/29/2016 (6Y 5M 6D)

This patient does not have any recommended immunizations

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Vaccine	Dose	Date	Age	Clinic			
DTaP / TD / Tdap							
DT, ped	1	05/03/2016	6Y 2M 10D	PR			Update
DTaP	2	07/29/2016	6Y 5M 6D	AFHC964			Delete
Polio							
Polio-IPV	1	07/29/2016	6Y 5M 6D	AFHC964			Update
Hep A							
Hep A, ped/adol, 2D	1	07/29/2016	6Y 5M 6D	AFHC964			Delete
Hep B							
Hep B, ped/adol	1	02/23/2010	0Y 0M 0D	PR			Update
Hep B, ped/adol	2	06/25/2010	0Y 4M 2D	PR			Update
Hep B, ped/adol	3	07/29/2016	6Y 5M 6D	AFHC964			Delete
MMR							
MMR	1	07/29/2016	6Y 5M 6D	AFHC964			Update
HPV							
HPV9	1	05/04/2016	6Y 2M 11D	NM001			Update
Influenza							

STEP TWO

Documentation in NMSIIS

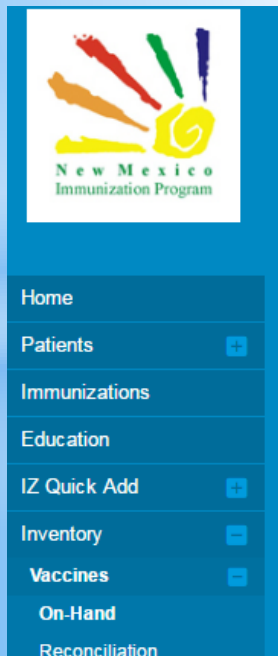


STEP TWO:



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.



On-Hand Inventory

 There are 1 Pending Inventory Transfers. 

Inventory Location: (ALL) Status: ON-HAND

Vaccine: (ALL) Funding Source: (ALL)

Edit Adjustment Transfer Inquiry

Doses

Funding On Expired

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.

Search Criteria

Inventory Location	Inventory Location Status	Reconciliation Status
INV: ALBUQUERQUE FAMILY HEALTH CENTER	(ALL)	(ALL)
Begin Date Range	End Date Range	
From: MM/DD/YYYY Through: MM/DD/YYYY	From: MM/DD/YYYY Through: MM/DD/YYYY	
Sort by		
<input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
Previous Criteria	Clear	Search

Search Results - 0 record(s)

 There are no results found that match your search criteria.

STEP FOUR

Start/Run Reconciliation Report



STEP FOUR: Run Reconciliation Report

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

The screenshot shows the 'Vaccine Inventory Reconciliation' interface. On the left is a navigation menu with the following items: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Vaccines, On-Hand, and Reconciliation. The main header area includes the location 'ALBUQUERQUE FAMILY HEALTH CENTER, ALBUQUERQUE FAMILY HE...' and the title 'Vaccine Inventory Reconciliation'. A yellow arrow points to the 'Add Reconciliation' button in the top right corner. Below the header is the 'Search Criteria' section, which contains the following fields:

Inventory Location	Inventory Location Status	Reconciliation Status
INV: ALBUQUERQUE FAMILY HEALTH CENTER	(ALL)	(ALL)

Below the table are date range fields:

Begin Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

End Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Sort by: Audit Date (descending) Inventory Location, Begin Date (descending)

At the bottom of the search criteria are buttons for 'Previous Criteria', 'Clear', and 'Search'.

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 you entered your initial inventory.

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

- 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"

Vaccine Inventory Reconciliation ? i Cancel Update ▼ f.

Edit

a. Inventory Location: INV: ALBUQUERQUE FAMILY HEALTH CENTER Print

b. Description * **c.** Begin Date **d.** End Date

JULY RECON 07/01/2016 07/14/2016 Edit End Date

e. Status * Authorized By

OPEN USER, CLINIC02 (BACHELOR C) ?

The record has been saved successfully.

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.**

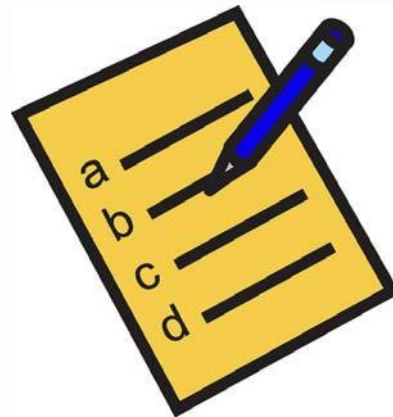
NOTE: Please ensure that any pending vaccine transfers, shipments have been received and have been added into the system prior creating your reconciliation.

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.

Vaccine Inventory Reconciliation ? i Cancel Update

Edit

Inventory Location
INV: ALBUQUERQUE FAMILY HEALTH CENTER Print

Description *
JULY RECON Begin Date 07/01/2016 End Date 07/14/2016 Edit End Date

Status *
OPEN Authorized By USER, CLINIC02 (BACHELOR C) i

The record has been saved successfully.


Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Inquiry	Hand
PRIVATE PURCHASE												
1	Anthrax (10 single dose vials) MIP 64678-0131-01 TEST5 07/26/2017	0	40	0	0	0	-15	0	-25	0		
VFC												
2	DTaP (Daptacel) (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 TEST 08/26/2016	0	20	0	0	0	0	0	-20	0		
3	Hep A, ped/adol, 2D (Vaqta) (0.5 mL x 1 syr) MSD 00006-4095-01 TEST2 09/26/2016	0	10	0	0	0	0	0	-10	0		

STEP FIVE (CONTINUED)

Reconciliation Worksheet

- Do not count any **expired vaccines** in the “ending inventory” count. If you completed a return in NMSIS, 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**.

Vaccine Inventory Reconciliation ? i Cancel Update 

Edit

Inventory Location
INV: ALBUQUERQUE FAMILY HEALTH CENTER Print


Description * Begin Date End Date
JULY RECON 07/01/2016 07/14/2016 Edit End Date

Status * Authorized By
OPEN USER, CLINIC02 (BACHELOR C) i

The record has been saved successfully.

Inventory By Doses

Line	Vaccine (Brand) No. Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On- Inquiry	Hand
PRIVATE PURCHASE												
1	Anthrax (10 single dose vials) MIP 64678-0131-01 TEST5 07/26/2017	0	40	0	0	0	-15	0	-25	0		
VFC												
2	DTaP (Daptacel) (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 TEST 08/26/2016	0	20	0	0	0	0	0	-20	0		
3	Hep A, ped/adol, 2D (Vaqta) (0.5 mL x 1 syrl) MSD 00006-4095-01 TEST2 09/26/2016	0	10	0	0	0	0	0	-10	0		



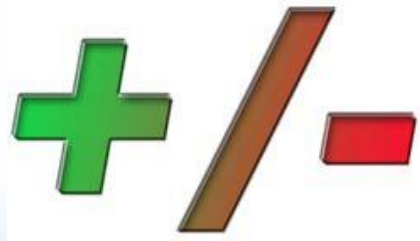
STEP FIVE (CONTINUED)

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 $\neq 0$ (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**.

Vaccine Inventory Reconciliation ? i Cancel Update

Edit

Inventory Location
INV: ALBUQUERQUE FAMILY HEALTH CENTER Print

Description * Begin Date End Date
JULY RECON 07/01/2016 07/14/2016 Edit End Date

Status * Authorized By
OPEN USER, CLINIC02 (BACHELOR C) i

The record has been saved successfully.

Inventory By Doses

Line	Vaccine (Brand) No. Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned	Inventory Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Inquiry	Hand
PRIVATE PURCHASE													
1	Anthrax (10 single dose vials) MIP 64678-0131-01 TEST5 07/26/2017	0	40	0	0	0	0	-15	0	-25	0	?	?
VFC													
2	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 TEST 08/26/2016	0	20	0	0	0	0	0	0	-20	0	?	?
3	Hep A, ped/adol, 2D (Vaqta (0.5 mL x 1 syr)) MSD 00006-4095-01 TEST2 09/26/2016	0	10	0	0	0	0	0	0	-10	0	?	?

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.



The screenshot shows the 'Vaccine Inventory On-Hand' interface. At the top, there is a title 'Vaccine Inventory On-Hand' with an information icon, a 'Links' dropdown, and an 'Add New Inventory' button. Below this is the 'On-Hand Inventory' section, which contains several filters: 'Inventory Location' (INV: ALBUQUERQUE FAMILY HEALTH CENTER), 'Status' (ON-HAND), 'Vaccine' (ALL), and 'Funding Source' (ALL). Below the filters are four buttons: 'Edit', 'Adjustment', 'Transfer', and 'Inquiry'. A yellow arrow points to the 'Adjustment' button. At the bottom, there is a table with columns: 'Vaccine (Brand)', 'Mfg NDC', 'Lot No', 'Exp Date', 'Funding Source', 'Doses On-Hand', and 'Expiring Soon'. The first row in the table is highlighted and has a yellow arrow pointing to it. The row contains: 'Hep A, ped/adol, 2D (Vaqta (0.5 mL MSD 00006-4095-01 TEST2 x 1 syr))', '09/26/2016 VFC', '10', a green question mark icon, and a red clock icon.

Vaccine (Brand)	Mfg NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
Hep A, ped/adol, 2D (Vaqta (0.5 mL MSD 00006-4095-01 TEST2 x 1 syr))			09/26/2016	VFC	10	

STEP SIX (CONTINUED)

Managing Inventory Adjustments

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

- Any inventory that needs to be added can only be labeled as “Add Initial Inventory” or “Extra”
- Any inventory that needs to be subtracted can be labeled as **wasted, expired, mishandled, etc.;** **it DOES make a difference what you select**
- “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.

The screenshot shows the 'Vaccine Inventory Adjustment' form. At the top right, there are 'Cancel' and 'Create' buttons. A yellow arrow labeled '7' points to the 'Create' button. The form is titled 'Add' and contains the following fields:

- Date:** 07/01/2016 (with a calendar icon). A yellow arrow labeled '4' points to this field.
- Inventory Location:** INV: ALBUQUERQUE FAMILY HEALTH CENTER
- Vaccine | Mfg | NDC:** HEP A, PED/ADOL, 2D | MSD | 00006-4095-01
- Lot Number:** TEST2
- Expiration Date:** 09/26/2016 (with a calendar icon).
- Funding Source:** VFC
- Doses On-Hand:** 10
- Reason:** VTRCKS - BROKEN VIAL/SYRINGE (dropdown menu). A yellow arrow labeled '5' points to this field.
- Modification:** SUBTRACT (dropdown menu). A yellow arrow labeled '5' points to this field.
- Doses Adjusted:** 1
- Container Id:** (empty field)
- Comments:** BROKE /DROPPED VIAL (text area). A yellow arrow labeled '6' points to this field.

At the bottom right of the form is a 'Clear' button.

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**.

Vaccine Inventory Reconciliation ? [Add Reconciliation](#)

Search Criteria

Inventory Location: (ALL) ▼ Inventory Location Status: (ALL) ▼ Reconciliation Status: (ALL) ▼

Begin Date Range: From: MM/DD/YYYY 📅 Through: MM/DD/YYYY 📅 End Date Range: From: MM/DD/YYYY 📅 Through: MM/DD/YYYY 📅

Sort by: Audit Date (descending) Inventory Location, Begin Date (descending)

[Previous Criteria](#) [Clear](#) [Search](#)

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

Search Results - 1 record(s)

Status	Description	Begin Date	End Date	Authorized By	
Open	JULY RECON	07/01/2016	07/14/2016	CLINIC02 USER	View Report View

STEP SIX (CONTINUED)

Managing Inventory Adjustments

The Inventory Adjustment in the Inventory Wasted column is now visible

Vaccine Inventory Reconciliation ? i Cancel Update

Edit

Inventory Location: INV: ALBUQUERQUE FAMILY HEALTH CENTER Print

Description: JULY RECON Begin Date: 07/01/2016 End Date: 07/14/2016 Edit End Date

Status: OPEN Authorized By: USER, CLINIC02 (BACHELOR C) i

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Inquiry	Hand
PRIVATE PURCHASE												
1	Anthrax (10 single dose vials) MIP 64678-0131-01 TEST5 07/26/2017	0	40	0	0	0	-15	0	-25	0	Print	Print ?
VFC												
2	DTaP (Daptacel) (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 TEST 08/26/2016	0	20	0	0	0	-2	0	-18	0	Print	Print ?
3	Hep A, ped/adol, 2D (Vaqta) (0.5 mL x 1 syr) MSD 00006-4095-01 TEST2 09/26/2016	0	10	0	0	0	-1	0	-9	0	Print	Print ?

STEP SEVEN:
Closing Reconciliation



STEP SEVEN (CONTINUED)

Closing Reconciliation

- 1) Ensure all of your Inventory Differences = 0. When confirmed, close your reconciliation.
- 2) Click **UPDATE** 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.

Vaccine Inventory Reconciliation ? i

Cancel Update

Edit

Inventory Location
INV: ALBUQUERQUE FAMILY HEALTH CENTER Print

Description * Begin Date End Date
JULY RECON 07/01/2016 07/14/2016 Edit End Date

Status * Authorized By
OPEN USER, CLINIC02 (BACHELOR C ?)

The record has been saved successfully.

Inventory By Doses

Line	Vaccine (Brand) No. Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned	Inventory Expired	Inventory Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Inquiry Hand
PRIVATE PURCHASE													
1	Anthrax (10 single dose vials) MIP 64678-0131-01 TEST5 07/26/2017	0	40	0	0	0	0	0	-15	0	0	25	🗑️ 🗑️ ?
VFC													
2	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 TEST 08/26/2016	0	20	0	0	0	0	0	-2	0	0	18	🗑️ 🗑️ ?
3	Hep A, ped/adol, 2D (Vaqta) (0.5 mL x 1 syrl) MSD 00006-4095-01 TEST2 09/26/2016	0	10	0	0	0	0	0	-1	0	0	9	🗑️ 🗑️ ?

Congratulations!
**You have successfully completed an inventory
reconciliation**

