



NMSIIS Registry Quick Reference Guide – Borrowing



CDC's Expectation is that VFC-enrolled providers maintain adequate inventories of vaccine for both privately insured and VFC-eligible children. If you run out of the appropriate inventory, you may borrow from the other and return the dose(s) when your next vaccine shipment arrives.

You **must** document borrowing in **NMSIIS** and on the **VFC Vaccine Borrowing Form** each time you borrow:

- From a VFC inventory for a non-VFC eligible child
- From a State inventory for a VFC eligible child

Borrowing Vaccine

There are three steps to document borrowing:

Step One: Completing [VFC Vaccine Borrowing Form](#)

Step Two: Modify NMSIIS Inventory to reduce number of doses:

Modifying Inventory Quantity

1. In the **side menu bar** Inventory section, click the **manage inventory** link.
2. Click on the **Show Inventory** button.
3. Click the checkbox next to the desired vaccine lot and click the **Modify Quantity** button.
4. At the Modify screen, select the appropriate **Action** from the dropdown menu.
5. **Subtract**
6. Enter the **Amount**.
7. Select the **Reason** from the dropdown menu.
8. **transferred vaccine**
9. Click the **Save** button.

Step three:

Modify NMSIIS Inventory in the inventory tab to increase number of doses:



Modifying Inventory Quantity

1. In the **side menu bar** Inventory section, click the **manage inventory** link.
2. Click on the **Show Inventory** button.
3. Click the checkbox next to the desired vaccine lot and click the **Modify Quantity** button.
4. At the Modify screen, select the appropriate **Action** from the dropdown menu.
5. **Add**
6. Enter the **Amount**.
7. Select the **Reason** from the dropdown menu.
8. **transferred vaccine**
9. Click the **Save** button.

Returning Vaccine

There are four steps to document returning:

Step one: Entering Vaccine Shipment

1. Enter each VFC vaccine with the doses allocated on the shipping invoice.
2. Enter each STATE vaccine with the doses allocated on the shipping invoice.

Questions? Use the online Help  in NMSIIS <or>

www.immunizenm.org/ProviderInformation/NMSIISTraining <or>

Contact the Help Desk: 800-280-1618 Option 1 <or> email: DOH-HelpDesk-Main@state.nm.us



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Step Two: Modify Inventory in the inventory tab to **reduce** the number of doses.

Modifying Inventory Quantity

1. In the **side menu bar Inventory** section, click the **manage inventory** link.
2. Click on the **Show Inventory** button.
3. Click the checkbox next to the desired vaccine lot and click the **Modify Quantity** button.
4. At the Modify screen, select the appropriate **Action** from the dropdown menu.
 5. **Subtract**
 6. Enter the **Amount**.
 7. Select the **Reason** from the dropdown menu.
 8. **transferred vaccine**
 9. Click the **Save** button.



Step three: Modify NMSIIS Inventory in the inventory tab to **increase** number of doses:

Modifying Inventory Quantity

1. In the **side menu bar Inventory** section, click the **manage inventory** link.
2. Click on the **Show Inventory** button.
3. Click the checkbox next to the desired vaccine lot and click the **Modify Quantity** button.
4. At the Modify screen, select the appropriate **Action** from the dropdown menu.
 5. **Add**
 6. Enter the **Amount**.
 7. Select the **Reason** from the dropdown menu.
 8. **transferred vaccine**
 9. Click the **Save** button.

Step Four: Generate the NMSIIS Transaction Summary Report:

Transaction Summary Report

1. In the **side menu bar Inventory** section, click the **transaction summary** link.

2. Select the **Site** from the dropdown menu.
3. Enter the **From** and **To** dates.
4. Click the **GENERATE REPORT** button to get a summary of how many doses of each vaccine were given, expired, transferred, received, restocked, wasted or given in error.



Borrowing Reconciliation

Use the NMSIIS *Transaction Summary Report* to review the VFC Vaccine Borrowing Form and ensure that all borrowed doses have been returned. There are four steps to document reconciliation.

Step One: For each NMSIIS inventory modification (subtract), verify that the VFC Vaccine Borrowing Form has the corresponding borrowing activity.

Step Two: For each NMSIIS inventory modification (add), verify that the VFC Vaccine Borrowing Form has the corresponding return activity.

Step Three: Conduct a physical vaccine inventory for the vaccines having borrowing activity.

Step Four: Reconcile the physical inventory to the NMSIIS inventory for vaccines having borrowing activity.

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