

**NEW MEXICO**  
**DEPARTMENT OF**  
**HEALTH**

**NEW MEXICO IMMUNIZATION INFORMATION SYSTEM**



**INVENTORY TRAINING II**  
**Reconciliations**  
**PARTICIPANT GUIDE**

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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 summarize this data.

Reconciliations should be completed on a monthly basis



### New Mexico State Immunization Information System - NMSIIS

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.

**Because the security of patient information must be maintained, users must not share login credentials.**



## 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. i

### Report Selection Criteria

**Provider/Clinic :** ACME HOSPITAL, ACME - SANTA FE

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE x

**Clinic County**

**Vaccination Date Range \***

**From:**   **Through:**

**Output Type**  PDF  EXTRACT - Delimiter:

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

July 10, 2018

Provider = ACME HOSPITAL, Clinic = ACME - SANTA FE, County = SANTA FE, Vaccination Date From = 01/01/2018, Vaccination 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.

Vaccine Inventory Reconciliation [Learn More](#) Add Reconciliation

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**Search Criteria**

Inventory Location	Inventory Location Status	Reconciliation Status
(ALL) <span style="float: right;">▼</span>	(ALL) <span style="float: right;">▼</span>	(ALL) <span style="float: right;">▼</span>
<b>Begin Date Range</b> From: <input type="text" value="MM/DD/YYYY"/> <small>📅</small> Through: <input type="text" value="MM/DD/YYYY"/> <small>📅</small>		<b>End Date Range</b> From: <input type="text" value="MM/DD/YYYY"/> <small>📅</small> Through: <input type="text" value="MM/DD/YYYY"/> <small>📅</small>
<b>Sort by</b> <input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
<a href="#">Previous Criteria</a>	<a href="#">Clear</a>	<a href="#">Search</a>

The vaccine inventory reconciliation screen displays various filters to view open and closed reconciliations that are associated to your clinic.

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.

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

Vaccine Inventory Reconciliation [?](#) [i Learn More](#) Cancel Create

**Inventory Location \***  
ACME- ABQ INV

**Description \***  
APRIL-MAY 2018

Authorized By  
SMITH, JOHN (-)

Status:  
OPEN

Begin Date: 04/27/2018      End Date \*: 05/31/2018

You will select yourself on the authorized by field,

Enter the begin and end date for reconciliation period.



## Inventory Training II Reconciliations - Participant Guide

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.

**Vaccine Inventory Reconciliation**

Inventory Location: INV: BEHR: MIDTOWN PUBLIC HEALTH OFFICE

Description: JUNE RECONCILIATION

Authorized By: CABREL, ANGELA (-)

Status: CLOSED

Begin Date: 05/05/2018 | End Date: 06/04/2018

**Inventory By Doses**

	Beginning	Received	Aggregate Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
<b>317 ADULT</b>							
1 - Hep A, adult (Havrix (1 mL x 10 vials)) SKB - 58160-0826-11 - 5SR75 - 12/19/2019	10	0	-4	0	0	0	6
2 - Hep B, adult (Engen B (1 mL x 10 vials)) SKB - 58160-0821-11 - KG5YT - 10/11/2019	13	0	-2	0	0	0	11
3 - HepA/B (TWINRIX) (Twinrix (1 mL x 10 syr)) SKB - 58160-0815-52 - Z75Y2 - 03/15/2020	5	0	-1	0	0	0	4
4 - HepA/B (TWINRIX) (Twinrix (1 mL x 10 syr)) SKB - 58160-0815-52 - 3HG77 - 07/03/2020	0	10	0	0	0	0	10
5 - HPV9 (Gardasil 9 (0.5 mL X 10 vials)) MSD - 00006-4119-03 - N022852 - 06/14/2020	6	0	-3	0	0	0	3
6 - Influenza Quad Inj P (Fluarix vsuad p free) SKB - 58160-0907-52 - TL54R - 06/12/2019	360	0	-10	0	0	0	350
7 - MMR (MMR II (0.5 mL x 10 vials)) MSD - 00006-4681-00 - N014482 - 05/10/2019							

https://nmsiis.health.state.nm.us/webinet\_rmv/WebCode/Default.aspx



Inventory Training II Reconciliations - Participant Guide

Vaccine Inventory Reconciliation Worksheet

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



**NEW MEXICO**  
**DEPARTMENT OF**  
**HEALTH**

**New Mexico State Immunization Information System (NMSIIS)**  
**Vaccine Inventory Reconciliation Worksheet**

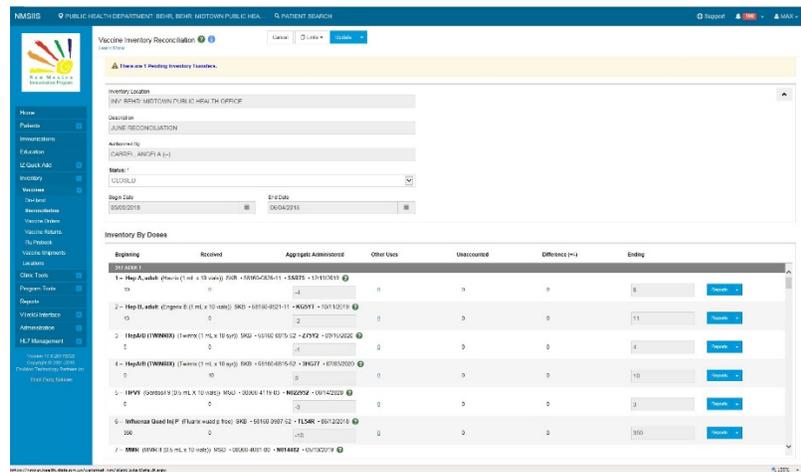
July 10, 2018

Description	Beg Date	End Date	Authorized By	Practice/Facility:
APRIL-MAY 2018	04/27/2018	05/31/2018	JOHN SMITH	ACME HOSPITAL - ACME- ABQ INV PO BOX 1 SANTA FE, NM 87505County: Santa Fe Phone: 505-111-1111 Fax: Contact: Email:
Comments:				

Inventory Detail											
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	
<b>VFC</b>											
1	DTaP-HepB-IPV (Pedia   SKB   58160-0811-52   10000   01/01/2020	0	0	0	1	0	0	0	(1)		

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.



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.

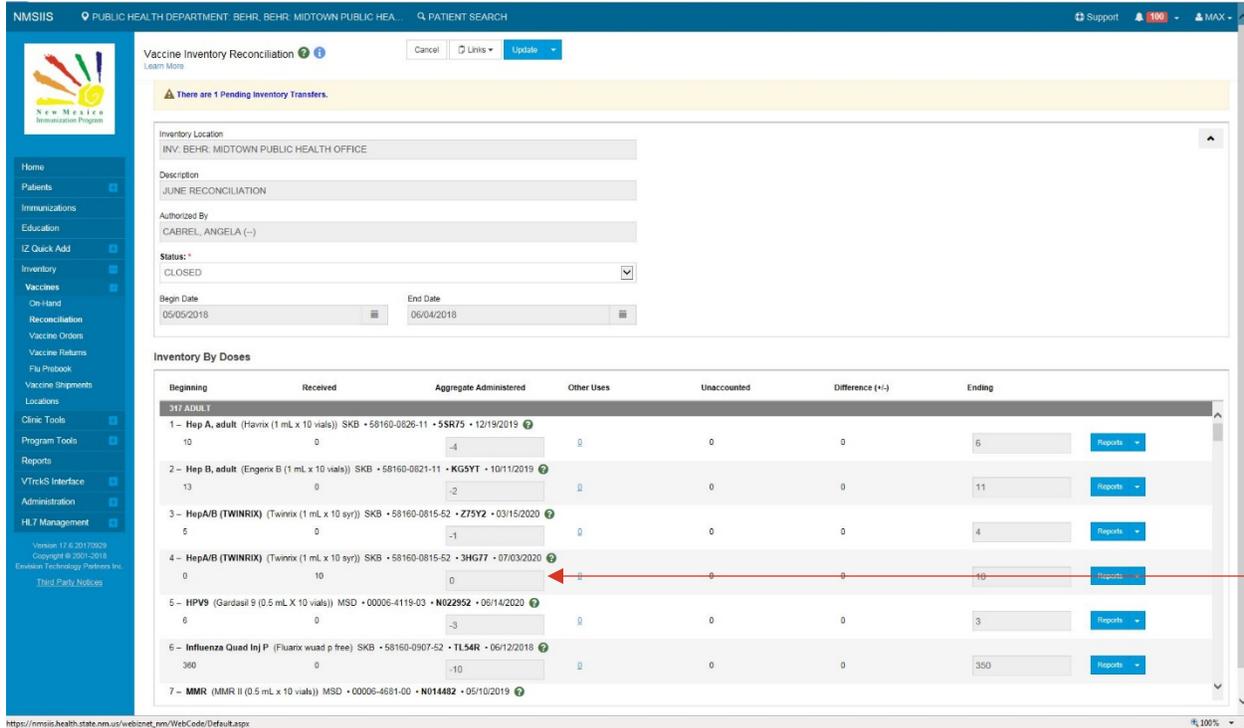
It is extremely important that you do not count expired vaccine in your ending inventory. Expired vaccine should be returned as soon as the vaccine is expired.



## Inventory Training II Reconciliations - Participant Guide

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.



**Vaccine Inventory Reconciliation**

Inventory Location: INV. BEHR. MIDTOWN PUBLIC HEALTH OFFICE

Description: JUNE RECONCILIATION

Authorized By: CABREL, ANGELA (-)

Status: CLOSED

Begin Date: 05/05/2018 | End Date: 06/04/2018

**Inventory By Doses**

	Beginning	Received	Aggregate Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
317 ADULT							
1 - Hep A, adult (Havrix (1 mL x 10 vials)) SKB • 58160-0826-11 • 5SR75 • 12/19/2019	10	0	-4	0	0	0	6
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3 - HepA/B (TWINRIX) (Twinrix (1 mL x 10 syr)) SKB • 58160-0815-52 • Z75Y2 • 03/15/2020	5	0	-1	0	0	0	4
4 - HepA/B (TWINRIX) (Twinrix (1 mL x 10 syr)) SKB • 58160-0815-52 • 3HG77 • 07/03/2020	0	10	0	0	0	0	10
5 - HPV9 (Gardasil 9 (0.5 mL X 10 vials)) MSD • 00006-4119-03 • N022952 • 06/14/2020	0	0	-3	0	0	0	3
6 - Influenza Quad Inj P (Fluarix w/ad p free) SKB • 58160-0907-52 • TL54R • 06/12/2018	360	0	-10	0	0	0	350
7 - MMR II (0.5 mL x 10 vials) MSD • 00006-4681-00 • N014482 • 05/10/2019							

This concludes this portion of the inventory module.

## Additional Resources

### NMSIIS Online Help Guide

[https://nmsiis.health.state.nm.us/webiznet\\_nm/WebCode/Reports/ReportSteam.aspx?REPORT\\_GUID=6d066f74-6c23-e611-8136-001dd80017be](https://nmsiis.health.state.nm.us/webiznet_nm/WebCode/Reports/ReportSteam.aspx?REPORT_GUID=6d066f74-6c23-e611-8136-001dd80017be)

### NMSIIS Immunization Program Overview

[https://nmsiis.health.state.nm.us/webiznet\\_nm/WebCode/Reports/ReportSteam.aspx?REPORT\\_GUID=30c7a3c9-6c23-e611-8136-001dd80017be](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](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/>

