



New Mexico Immunization Information System (NMSIIS)

Monthly Inventory Management Guide

Learning Objectives

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

- Know how to use the Inventory module.
- Understand On-Hand Inventory.
- Define what Reconciliations are.
- Know how to add inventory.
- Know how to make an inventory adjustment
- Know how to transfer inventory
- Know how to place an order.
- Receive a vaccine order.
- Process for returning vaccines

Inventory Module



The Inventory module is accessed by expanding “Inventory” on the left-hand menu.

New Mexico Immunization Program
Application Logo

- Home
- Patients
- Immunizations
- Education
- IZ Quick Add
- Inventory**
- Vaccines
- Vaccine Shipments
- Locations
- Clinic Tools
- Program Tools
- Reports
- VTrckS Interface
- CVRS
- Administration
- HL7 Management

Default Provider/Clinic

Provider/Clinic *

[SJHP: COWBOYS PEDIATRICS] DALLAS PEDIATRICS - SJHP552 (552)

Select a clinic by typing provider, clinic, vfc pin, or clinic code

Login History

- SUCCESSFUL LOGIN on 11/25/2024, 11:52 AM
- SUCCESSFUL LOGIN on 11/25/2024, 11:51 AM
- SUCCESSFUL FORGOT PASSWORD on 11/25/2024, 11:50 AM
- INVALID PASSWORD on 11/25/2024, 11:50 AM
- SUCCESSFUL LOGIN on 11/25/2024, 10:34 AM
- SUCCESSFUL LOGIN on 11/01/2024, 1:13 PM

News

NMSIIS TESTING SITE

Posted on 04/29/2016 by FELICIA MARTINEZ

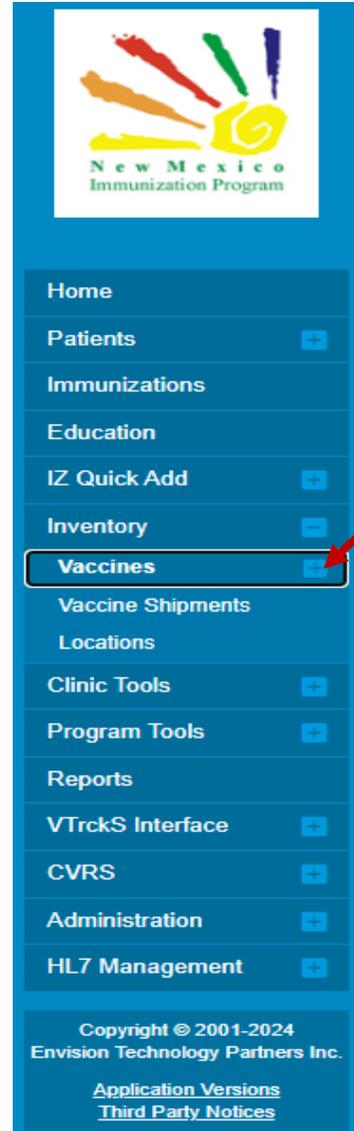
NMSIIS TESTING SITE

Image result for testing environment

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[Third Party Notices](#)

By expanding “Vaccines” you will be able to access different functions of the Inventory Module.

A vertical blue sidebar menu for the New Mexico Immunization Program. At the top is the program's logo, which consists of several colorful handprints in shades of red, orange, yellow, green, and blue, with the text "New Mexico Immunization Program" below it. The menu items are: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Vaccines, Vaccine Shipments, Locations, Clinic Tools, Program Tools, Reports, VTrckS Interface, CVRS, Administration, and HL7 Management. The "Vaccines" item is highlighted with a white border and a blue arrow pointing to it from the right. At the bottom of the menu, there is copyright information: "Copyright © 2001-2024 Envision Technology Partners Inc." and links for "Application Versions" and "Third Party Notices".A sub-menu for the "Vaccines" section, enclosed in a red border. It lists several options: Inventory, Vaccines, On-Hand, Reconciliation, Vaccine Orders, and Vaccine Returns. The "On-Hand" option is highlighted with a yellow border. A red arrow points from the "Vaccines" item in the main menu to this sub-menu.

On-Hand Inventory



The Inventory On-Hand Screen is a quick way to view all the inventory items On-hand at every Inventory Location within your organization.

- Locate your Inventory Location on the Inventory Location drop-down screen.

Vaccine Inventory On-Hand [Learn More](#)

Filter Options

Inventory Location Status

Inventory Location dropdown list:

- INV: BEHR: ALAMOSA PUBLIC HEALTH OFFICE
- INV: BEHR: ANTHOUNY PUBLIC HEALTH OFFICE
- INV: BEHR: ARTESIA PUBLIC HEALTH OFFICE
- INV: BEHR: BELEN PUBLIC HEALTH OFFICE
- INV: BEHR: BLOOMFIELD PUBLE HEALTH OFFICE
- INV: BEHR: CARLSBAD PUBLIC HEALTH OFFICE
- INV: BEHR: CHAPARRAL PUBLIC HEALTH OFFICE
- INV: BEHR: CIBOLA PUBLIC HEALTH OFFICE
- INV: BEHR: CLOVIS PUBLIC HEALTH OFFICE
- INV: BEHR: COLFAX PUBLIC HEALTH OFFICE
- INV: BEHR: COMMUNITY WELLNESS PROGRAM
- INV: BEHR: CUBA PUBLIC HEALTH OFFICE
- INV: BEHR: DEXTER PUBLIC HEALTH OFFICE
- INV: BEHR: DONAANA HATCH PUBLIC HEALTH OFFICE
- INV: BEHR: EAST MESA PUBLIC HEALTH OFFICE
- INV: BEHR: ESTANCIA PUBLIC HEALTH OFFICE
- INV: BEHR: FORT SUMNER PUBLIC HEALTH OFFICE
- INV: BEHR: GRANTS PUBLIC HEALTH OFFICE
- INV: BEHR: HEP A OUTBREAK REGION 1

- Next click on “Filter” on the right-hand side of the screen. Now the screen will display your organizations Inventory On-Hand screen.
- On-Hand screen will show every current vaccine listed on the providers inventory location.

Vaccine Inventory On-Hand [Learn More](#) [Add New Inventory](#)

Filter Options

Inventory Location Status

Vaccine Funding Source

[Filter](#)

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
INV: COWBOYS PEDIATRICS (552)	DTAP-HEPB-IPV (PEDIA (PEDIARIX (0.5 ML X 10 SYR)	SKB	58160-0811-52	XP125	08/30/2026	BLENDED	4			Action
INV: COWBOYS PEDIATRICS (552)	MMRV (PROQUAD)	MSD	00006-4171-00	123456	10/01/2025	BLENDED	15			Action

Showing 1 to 2 of 2 entries

← Previous 1 Next →

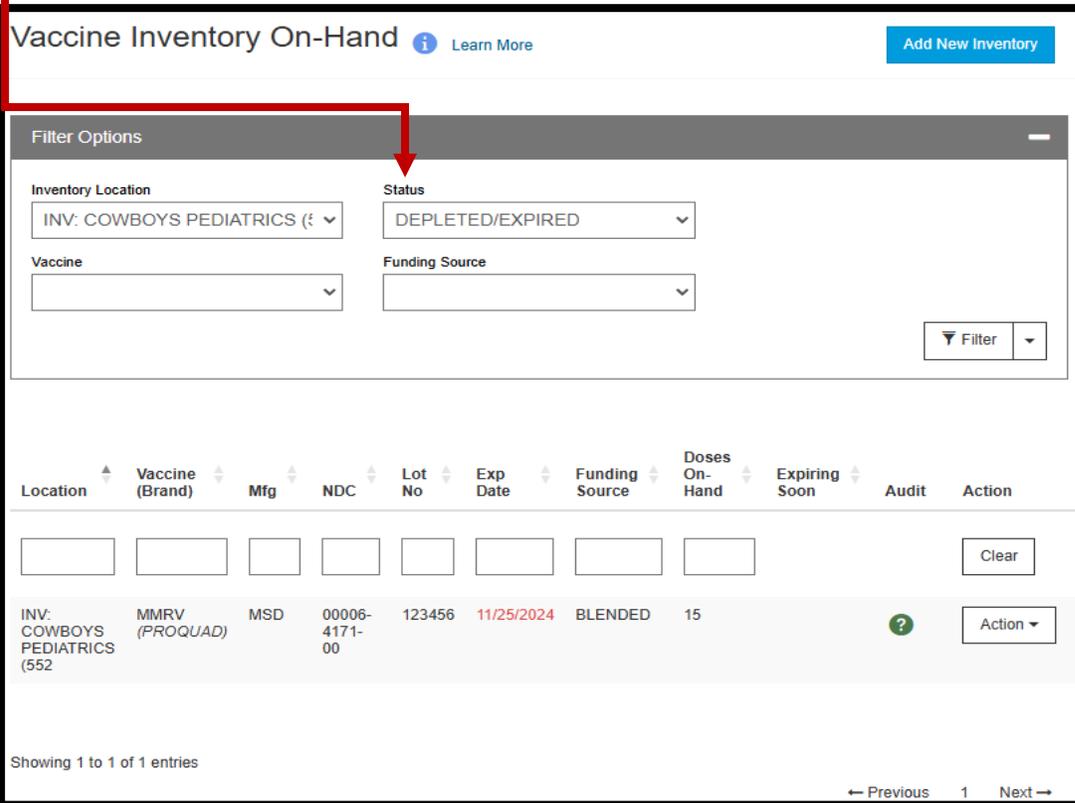
On-Hand Inventory



By clicking on the Status dropdown, providers can click onto the depleted/Expired or Expiring Soon. Once changing the “Status”, providers must click on “Filter” to officially change into the screen specified.

- Depleted/Expired screen will have all vaccines that have expired or have been depleted within the providers inventory location.
- As soon as a vaccine expires it automatically moves from the providers On-hand inventory onto the Depleted/Expired inventory.

- Expiring soon screen will show any vaccines that will be expiring 3 months or less.
- All, Expiring soon vaccines will show up on the providers On-hand with a clock symbol  next to the vaccine until the vaccine expires.



Vaccine Inventory On-Hand [Learn More](#) [Add New Inventory](#)

Filter Options

Inventory Location: INV: COWBOYS PEDIATRICS (52) | Status: DEPLETED/EXPIRED

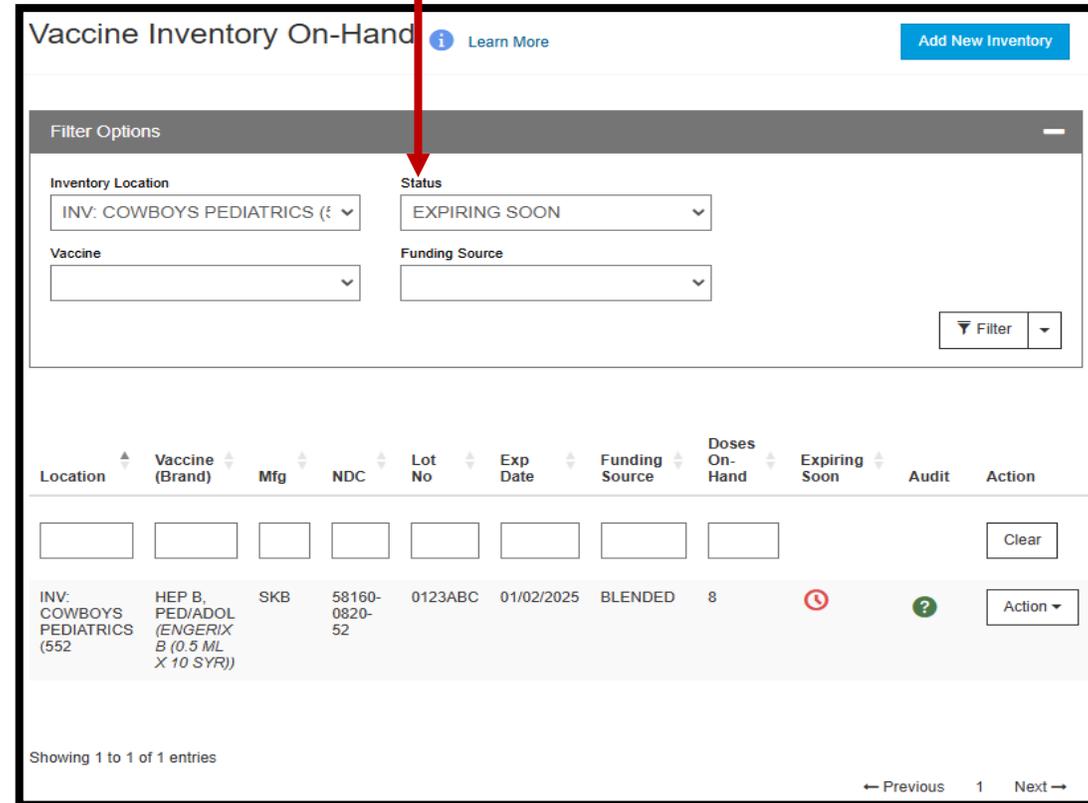
Vaccine: | Funding Source:

[Filter](#)

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
INV: COWBOYS PEDIATRICS (552)	MMRV (PROQUAD)	MSD	00006-4171-00	123456	11/25/2024	BLENDED	15		?	Action

Showing 1 to 1 of 1 entries

← Previous 1 Next →



Vaccine Inventory On-Hand [Learn More](#) [Add New Inventory](#)

Filter Options

Inventory Location: INV: COWBOYS PEDIATRICS (52) | Status: EXPIRING SOON

Vaccine: | Funding Source:

[Filter](#)

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
INV: COWBOYS PEDIATRICS (552)	HEP B, PEDI/ADOL (ENGERIX B (0.5 ML X 10 SYR))	SKB	58160-0820-52	0123ABC	01/02/2025	BLENDED	8		?	Action

Showing 1 to 1 of 1 entries

← Previous 1 Next →

On-Hand Inventory



To view specific options, providers must click on “Filter” to officially change onto the screen needed.

- Vaccines option will allow providers to specify which vaccine a provider may be looking for.
- If a provider is not looking for a specific vaccine, the vaccine option can be left blank, and all vaccines will be listed.

- Funding Source option, allows providers to toggle between different Funded inventory locations.
- This drop-down may look different for certain providers as not every provider has all Funding sources listed below.

The screenshot shows the 'Vaccine Inventory On-Hand' interface. The 'Filter Options' section is expanded, and the 'Vaccine' dropdown menu is open, displaying a list of vaccine types. The 'Inventory Location' is set to 'INV: COM BOYS PEDIATRICS' and 'Status' is 'ON-HAND'. A table below shows two inventory entries.

Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
XP125	08/30/2026	BLENDED	4		?	Action
0123ABC	01/02/2025	BLENDED	8	🕒	?	Action

The screenshot shows the 'Vaccine Inventory On-Hand' interface. The 'Filter Options' section is expanded, and the 'Funding Source' dropdown menu is open, displaying a list of funding sources. The 'Inventory Location' is blank and 'Status' is 'ON-HAND'. The table below shows 'NO RESULTS FOUND FOR FILTER CRITERIA'.

NO RESULTS FOUND FOR FILTER CRITERIA

Adding New Inventory



- The vaccine Inventory On-Hand also has the option for providers to manually Add New Inventory into their Inventory location.
- Click on Add New Inventory on the top right-hand side of the screen.

- On this screen complete all the required fields with a red asterix.

Vaccine Inventory On-Hand [Learn More](#) [Add New Inventory](#)

Filter Options

Inventory Location: INV: COWBOYS PEDIATRICS (5) | Status: ON-HAND

Vaccine: | Funding Source:

[Filter](#)

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
INV: COWBOYS PEDIATRICS (552) (AGGREGATE REPORTER)	DTAP-HEPB-IPV (PEDIA PEDIARIX (0.5 ML X 10 SYR))	SKB	58160-0811-52	XP125	08/30/2026	BLENDED	4		?	Action
INV: COWBOYS PEDIATRICS (552) (AGGREGATE REPORTER)	HEP B, PEDIADOL (ENGERIX B (0.5 ML X 10 SYR))	SKB	58160-0820-52	0123ABC	01/02/2025	BLENDED	8	🕒	?	Action

Vaccine Inventory [Learn More](#) [Cancel](#) [Create](#)

View

Date/Time * 11/26/2024 [📅](#) HH:MM AM/PM (HH:MM A/P)

Inventory Location *

Vaccine | Mfg | NDC | Brand *

Lot Number *

Expiration Date * MM/DD/YYYY [📅](#)

Funding Source *

Doses Adjusted *

Container Id

Comments

Adding Vaccine Inventory



- Enter the effective date for the inventory adjustment. By default, the system will populate the date field.
 - From the list of values provided, select the Inventory Location for which an adjustment is to be made.
 - Choose the vaccine, manufacturer, NDC, and brand needing to be added from the list of values.
 - Input the lot number and Expiration Date shown on the vial. If NMSIIS sends a flag about a matching lot number, make sure it is the correct lot number before allowing it to combine. If the lot number doesn't match continue with entering the new lot number.
 - Funding Source will depend on what program provided the vaccines. Ex. Pediatric will be "Blended".
 - Doses Adjusted; is the amount of vaccine the provider has on-hand for the specific inventory being added.
- Once all the information has been entered, click on Create at the top right-hand side of the screen.

The screenshot shows a web form titled "Vaccine Inventory" with a "Learn More" link and "Cancel" and "Create" buttons. The form is divided into a "View" section and a data entry section. The data entry section includes fields for Date/Time (11/26/2024 04:13 PM), Inventory Location (SJHP: COWBOYS PEDIATRICS - INV: COWBOYS PEDIATRICS (552)), Vaccine | Mfg | NDC | Brand (DTAP (DAPTACEL) | PMC | 49281-0286-10 | DAPTACEL (0.5 ML X 10 VIALS)), Lot Number (123ABC), Expiration Date (05/25/2026), Funding Source (BLENDED), Doses Adjusted (20), Container Id, and Comments.

Field	Value
Date/Time *	11/26/2024 04:13 PM (HH:MM/A/P)
Inventory Location *	SJHP: COWBOYS PEDIATRICS - INV: COWBOYS PEDIATRICS (552)
Vaccine Mfg NDC Brand *	DTAP (DAPTACEL) PMC 49281-0286-10 DAPTACEL (0.5 ML X 10 VIALS)
Lot Number *	123ABC
Expiration Date *	05/25/2026
Funding Source *	BLENDED
Doses Adjusted *	20
Container Id	
Comments	

Vaccine Inventory On-Hand

Action Drop-down

- The action drop-down can be located on the right side of the screen next to each individual vaccine.
- This option is used for specifics for each individual vaccine listed.

Vaccine Inventory On-Hand [Learn More](#)
Add New Inventory

Filter Options

Inventory Location:

Vaccine:

Status:

Funding Source:

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	DTAP-HEPB-IPV (PEDIA PEDIARIX (0.5 ML X 10 SYR))	SKB	58160-0811-52	XP125	08/30/2026	BLENDED	4			<input type="button" value="Action"/>
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	HEP B, PEDIADOL (ENGERIX B (0.5 ML X 10 SYR))	SKB	58160-0820-52	0123ABC	01/02/2025	BLENDED	8	🚫		

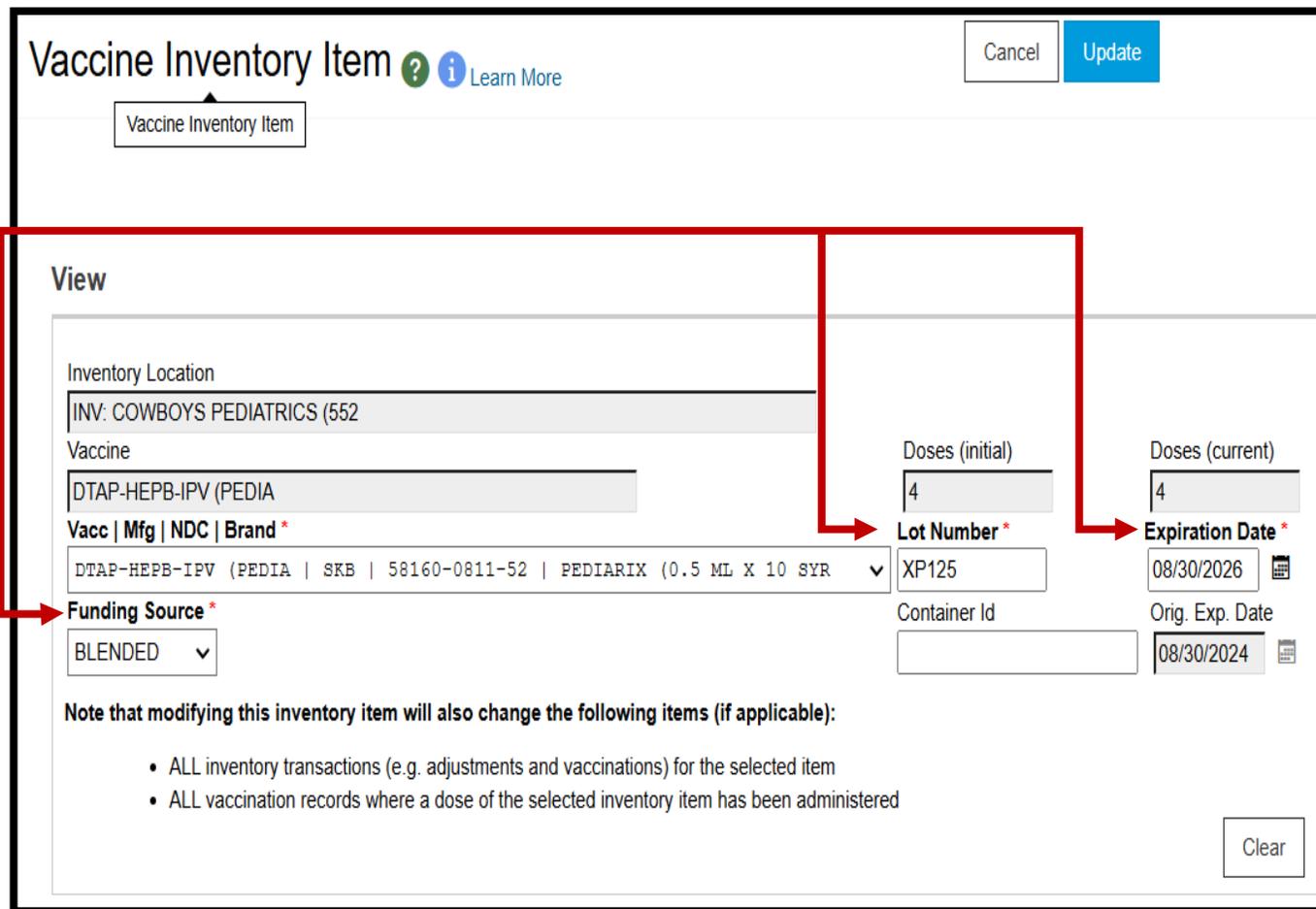
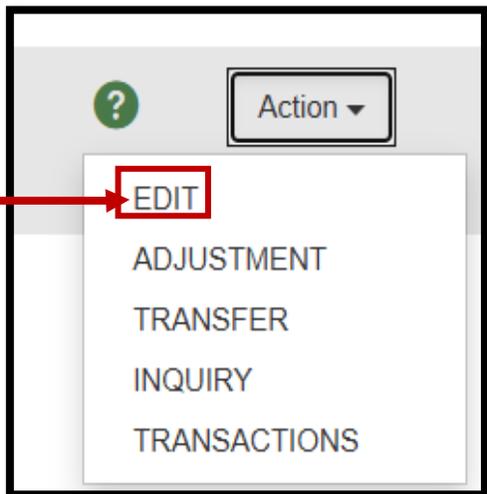
Showing 1 to 2 of 2 entries

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Vaccine Inventory On-Hand

Edit Option

- The “Edit” option on the “Action” drop-down allows providers to correct or edit a lot number, expiration date or funding source. As soon as everything has been corrected click on the Update button.
- This option is used for specifics for each individual vaccine.



The screenshot shows the 'Vaccine Inventory Item' form. The 'Update' button is highlighted in blue. Red arrows point from the 'Update' button to the 'EDIT' option in the dropdown menu. The form contains the following fields:

Field	Value
Inventory Location	INV: COWBOYS PEDIATRICS (552)
Vaccine	DTAP-HEPB-IPV (PEDIA)
Vacc Mfg NDC Brand *	DTAP-HEPB-IPV (PEDIA SKB 58160-0811-52 PEDIARIX (0.5 ML X 10 SYR
Funding Source *	BLENDED
Doses (initial)	4
Doses (current)	4
Lot Number *	XP125
Expiration Date *	08/30/2026
Container Id	
Orig. Exp. Date	08/30/2024

Note that modifying this inventory item will also change the following items (if applicable):

- ALL inventory transactions (e.g. adjustments and vaccinations) for the selected item
- ALL vaccination records where a dose of the selected inventory item has been administered

Buttons: Cancel, Update, Clear

Vaccine Inventory On-Hand Adjustment Option

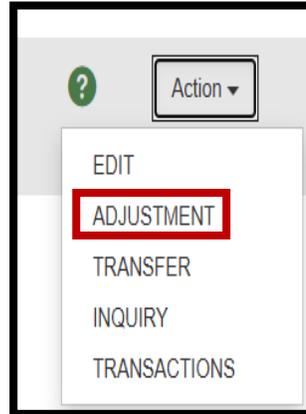


All adjustments must be made prior to physical count; this will cause the adjustment to fall within the current reconciliation timeframe.

- Enter the “**Date/Time**” for the adjustment.
- For VFC providers the drop-down “**Reason**” to be used for wasted vaccines are, Vaccine wastage-Broken vial/Syringe, Vaccine wastage-Drawn into Syringe not administered. No other option should be chosen for VFC.

Note: The options with “Private” adjustments are only for those providers still reconciling their privately purchased inventory.

- Click on the drop-down for “**Modification**” and select subtract.
- Click on “Doses Adjusted” and type in the number of doses wasted.
- **Container ID field can be left blank.**
- Type in the reason for waste on the “**Comments**” section.
- Last click on the “**Create**” button on the top right side of the screen to complete the adjustment.



Note: The comments field will accommodate up to 250 characters

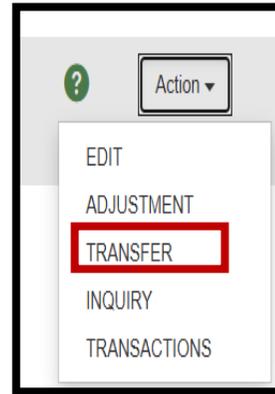
Not all providers will have the option to complete adjustments, if you don't have this option to adjust, contact your regional coordinator.

Vaccine Inventory On-Hand Transfer Option



In certain circumstances you may need to transfer inventory.

Transferring inventory entails moving vaccine doses from one inventory location to another. Transfers must be initiated in the system by the provider who is sending their vaccines to the other location. VFC providers are required to notify Regional Coordinators of all transfers of publicly funded vaccines.



Vaccine Inventory Transfer [Learn More](#) Cancel Create

Add

Date/Time * 12/05/2024 08:49 AM (HH:MM A/P)

Source Inventory Location You must enter time in the format: HH:MM AM/PM.

Inventory Location INV: NEW RECON TEST LOCATION

Vaccine | Mfg | NDC DTAP-IPV (KINRIX) | SKB | 58160-0812-52

Lot Number H5648

Expiration Date 10/25/2025

Funding Source BLENDED

Doses On-Hand 20

Container Id

REMINDER: You must notify the VFC Program of all transfers of publicly-funded vaccine before the transfer occurs.

Destination Inventory Location

Inventory Location * SJHP: COWBOYS PEDIATRICS - INV: COWBOYS PEDIATRICS (552)

Doses Transferred * 10 (The quantity will be immediately decremented from the Source Inventory Location and added to the Destination Inventory Location when marked as 'Received'.)

Equivalent Cases

Authorized By MOUSE, MICKEY (-)

Inventory Picked By MOUSE, MICKEY (-)

Inventory Picked Date 12/05/2024

QA Approved By TEST, LYNNE (DOCTOR OF MEDICINE)

QA Approved Date 12/05/2024

Shipped Date 12/05/2024

Comments

Clear

Complete all information. The image to the right, is just a sample to show the fields needing to be filled out.

- **Date/Time**- Double click and the current date/time will populate.
- **Inventory Location**- Provider receiving transfer
- **Doses Transferred**- Number of doses being transferred
- **Authorized By**- Person transferring
- **Inventory Picked By**- Person transferring
- **Inventory Picked Date**- Transfer Date
- **QA Approved Date**- Person approving transfer
- **Shipped Date**- Date of transfer
- **Comments**- (If needed)
- Last click on **“Create”** on the top right corner to complete transfer.

Note: Prior to transferring vaccines providers must ensure lot numbers/Expiration dates and all information for the vaccine is correct prior to transferring.

Vaccine Inventory On-Hand Receiving Transfer



The location receiving a transfer will need to accept the vaccine into a specified inventory location.

- Provider receiving an inventory transfer will need to go into their On-Hand Inventory location.
- A blue hyperlink will appear, indicating “There is a Pending Inventory Transfer.”

Note: All inventory transfers must be accepted as soon as possible, as this will hold both providers from reconciling inventory.

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	DTAP-HEPB-IPV (PEDIA (PEDIARIX (0.5 ML X 10 SYR))	SKB	58160-0811-52	XP125	08/30/2026	BLENDED	4		?	Action
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	HEP B, PED/ADOL (ENGERIX B (0.5 ML X 10 SYR))	SKB	58160-0820-52	0123ABC	01/02/2025	BLENDED	8	🔴	?	Action

Vaccine Inventory On-Hand Receiving Transfer



- Once the provider receiving the inventory clicks on the Blue Hyperlink the page below will pop-up with all vaccines being transferred to their inventory location.
- The receiving provider will need to click on **“Received”** for each vaccine in order for the vaccine to transfer into their inventory location.

Note- Provider receiving vaccines must match lot numbers/expiration dates etc. to ensure that all information for the vaccine being transferred to them is correct, prior to receiving transfer.

- The pop-up below will populate after clicking on **“Received”** for each vaccine.
- By double clicking in the Date/Time fields, the current date and time will populate into the field.
- Next click on **“OK”** for vaccines to update and reflect the transfer.

Vaccine Inventory Transfer [Learn More](#)

Cancel

Pending Incoming Inventory Transfers

Vaccine	Doses	NDC	Transfer Date	Lot	Funding Source	Mfg	Source Location	
Receiving Location: INV: COWBOYS PEDIATRICS (552)								
DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 syr))	10	58160-0812-52	12/05/2024	H5648	BLENDED SKB		INV: NEW RECON TEST LOCATION	? Received

Pending Outgoing Inventory Transfers

⚠ There are no Pending Outgoing Transfer(s) available.

Cancel

Receive Transfer

Pending Inventory

Enter the actual date/time the inventory was received.

Received Date * 12/05/2024 Time * 09:00 AM (HH:MM A/P)

OK Cancel

Vaccine Inventory On-Hand Receiving Transfer

Vaccine Inventory On-Hand [Learn More](#) Add New Inventory

Filter Options

Inventory Location: INV: COWBOYS PEDIATRIC
 Status: ON-HAND
 Vaccine:
 Funding Source:
 Filter

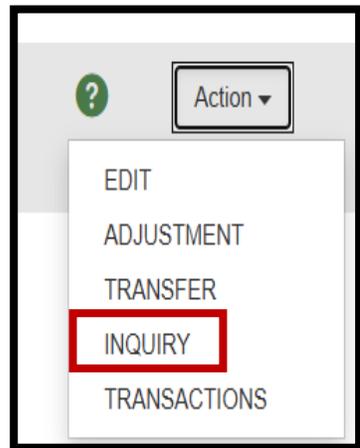
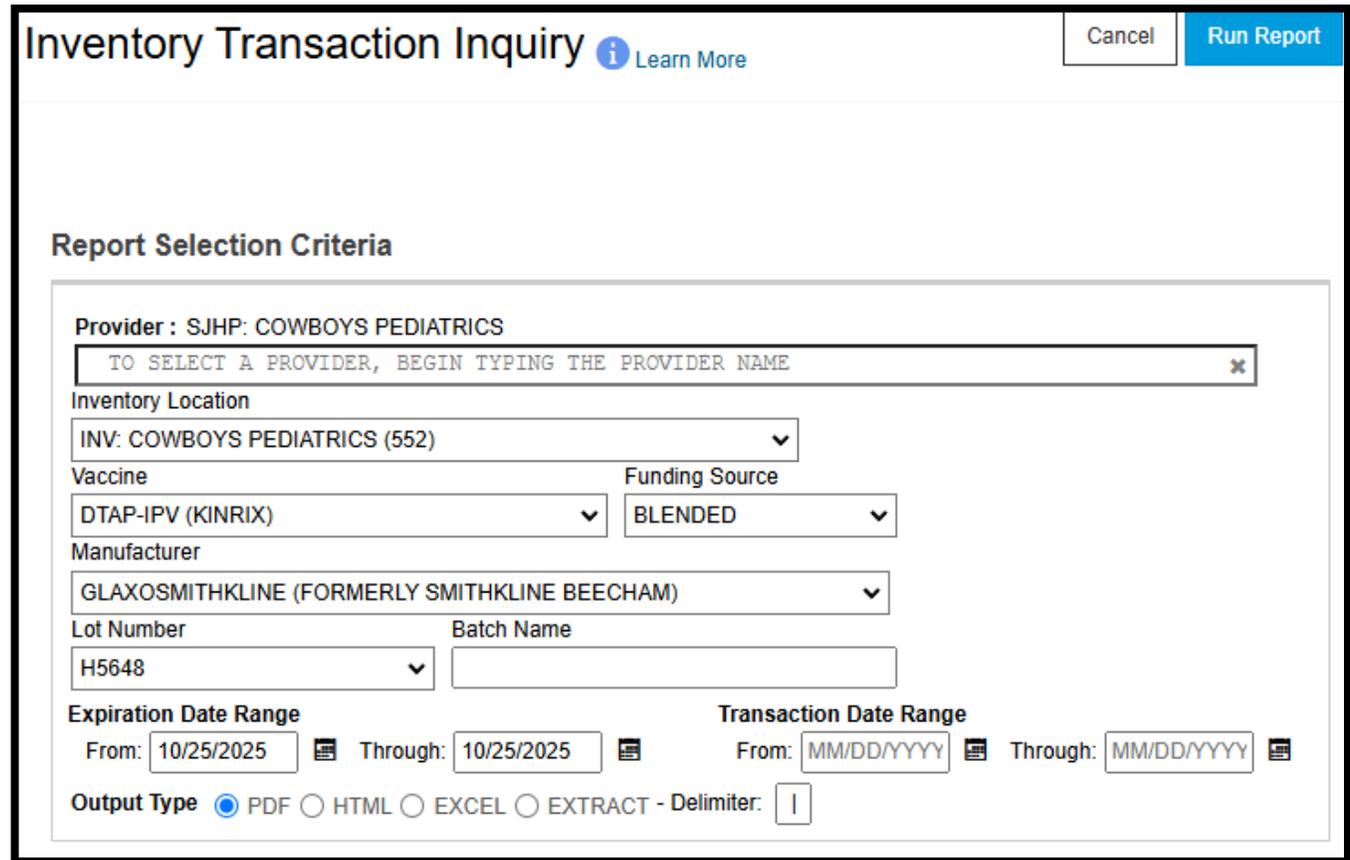
Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	DTAP-HEPB-IPV (PEDIA (PEDIARIX (0.5 ML X 10 SYR))	SKB	58160-0811-52	XP125	08/30/2026	BLENDED	4		?	Action
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	DTAP-IPV (KINRIX) (KINRIX (0.5 ML X 10 SYR))	SKB	58160-0812-52	H5648	10/25/2025	BLENDED	10		?	Action
INV: COWBOYS PEDIATRICS (552 (AGGREGATE REPORTER))	HEP B, PED/ADOL (ENGERIX B (0.5 ML X 10 SYR))	SKB	58160-0820-52	0123ABC	01/02/2025	BLENDED	8	🕒	?	Action

- Provider receiving vaccines can now go back into their On-Hand inventory and locate the newly transferred vaccines.

Vaccine Inventory On-Hand Inquiry

- Click on “Run Report” on the top right-hand side of the screen.

The Inventory Transaction Inquiry will allow providers to Run a Report specifically to individual vaccines and, will show all adjustments made from when the provider received the vaccine to when the last dose is administered or returned.

A screenshot of the 'Inventory Transaction Inquiry' report selection criteria form. The form is titled 'Inventory Transaction Inquiry' and includes a 'Learn More' link and 'Cancel' and 'Run Report' buttons. The form contains the following fields:

- Provider :** SJHP: COWBOYS PEDIATRICS
- Inventory Location:** INV: COWBOYS PEDIATRICS (552)
- Vaccine:** DTAP-IPV (KINRIX)
- Funding Source:** BLENDED
- Manufacturer:** GLAXOSMITHKLINE (FORMERLY SMITHKLINE BEECHAM)
- Lot Number:** H5648
- Batch Name:** (empty)
- Expiration Date Range:** From: 10/25/2025 Through: 10/25/2025
- Transaction Date Range:** From: MM/DD/YYYY Through: MM/DD/YYYY
- Output Type:** PDF (selected), HTML, EXCEL, EXTRACT - Delimiter: |

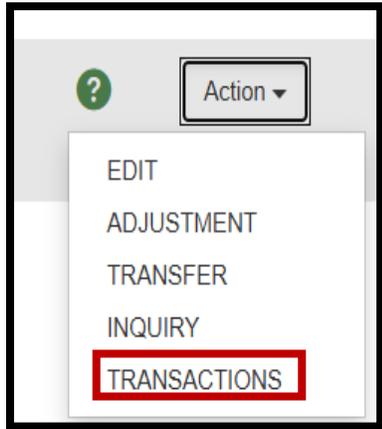
Vaccine Inventory On-Hand Inquiry



New Mexico Statewide Immunization Information System (NMSIIS)												December 10, 2024		
Inventory Transaction Inquiry														
Provider = SJHP: COWBOYS PEDIATRICS, Inventory Location = INV: COWBOYS PEDIATRICS (552), Vaccine = Hep B, ped/adol, Funding Source = BLENDED, Manufacturer = GlaxoSmithKline (formerly SmithKline Beecham), Lot = 0123ABC, From Exp Date = 01/02/2025, Through Exp Date = 01/02/2025														
Trans ID	Src Inventory Location	Dest Inventory Location	Trans Date	Vaccine	Mfg	NDC	Lot No	Fund Src	Exp Date	Type	Doses	Net Change		
16989	INV: COWBOYS PEDIATRICS (552)		08/29/2024	Hep B, ped/adol	SKB	58160-0820-52	0123ABC	BLENDED	01/02/2025	ADJ	8	8		
Reversal ID:			9:28:00 AM					Adjustment Reason: Add Initial Inventory						
Created By: SAMANTHA SANCHEZ on 08/29/2024 09:30:21			Comments:											
Updated By: SAMANTHA SANCHEZ on 11/26/2024 10:44:50														
17001	INV: COWBOYS PEDIATRICS (552)		11/01/2024	Hep B, ped/adol	SKB	58160-0820-52	0123ABC	BLENDED	01/02/2025	ADJ	8	16		
Reversal ID:			12:00:00 AM					Adjustment Reason: Return Expired Vaccine						
Created By: SAMANTHA SANCHEZ on 11/01/2024 13:36:51			Comments: AUTOMATICALLY GENERATED BY THE VACCINE RETURN SCREEN											
Updated By: SAMANTHA SANCHEZ on 11/26/2024 10:44:50														
17000	INV: COWBOYS PEDIATRICS (552)		11/01/2024	Hep B, ped/adol	SKB	58160-0820-52	0123ABC	BLENDED	01/02/2025	ADJ	(8)	8		
Reversal ID:			1:36:00 PM					Adjustment Reason: Return Expired Vaccine						
Created By: SAMANTHA SANCHEZ on 11/01/2024 13:36:00			Comments: AUTOMATICALLY GENERATED BY THE VACCINE RETURN SCREEN FOR VACCINE											
Updated By: SAMANTHA SANCHEZ on 11/26/2024 10:44:50			RETURN LINE ID 1049											
												Transaction Type Totals		
												INV ADJ		
												Add Initial Inventory		8
												Return Expired Vaccine		0
														8
												Total Net Change		8

- Inventory transactions Inquiry for vaccines will timestamp with the persons name who created the transaction.
- The first transaction will always be on the top of the 1st page then as other transactions are made; they will follow down the page until the last transaction is completed.
- The number of doses will show on the right side of each transaction. Doses Net is the doses being added or subtracted. If the number in doses net is in parenthesis that means it is being subtracted, but if the number is not in parenthesis the number is being added.

Vaccine Inventory On-Hand Transactions



Item Inventory Information

Vaccine HEP B, PED/ADOL	Lot Number 0123ABC	Expiration Date 01/02/2025	Doses On-Hand 8
NDC 58160-0820-52	Funding Source BLENDED	Manufacturer GLAXOSMITHKLINE (FORMERLY SMITHKLINE BE	
Total Transactions 3	Total Vaccinations 0	Total Adjustments 3	Total Transfers 0

Id	Reversal Id	Adjustment Reason	Reconciliation Bucket	Transaction Type	Quantity	Transaction Date	Audit	Action
17001		RETURN EXPIRED VACCINE	INVENTORY RETURNED/EXPIRED/RECALLED	INV ADJ	8	11/01/2024, 12:00 AM	?	
17000		RETURN EXPIRED VACCINE	INVENTORY RETURNED/EXPIRED/RECALLED	INV ADJ	-8	11/01/2024, 1:36 PM	?	
16989		ADD INITIAL INVENTORY	VACCINE RECEIVED	INV ADJ	8	08/29/2024, 9:28 AM	?	

- Transactions will show quantity of vaccines that are being added or subtracted.
- The Action section will often allow you to reverse a transaction if it is placed as a wastage.
- By reversing a Transaction, the quantity being reversed will automatically fall back into the providers on-hand inventory.

Reconciliation



The inventory reconciliation feature 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/Freezer. As inventory is added, adjusted, administered, and transferred, the system automatically summarizes data.

- Inventory
- Vaccines
- On-Hand
- Reconciliation**
- Vaccine Orders
- Vaccine Returns

Vaccine Inventory Reconciliation

Links | Add Reconciliation

Search Criteria

Info: When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date**.

Inventory Location: INV: COWBOYS PEDIATRICS (552) | Inventory Location Status: (ALL) | Reconciliation Status: (ALL)

Begin Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY | End/Physical Count Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

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

Previous Criteria | Clear | Search

Reconciliation Search Results - 1 record(s)

Status	Description	Count Date/Time	Authorized By	
Open	DECEMBER RECON	12/11/2024 10:00:00 AM	LYNNE TEST	View

- This screen allows providers to go back and review closed reconciliations.
- By clicking on the Begin Date Range From date and Through date then click on “Search”
- Any reconciliations left “Open” for a long time, provider should go into the reconciliation and Delete it on the “Update” dropdown. Providers should then recreate a new reconciliation.
- Once a Reconciliation is completed and closed providers can only go into the completed reconciliation and “View” it. No changes can be made to a closed reconciliation.



Search Criteria

Info: When searching for reconciliations, the Begin Date Range applies only to legacy reconciliations. The End/Physical Count Date Range will return legacy reconciliations based on the legacy End Date and new reconciliations based on the new Physical Count Date.

Inventory Location: **POISON IVY PEDS** | Inventory Location Status: **(ALL)** | Reconciliation Status: **(ALL)**

Begin Date Range: From: Through: | End/Physical Count Date Range: From: Through:

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

Reconciliation Search Results - 8 record(s)

Status	Description	Count Date/Time	Authorized By		
POISON IVY PEDS - NM1009					
Closed	DECEMBER RECON	12/11/2024 10:00:00 AM	TESTER USER	?	<input type="button" value="View"/>
Closed	3/20/241	3/20/2024 3:09:00 PM	MICKEY MOUSE	?	<input type="button" value="View"/>
Closed	V23.6	7/5/2023 10:14:00 AM		?	<input type="button" value="View"/>
Closed	TEST	2/1/2023 2:59:00 PM		?	<input type="button" value="View"/>
Closed	TEST	11/12/2018 12:50:00 PM	FELICIA VALDEZ	?	<input type="button" value="View"/>
Closed	NOV2	11/12/2018 10:04:00 AM	JOSHUA MARTINEZ	?	<input type="button" value="View"/>
Closed	NOV	11/9/2018 9:52:00 AM	JOSHUA MARTINEZ	?	<input type="button" value="View"/>
Closed	TEST RECON	11/6/2018 9:24:00 AM	FELICIA VALDEZ	?	<input type="button" value="View"/>

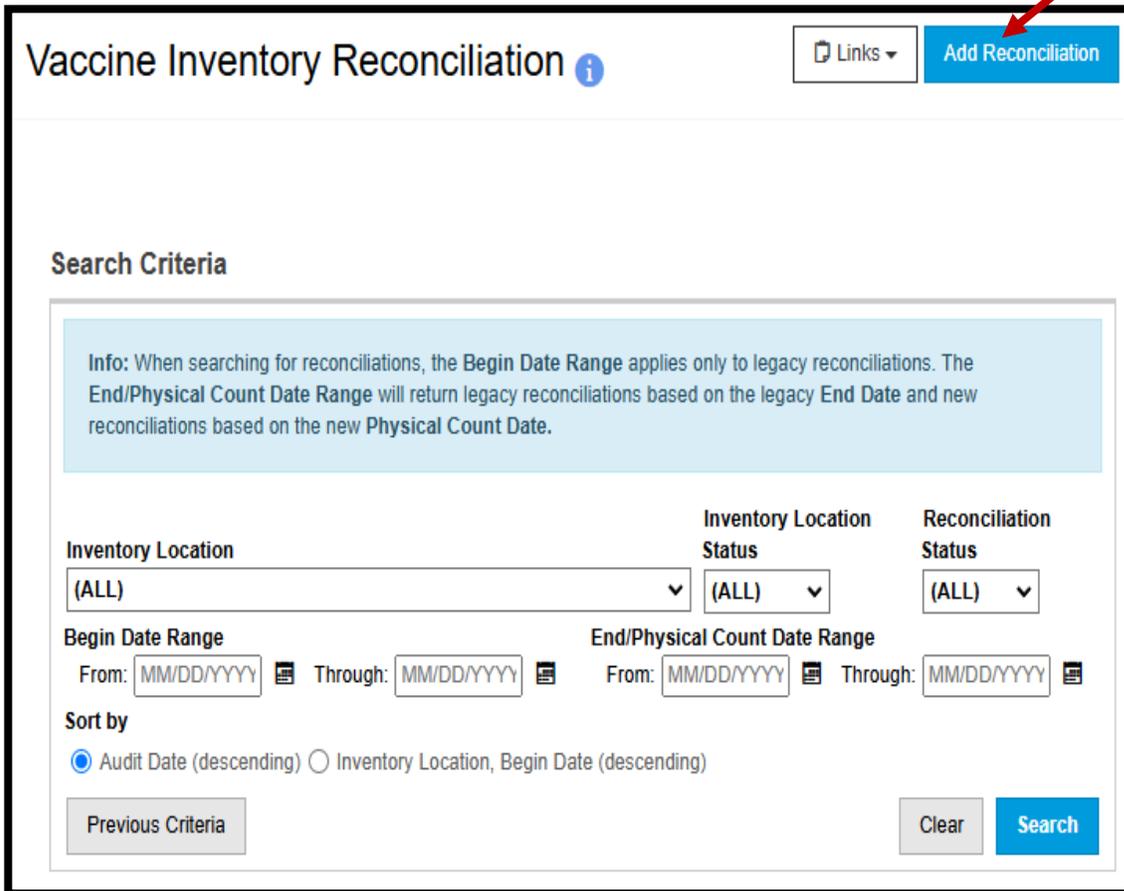
Viewing Past Reconciliations

This screen will allow providers to view all past Reconciliations submitted during the date range selected.

- Start by ensuring you're on the correct Inventory location.
- Choose the date ranges from-Through
- Click on search button on the right side of the screen.
- Click on the View button to go into the Reconciliation.
- If any Reconciliations are left "In-Work", go into the Reconciliation and delete it, especially if its an old Reconciliation.
- All Reconciliations must be completed the same day of the physical count and the order.

Reconciliation

- To add a new reconciliation, click on “Add Reconciliation” on the top right-hand side of the screen.



Vaccine Inventory Reconciliation Links Add Reconciliation

Search Criteria

Info: When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date**.

Inventory Location (ALL) **Inventory Location Status** (ALL) **Reconciliation Status** (ALL)

Begin Date Range From: MM/DD/YYYY Through: MM/DD/YYYY **End/Physical Count Date Range** From: MM/DD/YYYY Through: MM/DD/YYYY

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

Previous Criteria Clear Search

- Locate your providers Inventory Location on the Inventory Location dropdown then click on “Next” on the right-hand side of the screen.



Vaccine Inventory Reconciliation Cancel Next

Inventory Locations *

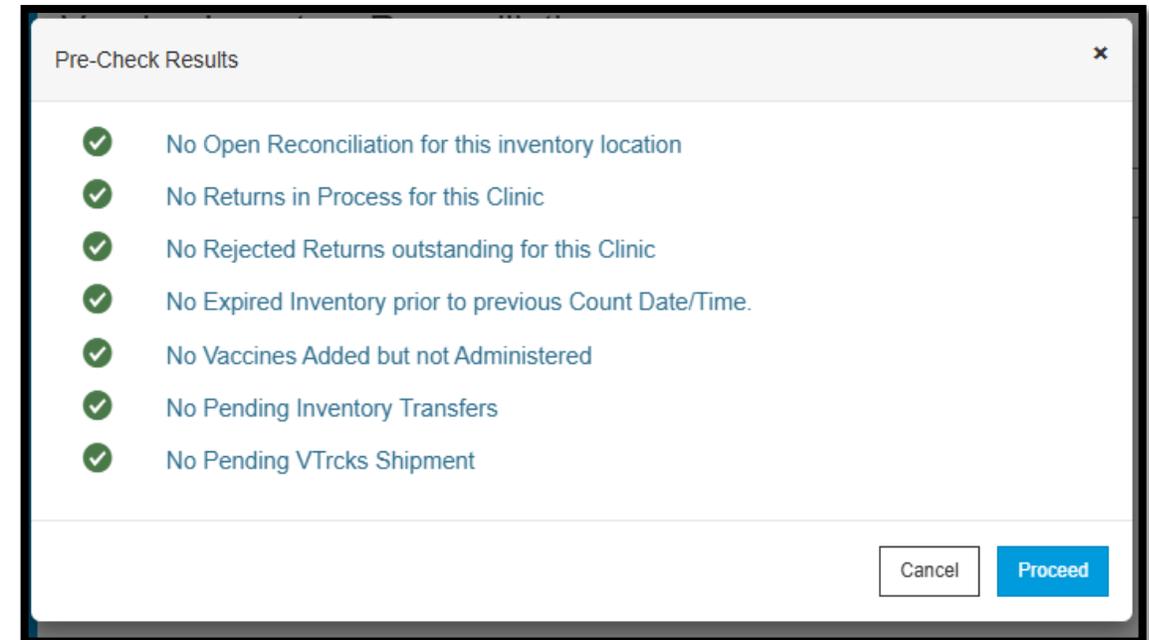
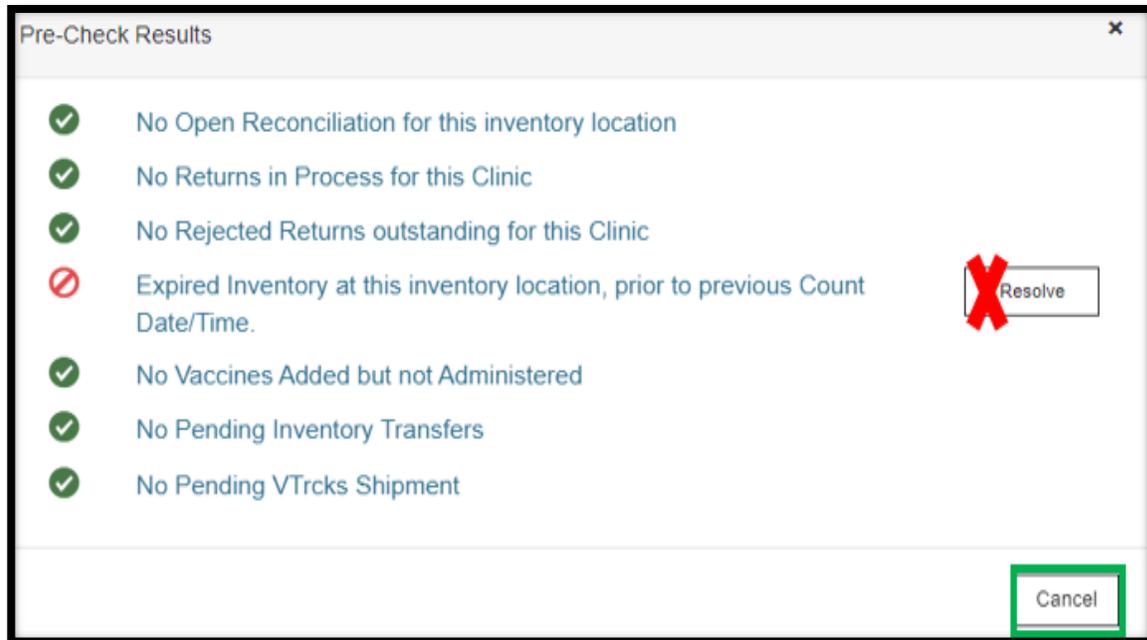
INV: COWBOYS PEDIATRICS (552)

Reconciliation Pre-Check Results



- If an error occurs on the pre-check list **Do not click on Resolve**, click on **Cancel** and go into the location where the problem is occurring to resolve the issue.

- Once the Pre-Check Results show a green check mark the provider may now “Proceed” to open a new reconciliation.



Reconciliation Aggregate Reporter



Aggregate reporters, are data exchange providers who submit data via the providers EHR's.

Vaccine Inventory Reconciliation

Inventory Location: INV: COWBOYS PEDIATRICS (552)

Description: * DECEMBER RECON

Authorized By: TEST, LYNNE (DOCTOR OF M)

Status: * OPEN

Count Date: * 12/11/2024

Count Time: * 10:50 AM

Last Count Date/Time:

Last Order Date: 09/04/2024

Buttons: Cancel, Create

- Description, Authorized By, Count Date/Count Time, must all be completed prior to clicking on “Create” on the top right side of the screen.

Vaccine Inventory Reconciliation

Inventory Location: INV: COWBOYS PEDIATRICS (552)

Description: * DECEMBER RECON

Authorized By: TEST, LYNNE (DOCTOR OF MEDICIN)

Status: * OPEN

Count Date: * 12/11/2024

Count Time: * 10:00 AM

Last Count Date/Time:

Last Order Date: 09/04/2024

Buttons: Cancel, Links, Update

Inventory by Doses

Description	Summary	Aggregate Administ...	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
BLENDED							
1. DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • XP125 • 08/30/2026	Σ	-1	3	0	✓	Action	?
2. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 syr) SKB • 58160-0812-52 • H5648 • 10/25/2025	Σ	-2	8	0	✓	Action	?
3. Hep B, ped/adol (Engerix B (0.5 mL x 10 syr) SKB • 58160-0820-52 • 0123ABC • 01/02/2025	Σ	-5	3	0	✓	Action	?
4. MMRV (Proquad) MSD • 00006-4171-00 • 123456 • 11/25/2024	Σ	-15	0	0	✓	Action	?

- Aggregate Reporters will see a reconciliation as shown on the image to the bottom left.
- Providers will see two columns the 1st is to report all doses which were Aggregate Administered within the time-frame of the reconciliation.
- The 2nd column is the Physical Count which will be the On-hand count of vaccines in the providers office.
- Once you have entered all inventory click on “Update” on the top right corner.
- When a reconciliation is completed check for discrepancies between the ending number in you balanced reconciliation and the actual on-hand inventory; if any are found, document the discrepancies and contact your regional coordinator if VFC or contact the help desk at 1-833-882-6454.

Reconciliation Manual Reporter



A provider that logs into NMSIIS and enters patient and vaccine information directly into the registry.

Vaccine Inventory Reconciliation ? i Cancel Create

Inventory Location: POISON IVY PEDS

Description: * DECEMBER RECON Authorized By: USER, TESTER (DOCTOR OF MEDICINE) Status: * OPEN

Count Date: * 12/11/2024 Count Time: * 10:00 AM Last Count Date/Time: 12/11/2024 10:00:00 AM Last Order Date: 10/28/2024

- Description, Authorized By, Count Date/Count Time, must all be completed prior to clicking on “Create” on the top right side of the screen.

Vaccine Inventory Reconciliation ? i Cancel Links Update

Inventory Location: POISON IVY PEDS

Description: * DECEMBER RECON Authorized By: USER, TESTER (DOCTOR OF MEDICINE) Status: * OPEN

Count Date: * 12/11/2024 Count Time: * 10:00 AM Last Count Date/Time: 3/20/2024 3:09:00 PM Last Order Date: 10/28/2024

- Manual Reporters will see a reconciliation as shown below.

- As providers are administering vaccines doses will automatically be pulled from the On-Hand Inventory.
- Providers will see 1 column when reconciling. Physical Count will be the On-hand count of vaccines in the providers office.
- Once you have entered all inventory click on Update on the top right corner.

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
BLENDED						
1. DTaP (Infanrix (0.5 mL x 10 syr)) SKB • 58160-0810-52 • ZX459P • 01/01/2027	Σ	4	4	⊘	Action	⊕
2. Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle)) SKB • 58160-0826-52 • H258L • 02/20/2025	Σ	7	-3	⊘	Action	?
3. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • H5646 • 02/25/2025	Σ	3	-2	⊘	Action	?
4. Hep B, ped/adol (Recombivax (0.5 mL x 10 syr)) MSD • 00006-4093-02 • TEST123 • 03/11/2025	Σ	3	0	⊕	Action	?

- When a reconciliation is completed check for discrepancies between the ending number in you balanced reconciliation and the actual on-hand inventory; if any are found, document the discrepancies and contact your regional coordinator if VFC or contact the help desk at 1-833-882-6454.

Reconciliation Completed



Vaccine Inventory Reconciliation ? i

Cancel Links Update

Inventory Location: POISON IVY PEDS

Description: * DECEMBER RECON Authorized By: USER, TESTER (DOCTOR OF MEDICINE) Status: * OPEN

Count Date: * 12/11/2024 Count Time: * 10:00 AM Last Count Date/Time: 3/20/2024 3:09:00 PM Last Order Date: 10/28/2024

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
BLENDED						
1. DTaP (Infanrix (0.5 mL x 10 syr)) SKB • 58160-0810-52 • ZX459P • 01/01/2027	Σ	8	0	✓	Action	?
2. Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle)) SKB • 58160-0826-52 • H258L • 02/20/2025	Σ	10	0	✓	Action	?
3. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • H5646 • 02/25/2025	Σ	5	0	✓	Action	?
4. Hep B, ped/adol (Recombivax (0.5 mL x 10 syr)) MSD • 00006-4093-02 • TEST123 • 03/11/2025	Σ	3	0	✓	Action	?

Once all line items are correct and complete click on update to save your work on the reconciliation.

If all is correct click on the drop-down adjacent to the Update button and click on Close Reconciliation.

By clicking on the drop-down button adjacent to Update there is also a Delete button. Reconciliations can only be deleted if the reconciliation Status reads Open.

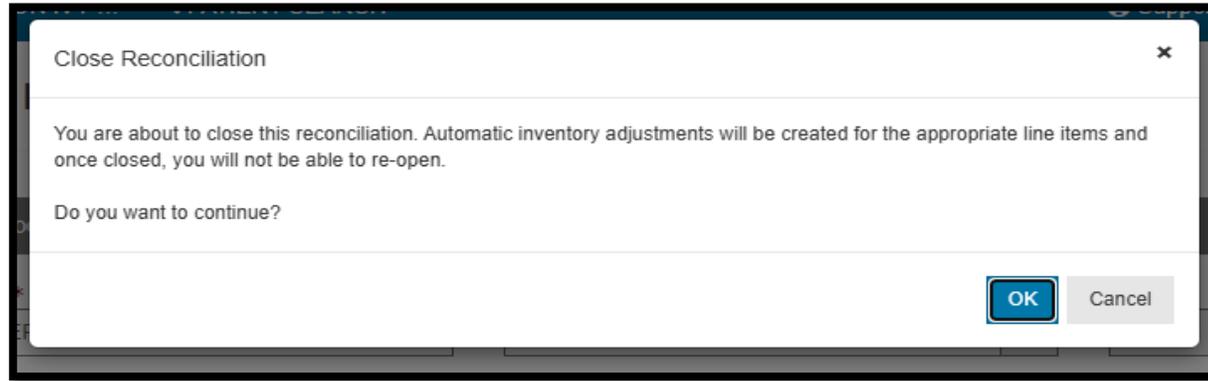
The “Inventory Difference” for all line items should read 0.

Be sure to go through one last time to ensure all inventory is correct.

Reconciliation Completed



- The pop-up as shown to the right will appear to ask if you would like to continue to close the Reconciliation, click “OK” to continue or cancel to go back to the opened reconciliation.



Once a Reconciliation is closed, it cannot be re-opened or edited.

Vaccine Inventory Reconciliation

Inventory Location: POISON IVY PEDS

Description: * DECEMBER RECON

Authorized By: USER, TESTER (DOCTOR OF MEDICINE)

Status: * CLOSED

Count Date: * 12/11/2024

Count Time: * 10:00 AM

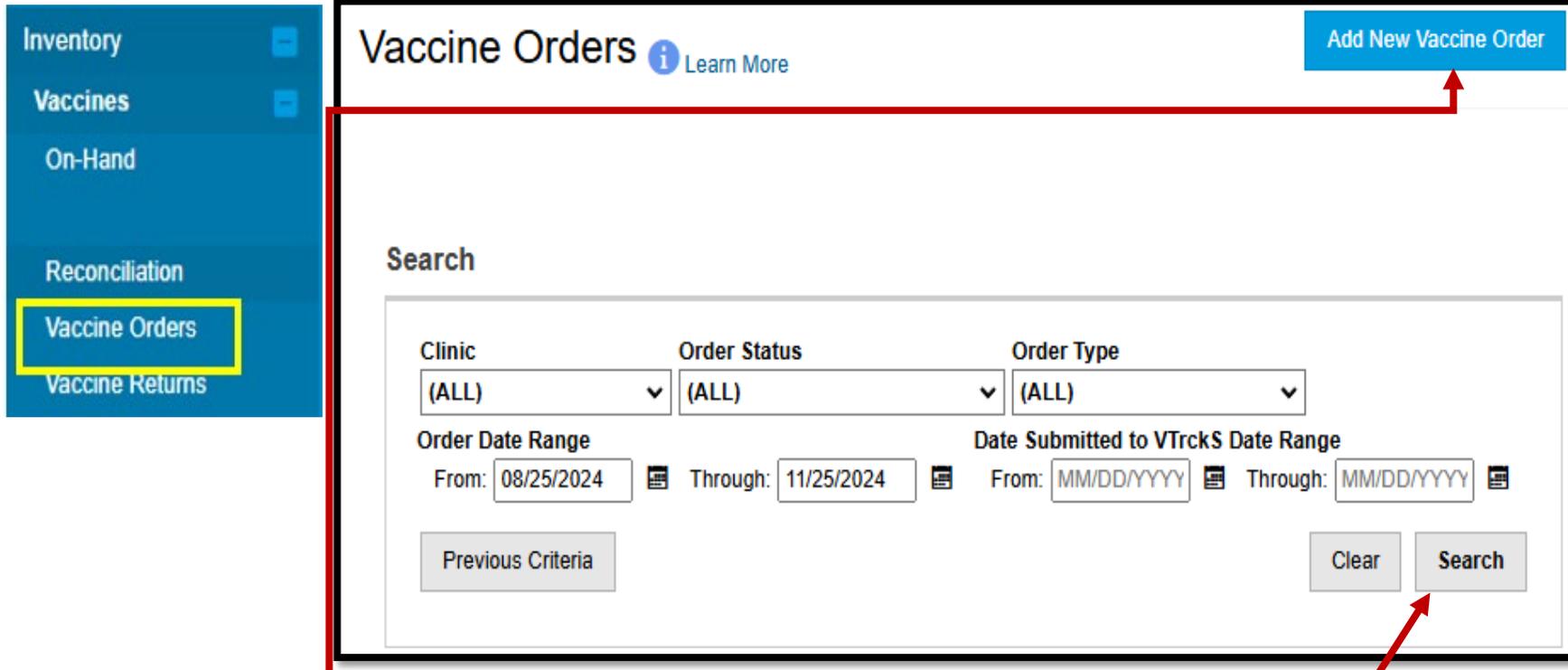
Last Count Date/Time: 3/20/2024 3:09:00 PM

Last Order Date: 10/28/2024

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
BLENDED						
1. DTaP (Infanrix (0.5 mL x 10 syr)) SKB • 58160-0810-52 • ZX459P • 01/01/2027	Σ	8	0	✓	Action	?
2. Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle)) SKB • 58160-0826-52 • H258L • 02/20/2025	Σ	10	0	✓	Action	?
3. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • H5646 • 02/25/2025	Σ	5	0	✓	Action	?
4. Hep B, ped/adol (Recombivax (0.5 mL x 10 syr)) MSD • 00006-4093-02 • TEST123 • 03/11/2025	Σ	3	0	✓	Action	?

Vaccine Orders

The Vaccine Inventory Order Screen is a quick way to view all the vaccine orders for every clinic within your organization.



- By changing the Order Date Range, you can click on “Search” and look at past orders submitted for approval or approved.
- The top right-hand side of the Orders screen is where providers will click to “Add New Vaccine Order”.

Viewing Past Orders

This screen will allow providers to view all past orders submitted during the date range selected.

- If any orders are left “In-Work” then the provider must go into the order and delete it especially if its an old Order.
- Orders “Rejected” can be viewed and notes from the program will explain the reason for a rejected order.
- All “Approved” orders will show two dates the 1st date is the date the order was placed by the provider; the 2nd is the date the order is submitted to VTrcks.
- If an order has been submitted to VTrcks providers can anticipate with that date when their order will arrive by looking at the Vaccine Shipping days located in NMSIIS Reports.
- Orders need to be placed the same day of your inventory reconciliation so that the number of doses administered are accurate.

Vaccine Orders Learn More

Add New Vaccine Order

Search

Clinic

Order Status

Order Type

Order Date Range
 From: Through:

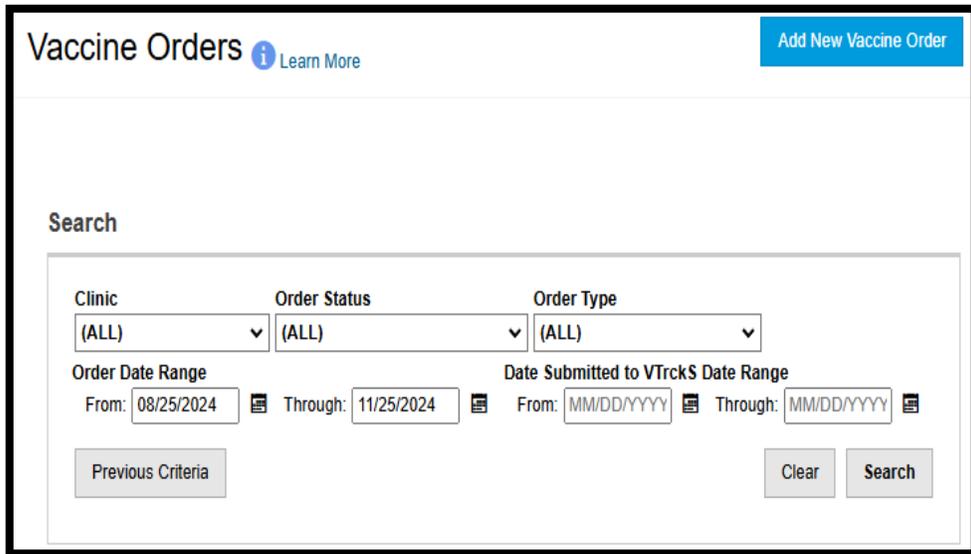
Date Submitted to VTrckS Date Range
 From: Through:

Previous Criteria
Clear
Search

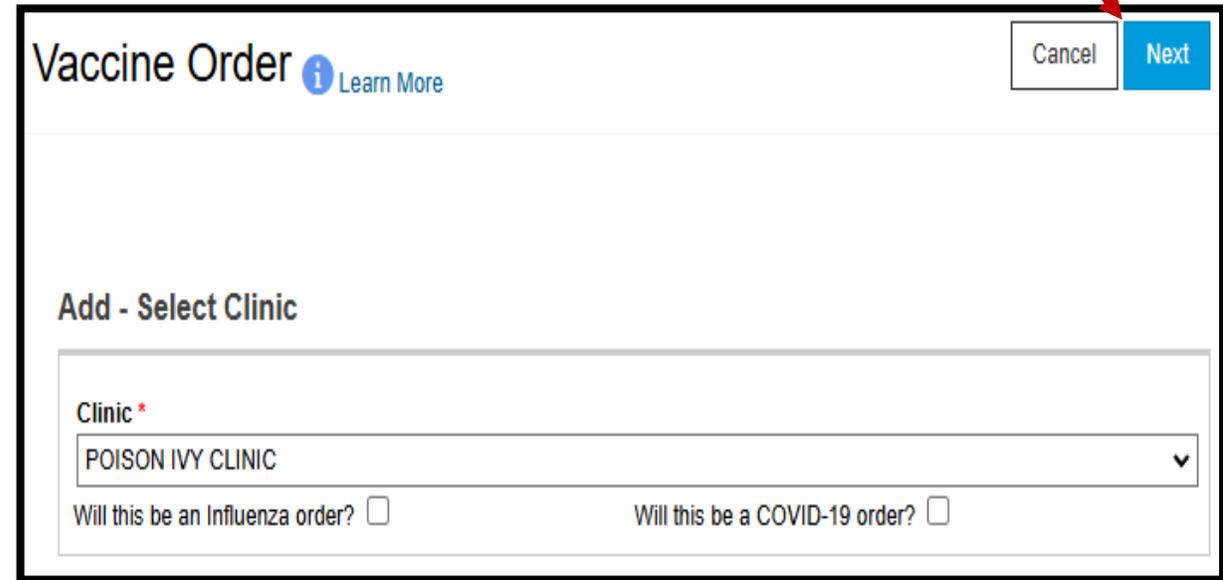
Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
POISON IVY CLINIC - NM1009					
20241212NM100901	12/12/2024	REJECTED			🖨️ ? View
20241028NM100901	10/28/2024	APPROVED		10/30/2024	🖨️ ? View

Creating Orders

- The top right-hand side of the Orders screen is where providers will click to “Add New Vaccine Order”.



- Locate your providers Inventory Location on the Clinic dropdown then click on “Next on the right-hand side of the screen.



Creating Orders



- On the bottom right-hand side of the screen click on the “check box” to certify all Shipping information is correct.
- Click on “Next” to go to the Order.

- On the bottom right-hand side of the screen click on the “check box” to certify all Shipping information is correct.
- Click on “Next” to go to the Order.
- Providers can communicate with the program regarding their order through the clinic notes.

Vaccine Order Pre-Check

Vaccine Order Pre-Check

Confirm Shipping Information

- Clinic: POISON IVY CLINIC (NM1009)
 Email: FELICIA.MARTINEZ2@STATE.NM.US
 Phone: 505-476-3672
 Primary Shipping Contact
 Name: MICKEY MOUSE
 Phone: 505-012-3456
 Fax:
 Email: MICKEY.MOUSE@DOH.NM.GOV
- Shipping Address
 123 HARLEY QUINN DR
 DIXON, NM 87527
- Delivery Information

Day Of Week	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	09:00	12:00	14:00	17:00
Tuesday	09:00	12:00	14:00	17:00
Wednesday	09:00	12:00	14:00	17:00
Thursday	09:00	12:00	14:00	17:00
Friday	09:00	12:30	14:00	17:00
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct.

Cancel Next

Vaccine Order

Cancel Links Submit To VFC Program Update

Edit

View Vaccine Inventory Reconciliation

Clinic: POISON IVY CLINIC Last Approved Order Date: 10/28/2024

Order Number: 20241212NM100901 Order Date: 12/12/2024 Order Status: IN WORK Priority Reason: Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments: OUR OFFICE WILL BE CLOSED 12/25/24-1/2/25

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging: BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)

Add To Order Clear Order Forecast

Vaccine	Mfg NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost	Fund Rec	Doses Comments
				0		0	\$0.00			

Utilizing Order Forecaster

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>					

Add To Order

Clear

Order Forecast 

- Adult
- Pediatric
- Both

this order

Total Doses	Total Cost
0	\$0.00

- Order Forecast can be utilized to assist providers with ordering vaccines monthly.
- Click on the down arrow to view **Adult, Pediatric** or **Both**.
- These options may change depending on clinic set up.

Order Forecaster Results



Order Forecaster - Pediatric Cancel Audit

Administered Immunizations Formula

Vaccine	Administered Immunizations	Current On Hand	Recommended Order	Intent	Action
<input type="text" value="VACCINE"/>	<input type="text" value="FORECASTED"/>	<input type="text" value="ON HAND"/>	<input type="text" value="RECOMMENDED"/>	<input type="button" value="Clear All Filters"/>	
DTAP	1	18	0	PEDIATRIC	<input type="button" value="Add To Order"/>
DTAP-HEPB-IPV (PEDIA	1	13	0	PEDIATRIC	<input type="button" value="Add To Order"/>
DTAP-IPV	2	23	0	PEDIATRIC	<input type="button" value="Add To Order"/>
HEP A, PEDIA/DOL, 2D	6	25	0	PEDIATRIC	<input type="button" value="Add To Order"/>
MMR	7	15	0	ADULT	<input type="button" value="Add To Order"/>
PCV20	3	2	1	ADULT	<input type="button" value="Add To Order"/>
PPSV23	2	5	0	ADULT	<input type="button" value="Add To Order"/>
TDAP, ADSORBED	12	0	12	ADULT	<input type="button" value="Add To Order"/>

- Once the order Forecaster has populated the report for your clinic.
- A break down will show on the report with each individual vaccines consistently **Ordered, Administered, Current On-hand**, and the **number of vaccines the forecaster recommends** for the provider to order.
- If a provider needs more or less of any vaccine, they do not need to order what the forecaster recommends.
- Click on **Add To Order** if feasible for each individual vaccine.
- Be sure to only add VFC or Adult per order. Reminder that all VFC and Adult orders need to be separate orders.

Order Forecaster Results



Order Forecaster - Pediatric

Administered Immunizations Formula

Vaccine	Administered Immunizations	Current On Hand	Recommended Order	Intent	Action
VACCINE	FORECASTED	ON HAND	RECOMMENDED		Clear All Filters
DTAP	1	18	0	PEDIATRIC	Add To Order
DTAP-HEPB-IPV (PEDIA)	1	13	0	PEDIATRIC	Add To Order
DTAP-IPV	2	23	0	PEDIATRIC	Add To Order
HEP A, PEDIADOL, 2D	6	25	0	PEDIATRIC	Add To Order
MMR	7	15	0	ADULT	Add To Order
PCV20	3	2	1	ADULT	Add To Order

Cancel Audit

User can click Audit, in the upper right-hand corner.

Excel spreadsheet showing the data from the Order Forecaster interface. The spreadsheet has columns for Vaccine (CVX), Administered Immunizations, Current On Hand, Recommended Order, and Intent.

Vaccine (CVX)	Administered Immunizations	Current On Hand	Recommended Order	Intent
DTaP (20)	1	18	0	Pediatric
DTaP-HepB-IPV (Pedia (110)	1	13	0	Pediatric
DTaP-IPV (130)	2	23	0	Pediatric
Hep A, adult (52)	4	14	0	Adult
Hep A, ped/adol, 2D (83)	6	25	0	Pediatric
Hep B, adult adjuvanted (189)	8	0	8	Adult
Hep B, ped/adol (8)	6	20	0	Pediatric
HPV9 (165)	15	20	0	Pediatric
HPV9 (165)	1	9	0	Adult
MCV4O/MCV4P (136)	13	32	0	Pediatric
Meningococcal B OMV (163)	2	32	0	Pediatric
MMR (3)	7	15	0	Adult
MMR (3)	2	33	0	Pediatric
MMRV (94)	3	10	0	Pediatric
PCV20 (216)	1	20	0	Pediatric
PCV20 (216)	3	2	1	Adult
Polio-IPV (10)	6	22	0	Pediatric
PPSV23 (33)	2	5	0	Adult
Tdap, Adsorbed (115)	12	0	12	Adult
Tdap, Adsorbed (115)	14	33	0	Pediatric

An Excel spreadsheet will populate with multiple tabs for more detailed view.

Vaccine Orders



Vaccine Order Learn More

Cancel Links Submit To VFC Program Update

[View Vaccine Inventory Reconciliation](#)

Clinic: POISON IVY CLINIC | Last Approved Order Date: 10/28/2024

Order Number: 20241212NM100901 | Order Date: 12/12/2024 | Order Status: IN WORK | Priority Reason: | Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments: OUR OFFICE WILL BE CLOSED 12/25/24-1/2/25

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging
 BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent: | Quantity of Packages: | Doses Per Package: | Total Doses: | Cost Per Package: | Total Cost (\$):

Add To Order Clear Order Forecast

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Rec Type	Rec Doses	Comments
DTaP-HepB-IPV (Pedia	SKB	58160-0811-52	Pediarix (0.5 mL x 10 syr	PED	2	10	20	1077.20			
Hep A, ped/adol, 2D	SKB	58160-0825-52	Havrix (0.5 mL x 10 syr	PED	2	10	20	323.00			
Hep B, ped/adol	MSD	00006-4981-00	Recombivax (0.5 mL x 10 vials)	PED	3	10	30	330.00			
Hib (PRP-T)	PMC	49281-0545-05	Acthib (0.5 mL x 5 vials)	PED	1	5	5	46.80			
HPV4 (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL vial x 10 vials)	PED	2	10	20	2270.80			
MCV40/MCV4P	SKB	58160-0827-30	Menveo (10 x 0.5mL single dose vials)	PED	5	10	50	5280.00			
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	2	10	20	398.20			
MMRV	MSD	00006-4171-00	Proquad	PED	5	10	50	4756.00			
PCV20	PFR	00005-2000-10	PREVNAR 20 (10 x 0.5mL syringe)	PED	5	10	50	9254.50			
Polio-IPV	PMC	49281-0860-10	IPOL (5.0 mL vial)	PED	2	10	20	249.20			
Varicella	MSD	00006-4827-00	Varivax (0.5 mL x 10 vials)	PED	1	10	10	783.40			
					Total Doses		295	Total Cost			\$24769.10

All vaccine orders are manually reviewed by the ordering team.

When creating a vaccine order, adding **Clinic Comments** will help the ordering team to understand what the clinic is needing.

To add a vaccine to your order, click on **Vaccine | Mg | Brand/Packaging**, then type in your vaccine type in the ordering box.

Click on the **Intent** dropdown to choose **Adult** or **Blended** for the order type.

Quantity of Packages, enter the amount of vaccines needed for your clinic. Ex. Pediarix I will need 20 doses so I would order two boxes of 10.

Click on **Add To Order** to add each vaccine to your order. The vaccines will be added to your order at the bottom of the screen.

Click on **Update** to save the order.

- Last Click on **Submit To VFC Program** to send your order to be approved.

Note: Adult and VFC orders must be submitted on separate orders.

Vaccine Order Reminder



Reminder: If the Order Status reads IN WORK, the order has not been submitted for approval, which means the program will not see the order.

- Click on View, then submit to VFC Program.

The screenshot shows the 'Vaccine Orders' interface. At the top right is a blue button labeled 'Add New Vaccine Order'. Below the header is a search section with filters for Clinic (set to ALL), Order Status (set to ALL), and Order Type (set to ALL). There are also date range filters for 'Order Date Range' (From: 05/12/2025, Through: 05/13/2025) and 'Date Submitted to VTrckS Date Range' (From: MM/DD/YYYY, Through: MM/DD/YYYY). Buttons for 'Previous Criteria', 'Clear', and 'Search' are present. Below the filters is a table with the following columns: Order Number, Order Date, Order Status, Order Type, Date Submitted to VTrckS, and Order Detail. A single row is visible with the following data: Order Number: 20250512NM100901, Order Date: 05/12/2025, Order Status: IN WORK (highlighted with a red box), Order Type: (blank), Date Submitted to VTrckS: (blank), and Order Detail: (blank). A 'View' button is located at the end of the row, with a red arrow pointing to it from the right side of the slide.

Vaccine Order pop-up



Vaccine Order ? i Learn More

Cancel Links Submit To VFC Program Update

Edit

Please confirm that the order DOES NOT apply to the following situations:

- Created outside of your ordering timeframe.
- Created after 14 days of your last reconciliation.
- If your order applies to the above, please delete the order and create a new order within your ordering timeframe/within 14 days of your last reconciliation.

Please check the box to proceed

[View Vaccine Inventory Reconciliation](#)

Clinic: POISON IVY CLINIC Last Approved Order Date: 05/02/2025

Order Number: 20250512NM100901 Order Date: 05/12/2025 Order Status: IN WORK Priority Reason: Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments:
 VFC Program Comments:
 Vaccine | Mfg | NDC | Brand/Packaging:

Intent: Quantity of Packages: Doses Per Package: Total Doses: Cost Per Package: Total Cost (\$):

Add To Order
 Clear Order Forecast

Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Rec Type	Doses	Comments
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	40	10	400	7964.00			
					Total Doses	Total Cost					
					400	\$7964.00					

- As soon as the order has been created, a pop-up will show, to confirm that the Order Does Not apply to the listed situations.
- If non of the above applies, click on the check box to proceed.

Submit Vaccine Order



Vaccine Order ? i Learn More

Edit

Please confirm that the order DOES NOT apply to the following situations:

- Created outside of your ordering timeframe.
- Created after 14 days of your last reconciliation.
- If your order applies to the above, please delete the order and create a new order within your ordering timeframe/within 14 days of your last reconciliation.

Please check the box to proceed

[View Vaccine Inventory Reconciliation](#)

Clinic:
 Last Approved Order Date:

Order Number:
 Order Date:
 Order Status:
 Priority Reason:
 Date Submitted to VTrckS:

Clinic Comments:

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)
<input type="text"/>					

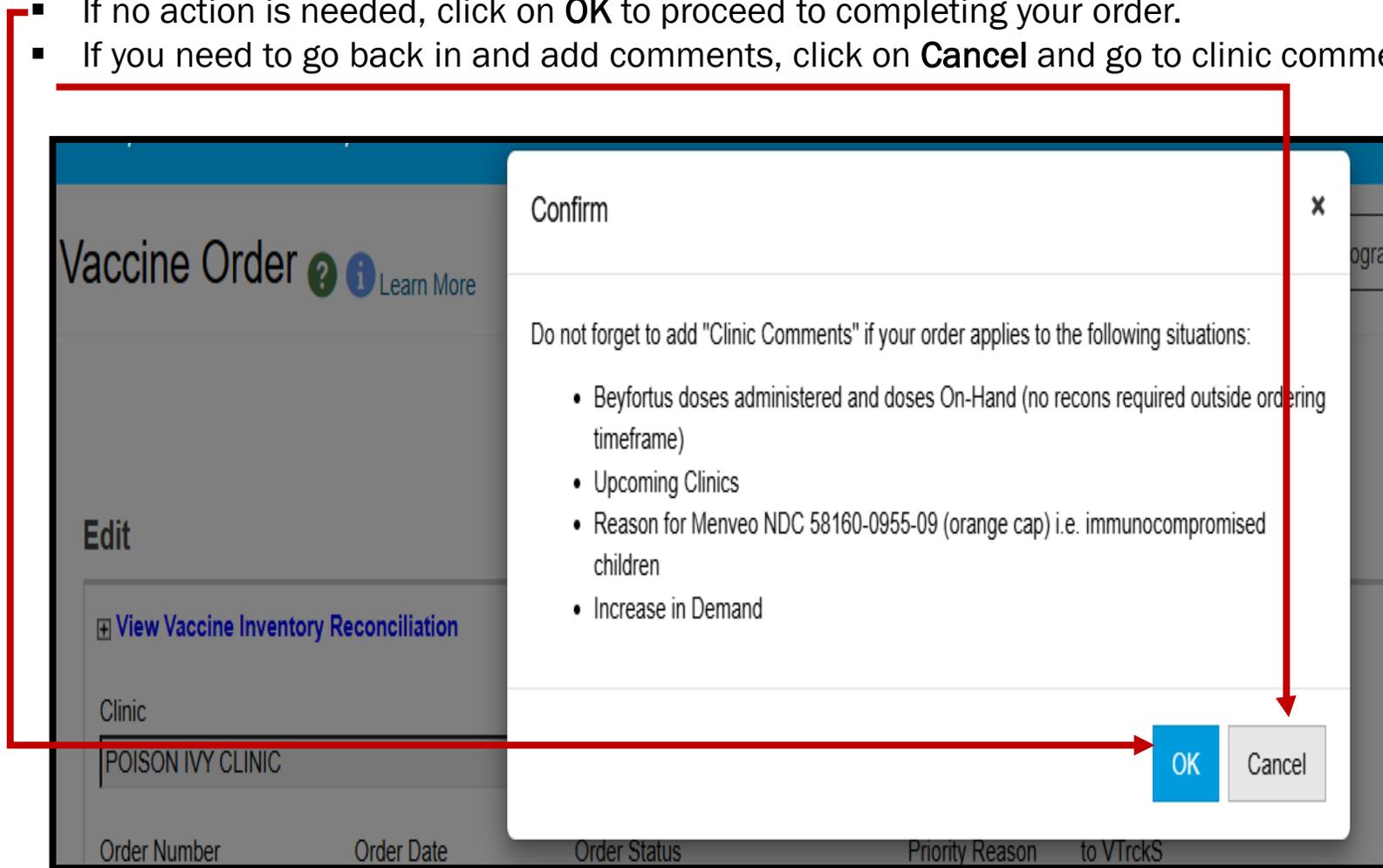
Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Rec Type	Doses	Comments
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	40	10	400	7964.00			
					Total Doses	Total Cost					
					400	\$7964.00					

- Once you have completed your order click on **Submit to VFC Program** to get your order sent to the program for approval.

Note: The Submit to VFC Program will allow providers to submit Adult orders as well as VFC orders. Be sure to submit VFC & Adult orders separately.

Vaccine Order Pop-up

- Once you have clicked on the Submitted For Approval button, a pop-up will show to remind and **Confirm** providers are entering their Clinic Comments for the list of reasons below.
- If no action is needed, click on **OK** to proceed to completing your order.
- If you need to go back in and add comments, click on **Cancel** and go to clinic comments.



Completed Vaccine Order



- Once the order has been submitted to the Program. The order status will state **Submitted For Approval**.
- Next click on **Cancel** to exit the order.

Vaccine Orders [Learn More](#) Add New Vaccine Order

Search

Clinic: (ALL) | Order Status: (ALL) | Order Type: (ALL)

Order Date Range: From: 12/12/2024 Through: 12/12/2024 | Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Previous Criteria Clear Search

Order Number	Order Date	Order Status	Order Type	Date Submitted to VTrckS	Order Detail
POISON IVY CLINIC - NM1009					
20241212NM100901	12/12/2024	APPROVED		01/02/2025	Print Help View

- When the Order has been approved a **Date Submitted to VTrcks** will appear and the Order Status will show **Approved**.

Vaccine Order [Learn More](#) Cancel Links

Edit

[View Vaccine Inventory Reconciliation](#)

Clinic: POISON IVY CLINIC | Last Approved Order Date: 10/28/2024

Order Number: 20241212NM100901 | Order Date: 12/12/2024 | **Order Status: SUBMITTED FOR APPROVAL** | Priority Reason: | Date Submitted to VTrckS: MM/DD/YYYY

Clinic Comments: OUR OFFICE WILL BE CLOSED 12/25/24-1/2/25

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging

BEGIN TYPING A VACCINE, MANUFACTURER CODE, NDC, OR BRAND/PACKAGING HERE

Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost Per Package	Total Cost (\$)

Add To Order Clear

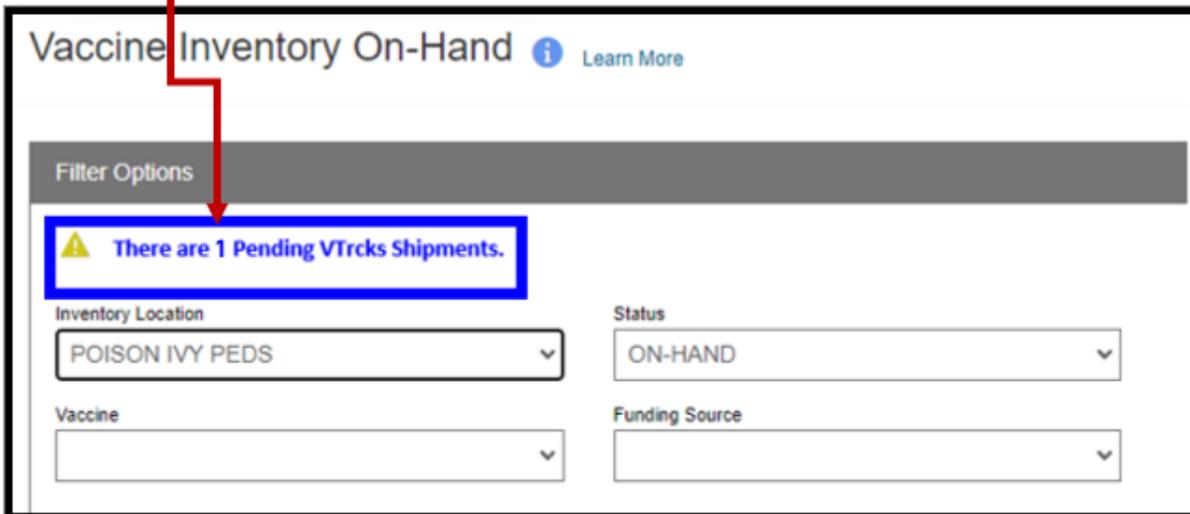
Vaccine	Mfg	NDC	Brand/Packaging	Intent	Quantity of Packages	Doses Per Package	Total Doses	Cost	Fund Rec Type	Doses	Comments
DTaP-HepB-IPV (Pedia	SKB	58160-0811-52	Pediarix (0.5 mL x 10 syr	PED	2	10	20	1077.20			
Hep A, ped/adol, 2D	SKB	58160-0825-52	Havrix (0.5 mL x 10 syr)	PED	2	10	20	323.00			
Hep B, ped/adol	MSD	00006-4981-00	Recombivax (0.5 mL x 10 vials)	PED	3	10	30	330.00			
Hib (PRP-T)	PMC	49281-0545-05	Acthib (0.5 mL x 5 vials)	PED	1	5	5	46.80			
HPV4 (Gardasil)	MSD	00006-4045-41	Gardasil (0.5 mL vial x 10 vials)	PED	2	10	20	2270.80			
MCV40/MCV4P	SKB	58160-0827-30	Menveo (10 x 0.5mL single dose vials)	PED	5	10	50	5280.00			
MMR	MSD	00006-4681-00	MMR II (0.5 mL x 10 vials)	PED	2	10	20	398.20			
MMRV	MSD	00006-4171-00	Proquad	PED	5	10	50	4756.00			
PCV20	PFR	00005-2000-10	PREVNAR 20 (10 x 0.5mL syringe)	PED	5	10	50	9254.50			
Polio-IPV	PMC	49281-0860-10	IPOL (5.0 mL vial)	PED	2	10	20	249.20			
Varicella	MSD	00006-4827-00	Varivax (0.5 mL x 10 vials)	PED	1	10	10	783.40			
					Total Doses	Total Cost					
					295	\$24769.10					

Receiving Vaccine Orders

On the NMSIIS On-Hand a [blue hyperlink](#) will appear. The hyperlink will allow the provider to receive the shipment into NMSIIS to ensure that the quantity, Lot number, NDC, etc. will be correctly input into NMSIIS. The only exceptions for not receiving vaccines via the [blue hyperlink](#) is the state frozen vaccines and influenza, which must be manually entered into your NMSIIS inventory.

Reminder: Do not reject any VFC vaccine shipments. All VFC shipments must be added to your inventory in NMSIIS

Click on the blue hyperlink shown below.



Vaccine Inventory On-Hand [Learn More](#)

Filter Options

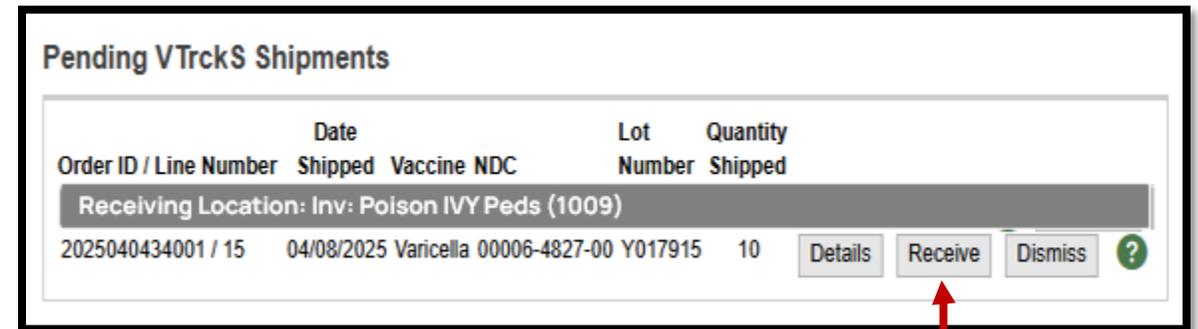
There are 1 Pending VTrcks Shipments.

Inventory Location: POISON IVY PEDS

Status: ON-HAND

Vaccine: [Empty]

Funding Source: [Empty]



Pending VTrckS Shipments

Order ID / Line Number	Date Shipped	Vaccine NDC	Lot Number	Quantity Shipped	
Receiving Location: Inv: Poison IVY Peds (1009)					
2025040434001 / 15	04/08/2025	Varicella 00006-4827-00	Y017915	10	Details Receive Dismiss 

Click on **Receive** to add the vaccine into the clinics On-hand.

Vaccine Returns



The Vaccine Returns Screen is a quick way to view all vaccine returns.

A screenshot of the "Vaccine Returns" web application interface. On the left is a blue sidebar menu with options: "Vaccines", "On-Hand", "Reconciliation", "Vaccine Orders", and "Vaccine Returns" (highlighted with a yellow box). The main content area is titled "Vaccine Returns" with a "Learn More" link and an "Add New Vaccine Return" button in the top right. Below the title is a "Search" section with several filters: "Clinic" (dropdown menu set to "(ALL)"), "Return Reason" (dropdown menu), "Return Status" (dropdown menu set to "(ALL)"), and "Return Type" (dropdown menu). There are two date range filters: "Return Date Range" (with "From: 08/25/2024" and "Through: 11/25/2024") and "Date Submitted to VTrckS Date Range" (with "From: MM/DD/YYYY" and "Through: MM/DD/YYYY"). A "Date Submitted to Program Date Range" filter is also present with "From: MM/DD/YYYY" and "Through: MM/DD/YYYY". At the bottom of the search section are "Previous Criteria", "Clear", and "Search" buttons. Red arrows point from the "Return Date Range" filter to the "Add New Vaccine Return" button.

- By changing the **Return Date Range**, you can click on search and view older or past returns submitted or approved.
- The top right hand of the return screen is where you will click to **Add New Vaccine Return**.

Viewing Past Returns

This screen will allow providers to view all past returns submitted during the date range selected.

- If any returns are left “In-Work” then the provider must go into the return and delete it especially if its an old Return.
- Returns “Rejected” can be viewed and notes from the program will explain the reason for a rejected Return.
- All “Approved” Returns will show two dates the 1st date is the date the Return was placed by the provider; the 2nd is the date the Return is submitted to VTrcks.
- If a Return has been submitted to VTrcks providers can anticipate a Return Label to be sent to them within the next 5 business days after the date of being submitted to VTrcks.
- Returns need to be submitted prior to opening and completing an inventory reconciliation, so that the number of doses are accurate on the inventory On-hand.

Vaccine Returns [Learn More](#)
Add New Vaccine Return

Search

Clinic

Return Reason

Return Date Range
 From: Through:

Date Submitted to Program Date Range
 From: Through:

Return Status

Return Type

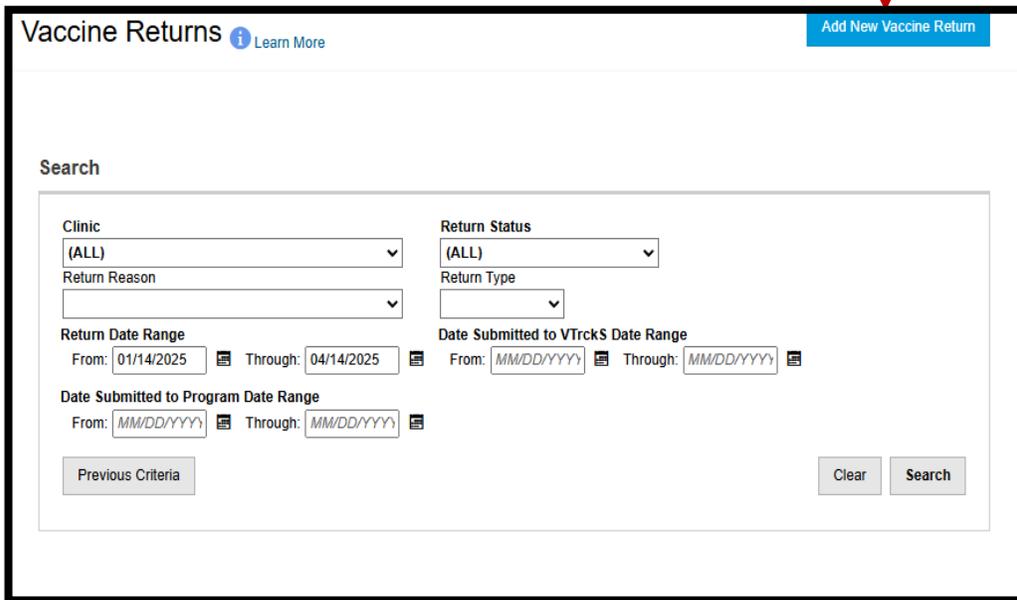
Date Submitted to VTrcks Date Range
 From: Through:

Previous Criteria
Clear
Search

Return Number	Return Date	Return Status	Return Type	Return Reason	Date Submitted to Program	Date Submitted to VTrcks	Return Detail
POISON IVY CLINIC - NM1009							
R02102025NM100900	02/10/2025	APPROVED	RETURN ONLY	EXPIRED VACCINE	02/10/2025	04/14/2025	View
R02112025NM100900	02/11/2025	APPROVED	RETURN ONLY	EXPIRED VACCINE	02/11/2025	04/14/2025	View
R04142025NM100900	04/14/2025	IN WORK	RETURN ONLY	EXPIRED VACCINE			View

Creating Returns

- The top right-hand side of the Vaccine Returns screen is where providers will click to **Add New Vaccine Return**.
- Locate your providers Inventory Location on the Clinic dropdown then click on “Next on the right-hand side of the screen.



Vaccine Returns [Learn More](#) Add New Vaccine Return

Search

Clinic: (ALL)

Return Reason:

Return Date Range: From: 01/14/2025 Through: 04/14/2025

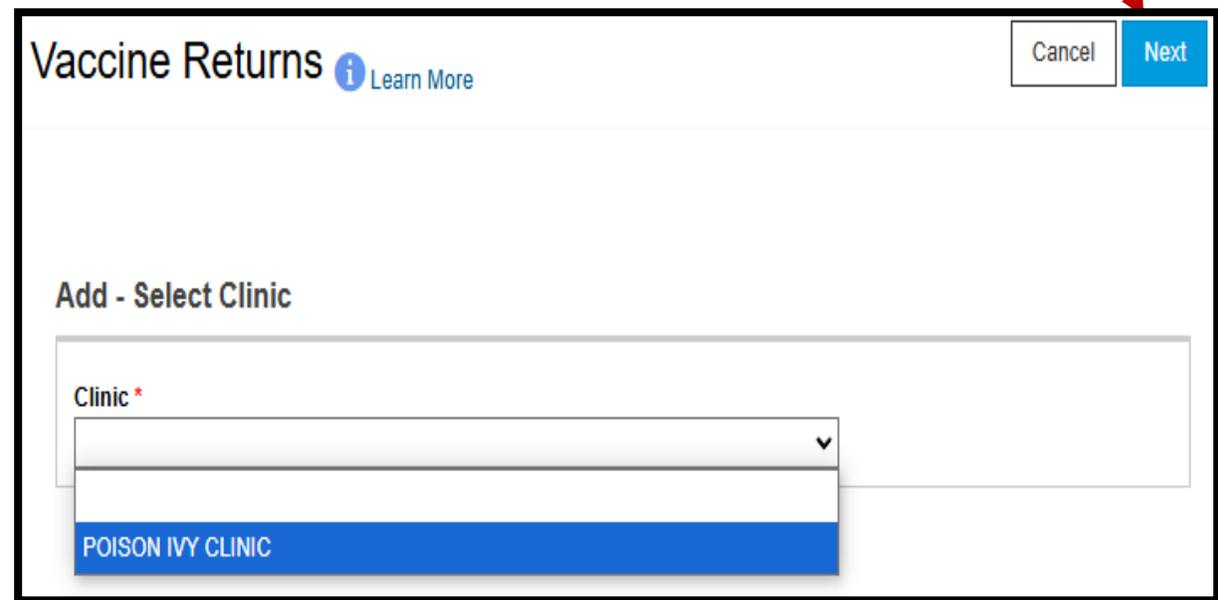
Date Submitted to Program Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Return Status: (ALL)

Return Type:

Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Buttons: Previous Criteria, Clear, Search



Vaccine Returns [Learn More](#) Cancel **Next**

Add - Select Clinic

Clinic *

POISON IVY CLINIC

Creating Returns

Add Vaccine Return Creation ... Cancel Next

Add

Clinic: POISON IVY CLINIC

Primary Shipping Contact

Name: DAISY DUCK
Phone: 123-456-7890
Fax:
Email: TEST123@GMAIL.COM

Shipping Address

123 HARLEY QUINN DR
DIXON, NM 87527

Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	09:00	12:00	14:00	17:00
Tuesday	09:00	12:00	14:00	17:00
Wednesday	09:00	12:00	14:00	17:00
Thursday	09:00	12:00	14:00	17:00
Friday	09:00	12:30	14:00	17:00
Saturday				
Sunday				

Special Instructions: NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct.

- Verify the shipping information and certify the information is correct by clicking on the **check box** on the bottom right corner of the screen.
- Then click on **Next** at the top right-hand corner of the screen.

Creating Returns



- The *Vaccine Returns* screen is now displayed and your selections in the required fields (red asterisk*) should match the screenshot.
- *Return Type*, select **Return Only**
- *Return Reason* use the drop-down menu and select **Expired Vaccine**

Note: Spoiled vaccines to return are only due to temperature excursions/Spoiled in Transit. A copy of your VFC Troubleshooting Record (TSR) must be submitted to your Regional Coordinator and approved then if vaccine is non-viable submit immediately a return for the non-viable vaccines.

- *Number of Shipping Labels*, 1 is the usual request; the rule of thumb is one label for each 100 doses being returned.
- *Label Shipping Method*, select **Mail to provider email stored in VTRCKS**- A return label will only be submitted to emails with 40 characters or less, select **Mail to provider address in VTRCKS**- A return label will be sent to the shipping address listed on the last page.
- *Clinic Comments*, this is an optional field but can be helpful-share any additional information you think will help us process your return. If the return label is being sent to the primary and if the primary is out, then the label will need to be sent to the Back-up, please state that on the clinic comments.

Vaccine Returns [Learn More](#) Cancel Create

Add

Clinic: POISON IVY CLINIC
Return Number: R04142025NM100900
Return Status: IN WORK
Return Created Date: 04/14/2025
Label Shipping Method: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS
Clinic Comments:
VFC Program Comments:
Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining
Doses Returning:
Add Return

Last Approved Return Date: 02/11/2025
Return Type: RETURN ONLY
Return Reason: EXPIRED VACCINE
Date Submitted to Program: MM/DD/YYYY
Date Submitted to VTrckS: MM/DD/YYYY
Description:
Number of Shipping Labels: 1

Vaccines To Return
⚠ There are no vaccines returned in this order

- *Last Click Create* on the right side of the screen.

Creating/Submitting Returns



Vaccine Returns ? i Learn

Cancel 🔗 Links Submit To VFC Program Update

✓ **Success** The Record Has Been Saved

Edit

Clinic POISON IVY CLINIC		Last Approved Return Date 02/11/2025	Created By SAMANTHA SANCHEZ, SAMANTHA.SANCHEZ@YAHOO.COM
Return Number R04142025NM100900	Return Status IN WORK	Return Type * RETURN ONLY	Return Reason * EXPIRED VACCINE
Return Created Date 04/14/2025	Date Submitted to Program MM/DD/YYYY	Date Submitted to VTrckS MM/DD/YYYY	
Label Shipping Method * EMAILED TO PROVIDER EMAIL STORED IN VTRCKS	Description	Number of Shipping Labels * 1	
Clinic Comments			
VFC Program Comments			

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining | Doses Returning

BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE ← Add Return

Vaccines To Return

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
Hep A, ped/adol, 2D	SKB	58160-0825-52	Havrix (0.5 mL x 10 syr)	BLENDED	H5646	02/25/2025	4	4

- Enter the expired vaccine and number of doses to find the vaccine in your inventory, begin typing a vaccine, name, NDC, brand, etc. and select the correct vaccine from the drop-down list.
Note: Expired vaccine returns will need to be on separate returns from TSR returns, and Adult returns.
- Enter the **Doses Returning** number for the doses needing to be returned; in this case (expired vaccine) this is usually all the doses in your inventory.
- Click on **Add Return** for each vaccine item being returned.
- Click on **Update** on the screen.
- Last click on **Submit To VFC Program**.

Completed Vaccine Return



Vaccine Returns ? i Learn More

Cancel Links ▼

Current Inventory On-Hand
Vaccine Return Details

Edit

Clinic	Last Approved Return Date	Created By						
POISON IVY CLINIC	02/11/2025	SAMANTHA SANCHEZ, SAMANTHA.SANCHEZ@YAHOO.COM						
Return Number	Return Status	Return Type						
R04142025NM100900	SUBMITTED FOR APPROVAL ▼	RETURN ONLY ▼						
Return Created Date	Date Submitted to Program	Date Submitted to VTrckS						
04/14/2025	04/14/2025	MM/DD/YYYY						
Label Shipping Method	Description	Number of Shipping Labels *						
EMAILED TO PROVIDER EMAIL STORED IN VTRCKS ▼		1						
Clinic Comments								
VFC Program Comments								
Vaccine Mfg NDC Brand/Packaging Funding Source Lot Number Expiration Date Doses Remaining		Doses Returning						
BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE		<input type="text"/> Add Return						
Vaccines To Return								
Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
Hep A, ped/adol, 2D	SKB	58160-0825-52	Havrix (0.5 mL x 10 syr)	BLENDED	H5646	02/25/2025	0	4

- Once the Return has been submitted to the Program. The return status will state **Submitted For Approval**.
 - Next click on the **Links** drop down, then click on **Vaccine Return Details**. Print 1 copy of the report and place it in the box with the vaccine being returned.
- Note:** The types and doses of vaccines listed on the return **must match exactly** what is contained in the box of returned vaccine.
- Last click on **Cancel** to exit the return.

Completed Vaccine Return



Vaccine Returns [Learn More](#) [Add New Vaccine Return](#)

Search

Clinic: (ALL) Return Status: (ALL)
Return Reason: Return Type:
Return Date Range: From: 04/01/2025 Through: 04/17/2025 Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY
Date Submitted to Program Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Previous Criteria Clear Search

Return Number	Return Date	Return Status	Return Type	Return Reason	Date Submitted to Program	Date Submitted to VTrckS	Return Detail
POISON IVY CLINIC - NM1009							
R04142025NM100900	04/14/2025	APPROVED	RETURN ONLY	EXPIRED VACCINE	04/14/2025	04/17/2025	View

- When the Return has been approved a **Date Submitted to VTrcks** will appear and the Return Status will show **Approved**.
- Within 1 week of the Return being approved in NMSIIS. An email will be submitted to the Primary Contact with a *UPS Delivery Label* email.
- Each return label is *specific* to a return. McKesson uses them to help track return shipments. **Do Not** save shipping labels and try to reuse.
- Only return vaccines that were approved and listed on the return detail form and in the box.
- Labels are only valid for 30 days. After 30 days the Immunization Team will have to delete each return and recreate a new one in the CDC system.

Note: Email must be less than 40 Characters to receive a shipping label.

Resources



New Mexico Vaccines for Children (VFC) Program Staff

VFC Program Manager Lynne Padilla Phone: 505-827-2147 Email: Lynne.Padilla-trujil@doh.nm.gov	 STATE OFFICE AT THE RUNNELS BUILDING SANTA FE	Vaccines for Children Clerk-A <i>Vacant</i>
Immunization Compliance Coordinator Scarlett Swanson Phone: 505-827-2898 Email: ScarlettC.Swanson@doh.nm.gov	Vaccines for Children Health Educator Daisy Lujan Phone: 505-827-2415 Email: Daisy.Lujan@doh.nm.gov VFC.Health-Educator@doh.nm.gov	Vaccines for Children Clerk-O Carl Schoepke, JR. Phone: 505-827-2731 Email: Carl.Schoepke@doh.nm.gov

REGIONAL OFFICES

Metro	Northwest	Northeast	Southeast (a) (b)	Southwest
Bernalillo, Sandoval, Valencia, Torrance	Cibola, McKinley, San Juan	Colfax, Guadalupe, Los Alamos, Mora, Rio Arriba, San Miguel, Santa Fe, Taos, Union, Harding	A-Eddy, Lea, Lincoln, Chaves, B-Quay, Roosevelt, Curry, De Baca	Catron, Doña Ana, Grant, Hidalgo, Luna Otero, Sierra, Socorro
Immunization Coordinators: Erica Flores, RN 505-709-7866 Erica.Flores@doh.nm.gov Crystal Trujillo, RN 505-709-7811 Crystal.Trujillo@doh.nm.gov Melissa Padilla 505-670-0153 Melissa.Padilla@doh.nm.gov	Health Educator: Angelica Torres 505-534-0865 Angelica.Torres@doh.nm.gov	Immunization Coordinator: <i>Vacant</i> Health Educator: Debra Wagner 505-476-2619 Debra.Wagner@doh.nm.gov Immunization Clerk: Renee Encinias 505-476-2622 Renee.Encinias@doh.nm.gov	Immunization Coordinator: Kelly Bassett, RN 575-288-9618 Kelly.Bassett@doh.nm.gov Immunization Coordinator: Zach Washington, RN 505-222-9011 Zachariah.Washington@doh.nm.gov Immunization Clerk: Theresa Rubio 575-288-9463 Theresa.Rubio@doh.nm.gov	Immunization Coordinator: <i>Vacant</i> Immunization Coordinator: Kimberly Orozco, RN 575-528-5186 Kimberly.Orozco@doh.nm.gov

Updated 5/2025

New Mexico Adult Program Staff

Adult.vaccines@doh.nm.gov

- ❖ Vaccine & Outreach Manager
Vanessa Hansel
 Email: Vanessa.Hansel@doh.nm.gov
- ❖ Perinatal Hepatitis B & Adolescent Vaccine Coordinator
Brandy Jones
Brandy.Jones@doh.nm.gov
- ❖ Quality Assurance/Quality Improvement Epidemiologist
Vacant
- ❖ Adult Vaccine Coordinator
Bianca Gonzales
BiancaD.Gonzales@doh.nm.gov

Resources

NMSIIS Help Desk

Call: (833) 882-6454

**8:00am-5:00pm Monday-Friday
(closed 12:00pm-1:00pm)**