Managing COVID-19 Vaccine Inventory
Using the Citywide Immunization Registry (CIR)

New York City Department of Health & Mental Hygiene
Bureau of Immunization • COVID-19 Vaccination Program
covidvax@health.nyc.gov

The New York City (NYC) Bureau of Immunization (BOI) requires that all providers vaccinating for COVID-19 manage their inventory in the CIR online registry using the Vaccine Inventory Management (VIM) module.

HOW TO PRE-BOOK & PLACE A CURRENT ORDER

- Log on to the CIR Online Registry: www.nyc.gov/health/cir.
- Navigate to the VIM/COVID icon and select the “COVID-19 Vaccination Program” tab, then the “Order COVID-19 Vaccine” sub-tab.

Enter your initial COVID-19 vaccine Pre-book and Current Order amounts
The Pre-Book Doses Requested should reflect the total number of doses needed overall for all of the health care personnel, eligible persons and patients for your facility. The Current Order Amount should reflect the number of vaccinations your site is able to administer in a one-to-two week period. Request vaccine on an as-needed basis. Order the appropriate amount of COVID-19 vaccine necessary for first, second, third and booster doses. If you did not receive vaccine for the current week, please note that your order will NO longer roll over.

If this is your first-time ordering vaccines, you will NOT need to reconcile your inventory, proceed to step 3.
If you have previously ordered vaccines, you will need to reconcile your inventory, proceed to step 2.
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**HOW TO RECONCILE COVID-19 VACCINE INVENTORY**

- Click on the **Reconcile Inventory** link to account for your on-hand doses before placing an order for the upcoming week.
- Enter your **On-hand Inventory** for each COVID-19 lot at your site by dose. Enter a ‘0’ if you have no vaccine doses to enter.
- Your **CIR Total Expected Inventory** should match your on-hand inventory.
- To balance your inventory, enter the **Adjust Direction**, then **Adjust Quantity**, and then select an **Adjustment Reason** from the drop-down menu; this will modify your CIR Total Expected Inventory.
- To manage extra vaccine doses, select ‘**Unaccounted for in Provider Inventory**’
- To account for vaccine transfers **outside of your network**, select ‘Transfer COVID-19 Vaccine’
- To add additional adjustment reasons, use the “+” and “−”icons from the Add/Remove Reason column
- Please fill in **ALL** entry fields before pressing the Save and Continue button

**Your current inventory is 0.00% reconciled. The CIR requires that you reconcile 100% before proceeding. By submitting this inventory count, you confirm that you have physically counted on-hand federally funded COVID-19 vaccine inventory and the count you are submitting is accurate and complete.**

- If you do not see one or more of your vaccine lots, click the **Find & Add Lot button** located above the dashboard to search for and add them to your list.
- In the box that appears, select the **brand, lot, and the number of doses** you would like to add
- If the lot currently exists in your list, a message will appear in the dashboard stating: **“This lot already exists on the Adjust Inventory screen.”**
- If you have added a lot to your list, it will be added and highlighted in yellow
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HOW TO PLACE A COVID-19 VACCINE ORDER

- Enter the number of doses you will need for one-to-two weeks in the Current Order Amount column. If you are finished, click the Submit button to place your order.
- Once you submit your request, it cannot be edited or canceled in the CIR. If you need to cancel or amend your order, please email us at COVIDVax@health.nyc.gov and use the subject line: AMEND COVID ORDER.
How to Revise a Pre-Book Request

1. To revise your COVID-19 pre-book order, click on the Revise Your COVID-19 Pre-Book tab.
2. Enter the number of doses you would like to increase or decrease your pre-book by in the Amount of revision column.
3. Press the Add or Subtract button. The Revised Pre-Book column will reflect the adjustment.
4. Click the Submit button to update your pre-book
5. A confirmation email will be sent to your site reflecting the edited pre-booked amount.

Note:
Orders for the Pfizer COVID-19, tris-suc, 12y+ vaccine must be in increments of 300.
Orders for the Moderna COVID-19 vaccine must be in increments of 100.
Orders for the Janssen COVID-19 vaccine must be in increments of 100.
Orders for the Pfizer COVID-19, 5-11 yrs vaccine must be in increments of 100.

I would like to receive dry ice with my COVID-19 vaccine order
How to Transfer COVID-19 Vaccines (In Network)

- Log on to the CIR Online Registry: [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir)
- Navigate to the VIM/COVD icon and select the COVID-19 Vaccination Program tab, then select the Transfer COVID-19 Vaccine sub-tab.

- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click the Submit button.

- Redistributions must be approved by New York State before vaccine is transferred. The form can be found [here](http://example.com), please complete and email to CovidVaccineHospitals@health.ny.gov.

- You can transfer vaccine using this tool only between sites enrolled in the NYC COVID-19 vaccination program under the same Section A in the Vaccine Provider Agreement application. To account for vaccine transfers outside of your network, select ‘Transfer COVID-19 Vaccine’ during inventory reconciliation.

- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.
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## HOW TO REPORT COVID-19 VACCINE WASTAGE

- Vaccine wastage and spoilage events should be reported on this screen.
- Wastage reasons include: Broken Vial/Syringe, Vaccine drawn into syringe but not administered, Opened multi-dose vial, Other wastage (non-returnable).
- Log into the CIR and click on the VIM/COVID icon.
- Select the Vaccine Inventory Management tab.
- Click on the VFC Vaccines Returns/Wastage tab.

![Screen with CIR navigation options]

- Fill out the fields displayed.
- More than one lot number can be reported at a time by clicking the Add Event button.

![Screen with vaccine returns/wastage form]

- Once all entries are complete, click the Continue button to confirm your entry (ies).
- Click the Submit button.
- Print out the confirmation for your records.
- Dispose of the wasted vaccine as you would other unused medication.