Vaccine Inventory Management Guide

NYC Department of Health and Mental Hygiene
Bureau of Immunization
Overview

- Vaccine Inventory Management
  - Order VFC Vaccine
  - Adjust Inventory
- Reports
Vaccine Inventory Management (VIM)

• VIM is a new feature available for VFC providers
  • Under this new tab, providers can manage all aspects of their VFC vaccine inventory
    • Orders
    • Returns
    • Tracking
    • Reports
  • This tool allows for dose level accountability of VFC inventory
  • Providers now have the ability to reconcile their inventory using VIM
  • Doses of VFC vaccine are automatically decremented from your expected total when:
    • A dose is administered
    • A dose is returned or wasted
  • Other transactions can now be recorded to account for received VFC doses
    • If amount differs from invoice
    • Administrative errors
When the VFC icon is clicked, a new tab layout will be displayed.

Notice the screen will default to the ‘Order VFC Vaccine’ tab

Vaccine Inventory Management NEW!
- In addition to previously existing links, under the VIM tab there is:
  - Order VFC Vaccine- the screen defaults to this tab
  - Now houses an integrated VIM dashboard

Adjust Inventory NEW!
- Stand-alone VIM dashboard

Stand-alone Reports NEW!
- New, expanded reports functionality
Order VFC Vaccine

- Online VFC Vaccine Ordering and Management Tool
  - VFC vaccine ordering process is integrated into VIM
  - A stand-alone reconciliation page is available
    - Providers can balance their inventory between orders

- Once in the tool, ordering publicly-funded VFC vaccine is still a simple 6-step process:
  1. Review vaccine order history
  2. Confirm, enter or update the following information
     Shipping and storage details
     Refrigerator and freezer temperatures
     Storage used for VFC vaccines
  3. Balance your VFC vaccine inventory *NEW!* *
  4. Enter VFC order quantities
  5. Confirm order
  6. Receive confirmation number
Step 1: **Review vaccine order history**

- This screen appears when a provider places a VFC vaccine order

- Providers can review 14 months of ordering information, see their recommended order frequency, and obtain the recommended date range for their next order

<table>
<thead>
<tr>
<th>VFC Provider</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN:</td>
<td>VFCCIR</td>
</tr>
<tr>
<td>Provider Name:</td>
<td>CITY IMMUNIZATION REGISTRY</td>
</tr>
</tbody>
</table>

**Vaccine Ordering Details**

- **Historical Order Assessment:** On Target
- **Order History:**
  - Order By Date (0):
  - Order Frequency: Quarterly
  - Date Range for Next Order: (n/a)

Bi-monthly = Every 2 months  
Quarterly = Every 3 months
Step 2: Confirm, enter or update: Shipping and storage details

<table>
<thead>
<tr>
<th>Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN:</td>
</tr>
<tr>
<td>Provider Name:</td>
</tr>
<tr>
<td>* VFC Primary Contact:</td>
</tr>
<tr>
<td>* Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>* City/State/ZIP:</td>
</tr>
<tr>
<td>* Phone/Ext:</td>
</tr>
<tr>
<td>* Fax:</td>
</tr>
</tbody>
</table>

* Required

- On this screen, providers may confirm, enter or update their shipping information.

Note: most of the information will be pre-populated.
Step 2: Confirm, enter or update: Refrigerator and freezer temperatures

<table>
<thead>
<tr>
<th>Refrigerator/Freezer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Small Household Refrigerator (Refrigerator)</td>
</tr>
<tr>
<td>Small Household Refrigerator (Freezer)</td>
</tr>
<tr>
<td><strong>Temp</strong></td>
</tr>
<tr>
<td><em>(F °C)</em></td>
</tr>
<tr>
<td><strong>Estimated Storage</strong></td>
</tr>
<tr>
<td>6.0 ft³</td>
</tr>
<tr>
<td>2.0 ft³</td>
</tr>
<tr>
<td><strong>Storage Used for VFC Vaccine</strong></td>
</tr>
<tr>
<td><em>(95%) (90%)</em></td>
</tr>
</tbody>
</table>

* Required

Using the ‘Modify Refrigerator’ feature will allow providers to update or change the storage unit details.

- Entering a refrigeration unit type will populate the above Refrigerator/Freezer Information box in Step 2 of the online ordering tool.

- The provider has the option of changing the temperature unit in the drop down to either Fahrenheit or Celsius prior to inputting a temperature value. This will be the default unit next time a provider logs on.

- Providers will also be required to enter the percentage of space used to store VFC vaccine for each refrigerator/freezer unit selected.
Step 2: Confirm, enter or update: Storage used for VFC vaccines

<table>
<thead>
<tr>
<th>REFRIGERATOR UNITS</th>
<th>FREEZER UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Stand-Alone Refrigerator</td>
<td></td>
</tr>
<tr>
<td>The typical storage capacity of a single unit is 16.7 ft³. The storage capacity of your unit(s) may be different.</td>
<td>The typical storage capacity of a single unit is 15.0 ft³. The storage capacity of your unit(s) may be different.</td>
</tr>
<tr>
<td>Stand-alone Pharmaceutical-Grade Refrigerator</td>
<td></td>
</tr>
<tr>
<td>The typical storage capacity of a single unit is 19.7 ft³. The storage capacity of your unit(s) may be different.</td>
<td></td>
</tr>
<tr>
<td>Commercial Stand-Alone Refrigerator</td>
<td></td>
</tr>
<tr>
<td>The typical storage capacity of a single unit is 25.0 ft³. The storage capacity of your unit(s) may be different.</td>
<td></td>
</tr>
<tr>
<td>Stand-Alone Freezer</td>
<td></td>
</tr>
<tr>
<td>The typical single unit capacity of different.</td>
<td></td>
</tr>
</tbody>
</table>

- Modify Refrigerator section has a new layout
- Units are organized based on type
- Users can click on the ‘Add/Edit’ button to modify their storage unit
Step 2: Confirm, enter or update:
Storage used for VFC vaccines
Step 3: Balance your VFC vaccine inventory

* NEW! *

- Before balancing your inventory, click on the Returns and Wastage module link to account for any returned or wasted VFC vaccine doses
- A CIR Expected Inventory is calculated for each lot using the formula below:

\[ \text{CIR Expected Inventory} = \text{VFC doses} - (\text{doses given} + \text{doses reported as R/W} + \text{any other inventory adjustments}) \]
Step 3: **Balance your VFC vaccine inventory** *NEW!* 

- Users can sort inventory by vaccine type, brand/manufacturer, or lot number/expiration date.
- Hover bubbles next to new terminology provides helpful tips to users while in VIM.
- Lot and expiration dates are color coded to help providers determine what lots to use first.

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**Public Inventory**

Legend:
- **LOTS in RED** are expired.
- **LOTS in BLUE** will expire within 30 days.
- Differences shaded in **GREEN** indicate that all inventory for that lot is accounted for.

Can't find your lot? **CLICK HERE**: Find & Add Lot

**Adjust CIR Expected Inventory by Dose**

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand/Mfr</th>
<th>Lot# / Exp.Date</th>
<th>Presentation</th>
<th>CIR Expected</th>
<th>On-Hand Inventory</th>
<th>Difference</th>
<th>Adjust Direction</th>
<th>Adjust Quantity</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>Gardasil 5/merck</td>
<td>K01323 02/20/2016</td>
<td>SDV, 10-Pack</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>Select an Option --</td>
<td>Select an Option --</td>
<td>Select an Option --</td>
</tr>
<tr>
<td>HPV</td>
<td>Gardasil 9/merck</td>
<td>K01324 02/03/2017</td>
<td>SDV, 10-Pack</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>Select an Option --</td>
<td>Select an Option --</td>
<td>Select an Option --</td>
</tr>
<tr>
<td>VAR</td>
<td>Varivax/merck</td>
<td>K00133 01/01/2017</td>
<td>SDV, 10-Pack</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>Select an Option --</td>
<td>Select an Option --</td>
<td>Select an Option --</td>
</tr>
</tbody>
</table>

**Current CIR Expected Inventory Total**: 5,997 | **Current On-Hand Inventory Total**: 5,997 | **Difference**: 0 (0%)
**Step 3: Balance your VFC vaccine inventory * NEW! * **

- Enter your On-Hand Inventory
  - Quantities in the Difference column will update accordingly
- Account for discrepancies between the CIR Expected Inventory and the On-Hand Inventory by:
  - Choosing an Adjust Direction, Adjust Quantity and Adjustment Reason
  - More than one reason can be selected to account for discrepant doses by clicking the Add Reason button
- Once all doses are reconciled, proceed to Step 4 of the Online Ordering Tool

---

### Adjust CIR Expected Inventory by Dose

<table>
<thead>
<tr>
<th>CIR Expected Inventory</th>
<th>On-Hand Inventory</th>
<th>Difference</th>
<th>Adjust Direction</th>
<th>Adjust Quantity</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>0</td>
<td>Decrease(-)</td>
<td>3</td>
<td>Amount Received Different from Invoice</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>20</td>
<td>Decrease(-)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>10</td>
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<tr>
<td>10</td>
<td></td>
<td>10</td>
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<tr>
<td>20</td>
<td></td>
<td>20</td>
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<tr>
<td>20</td>
<td></td>
<td>20</td>
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<tr>
<td>10</td>
<td></td>
<td>10</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current CIR Expected Inventory Total: 5,997| Current On-Hand Inventory Total: 0 | Difference: 5,997 (0%)**

*Your current inventory is only 0% reconciled. The CIR recommends that you further reconcile before proceeding. By submitting this inventory count, you confirm that you have physically counted VFC-supplied inventory on-hand and the count you are submitting is accurate and complete.*
Step 3: Balance your VFC vaccine inventory * NEW! *

Find & Add Lot
- If a provider has a lot on hand that is not displayed in the dashboard, they can use the Find and Add Lot functionality to add it to their inventory
- Select the Type, Brand/Manufacturer, Lot #/Expiration Date, Presentation and Quantity
  - Click the Add button for lot to appear on dashboard
  - Click the Reset button to add additional lots
Step 3: Balance your VFC vaccine inventory *NEW!* 

Find & Add Lot
• The new lot(s) will appear at the top of the dashboard
• If the lot already exists in your inventory, a pop-up will appear with further instructions
Step 4: Enter VFC order quantities

Enter the order quantities for all VFC vaccines needed.
- If the vaccine total is less than the recommended amount, an error message will be displayed.
- Users will have the option to hit ‘OK’ to continue, or they may hit ‘Cancel’ and make appropriate changes to their order.

Note: The wording and color in the ‘Quantity Evaluation’ column changes depending on quantities entered in the ‘Order Quantity by Dose’ field.

<table>
<thead>
<tr>
<th>Vaccine Type / Brand</th>
<th>Doses Per Package</th>
<th>Unit Presentation</th>
<th>VFC Inventory on Hand by Dose</th>
<th>VFC Order Quantity by Dose</th>
<th>VFC Order Subtotal by Dose</th>
<th>VFC Recommended Quantity by Dose</th>
<th>Quantity Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order is less than recommended</td>
</tr>
<tr>
<td>DAPTACEL</td>
<td>10</td>
<td>0.5ml SYR; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>Infanrix</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>Infanrix</td>
<td>10</td>
<td>0.5ml SYR; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>ADACEL (&gt;= 7 Yrs)</td>
<td>5</td>
<td>0.5ml SYR; 5-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>ADACEL (&gt;= 7 Yrs)</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>Boostrix (&gt;= 7 Yrs)</td>
<td>10</td>
<td>0.5ml SYR; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>Boostrix (&gt;= 7 Yrs)</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>VAR</td>
<td>10</td>
<td>SDV; 10-Pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Order total okay</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td>40</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Step 5: Confirm Order

Providers must check ‘I Agree’ to the agreement on the bottom left of the screen in order to continue.

- Review requested order quantities. If necessary, go back to edit order.
Step 6: Receive confirmation number

• A confirmation number will be generated for all orders submitted.

• Details for the order processed will be displayed on this screen including shipping information, updated information, and order summary.

• A copy of the order will be emailed to the email address recorded in the system.

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Thank you. Your order has been submitted. Your order will be reviewed by the Vaccine Management Unit. You will be notified if there are any changes required. Your order confirmation number is 104067.

This order was submitted by __________ on 01/24/2017 at 11:07 AM. A copy of this order has been emailed to __________@HEALTH.NYC.GOV.

Your facility’s ordering frequency is Quarterly. The date for your next order is 04/01/2017 - 04/15/2017.

Your order details are below. Please print this page for your records.

Please e-mail nycimmunize@health.nyc.gov with your CIR facility code and/or VFC PIN if you have questions.
Private tab

Providers can now manage their **privately-purchased vaccines** in the Online Registry

- Click on the ‘Private Inventory’ tab
  - Can manually enter and track purchased-vaccine data and quantities
  - Especially useful for managing all vaccines in one place
  - Use the ‘Find & Add Lot’ function to add lots to your Private dashboard
Adjust Inventory

- Located under the Vaccine Inventory Management tab
- This dashboard can be used to record vaccine transactions in-between orders
  - Users are not required to enter their On-hand Inventory when balancing VFC inventory
  - Functionality enables users to manage their vaccine transactions in real-time instead of waiting for their upcoming order date
  - Private inventory can also be managed from this tab
In addition to the Doses Administered and VFC Eligibility reports, VIM has expanded the Reports capacity to include 4 new reports:

- Vaccine Transactions Report
- Aging Inventory Report
- Vaccine Returns/Wastages History Report
- Order/Inventory History Report

Features include patient level data and customizable parameters

Each report’s output includes a cover page that contains:

- Site information
- Parameters chosen
- Date

Report outputs are available as a webpage, excel document or PDF
Vaccine Transaction Report

This report shows how unique lots were used. It can track vaccine activity over time. Users can customize their report by selecting any combination of the following:

- **Date range**
  - By selecting a period of time
  - By inputting a date range

- **Transaction types**
  - Can be filtered; users have the option to view:
    - All Transaction Types
    - Adjustment Reasons
    - System Generated Transactions
    - Inventory Errors

- **Vaccine Type**
- **Brand/Manufacturer**
- **Vaccine lot/Expiration date**
- **Unit presentation**

Transactions can be displayed for either Public or Private inventory- or both Method of Entry (HL7, UPIF, Online Registry)

Patient-level detail is available for administered doses
Vaccine Transaction Report - Parameters

- **Select Period**
  - 7 Days
  - 30 Days
  - 60 Days
  - 90 Days
  - Since Last Order

- **Transaction Types**
  - All
  - Adjustment Reasons
  - System Generated Transaction Types
    - Administered Dose
    - Borrowed Immunization Given
    - Replaced borrowed Public dose
    - Replaced borrowed Private dose
    - VFC Vaccine Return/Wastage
  - Inventory Errors
    - Lot Not Matched
    - VFC Eligibility/Fund Type Not Verified

- **Vaccine Type:**
- **Brand/Manufacturer:**
- **Vaccine Lot/Expiration Date:**
- **Unit Presentation:**

- **Display Transactions For:**
  - Public Inventory ONLY
  - Private Inventory ONLY
  - Both Public and Private Inventory

- **Show Patient Detail**
  - Method of Entry: All Methods
  - Sort By: Date

- **Output Format:** PDF

- **Clear**
- **Run Report**
# Vaccine Transaction Report - Output

## Citywide Immunization Registry

4209 28th Street  
Long Island, NY 11101

### Facility Code
9009X01

### VFC PIN
VFCCIR

### Date Range
9/1/2016 - 9/30/2016

### Transaction Types
- Added to Inventory
- Administered Dose
- Borrowed Immunization Given
- Deleted Dose
- Lot Not Matched
- Modified Dose
- Reconciled with On-Hand Inventory
- Removed from Inventory Tracking
- Replaced borrowed Private dose
- Replaced borrowed Public dose
- Shipment
- VFC Eligibility/Fund Type Not Verified
- VFC Vaccine Return/Wastage

### Vaccine Type

### Brand/Manufacturer

### Lot#/Expiration Date

### Unit Presentation

### Displayed Transactions
- Private
- Public

### Methods of Entry
# Vaccine Transaction Report - Output

## Vaccine Transactions (9/1/2016 - 9/30/2016)

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4310AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
</tbody>
</table>

**Amount Received Different from Invoice**

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4310AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
</tbody>
</table>

**Totals:** 4 $0.00

## Borrowed Immunization Given

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0679AE 04/02/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td></td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>01/02/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>01350AE 01/18/2014</td>
<td>SDV; 10-Pack</td>
<td></td>
<td></td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/10/2016</td>
<td>FLU</td>
<td>Fluosome / SANOFI PASTEUR</td>
<td>U4527AA 06/30/2013</td>
<td>0.25ml SYR, 10-Pack</td>
<td></td>
<td></td>
<td></td>
<td>Public</td>
</tr>
</tbody>
</table>

**Totals:** 0 $0.00

## Correction of Invalid Entry/Error

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4355AA 09/08/2014</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>3</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4310AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
</tbody>
</table>

**Totals:** 5 $0.00

## Expiration reported by Provider

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP-Hep8-IPV</td>
<td>Pediarix (Primary Series Only) / GLAXSMITHKLINE</td>
<td>AC218283AA 04/24/2012</td>
<td>0.5ml SYR, 5-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0005AE 12/16/2013</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>10</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>Tripedia / SANOFI PASTEUR</td>
<td>U3282BA 05/14/2012</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>40</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MCV4</td>
<td>Menactra (9 Moc - 55 Yrs of Age) / SANOFI PASTEUR</td>
<td>U3102AA 04/04/2011</td>
<td>SDV; 5-Pack</td>
<td></td>
<td>90</td>
<td></td>
<td>Public</td>
</tr>
</tbody>
</table>

**Totals:** 131 $0.00
Patient level data includes:
- CIR ID
- Name
- DOB
- VFC Eligibility
- Immunization date
- Method of Entry
Aging Inventory Report- Parameters

This report captures vaccines expiring within 30, 60 or 90 days

- Users can specify by vaccine type
Aging Inventory Report- Output

Citywide Immunization Registry
4209 28th Street
Long Island, NY 11101

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>9009X01</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN</td>
<td>VFCCIR</td>
</tr>
<tr>
<td>Expiration Date Range</td>
<td>11/15/2016 - 2/1/2017</td>
</tr>
<tr>
<td>Vaccine Type</td>
<td></td>
</tr>
</tbody>
</table>
# Aging Inventory Report - Output

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>CIR Expected Inventory</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>Infanrix / GLAXOSMITHKLINE</td>
<td>DRJ1234 11/30/2016</td>
<td>0.5mL SYR; 5-Pack</td>
<td>10</td>
<td>Private</td>
</tr>
<tr>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / SANOFI PASTEUR</td>
<td>POL0987 12/15/2016</td>
<td>0.25ml SYR; 10-Pack</td>
<td>10</td>
<td>Private</td>
</tr>
<tr>
<td>DTaP</td>
<td>DAPTACE / SANOFI PASTEUR</td>
<td>DRJ3456 12/28/2016</td>
<td>SDV; 10-Pack</td>
<td>10</td>
<td>Private</td>
</tr>
</tbody>
</table>

Generated on 11/28/2016 10:25 AM by M. Suralik
Vaccine Returns/Wastages History Report

This report summarizes vaccine returns and wastages submitted to the CIR

Users can customize their report by:

• Inputting a date range
• Selecting:
  • Vaccine Type
  • Brand/Manufacturer
  • Vaccine Lot/Expiration Date
  • Unit Presentation
  • Vaccine Return/Wastage Reason
    • Broken vial/syringe
    • Expired vaccine
    • Improper storage upon receipt
    • Lost or unaccounted for vaccine
    • Natural disaster
    • Opened multi-dose vial
    • Other vaccine return
    • Other wastage (non-refundable)
• Power outage
• Recall
• Refrigerator too cold
• Refrigerator too warm
• Refrigerator/Mechanical failure
• Transferred between providers in viable state
• Vaccine drawn into syringe but not administered
Vaccine Returns/Wastages History Report- Parameters

This report shows a summary of vaccine returns/wastage reports that were submitted into the system.

Transaction Date:
(mm/dd/yyyy)

From:

To:

Vaccine Type:
-- Select --

Brand/Manufacturer:
-- Select --

Vaccine Lot/Expiration Date:
-- Select --

Unit Presentation:
-- Select --

Vaccine Return/Wastage Reason:
-- Select --

Output Format: PDF

Clear  Run Report
Vaccine Returns/Wastages History Report - Output

Vaccine Returns / Wastage History

Citywide Immunization Registry
4209 28th Street
Long Island, NY 11101

Facility Code: 9009X01
VFC PIN: VFCCIR

Date Range: 9/1/2016 - 12/31/2016

Vaccine Type
Brand/Manufacturer
Lot#/Expiration Date
Unit Presentation

Returns / Wastage Reason: [Power Outage]
### Vaccine Returns/Wastages History Report - Output

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Doses</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTap-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GLAXOSMITHKLINE</td>
<td>AC21B254AA 04/24/2012</td>
<td>0.5ml SYR; 5-Pack</td>
<td>1</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTap</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4050AA 09/08/2014</td>
<td>SDV; 10-Pack</td>
<td>12</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTap</td>
<td>Tripedia / SANOFI PASTEUR</td>
<td>U3282BA 03/14/2012</td>
<td>SDV; 10-Pack</td>
<td>40</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0009AE 12/16/2013</td>
<td>SDV; 10-Pack</td>
<td>10</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MCV4</td>
<td>Menactra (9 Mos - 55 Yrs of Age) / SANOFI PASTEUR</td>
<td>U3102AA 04/06/2011</td>
<td>SDV; 5-Pack</td>
<td>80</td>
<td>Public</td>
</tr>
</tbody>
</table>

Sum of Doses Returned / Wasted: 143

Generated on 11/28/2016 10:07 AM by M. Suralik
Order/Inventory History Report

This report summarizes orders processed and inventories submitted

*Example: inventories submitted in Integrated Balance Inventory screen*

Users can customize this report by
- Entering the transaction date/range
- Selecting the Order ID

Users can also select to view the Inventory details for the selected Order ID
This function allows providers to see:
- Lot number/expiration date for all vaccine types in the order
- Quantity remaining for each lot
Order/Inventory History Report - Parameters

The report shows the inventories submitted and orders that have been processed. This report will display shipped orders only.

Transaction Date:
(mm/dd/yyyy)

From: / / 
To: / / 

Order ID: -- Select --

View Inventory Details

Output Format: PDF

Clear | Run Report
### Citywide Immunization Registry

4209 28th Street  
Long Island, NY 11101

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>9009X01</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN</td>
<td>VFCCIR</td>
</tr>
<tr>
<td>Date Range</td>
<td>12/1/2016 - 12/5/2016</td>
</tr>
<tr>
<td>Order Number</td>
<td>All</td>
</tr>
<tr>
<td>Show Order Detail</td>
<td>No</td>
</tr>
</tbody>
</table>

Users can specify if they would like to view Order Detail
## Order/Inventory History Report - Output

### Without Order Detail

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Unit Presentation</th>
<th>On Hand Quantity</th>
<th>Doses Recommended</th>
<th>Doses Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>0</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>3</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.6mL (10 doses)</td>
<td>23</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1719</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>60</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1720</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1-dose vial with diluent, 0.5mL (10x1 vials/pkg)</td>
<td>120</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>88</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1-dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>39</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>44</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1721</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.6mL (10 doses)</td>
<td>56</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1721</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>310</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>MCV4</td>
<td>Menvacza (9 Mos - 55 Yrs of Age) / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (5x1 vials/pkg)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1721</td>
<td>MCV1</td>
<td>Menveo (2 Mos - 55 Yrs of Age) / Novartis</td>
<td>1-dose vial, 0.5mL (6x1 vials/pkg)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1722</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1-dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>42</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>1722</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.6mL (10 doses)</td>
<td>40</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1722</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1-dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>180</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>1722</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1-dose vial with diluent, 0.5mL (10x1 vials/pkg)</td>
<td>69</td>
<td>0</td>
<td>20</td>
</tr>
</tbody>
</table>
## Order/Inventory History Report - Output

**With Order Detail**

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Unit Presentation</th>
<th>On Hand Quantity</th>
<th>Doses Recommended</th>
<th>Doses Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>3</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 1.0mL (10 doses)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syr/pkg)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1719</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>60</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1720</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1- dose vial with diluent, 0.5mL (10x1 vials/pkg)</td>
<td>120</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1- dose vial, 0.5mL (10x1 vials/pkg)</td>
<td>39</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>
Questions?

If you have questions regarding Vaccine Inventory Management or the new Reports feature, please email us at:

nycimmunize@health.nyc.gov