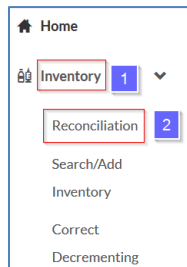


Reconcile Inventory

This guide gives instructions to providers on how to reconcile vaccine inventory and submit their inventory report to the state. In some states, providers are required to submit reconciliation before creating an order.

Reconciling Inventory

- Once logged into VOMS, select **Inventory** from the left side menu. Then select **Reconciliation**.



- The header across the top of the page shows when your next report is due, last reported date, and provides a legend detailing expiration colors/symbols.

RECONCILE INVENTORY • Next Report Due: 04/28/2020 • Last Submitted Report: 04/27/2020 • Expired • Expires < 90 Days

- The following headers are available for reconciling Public inventory:

- Vaccine – vaccine name, brand name, packaging information, presentation and NDC number
- Lot# - vaccine lot number
- Exp Date – lot expiration date
- Funding Source – vaccine funding source. Ex: PUB (Public)
- Lot History – history of doses received, undecrementated doses administered, doses administered, and reconciliation adjustments
- Quantity on Hand – doses available to administer
- Physical Counts – text field to input physical vaccine counts
- Discrepancy – if Quantity on Hand and Physical Counts do not match, this column will automatically populate
- Adjustments – vaccine discrepancy documentation
- Inactivate – if Quantity on Hand is zero, check to hide the lot number on the page

- Vaccines are grouped together by vaccine family name. Each lot number will be listed separately.

| Vaccine | Lot# | Exp Date | Funding Source | Lot History | Quantity On Hand |
|--|--------|------------|----------------|-------------|------------------|
| DTaP/DT/Td | | | | | |
| Dt (Pediatric) Diphtheria and Tetanus Toxoids Adsorbed 1 pack - VIALS NDC: 49281-0278-10 | KHGF88 | 05/30/2020 | PUB | VIEW | 16 |
| Dtap Dtap No Go 1 pack NDC: 54321-4567-23 | 043FKP | 11/30/2020 | PUB | VIEW | 10 |
| DTaP/DT/Td POLIO | | | | | |
| Dtap-Ipv Kinrix 10 pack - SYRINGES NDC: Not Found | KCH65 | 02/26/2021 | PUB | VIEW | 20 |

- Printing the reconciliation worksheet helps ensure dose numbers are recorded accurately at vaccine storage location(s). Click the printer icon at the top right side of the reconciliation page to print.
- Click **Print** to print the worksheet. Take the worksheet to your cold storage unit and count your physical inventory.
- Once completed, take your sheet back to the computer and enter values from your count in the **Physical Inventory** column. Your **Quantity on Hand** should match the **Physical Inventory**. If there is a difference between the two, the **Discrepancy** column will automatically populate.
 - If your totals don't match, check for missing doses. Account for all administered doses on all patient records. If after searching, your totals are still not the same, an adjustment will be required. All doses should be accurately adjusted for based on specific Category and Reason that best describe what happened to those doses (e.g. wasted, expired, spoiled).

For example:

- Quantity on Hand=60 doses of DTaP
- Physical Counts=58 doses of DTaP
- Discrepancy= -2

| Vaccine | Lot# | Exp Date | Funding Source | Lot History | Quantity On Hand | Physical Counts | Discrepancy | Adjustments | Inactivate |
|--|--------|------------|----------------|-------------|------------------|-----------------|-------------|-------------|------------|
| DTaP/DT/d | | | | | | | | | |
| Dt (Pediatric) Diphtheria and Tetanus Toxoids Adsorbed 1 pack - VIALS NDC: 49281-0278-10 | KHGF88 | 08/29/2020 | PUB | VIEW | 60 | 58 | -2 | ADJUST | |

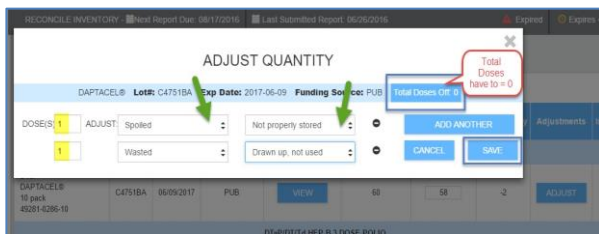
8. Select **Adjust** and a pop-up will appear. This is where adjustments of dose number and reasoning will be documented.

| Negative Adjustments | |
|----------------------|---|
| Adjustment | Explanation |
| Administered | This reason accounts for shots administered to patients. Providers who do not submit patient data at the lot number level should use this reason to account for administered doses. Providers who manage their inventory in the system can use the reason Administered to a client who chose not to be in registry to adjust for miscalculations. |
| Wasted | Vaccines are not viable because they were dropped, spilled, or drawn-up but not used. Wasted vaccines could also be lost/unaccounted for or the vials/syringes were broken or damaged in transit. |
| Recall | Vaccines are nationally recalled or the state sends notice to stop using the vaccine. |
| Spoiled | Vaccines have spoiled due to improper storage practices, man-made or natural disasters, or spoiled during transport. |
| Transfer | Received transferred vaccines from another provider or borrowed vaccine inventory between private and public supply. |
| Expired | Vaccines were not used before the manufacturer's expiration date. |

| Positive Adjustments | |
|----------------------|--|
| Adjustment | Explanation |
| Order Received | Received vaccines either from the VFC program or purchased directly from distributor. |
| Transfer | Received transferred vaccines from another provider or borrowed vaccine inventory between private and public supply. |

9. Enter the dose amount. Then, select the **adjustment category** and **adjustment reason** from the related drop-down lists.
- **Add Another** will automatically add a new row if another adjustment reason needs to be documented.
 - **Total Doses Off** must be equal to zero.
10. Click Save to save the information and return to the Reconcile Inventory page.

Note: Window cannot be closed until the entire dose discrepancy amount has been accounted for with adjustment reasons.



Submitting Inventory

Once finished reconciling inventory, there are three options:

1. Click **Clear** to erase all previously entered counts.
2. Click **Save** to save the inventory and submit later.
3. Click **Submit Inventory** to submit the inventory reconciliation.

| VARICELLA | | | | | | |
|---|---------|------------|-----|------|----|----|
| Varicella VARIVAX® 10 pack 00006-4827-00 | L009204 | 03/17/2017 | PUB | VIEW | 14 | 14 |
| | L015045 | 04/29/2017 | PUB | VIEW | 90 | 90 |
| | L017998 | 05/19/2017 | PUB | VIEW | 20 | 20 |

CLEAR SAVE **SUBMIT INVENTORY**

Note: The number of days between required Reconciliation submissions for providers is determined by each state. All providers must submit their Reconciliation in the application according to state guidelines.