

How to Add Vaccine Inventory



Covered in this Section

In this section we will be reviewing how to use VIIS to track administered vaccines by utilizing the Inventory feature.

- **What is the Inventory feature?**

- The inventory module tracks vaccine usage and keeps a running count of all your vaccine stock when using VIIS directly to chart vaccines.

We will cover the following in this section:

- How to add electronic vaccine inventory to VIIS
- How to maintain and modify vaccine inventory



Adding Vaccine Inventory

VIIS
Virginia Immunization Information System
Training Region 1.0.0

Maintenance
manage clinicians
manage physicians

Inventory
manage transfers
shipping documents
manage inventory
accountability report
request
doses administered
transaction summary
inventory count list
manage orders

Patients
patient search
enter new patient
merge patients

Immunizations
manage hearing report
patient search

Reports
reminder / recall
check reminder status
request callback
assessment report
check assessment
manage custom letters
ad hoc eligibility report
check eligibility status
vfc report

home manage access/account user manual related links logout help desk

organization Pat Peds/PATP • user Lion King • role IR Administrator

Manage Inventory

Show Inventory for Sites... **Show Inventory**
Show Transactions for Sites... Show Transactions
Update inventory Alerts... Update Alert Prefs
Return to the Previous Screen... Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	Funding Source	On Hand	Exp Date
Pat Peds	Zostavax	5678GG	PRIVATE	14	04/01/2020
Pat Peds	Adacel	AA0987	PUBLIC	1	01/01/2020
Pat Peds	MMR II	BB1234	PUBLIC	20	01/01/2020
Pat Peds	Pentacel	6258	PRIVATE	19	12/01/2019
Pat Peds	Proquad	1234AA	PRIVATE	15	12/01/2019

Inventory that is Running Low by Vaccine Group ...

1. From the “VIIS Home” page click on **Manage Inventory** in the left menu column.
2. Click on the **Show Inventory** button on the top right corner of the screen.



Inventory Home Page

Manage Inventory

Add Inventory

Modify Quantity On Hand....

Show Transactions....

Show Previous Counts....

Print Inventory Shown Below....

Return to the Previous Screen....

Funding Source:
Allows you to filter
Public vs. Private
stock

Funding Source: Show Active Inactive w/Qnty Depleted Inv All Inv Expired

Show: Allows you to
filter between
different lot status.
Defaults to "Active"
status

Select	Trade Name	Public	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Adacel	N	12589			30	Y	01/01/2021
<input type="checkbox"/>	Adacel	N	32145			25	Y	01/01/2021
<input type="checkbox"/>	Adacel	Y	AA1100			60	Y	01/01/2021
<input type="checkbox"/>	IPOL	N	AABB55		49281-0860-10	20	Y	03/01/2021
<input type="checkbox"/>	PedvaxHIB	Y	456789			28	Y	01/01/2021
<input type="checkbox"/>	Prevnar13	Y	12345			20	Y	01/01/2021

Current Inventory

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today's date.



New Features for VVFC Providers

Manage Inventory

Add Inventory	Add Inventory
Modify Quantity On Hand....	Modify Quantity
Show Transactions....	Show Transactions
Show Previous Counts....	Inventory Count Listing
Print Inventory Shown Below....	Print
Return to the Previous Screen....	Cancel

Funding Source: Show Active Inactive w/Qnty Depleted Inv All Inv Expired

Select	Trade Name	Public	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	PedvaxHIB	Y	456789			30	Y	01/01/2021
<input type="checkbox"/>	Pevnar13	N	12345			50	Y	01/01/2021
<input type="checkbox"/>	Zostavax	N	5678GG			15	Y	05/01/2020

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today's date.

There are two new features available to Virginia Vaccines For Children (VVFC) providers.

“Submit Reconciled Inventory Count” allows you to electronically submit your inventory count for VFC vaccine orders.

“Inventory Count Listing” provides a listing of previously submitted inventory counts.



Adding Vaccine Inventory

1. Click on the **Add Inventory** button on the top right corner of the screen.

Manage Inventory

Add Inventory **Add Inventory**

Modify Quantity On Hand... **Modify Quantity**

Show Transactions... **Show Transactions**

Show Previous Counts.... **Inventory Count Listing**

Print Inventory Shown Below... **Print**

Return to the Previous Screen.... **Cancel**

Funding Source: ALL ▾ **Show** Active Inactive w/Qnty Depleted Inv All Inv Expired

Select	Trade Name	Public	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Zostavax	N	5678GG			15	Y	05/01/2020

Submit Reconciled Inventory Count

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today's date.



Adding Vaccine Inventory

Add Vaccine Inventory Information

Site: Pat Peds

* Trade Name:

* Manufacturer:

NDC:

Packaging:

* Lot Number:

* Dose:

* Expiration Date:

* Funding Source:

* Lot Active:

* Quantity on Hand:

Cost Per Dose (\$):

1. Choose the vaccine to add from the drop-down menu for **Trade Name**.
 - **Manufacturer** will automatically pre-populate for you.
2. Fill in the required fields (shown in blue), and click on **Save**.
 - **NOTE: Public** funding is for VFC vaccines while **Private** is for all other vaccines.



Adding Vaccine Inventory

Edit Vaccine Inventory Information

Site: Patel Peds

* Trade Name:

* Manufacturer:

NDC:

Packaging:

* Lot Number:

* Dose:

* Expiration Date:

* Funding Source:

* Lot Active:

Quantity on Hand: 50

Cost Per Dose (\$):

Modify Quantity On Hand

* Action:

* Amount:

* Reason Type:

Reason Notes:

Inventory was inserted successfully.

Once successfully entered, VIIS will indicate that it was saved with the highlighted verbiage at the bottom of the screen.

Note: You can click "Cancel" to return to the previous screen without undoing your entry OR click the "Add New" button to continue adding additional vaccine lots to your inventory



How to Modify Existing Inventory

Covered in the next section we will review how to modify inventory. There are two ways to modify existing inventory in VIIS:

1. Modify Individual lots
2. Modify Multiple lots



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Inventory that is Running Low by Vaccine Group ...

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How to Modify Existing Inventory

Manage Inventory

Add Inventory

Modify Quantity On Hand....

Show Transactions....

Show Previous Counts....

Print Inventory Shown Below....

Return to the Previous Screen....

Funding Source: Show Active Inactive w/Qnty Depleted Inv All Inv Expired

Select	Trade Name	Public	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Pevnar13	N	12345			50	Y	01/01/2021
<input type="checkbox"/>	Zostavax	N	5678GG			15	Y	05/01/2020

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today's date.

If the lot number you want to modify for your inventory is already listed and the **Trade Name** and **Expiration Date** match, click on the corresponding blue **Trade Name** link for that row.

1. HINT: To avoid manually searching for the lot number, Press **CTRL + F** on your keyboard to pull the "FIND" feature. Type in the lot number you are trying to modify and your web browser will highlight it if there is a match.



Modifying Existing Inventory

Edit Vaccine Inventory Information

Site: Patel Peds

* Trade Name:

* Manufacturer:

NDC:

Packaging:

* Lot Number:

* Dose:

* Expiration Date:

* Funding Source:

* Lot Active:

Quantity on Hand: 50

Cost Per Dose (\$):

Modify Quantity On Hand

* Action:

* Amount:

* Reason Type:

Reason Notes:

1. Under “Modify Quantity on Hand” choose the **Action**, the **Amount of Doses** you are modifying and the **Reason Type**.
2. Click **Save** on the top right corner of the screen.



Modifying Inventory: Detail Screen

Modify Quantity On Hand

* Action:

* Amount:

* Reason Type:

Reason Notes:

Action: Add or Subtract

Reason Type: Will allow you to record a detailed reason for your adjustment. Be sure to use the correct reason type to correlate with your action, whether it's adding or subtracting.

Modify Quantity On Hand

* Action:

* Amount:

* Reason Type:

Reason Notes:

- Broken Vial/Syringe
- Data Entry Error
- Doses Administered
- Doses Received
- Failure to Store Properly Upon Receipt*
- Lost or Unaccounted For
- Natural Disaster/Power Outage*
- Other
- Recall*
- Spoiled other*
- Storage Unit Failure*
- Storage Unit too Cold*
- Storage Unit too Warm*
- System Error
- Transferred between Providers in a viable state
- Vaccine Drawn into Syringe but Not Administered
- Vaccine Misused
- Vaccine Replacement
- Vaccine Spoiled in Transit*



Modifying Multiple Lots

Manage Inventory	
Add Inventory	Add Inventory
Modify Quantity On Hand....	Modify Quantity
Show Transactions....	Show Transactions
Show Previous Counts....	Inventory Count Listing
Print Inventory Shown Below....	Print
Return to the Previous Screen....	Cancel

1. Check mark the desired lots under the “**Select**” column.
2. Click **Modify Quantity**.

Funding Source: ALL Show Active Inactive w/Qnty Depleted Inv All Inv Expired

Select	Trade Name	Public	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input checked="" type="checkbox"/>	PedvaxHIB	Y	456789			30	Y	01/01/2021
<input checked="" type="checkbox"/>	Prevnar13	N	12345			50	Y	01/01/2021
<input type="checkbox"/>	Zostavax	N	5678GG			15	Y	05/01/2020

Submit Reconciled Inventory Count

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today's date.



Modifying Multiple Lots

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites...

Return to the Previous Screen...

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Funding Source	Inv On Hand	Action	Amount	Reason
PedvaxHIB	456789	PUBLIC	30	▼	<input type="text"/>	▼
Prevnar13	12345	PRIVATE	50	▼	<input type="text"/>	▼

Reason Notes:

1. Choose the **Action**, the **Amount** of Doses you are modifying and the **Reason**.

2. Click **Save** when completed



Adding Existing Vaccine Lot

Add Vaccine Inventory Information

Site: Pat Peds Save

* Trade Name: Cancel

* Manufacturer:

NDC:

Packaging:

* Lot Number:

* Dose:

* Expiration Date:

* Funding Source:

* Lot Active:

* Quantity on Hand:

Cost Per Dose (\$):

Lot already exists with the same Funding Source, inventory has not been added.

New Feature: VIIS will not allow you to enter an existing lot if it already exists. You must use the modify feature to add additional stock.



Questions?

**For technical assistance please contact:
VIIS Helpdesk**

Monday-Friday 8:30am – 5:00pm

Email: viis_helpdesk@vdh.virginia.gov

Phone Number: (866) 375-9795

**For all training requests please contact:
VIISInfo@vdh.virginia.gov**

Additional training guides and resources can be found at:

<https://www.vdh.virginia.gov/immunization/viis/viisregorgs/>

