

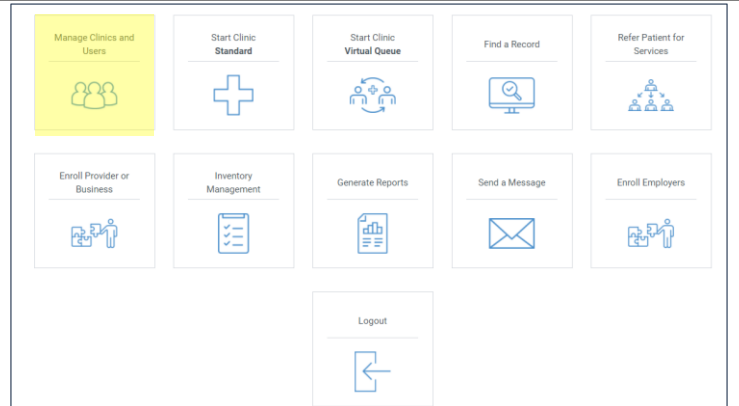
## Summary

In the Inventory Management tab, the Local Admin can add or delete vaccine inventory and allocate a specific vaccine to a venue/location. Searches can also be performed in this tab. Once the inventory has been added by the Local Admin in the Inventory Management module, the inventory can be associated to a particular clinic to be used for vaccinations.

## Key Steps

### Step 1: Add Inventory

- a. Click on “Manage Clinics and Users”



- b. Click on “Inventory Management” to add newly received inventory and complete the fields starting in “Date Received”. Click on “Create” to save the data

**Note: The vaccine name is pre-loaded by VDH**

The screenshot shows the 'Inventory Management' form. The 'Date Received' field is highlighted in yellow and contains the text 'January 13, 2021'. Other fields include 'Vaccine Name' (pre-filled with 'No Vaccine'), 'Item Type' (dropdown), 'Product/Brand Name', 'Manufacturer', 'Lot Number', 'Expiration Date' (pre-filled with 'January 13, 2021'), 'Number of Items', 'Packaging', 'Source of Item', 'County/Jurisdiction', 'Organization/Provider', 'Venue/Location', and 'Information Sheet'. There is also an 'Additional Product Details' section with fields for 'EUA/VIS Publication Date', 'Volume administered' (pre-filled with '0.25'), 'Unit of Measure', 'CPT Code', 'ICD-10 Code', 'NDC Code', and 'NPI Number'. A green 'Create' button is at the bottom right.

- c. Click on “View/Edit Clinic” to add inventory to a specific clinic

The screenshot shows the 'Clinics Listing' table. The table has columns for Date #, County/Jurisdiction #, Venue/Location #, Type #, Access #, Registered #, Menu, and Action. Two rows are visible. The first row is for Frederick County Health Department, and the second row is for Jae's Clinic. In the 'Menu' column for the first row, the 'View/Edit Clinic' link is highlighted in yellow. The 'Action' column contains 'Delete' buttons for each row.

Date #	County/Jurisdiction #	Venue/Location #	Type #	Access #	Registered #	Menu	Action
01/11/2021	Frederick	Frederick County Health Department	Covid	Private	0	<ul style="list-style-type: none"> <li>Registration List</li> <li>Clinic Activity</li> <li>Activity Report</li> </ul>	<ul style="list-style-type: none"> <li>View/Edit Clinic</li> <li>Customized Report</li> </ul> Delete
01/11/2021	San Mateo	Jae's Clinic	Covid	Private	1	<ul style="list-style-type: none"> <li>Registration List</li> <li>Clinic Activity</li> </ul>	<ul style="list-style-type: none"> <li>View/Edit Clinic</li> <li>Customized Report</li> </ul> Delete

## PrepMod Job Aid

**Function:** Clinic Administration  
**Job Aid:** Add Inventory

- d. Scroll down to the **Clinic Inventory** section and select an item from the inventory list. Enter part of the inventory item's name in the search field to locate it quickly. The item's lot number, type, and expiration date display

The screenshot shows a web interface for 'Vaccinations'. At the top, there are two search fields, each containing 'Influenza Live' and 'Influenza (IV)'. Below this is the 'Clinic Inventory' section, which features a 'Select' dropdown menu and an 'Add Item' button. Underneath is a table with the following columns: Name (Type), Manufacturer, Lot Number, Expiration Date, Current Inventory, # of Items, Created By, and Action. At the bottom right of the table area, there are 'Update' and 'Cancel' buttons.

## Additional Resources

- PrepMod User Manual
- PrepMod Clinic Activity Report
- PrepMod Clinic Day Tasks
- PrepMod Clinic Planning
- PrepMod In Clinic Handbook