

ALERT Inventory: Vaccine Stewardship & SBHCs



Tuesday Graham
VFC Health Educator

Oregon Vaccine Stewardship Law: Effective January 1, 2014

- **VFC clinics must maintain both private and public vaccine stock in ALERT IIS Inventory Module**
- **VFC clinics must use Inventory Deduction via data exchange or through ALERT User Interface**
- **VFC clinics must submit a reconciled inventory count prior to ordering VFC**
- **VFC clinics must submit all immunizations to ALERT within 14 days of administration**

Inventory Tips: Inventory Worksheet

- Inventory Worksheet on ALERT
 - Manage Inventory
 - Show Inventory
 - Show Active Inventory
 - » Print

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Boostrix	State	4EK53	10X1 VIALS	58160-0842-11	30	Y	11/07/2016
<input type="checkbox"/>	Boostrix	State	T25EG	10X1 VIALS	58160-0842-11	24	Y	04/10/2016
<input type="checkbox"/>	DAPTACEL	State	C4378AA	10X1 VIALS	49281-0286-10	16	Y	07/18/2015
<input type="checkbox"/>	Gardasil	State	J006850	10X1 VIALS	00006-4045-41	6	Y	03/31/2016
<input type="checkbox"/>	Gardasil	State	K003520	10X1 VIALS	00006-4045-41	30	Y	11/20/2016
<input type="checkbox"/>	IPOL	State	J1561-1	10 DOSE VIAL	49281-0860-10	9	Y	10/12/2015
<input type="checkbox"/>	IPOL	State	K1169-2	10 DOSE VIAL	49281-0860-10	30	Y	03/26/2016
<input type="checkbox"/>	Kinrix	State	AC20B225BA	10X1 VIALS	58160-0812-11	19	Y	11/23/2014
<input type="checkbox"/>	Kinrix	State	EP2A3	10X1 VIALS	58160-0812-11	10	Y	06/28/2015
<input type="checkbox"/>	Menactra	State	U4677AA	5X1 VIALS	49281-0589-05	31	Y	05/09/2015
<input type="checkbox"/>	MM2 II	State	I003701	10X1 VIALS	00006-4681-11	11	Y	03/28/2015

Current ALERT IIS Inventory Count List
MULTCO SBHC PARKROSE, 00025R, AL1592
10/07/2014, State-Supplied and Private, Active

Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date	In My Fridge/Freezer
Boostrix	State	4EK53	10X1 VIALS	58160-0842-11	30	Y	11/07/2016	
Boostrix	State	T25EG	10X1 VIALS	58160-0842-11	24	Y	04/10/2016	
DAPTACEL	State	C4378AA	10X1 VIALS	49281-0286-10	16	Y	07/18/2015	
Gardasil	State	J006850	10X1 VIALS	00006-4045-41	6	Y	03/31/2016	
Gardasil	State	K003520	10X1 VIALS	00006-4045-41	30	Y	11/20/2016	
IPOL	State	J1561-1	10 DOSE VIAL	49281-0860-10	9	Y	10/12/2015	
IPOL	State	K1169-2	10 DOSE VIAL	49281-0860-10	30	Y	03/26/2016	
Kinrix	State	AC20B225BA	10X1 VIALS	58160-0812-11	19	Y	11/23/2014	
Kinrix	State	EP2A3	10X1 VIALS	58160-0812-11	10	Y	06/28/2015	
Menactra	State	U4677AA	5X1 VIALS	49281-0589-05	31	Y	05/09/2015	

Ordering State Supplied Vaccine

ALERT Immunization Information System .. [Home] - Windows Internet Explorer

https://www.alertis.org/prd/security_ui.portalFrontDoor?sessionId=0a2826d230d9f9b9afd60eff417e8658b76cf23706a68pusid=1979616

home manage access/account forms related links logout help desk

organization CANBY SBHC - CLACKAMAS CO HD • user Tuesday Graham • role Standard User

announcements:

- NEW** 09/15/2014 ~ [Do-it-yourself Password Reset in ALERT IIS](#)
- NEW** 08/06/2014 ~ [August recall lists available for super users](#)
- NEW** 04/20/2011 ~ [New Users! Welcome to Oregon's ALERT IIS - Please Read!](#)

release notes:

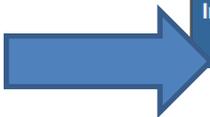
- NEW** 08/09/2014 ~ [Release Version 3.7.0](#) Release Version 3.7.0 - Deceased Patient Record updates
[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	No Order Notification		
Transfer(s)	2	0	0

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
CANBY SBHC - Clackamas Co HD	FluMist	BL2149	State-Supplied	8	03/24/2014
CANBY SBHC - Clackamas Co HD	FluMist Quadrivalent	BK2064	State-Supplied	1	01/27/2014
CANBY SBHC - Clackamas Co HD	FluMist Quadrivalent	BH2187	State-Supplied	7	12/16/2013
CANBY SBHC - Clackamas Co HD	FluMist	AL2155	State-Supplied	10	04/08/2013
CANBY SBHC - Clackamas Co HD	FluMist	AJ2143	State-Supplied	10	12/31/2012



Create Order

The screenshot shows the ALERT Immunization Information System interface in a Windows Internet Explorer browser. The browser's address bar displays the URL: https://www.alertis.org/prd/!template_ui.postTemplateUI. The page title is "ALERT Immunization Information System .. [Manage Orders Main]".

The interface features a navigation menu at the top with the following items: [home](#), [manage access/account](#), [forms](#), [related links](#), [logout](#), and [help desk](#). Below the navigation menu, the user's session information is displayed: *organization* CANBY SBHC - CLACKAMAS CO HD • *user* Tuesday Graham • *role* Standard User.

The main content area is titled "Manage Orders" and contains a "Create Order" button, which is highlighted by a blue arrow. Below the "Create Order" button is a "Cancel" button. The "Order List" section is visible, showing a "Show:" filter with radio buttons for "Current" (selected), "Historical", and "Both". Below the filter is a table titled "Current Orders" with the following columns: "User", "Submit Date", "Order ID", and "Status". The table currently displays the message "No Current Orders Logged".

The left sidebar contains the following menu items:

- ALERT**
- Production Region 3.8.0
- Patients**
 - manage patient
 - enter new patient
- Immunizations**
 - manage immunizations
- Reports**
 - reminder / recall
 - check reminder status
 - check reminder list
 - manage custom letters
 - check request status
 - vaccine eligibility
 - check vaccine elig status
 - group patients
 - check group status
 - assessment report
 - check assessment
 - benchmark report
 - check benchmark
 - ad hoc list report
 - ad hoc count report
 - ad hoc report status
- Inventory**
 - manage inventory
 - manage orders

Clinics must submit a reconciled inventory count within 14 days of ordering

The screenshot shows the ALERT Immunization Information System interface in a Windows Internet Explorer browser. The browser address bar displays the URL: https://www.alertis.org/prd/!template_ui.postTemplateUI. The page header includes navigation buttons: **home**, **manage access/account**, **forms**, **related links**, **logout**, and **help desk**. Below the header, the user's session information is displayed: *organization* CANBY SBHC - CLACKAMAS CO HD • *user* Tuesday Graham • *role* Standard User.

The main content area is titled **Manage Orders** and contains the following sections:

- Manage Orders**: Includes buttons for **Create Order** and **Cancel**.
- Order List**: Includes a **Show:** filter with radio buttons for **Current** (selected), **Historical**, and **Both**.
- Current Orders**: A table with columns for **User**, **Submit Date**, **Order ID**, and **Status**.

A **Message from webpage** dialog box is overlaid on the table, containing a warning icon and the text: "Oregon Immunization Program requires you to submit an inventory count within 14 days of ordering. You are being redirected to the screen that will allow you to reconcile inventory and submit a count." An **OK** button is located at the bottom of the dialog box.

The left sidebar contains the **ALERT** logo and the text "Production Region 3.8.0". Below this, there are several menu categories with their respective sub-items:

- Patients**: manage patient, enter new patient
- Immunizations**: manage immunizations
- Reports**: reminder / recall, check reminder status, check reminder list, manage custom letters, check request status, vaccine eligibility, check vaccine elig status, group patients, check group status, assessment report, check assessment benchmark report, check benchmark ad hoc list report, ad hoc count report, ad hoc report status
- Inventory**: manage inventory, manage orders

Private Vaccine: All vaccine the clinic purchases must be added to ALERT manually

The screenshot shows the ALERT Immunization Information System interface. The browser address bar displays https://www.alertis.org/prd/inventory_ui.postInventoryList. The user is logged in as Tuesday Graham, a Standard User at CANBY SBHC - CLACKAMAS CO HD. The 'Manage Inventory' section is active, showing a table of vaccine inventory with columns for Select, Trade Name, Funding Source, Lot Number, Packaging, NDC, Inv On Hand, Active, and Exp Date. A blue arrow points to the 'Add Inventory' button in the 'Add Inventory' row.

Organization: CANBY SBHC - CLACKAMAS CO HD • **User:** Tuesday Graham • **Role:** Standard User

Manage Inventory

Add Inventory

Modify Quantity On Hand....

Show Transactions....

Show Previous Counts....

Print Inventory Shown Below....

Return to the Previous Screen....

Funding Source: Both Active Inactive Non-Expired Expired

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Boostrix	State	4LY24	10X1 SYRINGES	58160-0842-52	9	Y	04/10/2016
<input type="checkbox"/>	Gardasil	State	K003520	10X1 VIALS	00006-4045-41	4	Y	11/20/2016
<input type="checkbox"/>	Havrix-Peds 2 Dose	State	3535C	10X1 VIALS	58160-0825-11	7	Y	10/04/2015
<input type="checkbox"/>	Menactra	State	U4677AA	5X1 VIALS	49281-0589-05	9	Y	05/09/2015

Private Vaccine

All vaccine the clinic purchases must be added to ALERT manually

The screenshot shows a web browser window displaying the ALERT Immunization Information System. The browser's address bar shows the URL: https://www.alertis.org/prd/inventory_u_postInventoryList. The page title is "ALERT Immunization Information System - [Add Vaccine Inventory]".

The main content area is titled "Add Vaccine Inventory Information" and contains the following fields and options:

- Site: AMJEN MEDICAL CLINIC
- Trade Name: ACAM2000
- Manufacturer: Sanofi Pasteur Inc.
- NDC: [Empty]
- Packaging: [Empty]
- Lot Number: [Empty]
- Dose: [Empty]
- Expiration Date: [Empty]
- Funding Source: [Empty]
- Lot Active: Yes
- Quantity on Hand: [Empty]
- Cost Per Dose (\$): [Empty]

Buttons for "Save" and "Cancel" are located to the right of the form fields.

The left sidebar contains a navigation menu with the following sections:

- ALERT**
- Production Region 3.8.0
- Query Only**
 - view patient report
- Reports**
 - reminder / recall
 - check reminder status
 - check reminder list
 - manage custom letters
 - cocasa extract
 - check request status
 - doses administered
 - group patients
 - check group status
 - vaccine eligibility
 - check vaccine elig status
 - assessment report
 - check assessment
 - benchmark report
 - check benchmark
 - ad hoc list report
 - ad hoc count report
 - ad hoc report status
 - billing report request
 - check billing report
 - provider report
 - check provider status
 - accountability report request
 - check vaccine accountability
- Inventory**
 - manage inventory
 - manage orders
 - manage transfers
 - shipping documents
 - transaction summary
 - manual orders
 - inventory count list
 - vtcrks export
 - vtcrks import
 - vtcrks import status

Inventory Tips:

Receiving State Supplied vaccine

- Whenever you receive vaccine from the State it will come as an inbound transfer in ALERT:

The screenshot displays the ALERT Immunization Information System interface. The browser address bar shows the URL: <https://www.alerts.org/ir/0/postTemplate.do>. The user is logged in as Tuesday Graham, a State Immunization Staff member at AMJEN MEDICAL CLINIC. The interface includes a navigation menu on the left with categories like Reports, Inventory, and Query Only. The main content area shows the 'Manage Transfer' section, which includes a 'Transfer List' table. A blue arrow points from the 'Inventory' menu item to the 'Inbound Transfer' section of the table.

Inbound Transfer							
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
03/27/2013	ORDER	28732	Oregon Immunization Program	AMJEN MEDICAL CLINIC			

Historic Transfer (last 7 days by default)							
Show by Last Updated Date From:		09/30/2014	To:	10/07/2014	Refresh List		
Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Restock Date
10/02/2014	TRANSFER		MULTICO PC MID COUNTY HEALTH CLINIC	AMJEN MEDICAL CLINIC	10/02/2014	10/02/2014	

Inventory Deduction

- Inventory deduction via data exchange (Electronic Medical Record submits immunization to ALERT)



Inventory deduction via User Interface (staff manually add immunization to ALERT and utilize the “take from ALERT IIS Inventory” button



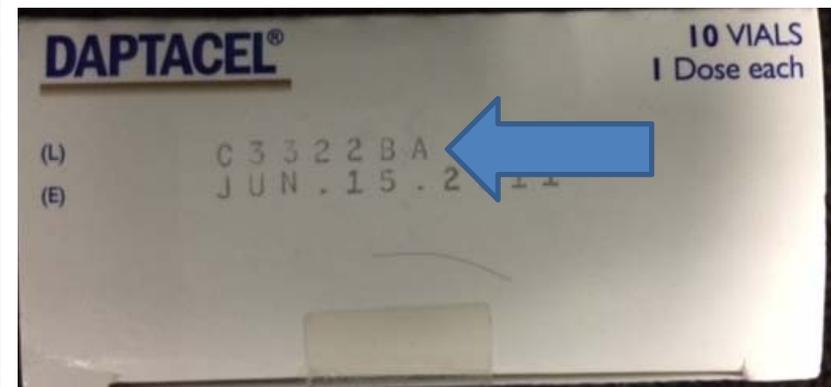
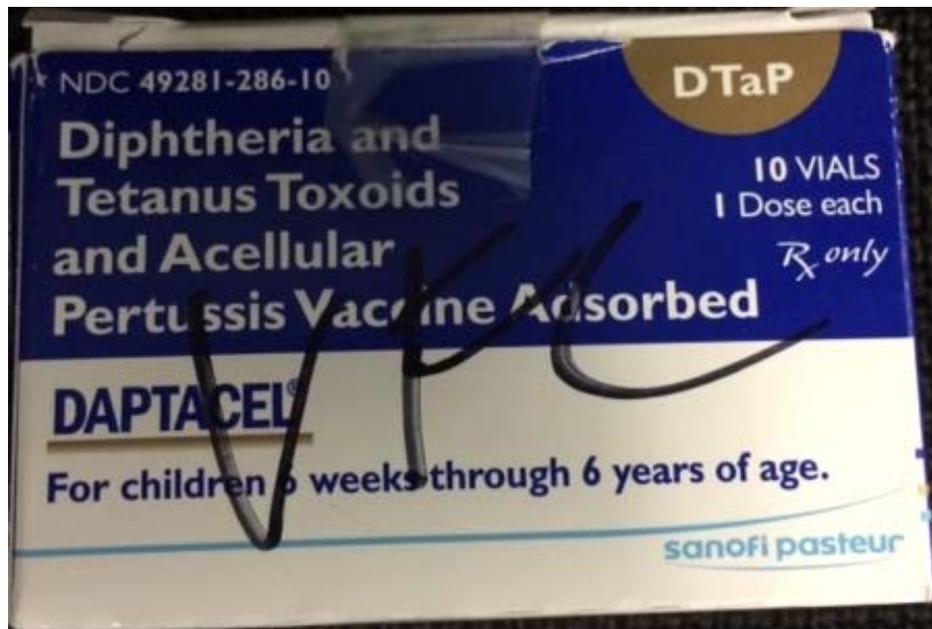
Inventory Deduction via data exchange:

Important Reminders

- **Add all vaccine to ALERT Inventory**
 - (e.g. State vaccine via transfer in ALERT and private vaccine via manual entry)
- **There are no O's in lot numbers. It will always be a zero (0).**
- **Remember the dash (-1) for polio**

Inventory tips

- Exact match on lot number in Electronic Medical Record and ALERT
- Always take lot number from outer most packaging (e.g. original vaccine box)



- There are no O's in lot numbers. It will always be a zero (0)
- Remember the dash (-1) for polio

Internet Explorer is currently running with add-ons disabled. Click here to manage, disable, or remove your add-ons.

ALERT Immunization Information System .. [Show Inv...]

Funding Source: Both Show Active Inactive Non-Expired Expired

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Boostrix	State	4ZB4N	10X1 VIALS	58160-0842-11	14	Y	09/18/2015
<input type="checkbox"/>	DAPTACEL	State	C4504AA	10X1 VIALS	49281-0286-10	1	Y	03/12/2016
<input type="checkbox"/>	Gardasil	State	K003520	10X1 VIALS	00006-4045-41	10	Y	11/20/2016
<input type="checkbox"/>	IPOL	State	J1058-1	10 DOSE VIAL	49281-0860-10	9	Y	02/10/2015
<input type="checkbox"/>	IPOL	State	J1561-1	10 DOSE VIAL	49281-0860-10	10	Y	10/12/2015
<input type="checkbox"/>	Menactra	State	U4677AA	5X1 VIALS	49281-0589-05	8	Y	05/09/2015
<input type="checkbox"/>	MMR II	State	H020257	10X1 VIALS	00006-4681-00	1	Y	11/08/2014
<input type="checkbox"/>	MMR II	State	J016235	10X1 VIALS	00006-4681-00	10	Y	12/19/2015
<input type="checkbox"/>	Recombivax Peds	State	J004700	10X1 VIALS	00006-4981-00	8	Y	11/26/2015
<input type="checkbox"/>	VAQTA-Peds 2 Dose	State	K000943	10X1 VIALS	00006-4831-41	10	Y	09/24/2016
<input type="checkbox"/>	Varivax	State	J007678	10X1 VIALS	00006-4827-00	7	Y	06/13/2015

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 state-supplied inventory on hand as of today's date.

[doses administered](#)
[group patients](#)
[check group status](#)
[vaccine eligibility](#)
[check vaccine elig status](#)
[assessment report](#)
[check assessment](#)
[benchmark report](#)
[check benchmark](#)
[ad hoc list report](#)
[ad hoc count report](#)
[ad hoc report status](#)
[billing report request](#)
[accountability report](#)
[request](#)
[check vaccine](#)
[accountability](#)
Inventory
[manage inventory](#)
[manage orders](#)
[manage transfers](#)
[shipping documents](#)
[transaction summary](#)
[manual orders](#)
[inventory count list](#)
[vtrcks export](#)
[vtrcks import](#)
[vtrcks import status](#)
Maintenance
[manage schools](#)
[manage physicians](#)
[manage clinicians](#)
School Access
[manage list](#)
[find student](#)
[check school report](#)
Admin Support

Inventory deduction via user interface

- **Add all vaccine to ALERT Inventory (e.g. State vaccine via transfer in ALERT and private vaccine via manual entry)**
- **Enter immunizations into patient record and deduct from ALERT IIS Inventory by checking the “From ALERT IIS Inventory” box**



home manage access/account forms related links logout help desk

organization

Patient Information
 Patient Name (First - MI - Last)
 THOMAS SAMPLE
 Address
 Comments

Current Age: 10 months

Patient Notes (0) view c

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
Hib	09/2010	1 of 3	Hib-PRP-T [ActHib ®]	Full			

Enter New Immunization

From ALERT IIS Inventory

Date Administered

Administered By

Remove Immunization	Trade Name	Lot #	Vaccine Eligibility	Administered By
<input checked="" type="checkbox"/>	DTP/aP			

Body Site Route Dose

Save Cancel

New Patient Comments

Select	Date	Patient Comment	Delete

Enter New Patient Comment

* Patient Comment

Applies-To Date

Add

VIS Dates for New Immunizations

Done Internet

For this example, my organization was utilizing the ALERT IIS Inventory module. This function of ALERT allows my organization to enter lot #'s, trade names, and expiration dates in advance of completing immunization data entry. Therefore, entering new immunizations is both faster and more organized.



home manage access/account forms related links logout help desk

organization AMJEN MEDICAL GROUP • user Kyle Bowers • role Standard User

Patient Information
 Patient Name (First - MI - Last) DOB Gender Tracking Schedule Patient ID
 THOMAS SAMPLE 01/01/2010 M ACIP
 Address 1 MAIN STREET, PORTLAND, OR
 Comments

Current Age: 10 months

Patient Notes (0)

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
Hib	09/2010	1 of 3	Hib-PRP-T [ActHib ®]	Full			

Enter New Immunization

From ALERT IIS Inventory

Date Administered

Administered By

Remove Immunization	Trade Name	Lot #	Vaccine Eligibility	Administered By
<input checked="" type="checkbox"/>	DTP/aP			

Body Site Route Dose

Save Cancel

New Patient Comments

Select	Date	Patient Comment	Delete

Enter New Patient Comment

* Patient Comment

Applies-To Date

Add

VIS Dates for New Immunizations

Done Internet

In order to specify From ALERT IIS Inventory, click on the check box.



ALERT

home manage access/account forms related links logout help desk

organization AMJEN MEDICAL GROUP • user Kyle Bowers • role Standard User

Training Region 1.0.0

Patients
manage patient
enter new patient

immunizations
manage immunizations

Reports
reminder / recall
check reminder status
check reminder list
manage custom letters
check request status
vic report
group patients
check group status
assessment report
check assessment report
benchmark report
check benchmark
ad hoc list report
ad hoc count report
ad hoc report status

Inventory
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
doses administered

Patient Information

Patient Name (First - MI - Last) THOMAS SAMPLE DOB 01/01/2010 Gender M Tracking Schedule ACIP Patient ID

Address 1 MAIN STREET, PORTLAND, OR

Comments

Current Age: 10 months, 2 days

Patient Notes (0) [view or update notes](#)

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
Hib	10/29/2010	1 of 3	Hib-PRP-T [ActHib @]	Full			

Enter New Immunization

From ALERT IIS Inventory Date Administered 10/29/2010

Administered By

Remove	Immunization	* Trade Name-Lot #, Exp Date	* Vaccine Eligibility	Administered By
<input type="checkbox"/>	DTP/aP			

Body Site Route Dose Full

Trade Name-Lot #, Exp Date:
Select the appropriate Trade Name, Lot #, and Expiration Date from your organization's pre-populated inventory data.

New Patient Comments

Select	Date	Patient Comment

Enter New Patient Comment

* Patient Comment

Applies-To Date

VIS Dates for New Immunizations

Helpful Reminders

- There are two methods for entering new immunizations in ALERT.
- Using the ALERT IIS Inventory module will allow you to enter immunizations using your organization's pre-populated inventory data.
- Remember to complete all required fields.

Adjusting Inventory

The screenshot shows the ALERT Immunization Information System interface. The user is logged in as Tuesday Graham, a State Immunization Staff member at AMJEN MEDICAL CLINIC. The 'Manage Inventory' section is active, displaying a table of vaccine inventory items. A blue arrow points to the 'Modify Quantity On Hand' button, which is used to adjust the quantity of multiple vaccines at once.

Organization: AMJEN MEDICAL CLINIC • **User:** Tuesday Graham • **Role:** State Immunization Staff

Manage Inventory

Add Inventory ...

Modify Quantity On Hand...

Show Transactions...

Show Previous Counts...

Print Inventory Shown Below...

Return to the Previous Screen...

Funding Source: Both Active Inactive Non-Expired Expired

Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input checked="" type="checkbox"/>	ActHib	State	UH879AB	5X1 VIALS	49281-0545-05	2	Y	10/31/2015
<input type="checkbox"/>	Boostrix	Private	abcdef	10X1 VIALS	58160-0842-11	49	Y	01/01/2015
<input checked="" type="checkbox"/>	Boostrix	State	AH16B24CB	10X1 VIALS	58160-0842-11	60	Y	12/31/2014
<input type="checkbox"/>	Boostrix	State	N59M3	10X1 SYRINGES	58160-0842-52	1	Y	04/10/2016
<input type="checkbox"/>	Comvax	Private	AHAVB34471B	10X1 VIALS	00006-4898-00	9	Y	12/31/2015
<input checked="" type="checkbox"/>	Comvax	State	AHAVB9982C	10X1 VIALS	00006-4898-00	3	Y	12/31/2014
<input type="checkbox"/>	DAPTACEL	Private	85678CD	10X1 VIALS	49281-0286-10	19	Y	12/31/2014
<input type="checkbox"/>	Fluzone Quad PF 0.25mL	Private	ABC123	10X1 SYRINGES 2014-15	49281-0514-25	10	Y	06/30/2015
<input type="checkbox"/>	Gardasil	State	H017698	10X1 VIALS	00006-4045-41	1	Y	07/02/2015

Modify Quantity of Multiple Vaccines at one time!

Modify Quantity of Multiple Vaccines at one time!

The screenshot shows the ALERT Immunization Information System interface. The browser address bar indicates the URL is https://www.alertis.org/prd/inventory_ui.postInventoryList. The user is logged in as Tuesday Graham, a State Immunization Staff member at AMJEN MEDICAL CLINIC. The interface includes a navigation menu with options like home, manage access/account, forms, related links, logout, and help desk. A sidebar on the left lists various reports and inventory management options. The main content area is titled 'Manage Inventory' and contains a 'Modify Quantity On Hand for Selected Site(s)' table.

organization AMJEN MEDICAL CLINIC • user Tuesday Graham • role State Immunization Staff

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
ActHib	UH879AB	State	2	Add		Receipt of Inventory
Boostrix	AH16B24CB	State	60	Add		Receipt of Inventory
Comvax	AHAVB9982C	State	3	Add		Receipt of Inventory

Monthly Vaccine Report (MVR): Public Clinics only

Local Health Department / State Agency
Monthly Vaccine Reports (MVR)
Cover Sheet /Non-viable Report

Instructions:

Complete on the last day of each month. Reports are due by email or fax to Shelby Williams with the Immunization Program by the **15th** of the next month. Fax# (971) 673-2465 E-mail: shelby.a.williams@state.or.us

Department / Agency Name:	PIN #:	Report for Month:
Department / Agency Address (No PO Boxes):		
Department / Agency Contact:	Phone () -	

Submit the following reports with this cover sheet: (See page 2 for ALERT IIS Monthly Vaccine Report instructions)

- A) Reconciled Physical Inventory Count Listing
- B) Vaccine Transactions Report

* fill out the below non-viable vaccine return form for vaccine transactions coded in the Alert IIS:

- 3 Spoilage Reported by Provider
- 4 Expiration Reported by Provider
- 5 Lost or Damaged in Transit to Provider
- 6 Failure to Store Properly Upon Receipt by Provider
- 7 Refrigeration Failure Reported by Provider
- 11 Lost or Unaccounted for in Provider Inventory
- 12 Other – Not Usable, Reported by Provider

NON-VIABLE VACCINE RETURN FORM

Complete this form, providing all information. Package vaccines for return to McKesson in any container/box. Mark the package (McKesson Return – UPS Call Tag Pick-Up). The Immunization Program will contact McKesson to generate a UPS call tag to pick up the package. UPS call tags will come addressed to ATTN VFC VACCINE CONTACT. Be sure to include a copy of this form with the vaccine packaged for return. Shipping costs are covered by McKesson.

* Some State Supplied vaccine such as flu pool will need to be returned directly to OIP.

NON-VIABLE VACCINE							
Vaccine Trade Name	# Of Doses	Lot #	Box NDC #	Manufacturer	Expiration Date	Explanation	State Use Only

Short-Dated Vaccine Loss
If vaccine waste was due to short-dated stock received from another VFC clinic, please mark those doses as "Short-Dated" and include the name of the transferring clinic below:

Clinic name: _____ VFC Pin#: _____ Date of transfer: _____

Alert IIS: Monthly Vaccine Report Instructions

1. Reconcile the Physical Inventory Count:

- Do a physical inventory count on the last day of the reporting month.
- When you have completed data entry for shots given in the reporting month, begin the IIS reconciliation and reporting process. This may be on the same day if you're up-to-date with data entry or send data electronically through your EHR.
- Print the "Show Inventory" page using the Print button and compare to the manual fridge count you did on the last day of the month, noting when inventory differs from what is in ALERT IIS.
- Use the Modify Quantity function to add or subtract doses to each vaccine lot as necessary to bring IIS current with the physical inventory count. The document *Interpreting the Options in IIS Inventory-Modify Quantity* shows you which of the different options to use based on why your physical inventory count does not match what is in ALERT (let us know if you need a copy of this).
- When inventory in ALERT IIS is accurate, click the **Submit Reconciled Inventory Count** button at the bottom of the screen.
- Print or save the PDF of the final reconciled "Inventory Count List" to report doses on hand with your MVR.

2. Vaccine Transactions Report:

- Run and print or PDF a "Show Transactions" report using the date range for the reporting month up to the date you reconciled your inventory in the "Date Entered" fields. This may mean you are reporting for more than one month, ex: May 1, 2013, to June 5, 2013, if you reconciled on June 5.
- DO NOT enter anything in the "Date shot was given" fields. If necessary, increase the display results from the default of 200. We only need the last page of the report, which is a Summary table.

3. Cover Sheet/Non-viable Report:

- This is the first page of this document. Fill out the cover sheet's non-viable section for wasted or expired doses listed on the Show Transactions report. An electronic form is available for sites wanting to submit their reports via email.

Submit electronically or by fax the following three items by the 15th of each month:

1. Reconciled Physical Inventory Report (Use the Print button on the Show

doses administered
group patients
check group status
vaccine eligibility
check vaccine elig status
assessment report
check assessment
benchmark report
check benchmark
ad hoc list report
ad hoc count report
ad hoc report status
billing report request
check billing report
provider report
check provider status
accountability report
request
check vaccine
accountability
Inventory
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
manual orders
inventory count list
vtrcks export
vtrcks import
vtrcks import status
Maintenance
manage schools
manage physicians
manage clinicians

Vaccine Transactions Totals			
Trans Code	Trans Description	Trans Count	Trans Value
REC	Receipt of Inventory	2	12
Immunize	Immunizations Given	1	-1
Delete	Immunizations Deleted	1	1
TRA	Doses Transferred	0	0
3	Spoilage reported by provider	0	0
4	Expiration reported by Provider	2	83
5	Lost or damaged in transit to Provider	0	0
6	Failure to store properly upon receipt by Provider	0	0
7	Refrigeration failure reported by Provider	0	0
11	Lost or unaccounted for in Provider inventory	0	0
12	Other - Not Usable, reported by Provider	0	0
RECALL	Doses Recalled	0	0
ADMIN	Doses Administered	0	0
TRAEXP	Expired Doses Transferred	0	0
BORROWEDIN	Borrowed In	0	0
BORROWEDOUT	Borrowed Out	0	0
BORROWED	Borrowed Imm Given	0	0
RET	Doses Returned	0	0
ERR	Error Correction	0	0
RECON	Doses Reconstituted	0	0
LOTDELETE	Lot Deleted	0	0
Transaction Totals:		6	95

Questions??

Call Inventory Specialist

Erin Corrigan

@ 971-673-2376

Or your Health Educator

