VERMONT IMMUNIZATION PROGRAM

Vaccine Inventory Management System

VIMS

User Guide

Practice Users v 1 . 0

August 2017

VERMONT
DEPARTMENT OF HEALTH

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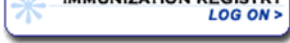
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Introduction to VIMS

The Vaccine Inventory Management System (VIMS) User Guide is a procedure manual for health-care providers enrolled in Vermont's Vaccines for Children (VFC) and Vaccines for Adults (VFA) programs. It provides clear instructions on how to use VIMS to order vaccine and manage state-supplied inventory, defines relevant terms, and offers tips to maximize efficiency. It is *not* intended as a policy reference, there are materials on the Vermont Immunization Program's website that address VFC/ VFA vaccine accountability and ordering policy: http://www.healthvermont.gov/disease-control/immunization-providers .

The Vermont Department of Health Immunization Program purchases vaccines from the CDC federal contract at no cost to providers for use in all children and for adults ages 19 through 64. Vaccine purchases are funded through the federal Vaccines for Children program, fees assessed on health insurers who cover Vermont lives, and 317 immunization program federal funding. VIMS was created to assist with managing and maintaining vaccine purchases and vaccine inventory at participating practices.

Logging on to VIMS

VIMS is accessed through the Vermont Immunization Registry (IMR) found here: http://www.healthvermont.gov/health-statistics-vital-records/registries/immunization.

1. Click on the Immunization Registry Log On graphic.
2. Enter your user name (first name.last name) and password established with your user access set up, and click OK.
3. On the main menu screen, Select Vaccine Inventory Management System (VIMS) from the left navigation menu.

If you have **forgotten your user name or password**, contact the Division of Information and Innovation at 802-828-6620. Choose option 1 to reset your password.

Users who do not have or do not know if they have IMR access, should contact the IMR support at 888-688-4667.

Access to the IMR and VIMS requires Internet Explorer 8.0 or Mozilla Firefox 20+ (or a more recent version), along with Adobe Acrobat Reader.

Practice Inventory

The system automatically displays Practice Inventory, the home page for practice users, providing the user with an comprehensive view of the vaccine inventory associated with their practice. Each line item represents a unique combination of NDC, intention, lot number and expiration. All activity within VIMS is initiated via the left side bar menu on this and all other pages within the system.

Look here for:

Order schedule the periods assigned to the practice for ordering vaccines

Intention the population the item was purchased for

Quantity the number available to use

Last Reconcile the date of the most recent reconciliation of that item- if an item has never been reconciled, this field will be blank

Cost the current price per dose for the vaccine, which may vary by intention.

Value indicates the value of the federal and state supplied vaccine that is available for use at the practice by line or in total.

Detail links to more information about item and the history of it in your office

Highlights matter!

Items in **orange** indicate that the vaccine will expire within 30 days and should be used soon or transferred.

Items in **red** that have a lot # and quantity indicate that the vaccine has expired and should be removed from the refrigerator or freezer and processed as a return or waste. Items in **red** without a lot # or quantity have been used and should be re-ordered, if necessary.

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Inventory Activity Detail

From the Practice Inventory main page, select <u>Detail</u> to the left of the vaccine in the inventory list to view additional details and inventory activity associated with that specific item:

Look here for:

CVX or **CPT** codes associated with the vaccine.

Manufacturer or packaging information associated with the vaccine.

How the vaccine was used - from when it was added to the practice inventory to any vaccines that were administered, wasted or returned. All activity associated with the specific item is listed at the bottom of this page under Practice Inventory History.

If you would like to see the Request associated with the activity, simply select <u>Link</u> to the right of the activity detail line and the system will display the original Request.

Inventory Activity Detail

Detail

Back to Practice Inventory

─ Master Inventory ─

| **Vaccine** | **Brand Name** | **Manufacturer** |
| HepB | Engerix-B® | GlaxoSmithKline |

| **NDC** | **Intention** | **Packaging** |
| 58160-0821-11 | VFA | 10 pack - 1 dose vial |

| **CVX** | **CPT** | **Order Increment** |
| 43 | 90739 | 10 |

Comments
substituted for single pack syringe

─ Practice Info ─

| **Practice** | **PIN** | **Order Schedule** |
| Gardens Grow People | 20345 | bimonthly: Jan, Mar, May, Jul, Sep, Nov days 1-15 |

─ Practice Inventory Summary ─

| **Lot #** | **Expiration** | **Last reconcile** |
| julie917 | 2/14/2018 | |

| **Quantity** | **Cost** | **Value** |
| 10 | $25.330 | $253.300 |

─ Practice Inventory History ─

Activity Date	Adjustment Type	Adjustment Reason	Quantity	Running Total	Request
5/12/2017 2:00 PM	Import Shipment	Received / Import Ship File	40	40	Link
6/20/2017 1:14 PM	Return	Spoiled During Transfer	-20	20	Link
6/27/2017 1:44 PM	Waste	Open MDV - Temp Excursion	-3	17	Link
6/27/2017 1:44 PM	Waste	Broken Vial / Syringe	-2	15	Link
6/27/2017 1:44 PM	Return	Improper Storage - Returns	-5	10	Link

Ready to return to the main Practice Inventory page?

Select **<u>Back to Practice Inventory</u>** on the top left of the page or choose another option from the left side bar menu.

Inventory Requests

Practice Inventory

Requests
  Transfer
  Adjust
  Reconcile
  Order

View History

Reports

I nventory activity occurs within VIMS via Request functions. They are initiated in the left side bar menu. When the user clicks on a Request title, the system will open a blank Request form or, if one is present, display a saved draft to be amended or submitted.

All Requests include status information, as well as practice information. This is where you can see when the Request was submitted to the Immunization Program for review and approval and the date it was approved. There are fields for users and Immunization staff to leave comments as well.

Select **Changes to Info?** drop-down fields to indicate contact information that should be updated and include new contact information that should be updated in the practice comments field. If Coordinator or Backup Coordinator contacts are changing, the system will also require that you indicate if the new contact person is a physician.

Request Status	Practice	Created Date
	Gardens Grow People	7/26/2017 8:07 AM
User Name	**PIN**	**Submitted Date**
julie.maslack	20345	
IZ Approved Date	**IZ Hold Date**	
IZ Approved	**IZ Hold**	

Vaccine Coordinator		Changes to Info?	Is new Coord Physician?
Vaccine Coordinator	Dauphine Daisy	▼	▼
Email Address	daisy@gardensgrow.org	▼	
Backup Vax Coordinator	Lily Liatris	▼	▼
Email Address	liatris@gardensgrow.org	▼	

Comments — *Comments should include any changes in delivery or contact information.*

Practice Comments

IZ Comments

So, what's in a status?

The **Request Status** indicates where the Request is in the activity life cycle and signals whether or not the Request is editable. If no value is displayed, the Request has just been created and is not yet saved. Each type of Request may have the following statuses displayed once saved:

Incomplete - The Request has been saved. It has **not** been sent to the Immunization Program for review and approval.

Submitted - The Request has been sent to the Immunization Program for review and approval.

IZ Hold - Immunization Program staff have placed the Request on hold, pending further review or information from the practice.

Approved – Review of the Request is complete.

Other Request status values vary, depending on the type of Request in process, and are described in each appropriate section. These include Pending Return ID, Pending Shipment, Partial Shipment, Full Shipment and Completed.

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Transfer Requests

V accine transfer can be minimized by consistent inventory management, but practices might need to transfer vaccines to other offices when vaccines will likely expire before administration, in the case of an outbreak or if a participating practice is experiencing a shortage. Always consult the Immunization Program before moving vaccine. Packing instructions for transfers can be found here: https://www.cdc.gov/vaccines/recs/storage/downloads/emergency-transport.pdf . **Document transfers in VIMS the same day you move the item(s).**

Add items to Transfer Request

- Select **Transfer** from the left menu. The system will display a new transfer form unless you have a previously saved draft, in which case, the draft will open and you can add to it.
- Click on **Transfer Out** to report practice inventory items as transferred to another practice.

NOTE: Only the practices transferring items *out* will report in VIMS. The inventory of the receiving practices will be automatically updated once the Immunization Program has confirmed delivery.

Note: The Ending # doses on hand field reflects the sending/transfer from practice quantities at the time the transfer request is submitted for IZ approval.

Transfer Out

🗑	Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Reason	# Doses	Ending # doses on hand	To practice	To PIN	Cost per dose	Transfer Value
								No data available in table						

- The system will display a pop-up menu that contains a list of all viable items in your inventory with an available quantity of one or more. Use the side bar to scroll through the list, or enter a value to search for a specific vaccine.
- Select Insert for each transferred item to add a line to the adjustment detail below the pop-up menu. Close the pop-up menu by clicking on the **X** on the top right corner of the menu.

Vaccine Expiring Soon

VIMS will not allow you to enter a transfer for vaccine that has expired. If moving vaccine expiring soon, make sure to submit the Request *before* the product expires.

Insert Vaccines

Search: [   ]

Vaccine ▲	Brand	NDC	Intention	Lot #	Expiration	Qty	
DTaP	Infanrix®	58160-0810-11	VFC	458721	2/18/2018	2	Insert
DTaP-IPV	Kinrix®	58160-0812-52	VFC	5j8734	2/1/2018	5	Insert
DTaP-IPV/Hib	Pentacel®	49281-0510-05	VFC	348KK8	3/15/2018	5	Insert
HepA	Havrix®	58160-0826-11	VFA	3PJ73	2/27/2020	10	Insert
HepA	Havrix®	58160-0826-11	VFA	A41CB580A	2/14/2018	6	Insert
HepA-HepB	Twinrix®	58160-0815-52	VFA	553577	2/18/2018	3	Insert
HepB	Engerix-B®	58160-0821-11	VFA	943Y5	6/2/2019	10	Insert
HPV AD	Gardasil	00006-4045-41	VFA	30975K	6/22/2018	7	Insert
HZV	Zostavax®	00006-4963-41	VFA	N016185	7/31/2018	10	Insert

🗑	Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Reason	# Doses	Ending # doses on hand	To practice	To PIN	Cost per dose	Transfer Value
🗑	1	VAR	Varivax®	00006-4827-00	VFC	N009766	3/24/2019	[⌄]	[ ]	20	[⌄]	[⌄]	$92.720	$0.000
🗑	2	HepB	Engerix-B®	58160-0821-11	VFA	943Y5	6/2/2019	[⌄]	[ ]	10	[⌄]	[⌄]	$25.330	$0.000

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Fill in Transfer Request details

- Indicate the quantity and reason for the transfer, as well as the practice that will receive the transferred inventory for each line item. **You may enter transfers to multiple practices on separate lines within the same Request**. As quantities are added to the inserted lines, the ending # doses on hand value will update to reflect the remaining quantity available for use for the practice item.

- Once all information has been added, select **Submit Transfer.** The transferred inventory will be decremented from inventory.

Transfer In

If you are on the receiving end of a transfer, there is no documentation required of you! Immunization Staff will confirm and then approve the Transfer Out. The items are then added automatically to your inventory. Reporting practices are asked to document the Transfer on the day it occurs to ensure the receiving practice's inventory is accurate.

Adjust Inventory Requests

Returns, Waste, and other Inventory Adjustments

Adjust Requests are used to report vaccine inventory activities other than administration. Select **Adjust** from the Request menu to **return vaccines, report waste or document otherwise unaccounted for doses**. A new form will open unless you have previously saved but not submitted an Adjust Request, in which case, the saved form will open.

The editable heading fields on the Adjust Request form are not required but you may use them to communicate pertinent information to the Immunization Program.

Useful Terms	Below, a few of the terms used in Adjustment Requests are explained for quick reference. See the Glossary for more definitions.
Return	Non-viable, unopened and intact state-purchased vaccine vials and syringes are returned to McKesson. Entering a Return in VIMS prompts the distributor to email you a UPS shipping label.
Waste	Non-viable, opened or damaged and unused state purchased vaccines should be disposed of as medical waste and reported in VIMS as waste.
Administer, Return, Transfer or Waste Error	If you find you've made a mistake when reporting doses administered, returned, transferred or wasted, you can Adjust the doses in and pick one of these Adjustment Reasons.
Adjust In or Transfer In Error	If you find a mistake with doses adjusted or transferred in, you can Adjust the doses out and pick one of these Adjustment Reasons.

Adding Items to an Adjustment Request

To adjust items into or out of your inventory, you must first add the vaccine(s) to your Request:

- **Adjust Out**: click on the **Adjust Out** button to display a pop-up menu that contains a list of all items in your inventory with an available quantity of one or more.

- **Adjust In**: Click on the **Adjust In** to display a pop-up menu that contains a list of all the vaccines on the CDC contract that your practice is eligible to provide based on your enrollment status.

- Use the side bar to scroll through the list, or enter a value to search for a specific vaccine.

- Select Insert for each item to be adjusted, and the system will add a line to the adjustment detail below the pop-up menu.

- Once you've added the items you need to your detail list*, close the pop-up menu by clicking on the X on the top right corner of the menu.

* You may add multiple items and include adjustments of all types on the same Adjust Request.

Return shipping labels are emailed to the Vaccine Coordinator by McKesson after the Adjustment Request is approved by the Immunization Program.

Make a mistake? Simply click the trash can icon next to the line. Insert a new line into the detail with the desired practice item.

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Adjust Request: filling in line details

- For each item selected for adjustment, fill in the following fields: **Adjustment Type, Adjustment Reason** and **# Doses Adjusted** (number of doses to be removed from or added to inventory).
- If adjusting in vaccines, you will also need to fill in the **Lot** and **Expiration** fields.

- Once all information has been added, select **Submit Adjustment** for review and approval by the Immunization Program, and the inventory updates reported in the form will be decremented or added to the practice inventory.

A note on Returns

If you submit an Adjustment Request that includes any items to be returned, you will receive a UPS shipping label from McKesson within a few hours of the Request's approval by the Immunization Program. At that time, you will need to print a packing slip to include in the box with the vaccines. Reopen your Adjustment Request in VIMS and click the **Print** button, this will be your packing slip. It is important to *wait* for the email because the system needs that time to populate the required **VTrckS ID** field (in the example above the **VTrckS ID** hasn't been filled in yet). **You may use a packing slip that includes more adjustment types other than just Return. It is recommended that you cross out any extra lines before adding it to the package.**

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Reconcile Inventory

V FC/VFA enrolled practices are responsible for accounting for all vaccine provided to their offices prior to a vaccine order. You must report both total doses administered since your last order (**Doses admin** in VIMS) and doses on hand (**Physical count # doses**) within seven days of every routine vaccine order. When you open a new Reconcile Request form, it will already include items delivered to your office as well as doses adjusted or transferred since the date and time of your last order. The Vermont Immunization Program strongly recommends reconciling vaccine inventory monthly, regardless of whether you're placing an order.

Taking Stock

The first step in reconciling your inventory is taking a physical count of your viable state-supplied vaccines. VIMS provides a worksheet to help you organize and calculate your data. To retrieve it, select **Reconcile** from the left menu. The system will display a new reconcile form unless a draft was saved but not submitted previously. Click the **Print** button at the bottom of the page. Take the print out with you to the refrigerator and freezer and record your count in the **Physical count #doses** column. It is useful to fill in the **# Doses admin** field on the worksheet as well prior to entering the data into VIMS.

Expired vaccines appear in red. You will be unable to submit a Reconciliation Request with expired doses still in inventory. If the **Physical Count** is greater than zero for an expired item, adjust the remaining doses out before trying to submit the Reconciliation (See Adjust Inventory Requests in this Guide).

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Reconciliation Detail

Each item present in your inventory since the last reconciliation will be displayed within the reconciliation detail:

Vaccine ▲	Brand ▲	NDC ▲	VFC VFA	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses	Cost per dose	Value
DTaP	Infanrix®	58160-0810-11	VFC	458721	2/18/2018	2	0		0		2		$17.730	$35.460
DTaP-IPV	Kinrix®	58160-0812-52	VFC	5J8734	2/1/2018	5	0		0		5		$39.570	$197.850
DTaP-IPV/Hib	Pentacel®	49281-0510-05	VFC	348KK8	3/15/2018	5	0		0		5		$56.738	$283.690
HepA	Havrix®	58160-0826-11	VFA	A41CB580A	2/14/2018	6	0		0		6		$25.730	$154.380
			VFA	3PJ73	2/27/2020	10	0		0		10		$25.730	$257.300
HepA-HepB	Twinrix®	58160-0815-52	VFA	553577	2/18/2018	3	0		0		3		$54.660	$163.980
HepB	Engerix-B®	58160-0820-11	VFC	765209J6	6/19/2017	6	0		0		6		$11.600	$69.600
		58160-0821-11	VFA	943Y5	6/2/2019	10	0						$25.330	$253.300
HPV AD	Gardasil	00006-4045-41	VFA	30975K	6/22/2018	7	0						$92.840	$649.880
HZV	Zostavax®	00006-4963-41	VFA	N016185	7/31/2018	10	0						$117.120	$1.171.200
IPV	Ipol®	49281-0860-10	VFC	FF145	2/10/2018	7	0						$13.040	$91.280
MCV4	Menactra®	49281-0589-05	VFA	U5567CB	6/28/2018	10	0						$74.334	$743.340
MenB	Trumenba®	00005-0100-10	VFA	A41CB578A	3/16/2018	9	0						$82.220	$739.980
MMR	M-M-R®II	00006-4681-00	VFC	FF146	2/10/2018	6	0						$20.590	$123.540
PPSV23	Pneumovax®23	00006-4943-00	VFA	99999	5/16/2018	4	0		0		4		$26.150	$104.600
VAR	Varivax®	00006-4827-00	VFC	N009766	3/24/2019	20	0		0		20		$92.720	$1.854.400

> You can use the tab key on your keyboard to move from field to field, or click in the desired field to enter data. To avoid error messages, work from left to right.

[Save as Draft] [Submit Reconciliation] [Cancel] [Print]   Value: $6,893.780

Reconciliation Columns	Listed below are the column headers and their functions for the non– static data fields in a Reconcile Request form
Begin # doses	The number of doses available for use at the time your last reconciliation was submitted for approval. A quantity of zero may also indicate the item was new to the practice since the last reconcile due to shipment or transfer.
# Doses received	The number of doses received via shipment, adjustment or transfer since your last reconciliation.
# Doses admin	Required field: Enter the number of doses of the specific item (same lot, intention and NDC) that were administered to patients since your last reconciliation.
# Doses adjusted out	The number of doses that were reported as waste, returned or transferred out since the last reconciliation.
# Doses in transit	Not required: Enter a value here only if a shipment or a transfer from another practice is still in transit to the practice at the time of reconciliation. Check transactions associated with the lot number to review if doses may be in transit when the physical count # doses does not equal the expected number of doses and you have accounted for administered doses.
Expected # doses on hand	The number of doses that should be available to use at the practice. This value is calculated: begin # doses + doses received – doses administered – doses adjusted or transferred out – doses in transit to practice = expected doses. It will change once you enter a value in # Doses admin.
Physical count # doses	Required field: Enter the number of viable doses available of the specific item.
Value	The value of the doses on hand at the practice.

Enter reconciliation values

For each item in the form, values for the **# Doses administered** and **Physical count # doses** fields are required. The physical count # doses field must equal the expected # doses on hand when the Reconcile Request is submitted.

> **# Doses in transit** Occasionally, shipments and transfers from another practice are credited to a practice's inventory prior to the vaccines arriving at the office. If the **Physical count # doses** does not equal the **expected # doses on hand** and you have accounted for administered doses, check transactions associated with the lot number to see if doses may be in transit. Quantities recently credited but not yet arrived should be entered as **# Doses in transit** on the reconcile form. **When there are no doses in transit**, the field can be left blank or filled with a zero.

Submit Reconciliation

Once all information has been added, select **Submit Reconciliation** and the vaccines reported as administered will be decremented from practice inventory. Once a Reconciliation Request is approved by the Immunization Program, the system will update the Request status to Completed.

No edits are allowed once a reconciliation has been submitted, but Reconciliation Requests may be viewed and printed. If vaccines are reported as administered and it is later realized that they should have been returned or reported as waste, the vaccines must be adjusted back into inventory and then returned or reported as waste via the adjustment process noted within the Adjust Request section of this guide.

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Order Request

O rdering vaccines in a timely and thoughtful way ensures that they are readily available when needed. Under-ordering puts you at risk of not having enough vaccine to immunize patients. Conversely, over-ordering leads to crammed storage units, compromising inventory management and increasing the risk of vaccines being unused before expiration. There are too many variables to make projecting future vaccine administration rates an exact science but VIMS offers tools to help you find a baseline. Used in conjunction with your knowledge of patient flow and other factors specific to your office, this system will help you maintain a well-stocked vaccine refrigerator and freezer.

Open an Order Request

Select **Order** from the left menu. The system will display a new Order Request form unless a draft was saved but unsubmitted previously. The form includes delivery-related fields and a list of all vaccines in your practice's ordering catalog. The composition of the catalog is informed by the population(s) you serve; your ability to store frozen vaccine, and the annual Vaccine Brand Choice survey.

Practice inventory counts must be submitted within 7 days of placing an order. If a Reconcile Request has not been reported within the previous seven days, the system will display a reminder and will not allow you to order vaccines until a reconciliation has been submitted.

In the Order Request heading, you are required to answer yes or no in the following fields: **Shipping Info Changes? Delivery Hours Changes? Vaccine Coordinator Changes to Info?** You can provide change details in the **Practice Comments** field or contact the Immunization Program.

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Fill in Order detail

VFC/VFA

If a product is licensed for both pediatric and adult patients and you are enrolled in both VFC and VFA, you will see two separate lines on the order form– one for each population. Questions about which line to choose can be addressed by the Immunization Program.

Calculating Need

VIMS will calculate a recommended order quantity (**Rec # Doses**) for each vaccine on the order form. This quantity is based on your usage history and Order Schedule; it is designed to include safety stock of surplus vaccines in case there are unexpected delays in processing or delivery. The specific equation is noted directly above the order detail. This calculation does not consider seasonality and is only a recommendation. You should order the quantity needed for your practice. Note: if ordering off your assigned ordering schedule, the Rec # Doses calculation will help get you back on schedule.

Recommended # doses = (average doses/wk since order) x (# weeks until next scheduled order date + 4 wks) - doses on hand - doses pending shipment, rounded to nearest order order increment.

Please include reasons in practice comments if not ordering recommended # of doses.

Line ▲	Vaccine	Brand	NDC	VFC VFA	Packaging	# Doses on Hand	# Doses Weekly	Order Increment	Rec # Doses	Order # Doses	Appd # Doses	Cost	Total
1	DTaP	Daptacel®	49281-0286-10	VFC	10 pack - 1 dose vial	0	0	10	0			$17.160	$0.000
2	DTaP-IPV	Kinrix®	58160-0812-52	VFC	10 pack - 1 dose syringe	3	0	10	0			$39.570	$0.000
3	IPV	Ipol®	49281-0860-10	VFC	10 dose vial	6	0	10	0			$13.040	$0.000
4	HepA	Havrix®	58160-0825-11	VFC	10 pack - 1 dose vial	0	0	10	0			$18.680	$0.000
5	MenB	Trumenba®	00005-0100-10	VFC	10 pack - 1 dose syringe	0	0	10	0			$100.980	$0.000
6	MMR	M-M-R®II	00006-4681-00	VFC	10 pack - 1 dose vial	3	0	10	0			$20.590	$0.000
7	VAR	Varivax®	00006-4827-00	VFC	10 pack - 1 dose vial	6	0	10	0			$92.720	$0.000

Order Total: $0.000

Save as Draft   Submit Order   Ca

Appd # Doses stands for Approved Number of Doses. You will not complete this field. Once the Order Request is approved by the Immunization Program, this column will be filled with the quantity approved for distribution. If the approved quantity differs from the Request quantity, both will be highlighted yellow.

Enter desired quantities for each line in the **Order # Doses** column, including zero quantities. Express your request in number of doses rather than packages (i.e. if you want to order one box containing 10 single dose vials, you would request 10 doses)- the **Order Increment** value is the multiple used when ordering, based on package size.

Once all order quantities and the required heading fields are completed, select **Submit Order** for review and approval by the Immunization Program.

Once the order has been submitted

The submitted Order Request will be reviewed by the Immunization Program and then forwarded for distribution. If questions arise during the review process, it may be placed on hold until resolved. You may return to your Order Request and edit it after sending *if* the **Request Status** value is still **Submitted.** Once an Order Request is approved, the system will update the Request status to a value of **Pending Shipment.**

Tracking

Shipment information associated with an order is added to the Order Requests as shipments of vaccines are processed and is displayed below the Order Detail when an Order Request is viewed. Shipment information is displayed by order line, and includes lot and expiration and tracking numbers. This is illustrated in the View History section of this Guide under **Order History.**

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View History

All past VIMS Requests can be viewed by selecting **View History** from the left menu. The system will display the Request, it's current status, the dates it was created and submitted, and the option to view and edit where possible. While every kind of Request can be reviewed from the Review History list, this Guide expands on the reports with unique characteristics that are not found on the Request prior to submission.

Request History

Practice Inventory

Requests
Transfer
Adjust
Reconcile
Order

View History

Reports

Previous Requests

Request Type	Request Status	Created Date	Submitted Date		
Transfer	Submitted	6/9/2017	6/9/2017	View	Edit
Adjustment	Submitted	6/9/2017	6/9/2017	View	Edit
Adjustment	Completed	6/9/2017	6/9/2017	View	
Reconciliation	Incomplete	6/9/2017		View	Edit
Transfer	Completed	6/8/2017	6/8/2017	View	
Transfer	Completed	6/8/2017	6/8/2017	View	
Transfer	Completed	6/7/2017	6/7/2017	View	
Adjustment	Completed	5/31/2017	5/31/2017	View	
Order	Pending Shipment	5/31/2017	5/31/2017	View	
Order	Pending Shipment	5/31/2017	5/31/2017	View	
Adjustment	Pending Return ID	5/17/2017	5/17/2017	View	
Adjustment	Completed	5/17/2017	5/17/2017	View	
Adjustment	Pending Return ID	5/12/2017	5/12/2017	View	
Adjustment	Pending Return ID	5/12/2017	5/12/2017	View	
Adjustment	Pending Return ID	5/12/2017	5/12/2017	View	
Adjustment	Completed	5/11/2017	5/11/2017	View	
Reconciliation	Deleted	5/11/2017		View	
Adjustment	Deleted	5/10/2017	5/10/2017	View	

Shipment and tracking data associated with Orders can be found by clicking View **in the corresponding Order line (see page 20).**

Previous Requests may be viewed and printed. If an Edit version is displayed, the associated Request has a status that allows the you to edit the Request. From here, simply select View or Edit for details related to the Request.

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View History: Adjustments

View an adjustment to see the specific vaccines reported and why, as well as when the Request was approved.

If the Adjustment included returned items, the **Return label method** will be populated. If those items reported as returned have been assigned a return ID by VTrckS, the VTrckS ID field in the detail will also be populated– the Immunization Program recommends waiting until the shipping label arrives from McKesson to check for the VTrckS ID, this allows time for it to process.

All returns should be packaged with a copy of the associated Adjustment Request(s) for all returned vaccines, and these must include the associated VTrckS ID's.

Select **Print** and the system will create a .PDF that may be printed and packaged with the returned vaccines.

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View History: Orders

View an Order Request to confirm the approved date, details of what was requested and ordered and to view Shipment Details. Select **Print** and the system will create a .PDF that may be printed or emailed.

Shipment Detail

Shipment information associated with an order is added to the Order Requests as shipments of vaccines are processed and is displayed below the order detail when an Order Request is viewed. Shipment information is displayed by order line, and includes lot and expiration, and tracking information.

Line corresponds to the order line listed above the shipment detail

Shipment Date date the vaccine left the supplier

Split Line indicates whether the shipment quantity is different from the order quantity
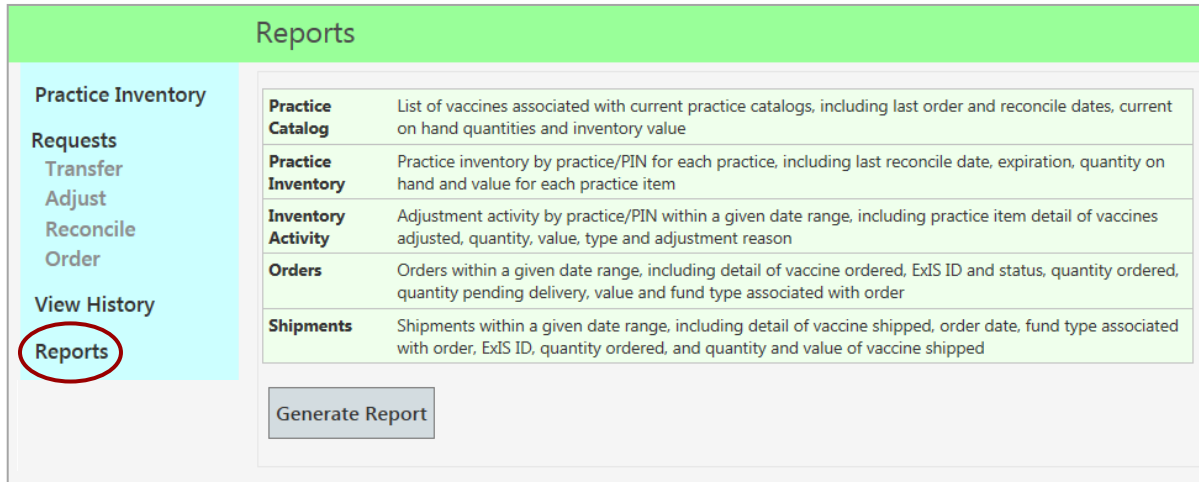
Line Complete indicates whether additional shipments are pending for the order line

Open Quantity quantity still pending shipment if a partial quantity has been shipped

Overage Quantity the extra quantity shipped for an order line

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VIMS Reports

As a VIMS user, you have access to several reports within the system. These provide you with information about the products that you have in your inventory and those that are available to you. Over time, they will allow you to observe trends in activity and insight into the effectiveness of your vaccine inventory management strategies.

Reports

Practice Inventory	**Practice Catalog**	List of vaccines associated with current practice catalogs, including last order and reconcile dates, current on hand quantities and inventory value
Requests Transfer Adjust Reconcile Order	**Practice Inventory**	Practice inventory by practice/PIN for each practice, including last reconcile date, expiration, quantity on hand and value for each practice item
	Inventory Activity	Adjustment activity by practice/PIN within a given date range, including practice item detail of vaccines adjusted, quantity, value, type and adjustment reason
View History	**Orders**	Orders within a given date range, including detail of vaccine ordered, ExIS ID and status, quantity ordered, quantity pending delivery, value and fund type associated with order
Reports	**Shipments**	Shipments within a given date range, including detail of vaccine shipped, order date, fund type associated with order, ExIS ID, quantity ordered, and quantity and value of vaccine shipped

Generate Report

> **If you are associated with multiple practices, report data will only reflect values associated with the practice selected when logging on to Patient Profile and VIMS.**

- To generate the desired report, simply click on the report you would like to use, select or enter any additional report parameters that may be desired, and then select **Generate Report**.

- The system will notify you if no results are available to display for the selected report.

- Within the displayed report, the number of pages that can be displayed is indicated, as well as the option to magnify or reduce the display, search or refresh.

- Values highlighted in red vary by report and may indicate inventory that will expire soon, orders were placed outside of an assigned schedule or returns required.

- Sort your report by various fields such as name or status by clicking on the up/down carats above the column headers in the report detail section.

- All reports may be displayed or printed via the pdf option or exported to Excel. To print or export your report, click on the icon and select your desired format.

- Additional details regarding each of the reports are available on the following pages.

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Practice Catalog Report

This report shows a list of all vaccines you can order based on the populations you vaccinate, whether or not you can store frozen vaccine, and which brands you selected during the annual Vaccine Brand Choice survey.

You may select multiple values for each report filter to limit data based on **Brand**, **NDC,** or **Intention.** Simply click on each desired value, or the report will default to include all values.

Last Order the most recent date order was submitted for approval that included the associated item (NDC and intention) listed in the report.

Last Reconcile the most recent date a reconcile was submitted for approval that included the associated item. If this field is blank, the associated inventory on hand has never been reconciled.

On hand the total number of doses available in inventory for the associated item. If none are available, the quantity will be zero. If you have never ordered the item, the field will be blank.

Value indicates the total value of the on-hand quantities of the associated item.

Practice Inventory Report

This report automatically includes all items associated with your practice, with columns for quantities available and the most recent reconciliation date associated with that item.

You may select multiple values for each report filter to limit data based on **brand, lot, intention**, or **vaccines that expire by a chosen date**. Simply click on desired values, or the report will **default to include all vaccines in a practice's inventory that expire within 90 days** of the date the report is generated.

Vaccines highlighted in red indicate the vaccine has expired and should be removed from the refrigerator or freezer, reported as expired and returned.

Vaccine Inventory Management System (VIMS)

Practice Inventory Report

Practice:	Gardens Grow People		Expiration:	03/02/2018
PIN:	20345		Brand Name:	all
Intention:	VFA,VFC		Lot Number:	all
			Practice Status:	Active

Note: Expired vaccines are highlighted in red bold. Please remove these from available inventory.

Vaccine	Brand Name	Manufacturer	On Hand	NDC	Intention	Lot #	Expire By Date	Last Reconcile	Cost	Value
HepA	Havrix®	GlaxoSmithKline	4	58160-0826-11	VFA	A41CB580A	02/14/2018	08/01/2017	$25.730	$102.920
DTaP	Infanrix®	GlaxoSmithKline	2	58160-0810-11	VFC	458721	02/18/2018	08/01/2017	$17.730	$35.460
IPV	Ipol®	Sanofi Pasteur	6	49281-0860-10	VFC	FF145	02/10/2018	08/01/2017	$13.040	$78.240
DTaP-IPV	Kinrix®	GlaxoSmithKline	3	58160-0812-52	VFC	5j8734	02/01/2018	08/01/2017	$39.570	$118.710
DTaP-IPV	Kinrix®	GlaxoSmithKline	50	58160-0812-52	VFC	J80397	02/13/2018		$39.570	$1,978.500
MMR	M-M-R®II	Merck	3	00006-4681-00	VFC	FF146	02/10/2018	08/01/2017	$20.590	$61.770
MMR	M-M-R®II	Merck	20	00006-4681-00	VFC	9006HJ4	02/22/2018		$20.590	$411.800
MenB	Trumenba®	Pfizer	20	00005-0100-10	VFC	9006HJ4	02/22/2018		$100.980	$2,019.600
HepA-HepB	Twinrix®	GlaxoSmithKline	2	58160-0815-52	VFA	553577	02/18/2018	08/01/2017	$54.660	$109.320
HepA-HepB	Twinrix®	GlaxoSmithKline	1	58160-0815-11	VFC	458721	02/18/2018	08/01/2017	$53.780	$53.780
									Total Value:	$4,970.100

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Last Reconcile the most recent date a Reconcile Request was submitted for approval that included the item. If this field is blank, the associated item has never been reconciled

On hand the total number of doses available in inventory for the associated item. If none are available, the quantity will be zero. If you have never ordered the item, the field will be blank.

Value the total value of the on-hand quantities of the associated item

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Inventory Activity Report

This report automatically includes all inventory activity associated with practice inventory, such as reporting waste, returning expired vaccines, orders, shipments, etc. that occurred within the most recent 180-day period.

You may select multiple values for each report filter to limit data based on **intention, adjustment type** and an alternative **activity date range**. Simply click on desired values, or the report will default all activity within the most recent 180 days.

Inventory impact
Summaries by adjustment type and impact are included at the end of the report.

Orders Report

This report automatically includes all order activity within the most recent 180-day period for a practice, including the approved date, status, and values.

You may select multiple values for each report filter to limit data based on **vaccine type, intention, brand, NDC** and an alternative **order date range**. Simply click on desired values, or the report will default to include all orders within the last 180-day period.

Vaccine Inventory Management System (VIMS)

Orders Report

Approved Dates: 8/1/2017 - 8/8/2017

Practice:	Gardens Grow People	Vaccine Type:	all
PIN:	20345	Brand Name:	all
Intention:	VFA,VFC	NDC:	all

Note: An EOQ value = no indicates the order was placed outside the practice's order schedule. Open quantity values indicate the quantity for the order line considered open and pending delivery.

Vaccine	Brand	NDC	Intention	Approved Date	EOQ	ExIS ID	Status	Order Line	Order Quantity	Open Quantity	Order Value
DTaP	Daptacel®	49281-0286-10	VFC	08/02/2017	no	ORD1846	Partial Shipment	1	10	10	$171.600
DTaP-IPV	Kinrix®				no	ORD1846	Partial Shipment	2	50	10	$1,978.500
IPV	Ipol®				no	ORD1846	Partial Shipment	3	10	0	$130.400
HepA	Havrix®				no	ORD1846	Partial Shipment	4	10	10	$186.800
MenB	Trumen				no	ORD1846	Partial Shipment	5	20	0	$2,019.600
MMR	M-M-R®				no	ORD1846	Partial Shipment	6	10	10	$205.900
VAR	Varivax®	00006-4827-00	VFC	08/02/2017	no	ORD1846	Partial Shipment	7	10	0	$927.200
VAR	Varivax®	00006-4827-00	VFC	08/03/2017	no	ORD1856	Full Shipment	7	40	0	$3,708.800
MMR	M-M-R®II	00006-4681-00	VFC	08/03/2017	no	ORD1856	Full Shipment	6	20	0	$411.800
IPV	Ipol®	49281-0860-10	VFC	08/03/2017	no	ORD1856	Full Shipment	3	10	0	$130.400
DTaP-IPV	Kinrix®	58160-0812-52	VFC	08/03/2017	no	ORD1856	Full Shipment	2	20	0	$791.400
								Totals:	210	40	$10,662.400

Orders submitted within the practice's order schedule will have an **EOQ** value of yes

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Shipments Report

This report automatically includes all shipments within the most recent 180-day period for a practice, including the ExIS ID assigned to order from VTrckS, vaccine and intention ordered, quantity shipped, lot, expiration, ship date and value.

Shipments	Shipments within a given date range, including detail of vaccine shipped, order date, fund type associated with order, ExIS ID, quantity ordered, and quantity and value of vaccine shipped

Vaccine Type	Brand Name	NDC
9vHPV	ALL	ALL
ALL	ActHIB®	00005-0100-10
ccIIV4	Adacel®	00005-1971-02
DTaP	Afluria®	00006-4045-41
DTaP-HepB-IPV	Bexsero®	00006-4047-20

Intention	Begin Date	End Date
VFA	7/18/2017	8/7/2017
VFC		

Generate Report

Practice users will see shipment data related to their own practice, but may select multiple values for each report filter to **limit data based on vaccine type, intention, brand, NDC and shipment date range**. Simply click on desired values or the report values will default to include all practice activity within the last 180-day period.

Vaccine Inventory Management System (VIMS)

Shipments Report

Shipment Dates: 7/18/2017 - 8/7/2017

Practice:	Gardens Grow People
PIN:	20345
Intention:	VFA,VFC

Vaccine Type:	all
Brand Name:	all
NDC:	all

Vaccine	Brand	NDC	Intention	Lot	Expire Date	Order Date	ExIS ID	Order Line	Order Quantity	Ship Date	Ship Quantity	Shipment Value
MCV4	Menactra®	49281-0589-05	VFA	U5567CB	06/28/2018	06/23/2017	ORD1769	4	5	07/18/2017	10	$743.340
VAR	Varivax®	00006-4827-00	VFC	N009766	03/24/2019	06/23/2017	ORD1769	6	10	07/21/2017	20	$1,854.400
DTaP-IPV	Kinrix®	00006-4827-00	VFC	J80397	02/13/2018	08/03/2017	ORD1856	2	20	08/05/2017	10	$395.700
IPV	Ipol®	00006-4963-41	VFC	J7654B	09/13/2018	08/03/2017	ORD1856	3	10	08/05/2017	20	$260.800
MMR	M-M-R®II	00006-4827-00	VFC	9006HJ4	02/22/2018	08/03/2017	ORD1856	6	20	08/05/2017	20	$411.800
VAR	Varivax®	00006-4963-41	VFC	GH6543	09/23/2018	08/03/2017	ORD1856	7	40	08/05/2017	10	$927.200
DTaP-IPV	Kinrix®	58160-0812-52	VFC	J80397	02/13/2018	08/03/2017	ORD1856	2	20	08/05/2017	10	$395.700
IPV	Ipol®	49281-0860-10	VFC	J7654B	09/13/2018	08/03/2017	ORD1856	3	10	08/05/2017	20	$260.800
MMR	M-M-R®II	00006-4681-00	VFC	9006HJ4	02/22/2018	08/03/2017	ORD1856	6	20	08/05/2017	20	$411.800
VAR	Varivax®	00006-4827-00	VFC	GH6543	09/23/2018	08/03/2017	ORD1856	7	40	08/05/2017	10	$927.200
DTaP-IPV	Kinrix®	58160-0812-52	VFC	J80397	02/13/2018	08/03/2017	ORD1856	2	20	08/05/2017	10	$395.700
IPV	Ipol®	49281-0860-10	VFC	J7654B	09/13/2018	08/03/2017	ORD1856	3	10	08/05/2017	20	$260.800
MMR	M-M-R®II	00006-4681-00	VFC	9006HJ4	02/22/2018	08/03/2017	ORD1856	6	20	08/05/2017	20	$411.800
VAR	Varivax®	00006-4827-00	VFC	GH6543	09/23/2018	08/03/2017	ORD1856	7	40	08/05/2017	10	$927.200
DTaP-IPV	Kinrix®	58160-0812-52	VFC	J80397	02/13/2018	08/02/2017	ORD1846	2	50	08/05/2017	20	$791.400
IPV	Ipol®	49281-0860-10	VFC	J7654B	09/13/2018	08/02/2017	ORD1846	3	10	08/05/2017	20	$260.800
MenB	Trumenba®	00005-0100-10	VFC	9006HJ4	02/22/2018	08/02/2017	ORD1846	5	20	08/05/2017	10	$1,009.800
VAR	Varivax®	00006-4827-00	VFC	GH6543	09/23/2018	08/02/2017	ORD1846	7	10	08/05/2017	10	$927.200
									Totals:		270	$11,573.440

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