VERMONT IMMUNIZATION PROGRAM

Vaccine Inventory Management System

VIMS

User Guide

Practice Users v 1 . 0 August 2017



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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: <u>http://www.healthvermont.gov/disease-control/immunization-providers</u>.

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: <u>http://www.healthvermont.gov/health-statistics-vital-records/registries/immunization</u>.

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.

	Practi	ce Inver	ntory								
Practice Inventory	Order !	Schedule: bim	nthly: Jan, Mar, M	ay, Jul, Sep	Nov days 1-15						
Requests Order	0	Vaccine 🔺	Brand 🕴	NDC 🕴	Intention	Lot #	Expiration *	Quantity	Last reconcile	Cost 🌖	Value 🌖
Adjust Transfer	Detail	DTAPIPHI	Pentacel®	49281- 0510- 05	VFC	348KK8	3/15/2018	10		\$56.738	\$567.380
History Order Beconcile	Detail	DTAPIPV	Kinrix®	58160- 0812- 52	VFC	5j8734	2/1/2018	18	6/14/2017	\$39.570	\$712.260
Adjust Transfer	Detail	EIPV	IPOL	49281- 0860- 10	VFC	FF145	2/10/2018	25		\$13.040	\$326.000
Reports	Detail	HEP A-AD	Havrix®	58160- 0826- 11	VFA	A41CB580A	2/14/2018	85	6/14/2017	\$25.730	\$2,187.050
	Detail	HEP AB	Twinrix®	58160- 0815- 52	VFA	76A09A7	7/19/2018	12		\$54.660	\$655.920
	Detail	HEP B -A	Engerix-B®	58160- 0821- 11	VFA	FF132	11/30/2017	20	6/14/2017	\$25.330	\$506.600
	Detail	HEP 8-PF	Engerix-B®	58160- 0820- 11	VFC	765209J6	6/19/2017	10		\$11.600	\$116.000
	<u>Detail</u>	HPV AD	Gardasil	00006- 4045- 41	VFA	30975K	6/22/2018	25		\$92.840	\$2,321.000
	Detail	HPV PED	Gardasil®9	00006- 4119- 03	VFC	44KK687	5/14/2017	16		\$154.280	\$2,468.480
	Detail	MENB	Trumenba®	00005- 0100- 10	VFC	8700E34	6/3/2017	8		\$100.980	\$807.840
	Detail	MENB ADU	Trumenba®	00005- 0100- 10	VFA	A41CB578A	3/16/2018	78	6/14/2017	\$82.220	\$6,413.160
	Detail	MMR	M-M-R®II	00006- 4581- 00	VFC	FF146	2/10/2018	34	6/14/2017	\$20.590	\$700.060
	<u>Detail</u>	PNEUMO	Pneumovax@23	00006- 4943- 00	VFA	99999	5/16/2018	22	6/14/2017	\$26.150	\$575.300
	Detail	TDAP AD	Adacel	49281- 0400- 10	VFA	587AA4589	6/19/2017	15		\$23.724	\$355.860
										Total Value:	\$18,712.910

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.

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

Master Investor								
Vaccine	/	Bran	d Name	Manufactu	rer			
НерВ		Enge	rix-B®	GlaxoSmith	Kline			
100				.				
NDC 58160-0821-11		VFA	ition	10 pack - 1 dose vial				
				as point a dose nor				
cvx		СРТ	_	Order Incre	ment			
43		9073	9	10				
Comments								
substituted for singl	e pack							
syringe								
Practice Info								
Practice		PIN		Order Sche	dule			
Gardens Grow Peop	le	2034	5	bimonthly: Jan, Mar, May, Jul,				
				Sep, Nov days 1-15				
	-							
Practice Inventor	ry Summary	Evair		last second	ile			
Practice Inventor Lot # julie917	ry Summary	Expir 2/14/	ation	Last reconc	ile			
Practice Inventor Lot # julie917	ry Summary	Expir 2/14/	ation 2018	Last reconc	ile			
Practice Inventor Lot # julie917 Quantity	ry Summary	Expir 2/14/ Cost	ation 2018	Last reconc Value	ile			
Practice Inventor Lot # julie917 Quantity 10	ry Summary	Expir 2/14/ Cost \$25.3	ation 2018 30	Last recond Value \$253.300	ile			
Practice Inventor Lot # julie917 Quantity 10	ry Summary	Expir 2/14/ Cost \$25.3	ation 2018 30	Last recond Value \$253.300	ile			
Practice Inventor Lot # julie917 Quantity 10 Practice Inventor	ry Summary ry History	Expir 2/14/ Cost \$25.3	ation 2018 30	Last reconc Value \$253.300	ile			
Practice Inventor Lot # julie917 Quantity 10 Practice Inventor Activity Date	ry Summary ry History Adjustment	Expir 2/14/ Cost \$25.3	ation 2018 30 Adjustment Reason	Last recond Value \$253.300 Quantity	ile Running Total	Request		
Practice Inventor Lot # julie917 Quantity 10 Practice Inventor Activity Date 5/12/2017 2:00 PM	ry Summary ry History Adjustment Import Shipn	Expir 2/14/ Cost \$25.3 Type	ation 2018 30 Adjustment Reason Received / Import Ship File	Last reconc Value \$253.300 Quantity 40	ile Running Total 40	Request Link		
Practice Inventor Lot # julie917 Quantity 10 Practice Inventor Activity Date 5/12/2017 2:00 PM 6/20/2017 1:14 PM	y History Adjustment Import Shipn Return	Expir 2/14/ Cost \$25.3 Type nent	ation 2018 30 Adjustment Reason Received / Import Ship File Spoiled During Transfer	Last reconc Value \$253.300 Quantity 40 -20	Running Total 40 20	Request Link Link		
Practice Inventor Lot # julie917 Quantity 10 Practice Inventor Activity Date 5/12/2017 2:00 PM 6/20/2017 1:14 PM 6/27/2017 1:44 PM	ry Summary ry History Adjustment Import Shipn Return Waste	Expir 2/14/ \$25.3 Type nent	ation 2018 30 Adjustment Reason Received / Import Ship File Spoiled During Transfer Open MDV - Temp Excursion	Last reconc Value \$253.300 Quantity 40 -20 1 -3	Running Total 40 20 17	Request Link Link Link		
Practice Inventor Lot # julie917 Quantity 10 Practice Inventor Activity Date 5/12/2017 2:00 PM 6/20/2017 1:14 PM 6/27/2017 1:44 PM 6/27/2017 1:44 PM	ry Summary ry History Adjustment Import Shipn Return Waste Waste	Expir 2/14/ \$25.3 Type nent	ation 2018 30 Adjustment Reason Received / Import Ship File Spoiled During Transfer Open MDV - Temp Excursion Broken Vial / Syringe	Last reconc Value \$253.300 Quantity 40 -20 1 -3 -2	Running Total 40 20 17 15	Request Link Link Link 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.

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Inventory Requests

Practice Inventory

Requests

Transfer Adjust Reconcile Order

View History

Reports

Select **Changes to Info?** dropdown 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.

Inventory 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.

D	D esitive	Control Data
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	\checkmark
Email Address	liatris@gardensgrow.org	✓
Comments	Comments should include any changes in de	livery or contact information.
Practice Comments		0
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

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.



- 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.

on 👘	Sea	rcn:																
		Vaccine	• 🔺 E	rand 🔶	ND	c 🕴	In	tention 🔶	L	_ot # 🛛 🔶	1	Expiratio	on Qty	\$	\frown			
,	DT	aP	Infan	ix®	58160-0	810-11	VFC		4587	21	2/18	/2018	2	(Insert)		
	DT	aP-IP∨	Kinrb	8	58160-0	812-52	VFC		5j873	34	2/1/2	2018	5		Insert			
~	DT	aP-IPV/Hił	Penta	icel®	49281-0	510-05	VFC		348K	(K8	3/15	/2018	5		Insert			
5	He	ρA	Havri	×®	58160-0	826-11	VFA		3PJ7	73	2/27	/2020	10		Insert			
le	He	рA	Havri	×®	58160-0	826-11	VFA		A410	CB580A	2/14	/2018	6		Insert			
	He	pA-HepB	Twin	ix®	58160-0	815-52	VFA		5535	577	2/18	/2018	3		Insert			
	He	рВ	Enge	rix-B®	58160-0	821-11	VFA		943Y	(5	6/2/2	2019	10		Insert			
	HP	V AD	Gard	asil	00006-4	045-41	VFA		3097	'5K	6/22	/2018	7		Insert			
	HZ	V	Zosta	vax®	00006-4	963-41	VFA		N016	5185	7/31	/2018	10		Insert		•	
	ŵ	Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	n í	Reason		# Doses	Ending # doses on hand	To practi	ice	To PIN	Cost per dose	T) V
	₿.	1	VAR	Varivax®	00006- 4827-00	VFC	N009766	3/24/2019		[~		20		~		\$92.7	20
	Û	2	НерВ	Engerix-B®	58160-	VFA	943Y5	6/2/2019	1	[~		10		~	[V \$25.3	30

Vaccine E

VIMS will no enter a transf that has expire vaccine expir sure to subm before the pro

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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.

User N julie.ma IZ App	lame aslack			ouraci	ns Grov	v People	9	Created Date 7/28/2017 12:3:	1 PM					
julie.ma IZ App	aslack proved			PIN				Submitted Dat	e					
IZ App	proved	ved Date IZ Hold Date												
		Date		IZ Hol	d Date					_				
IZ App	proved	I		IZ Hol	d						The editable he	ading fie	elds on th	e
Vaccir	accine Coordinator Conto Info?						Is new Coord Physician?	\backslash	1	Fransfer Reque	est form 1 may u	n are no se them t	ot O	
Vaccin	ne Coo	rdinator	Daup	hine Dai	sy					C	communicate	pertine	nt infor	-
Email /	Addre	ss	daisy	@garder	nsgrow.	org		~		ſ	nation to the I	mmuniz	ation Pro	-
Backup	p Vax	Coordinat	or Lily Li	atris						C	ram.			
Email /	ail Address liatris@gardensgrow.org							× /		٤	,			
Practice IZ Com	e Comr	nents							0					
Note: Tran	nsfer (ing # doses o Out	on hand fie	eld reflect:	s the sen	oding/tra	nsfer from pro	actice quantities at t	he time th	he transfer i	request is submitted fo	r IZ approva	ıl.	
â	Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Reason	# Doses	Ending # doses on hand	To practice	To PIN	Cost per dose	Transi Value
[₫] .	1	VAR	Varivax®	00005- 4827-00	VFC	N009766	3/24/2019	Excess Supply 🔽	s	15 juli	e VIMS vfc, direct only e VIMS1 vfa, vfc, direct	123456	✓ \$92.7	20 \$4
	2	VAR	Varivax®	00005- 4827-00	VFC	N009766	3/24/2019	Vaccine Shorta 🗸	10	5	julie VIMS vfc, direct	33333	\$92.7	20 \$5
₽.	_										Transfer To	otal: \$1,390	0.800	
₿.														
[⊕] .	e as D	oraft S	ubmit T	Transfe	r Ca	ancel	Print		Y	ou will	not be able to	submit	t the form	n until
Note: Tran	The Endi	Out Vaccine	Brand	NDC	VFC VFC	Lot	Expiration	Reason	time the tin tin time the time the time the time the time the time the time	Ending # doses on hand De	request is submitted fo To practice mo Org 555 e VIMS vfc, direct only	To PIN	nL.	Cost per dose

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.

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Adjust Inventory Requests

Returns, Waste, and other Inventory Adjustments

A djust 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.

Request Status	Practice	Created Date	# Return ship labels	
incluest status	Gardens Grow People	7/26/2017 8:18 AM		
User Name	PIN	Submitted Date	Return label method	
julie.maslack	20345			
IZ Approved Date	IZ Hold Date	Note: Return labels will be emailed to the Vax Coordinator email		
IZ Approved	IZ Hold	address.		
Vaccine Coordinator Vaccine Coordinator Da Email Address dai Backup Vax Coordinator Lily Email Address liat	uphine Daisy sy@gardensgrow.org Liatris ris@gardensgrow.org	Is new Coord Physician?	The editable heading fi Request form are not may use them to comm information to the Ir	ields on the Adjust required but you nunicate pertinent nmunization Pro-
Vaccine Coordinator Dai Email Address dai Backup Vax Coordinator Lily Email Address liat Comments cor	uphine Daisy sy@gardensgrow.org Liatris ris@gardensgrow.org	Is new Coord Physician? VVV VVV VVV VVV VVV VVV VVVV VVVV VV	The editable heading fi Request form are not may use them to comm information to the Ir gram.	ields on the Adjust required but you municate pertinent nmunization Pro-
Vaccine Coordinator Dai Email Address dai Backup Vax Coordinator Lily Email Address liat Comments Cor Practice Comments	uphine Daisy sy@gardensgrow.org Liatris ris@gardensgrow.org	Is new Coord Physician?	The editable heading fi Request form are not may use them to comm information to the Im gram.	ields on the Adjust required but you nunicate pertinent nmunization Pro-
Vaccine Coordinator Dai Email Address dai Backup Vax Coordinator Lily Email Address liat Comments Cor Practice Comments IZ	uphine Daisy sy@gardensgrow.org Liatris ris@gardensgrow.org	Is new Coord Physician? VVV VVV VVV VVV VVV VVV VVV VVV VVV V	The editable heading fi Request form are not may use them to comm information to the Ir gram.	ields on the Adjust required but you municate pertinent mmunization Pro-
Vaccine Coordinator Dai Email Address dai Backup Vax Coordinator Lily Email Address liat Comments Cor Practice Comments IZ Comments Note: The Ending # doses on hand	uphine Daisy sy@gardensgrow.org Liatris ris@gardensgrow.org mments should include any changes in a field reflects practice quantities for that	Is new Coord Physician? VVVV VVVV VVVV Relivery or contact information.	The editable heading fi Request form are not may use them to comm information to the Ir gram.	ields on the Adjust required but you nunicate pertinent nmunization Pro-

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 in-. ventory 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.



trash can icon next to the line. Insert a new line into the detail with the desired practice item.

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

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.

Request Status	Practice	Created Date	Count Date		
	Gardens Grow People	7/26/2017 10:51 AM	\smile		
User Name	PIN	Submitted Date	Last Recon Date		
julie.maslack	20345		6/28/2017 2:30 PM	N	
IZ Approved Date	IZ Hold Date				
IZ Approved	IZ Hold				
Vaccine Coordinator					
vaccine coordinator	Chang	Is new es			
vaccine coordinator	Chang to Info	Is new es Coord ? Physician?			
Vaccine Coordinator	Chang to Info Dauphine Daisy	es Is new Coord Physician?			
Vaccine Coordinator Email Address	Chang to Info Dauphine Daisy daisy@gardensgrow.orp	s Is new Coord Physician?			
Vaccine Coordinator Email Address Backup Vax Coordinator	Chang to Info Dauphine Daisy daisy@gardensgrow.ort Lily Liatris	s ls new Coord ? Physician?			
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address	Chang to Info Dauphine Daisy daisy@gardensgrow.org Lily Liatris liatris@gardensgrow.org	s is new Coord ? Physician?			
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address Comments	Dauphine Daisy daisy@gardensgrow.ort Lily Liatris liatris@gardensgrow.org Comments should include any changes in	e Is new Coord Physician? V V V V v delivery or contact information.			
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address Comments Practice Comments	Chang to Info Dauphine Daisy daisy@gardensgrow.orn Lily Liatris liatris@gardensgrow.org Comments should include any changes in	e Is new Coord Physician? V V V v v v v v v v v v v v v v			
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address Comments Practice Comments IZ Comments	Chang to Info Dauphine Daisy daisy@gardensgrow.ort Lily Liatris liatris@gardensgrow.org Comments should include any changes in	e lis new Coord Physician? V V v elivery or contact information.			
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address Comments Practice Comments IZ Comments	Chang to Info Dauphine Daisy daisy@gardensgrow.ort Lily Liatris liatris@gardensgrow.org Comments should include any changes in	elivery or contact information.			
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address Comments Practice Comments IZ Comments Note: Expired vaccines must t # Doses in transit = shipmer entering a value for # doses a	Chang to Info Dauphine Daisy daisy@gardensgrow.org Lily Liatris liatris@gardensgrow.org Comments should include any changes in Comments should include any changes in evereturned in the system prior to submittin that have left the supplier or been trans, dministered.	g your reconciliation.	ur practice. Please verify if	vaccines are in transit to your p	vractice before
Vaccine Coordinator Email Address Backup Vax Coordinator Email Address Comments Practice Comments IZ Comments Note: Expired vaccines must t # Doses in transit = shipmer entering o value for # dose a	Chang to Info Dauphine Daisy daisy@gardensgrow.org Lily Liatris liatris@gardensgrow.org Comments should include any changes in Comments should include any changes in the returned in the system prior to submittin the sthat have left the supplier or been trans, dministered.	so new So new Coord Physician? V	ur practice. Please verify if	vaccines are in transit to your p	vractice before

Vaccine 🔺	Brand 🔺	NDC 🔺	VFC VFA	Lot 🕴	Expiration 🔺	Begin # 0 doses	# Doses received	# Doses 🕴 admin	Doses djusted ut	# Doses in transit	Expected # doses on hand	Physical count # doses	Cost Der 🛊 Iose	Value 🕴
DTaP	Infanrix®	58160- 0810-11	VFC	<u>458721</u>	2/18/2018	2	0		0		2		\$17.730	\$35.460
DTaP-IPV	Kinrix®	58160- 0812-52	VFC	<u>5i8734</u>	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
Hank	Hard-R	58160-	VFA	A41C8580A	2/14/2018	6	0		0		6		\$25.730	\$154.380
nepo	Havita	0826-11	VFA	<u>39J73</u>	2/27/2020	10	0		0		10		\$25.730	\$257.300
НерА-НерВ	Twinrix®	58160- 0815-52	VFA	<u>553577</u>	2/18/2018	3	0		0		3		\$54.660	\$163.980
		58160- 0820-11	VFC	76520936	6/19/2017	6	0		0		6		\$11.600	\$69.600
неро	Engenx-5/6	58160- 0821-11	VFA	<u>943Y5</u>		10	0		0		10		\$25.330	\$253.300
HPV AD	Gardasil	00006- 4045-41	VFA	<u>30975K</u>	6/22/2018	7	0		0		7		\$92.840	\$649.880
HZV	Zostavax®	00006- 4963-41	VFA	N016185	7/31/2018	10	0		0		10		\$117.120	\$1,171.200
IPV	Ipol®	49281- 0850-10	VFC	FF145	2/10/2018	7	0		0		7		\$13.040	\$91.280
MCV4	Menactra®	49281- 0589-05	VFA	<u>U5567CB</u>	6/28/2018	10	0		0		10		\$74.334	\$743.340
MenB	Trumenba®	00005- 0100-10	VFA	A41C8578A	3/16/2018	9	0		0		9		\$82.220	\$739.980
MMR	M-M-R80	00006- 4681-00	VFC	FF145	2/10/2018	6	0		0		6		\$20.590	\$123.540
PPSV23	Pneumovax@23	00006- 4943-00	VFA	<u>99999</u>	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
Save a	s Draft	Subm	it Reco	onciliatio	on Cance	el (Pr	int					Value	\$6,893	3.780

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).

Reconciliation Detail

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

Vaccine 📥	Brand 🔺	NDC Å	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	<u>458721</u>	2/18/2018	2	0		0		2		\$17.730	\$35.460
DTaP-IPV	Kinrix®	58160- 0812-52	VFC	<u>5j8734</u>	2/1/2018	5	0		0		5		\$39.570	\$197.850
DTaP-IPV/Hib	Pentacel®	49281- 0510-05	VFC	<u>348KK8</u>	3/15/2018	5	0		0		5		\$56.738	\$283.690
		58160-	VFA	A41CB580A	2/14/2018	6	0		0		6		\$25.730	\$154.380
нера	Havrix®	0826-11	VFA	<u>3PJ73</u>	2/27/2020	10	0		0		10		\$25.730	\$257.300
НерА-НерВ	Twinrix®	58160- 0815-52	VFA	<u>553577</u>	2/18/2018	3	0		0		3		\$54.660	\$163.980
		58160- 0820-11	VFC	76520936	6/19/2017	6	0		0		6		\$11.600	\$69.600
нерв	Engerix-8®	58160- 0821-11	VFA	<u>943Y5</u>	6/2/2019	10	0						\$25.330	\$253.300
HPV AD	Gardasil	00006- 4045-41	VFA	<u>30975K</u>	6/22/2018	7	0	Yo	u can use	e the tat	o key on y	our	\$92.840	\$649.880
HZV	Zostavax®	00006- 4963-41	VFA	N016185	7/31/2018	10	0	ke	eyboard to	o move	from field	to	\$117.120	\$1,171.200
IPV	Ipol®	49281- 0860-10	VFC	FF145	2/10/2018	7	0	fiel	ld, or clic	k in the	desired f	ield	\$13.040	\$91.280
MCV4	Menactra®	49281- 0589-05	VFA	<u>U5567CB</u>	6/28/2018	10	0	t	o enter d	ata. To	avoid erro	or	\$74.334	\$743.340
MenB	Trumenba®	00005- 0100-10	VFA	A41CB578A	3/16/2018	9	0	1	messages	, work f	from left t	0	\$82.220	\$739.980
MMR	M-M-R®II	00006- 4681-00	VFC	FF146	2/10/2018	6	0			right.			\$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
-	-													
Save as	s Draft	Submi	t Reco	onciliatio	on Cance	el Pr	int					Value	e: \$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 reconcilia- tion.
# 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.

Doses in transit shipments that have left the supplier or been transferred but have not yet actually arrived at your practice. Please verify if vaccines are in transit to your practice before entering a value for # doses administered.

Vaccine [▲]	Brand	•	NDC 🔺	VFC VFA 🗘	Lot 🕴	Expiration 📥	Begin # o doses	# Dose receive	ed ≑	# 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	<u>458721</u>	2/18/2018	2	0		0	0		2	2	\$17.730	\$35.46
DTaP-IPV	Kinrix®	1	58160- 0812-52	VFC	<u>5j8734</u>	2/1/2018	5	0		2	0		з	3	\$39.570	\$118.71
DTaP-IPV/Hib	Pentacel®		49281- 0510-05	VFC	<u>348KK8</u>	3/15/2018	5	0		1	0		4	4	\$56.738	\$226.95
HanA	Hauriv®	-	58160-	VFA	A41CB580A	2/14/2018	6	0		2	0		4	4	\$25.730	\$102.92
nisko.	namixo		0826-11	TA.	<u>3PJ73</u>	2/27/2920	10	0		2	5		3	3	\$25.730	\$77.19
Hanå-Han ^g	Tuintiv®	Hist	torysince	07/26/201	7		×	1		0	0	1	0	0	\$53.780	\$0.00
nepo-nepo	- Willing O	Bra	nd H	lavrix®			\mathbf{i}	0		1	0		2	2	\$54.660	\$109.32
НерВ	Engerix-B®	Lot Exp	ntion V # 3 piration 2	8160-0826 /FA /PJ73 /27/2020	⊱11			0		0	6		0	0	\$11.600	\$0.00
		Adj	justment	Adjust	ment Reason	Activity	Δin	0		3	0		7	7	\$25.330	\$177.31
HPV AD	Gardasil	тур	pe	Aujust		Date 8/1/2017	Qty	0		3	0		4	4	\$92.840	\$371.36
HZV	Zostavax®	Adj	ust Out	Lost / L	Jnaccounted	8:33 AM r 8/1/2017	-2/	0		1	0		9	9	\$117.120	\$1,054.08
PV	Ipol®	Ret	torn	Too W	arm	8:33 AM		0		1	0		6	6	\$13.040	\$78.24
MCV4	Menactra®		49281- 0589-05	12	<u>U5567CB</u>	6/28/2018	10		Cli	ck on th	e lot num	ber to vie	ew history a	associated	4	\$371.67
MenB	Trumenba®		00005- 0100-10	VFA	A41CB578A	3/16/2018	9		wit	th the pr	actice iten	n since th	e last pract	ice recon-	o	\$411.10
MMR	M-M-R®I		00006- 4681-00	VFC	FF146	2/10/2018	6	-	cile	. Activit	v history i	s availabl	e via these	links until	o	\$61.77
PPSV23	Pneumovax®	923	00006- 4943-00	VFA	99999	5/16/2018	4			the Re	econciliati	on Reque	est is submi	tted.	o	\$104.60
VAR	Varivax®		00006- 4827-00	VFC	N009766	3/24/2019	20					-		<u> </u>	0	\$556.32
Save as	s Draft		Submi	t Reco	onciliatio	on Appr	ove	Delete	e	Cancel	Print			Value	\$3,857	.002

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.

Note: Expired veccines must be returned in the system prior to submitting your reconciliation.

Order Request

Ordering 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	nie (Created Date	Last Order Date		
ser Name			pre c	Submitted Date	Last Reser Date		
lie.maslack		20345	2	Submitted Date	8/1/2017 1:18 PM	Practice inv	entory counts must
						be submitt	ed within 7 days of
Approved Date		IZ Hold Date				placing on	- order If a Decorreila
		17.11-14				placing and	Juel. II a Recollent
Approved						Request ha	s not been reported
						within the p	previous seven days
hipping Info	Chan	ges?	Vaccine Coordina	tor	Is new	414	· · · · · · · · · · · · · · · · · · ·
reet One 16 Jam	eson Avenue				to Info? Coord Physician?	the syste	em win display a
treet Two			Vaccine Coordinate	or Dauphine Daisy		reminder ar	nd will not allow you
tate VT			Email Address	daisy@gardensgrow.	org 🔽	to order	vaccines until a
ip 05452			Backup Vax Coordi	nator Lily Liatris			• • • • •
			Email Address	liatris@gardensgrow	.org	reconci	liation has been
			<i>c</i>	Comments should include	de changer in delivery er centert informatio	s	ubmitted.
Pelivery Hours	Chang	jes?	Comments	exceptions to quantities	, schedules, etc.	in us	
Day From To	From To		Practice Comments			0	
Monday 10:00 12:0	0 00:00 00:00		IZ Comments				
	0 00:00 00:00		Order Schedule	bimonthly: Jan, Mar,	May, Jul, Sep, Nov days 1-15		
uesday 10:00 12:0	0 13:00 15:00		\smile				
Tuesday 10:00 12:0 Nednesday 00:00 00:0							
uesday 10:00 12:0 Vednesday 00:00 00:00 hursday 09:00 15:0	0 00:00 00:00						

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.

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 order increment.

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

Ca

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	НерА	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

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**.

Pending	st Status			Prac	tice			Created	Date			Last Orde	r Date	
	g Shipmen			Gard	lens Grow Pe	ople	8	8/2/2017	9:09 AM			8/2/2017 9	9:12 AM	
Jser N	ame			PIN			:	Submitte	d Date			Last Reco	n Date	
ulie.ma	slack			2034	15		1	8/2/2017	9:12 AM			8/1/2017	1:18 PM	
Z App	roved Dat	e		IZ H	old Date									
/2/201	17 9:13 AM													
Z App	roved			IZ H	old									
'es														
hippi	ng Info			Chan	aes? No	Vacci	ne Coordin	nator Inf	•			Character	Is new	,
treet	One 1	6 Jameso	n Avenu	9	,							to Info?	Coord Physic	ian?
litv	E	ssex				Vaccin	ne Coordina	tor	Dauphine I	Daisy		No		
State	v	т				Email	Address		daisy@gar	densgrov	v.org	No		
Zip	0	5452				Backu	p Vax Coor	dinator	Lily Liatris			No		
						Email	Address		iatris@gar	densgro	v.org	No		
Delive	ry Hours			Chan	ges? No	Comn	nents		Comments s	hould incl	ude chang	es in deliver	ry or conto	act information as well as
Day	From	n To I	From T	0		Practic	e Comments		hiah use fa	or Kinrix b	ased on	clinic held.	ordering	g for regular office use
Monda	av 10:0	0 12:00 (00:00	:00		IZ Com	oments							,,
Tuesda	v 10:0	0 12:00 (00:00	00		Order S	Schedule		bimonthly:	Jan, Mar	, May, Jul	, Sep, Nov	days 1-1	15
Nedec	sday 00:0	0 00.00	13:00 15	00										
	.suay 00.0	00.00	15.00 15	.00										
Thursd	av 00:0	0 15:00 0	00.00 00	00										
Thursd Friday	ay 09:0	0 15:00 (0 12:00 (00:00 00:00	:00										
Thursd Friday Recomm Please in	ay 09:0 10:0	0 15:00 (0 12:00 (0 ns es = (av ns in pract	00:00 00 00:00 00 erage dose	:00 :00 es/wk si ents if n	ince order) x (# not ordering rea	weeks unt	til next schedu td # of doses.	led order o	late + 4 wks	i) - doses (on hand - d	doses pendii	ng shipme	ent, rounded to nearest order order in
Thursd Friday Recomm Please in	ay 09:0 10:0 nended # da cude reaso	0 15:00 (0 12:00 (0 0 12:00 (0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	00:00 00 00:00 00 erage dose ice comm	200 200 es/wk si ents if n VFC VFA	nce order) x (# tot ordering red Packaging	weeks unt commende # Doses on Hand	til next schedu d # of doses. Doses = D Weekly	led order o Order ncrement	late + 4 wks Rec # Doses	;) - doses (Order # Doses	on hand - o Appd # Doses	doses pendii Cost 🕴 T	ng shipme otal	tnt, rounded to nearest order order in
Thursd Friday Recomm Line	ay 09:0 10:0 mended # de nelude reaso Vaccine	0 15:00 (0 12:00 (0 0 12:00 (0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	00:00 00 00:00 00 erage dose ice comm NDC 49281- 0285-10	00 00 es/wk si ents if n VFC VFC	nce order) x (# oot ordering red Packaging	weeks unt commende # Doses on Hand	til next schedu d # of doses. # Doses 1 Weekly 0	order Drder Increment	late + 4 wks Rec # Doses	i) - doses of Order # Doses	Appd # Doses	Cost T	ng shipme otal	ent, rounded to nearest order order in
Thursd Friday Recomm Nease in Line	ay 09:0 10:0 mended # dh nclude reaso Vaccine DTaP DTaP-IPV	0 15:00 (0 12:00 (0 12:00 (0 0ses = (av) ns in pract Brand Daptacel® Kinrix®	00:00 00 00:00 00 erage dose nDC 00 49281- 0286-10 58160- 0812-52	00 00 es/wk si ents if n VFC VFC VFC	nce order) x (# pot ordering red Packaging 10 pack - 1 dose vial 10 pack - 1 dose syringe	weeks unt commende # Doses on Hand 0 3	il next schedu d # of doses <mark># Doses Weekty</mark> 0 20	order ncrement Valu	late + 4 who Rec # Doses	i) - doses (Order Doses	Appd Doses	Cost T Cost T Low ind	otal)	ent, rounded to nearest order order in ne approved quantity
Recomm Recomm Line	ay 09:0 10:0 mended # d nclude reaso Vaccine DTaP-IPV IPV	0 15:00 0 0 12:00 0 oses = (available) Brand Daptacel® Kinrix® Ipol® 1 1	00:00 00 00:00 00 erage dost ice comm NDC 49281- 0285-10 58160- 0822-52 49281- 0680-10	00 00 es/wk si ents if n VFC VFC VFC VFC	nce order) x (# not ordering rea Packaging 10 pack - 1 dose vial 10 pack - 1 dose syringe 10 dose vial	weeks unt commende Doses on Hand 0 3 6	il next schedu d # of doses <mark># Doses Weekly</mark> 0 20 0	order Increment Valu	es high	i) - doses (Order Doses	Appd Doses	Cost T Cost T Low ind	otal) turn en	ent, rounded to nearest order order in ne approved quantity
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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**.

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.

Practice Inventory	Previous Req	uests				
Requests	Request Type	Request Status	Created Date	Submitted Date		
Transfer	Transfer	Submitted	6/9/2017	6/9/2017	View	Ed
Adjust	Adjustment	Submitted	6/9/2017	6/9/2017	View	Ed
Reconcile	Adjustment	Completed	6/9/2017	6/9/2017	View	
Order	Reconciliation	Incomplete	6/9/2017		View	Ed
View History	Transfer	Completed	6/8/2017	6/8/2017	View	
	Transfer	Completed	6/8/2017	6/8/2017	View	
Reports	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	

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 <u>View</u> or <u>Edit</u> for details related to the Request.

View History: Adjustments

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

Adj	ust \	/accin	es												
This	adjust	ment has a	status of	'Comple	eted' a	nd cann	ot be edited	. Please conta	ct the VT Immu	inization Pr	ogram for	further a	assistanc	e.	
Reque Comp	est Stat	us		Pract Garde	ice ens Gro	w Peop	le	Created E 8/1/2017)ate 8:28 AM		# Return 1	ship lab	els		
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۵	Line 🗘	Vaccine 🛉	Brand 🔶	NDC 🖣	VFC VFA 🕈	Lot 🔶	Expiration 🛉	Adjustment Type	Adjustment 🝦 Reason	# Doses adjusted	Ending # doses + on hand	Cost per 🕈 dose	Value 🕈	VTrckS 🝦 ID	
	1	НерА	Havrix®	58160- 0826-11	VFA	3PJ73	2/27/2020	Adjust Out	Lost / Unaccounted	2	-	\$25.730	\$51.460		
	2	HepA-HepB	Twinrix®	58160- 0815-11	VFC	458721	2/18/2018	Adjust In	Bonus Dose	1	-	\$53.780	\$53.780		
	3	MCV4	Menactra®	49281- 0589-05	VFA	U5567CB	6/28/2018	Return	Improper Storage - Returns	2	-	\$74.334	\$148,68	6005879	
	4	НерА	Havrix®	58160- 0826-11	VFA	3PJ73	2/27/2020	Return	Refrigerator / Freezer Too Warm	3	-	\$25.730	\$ 7.190	6005880	
Can	cel	Print									A	djustmer	nt Totak	\$ 331.098	

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.

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.

This	order	has a	status o	of 'Partia	I Shipr	ment' an	d cann	ot be ea	dited. Pleas	e contact the	VT Immu	unization	Prog	ram for	further a	ssist	ance.		
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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

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.

equests Transfer Adjust	Catalog Practice Inventory	on hand quantities and inventory value Practice inventory by practice/PIN for each practice, including last reconcile date, expiration, quantity on hand and value for each practice item
Transfer Adjust	Practice Inventory	Practice inventory by practice/PIN for each practice, including last reconcile date, expiration, quantity on band and value for each practice item
Aujust		hand and value for each practice item
econcile	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
Order ew History	Orders	Orders within a given date range, including detail of vaccine ordered, ExIS ID and status, quantity ordere quantity pending delivery, value and fund type associated with order
eports	Shipments	Shipments within a given date range, including detail of vaccine shipped, order date, fund type associat with order, ExIS ID, quantity ordered, and quantity and value of vaccine shipped

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.

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.

Practice Catalog	List of vaccine on hand quan	es associated with current atities and inventory value	t practice catalogs, including last order and reconcile dates, current e
Brand Name		NDC	
ALL		ALL	
ActHIB®	^	00005-0100-10	^
Adacel®	~	00005-1971-02	×
Bexsero®	*	00006-4047-20	·
VFA VFC			
Generate F	Report		

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.

Practice Inventory	Practice inve hand and val	ntory by practice/PIN fo ue for each practice ite	or each practice, including last reconcile date, expiration, quantity on m
Brand Name		Lot	
ALL ActHIB® Adacel®	^	ALL 11479356K 123	^
Afluria® Bexsero®	~	1234 12345	~
Intention VFA VFC		Expiration Date 03/2/2018	
Generate F	Report		

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

	manageme	in of stell (vi								
Practice Inve	ntory Rep	ort				_				
Practice:	Gardens Grow	People			/	Expiration: 03	3/02/2018			
PIN:	20345				В	and Name: al	1 \			
Intention:	VFA,VFC				L	ot Number: al tice Status: A	l			
Note: Expired v	raccines are highli	ghted in red bold. P	lease remove the	ese from available i	nventory.					
•	\$	\$:	\$	\odot	\$	\$	٠	\$	\$
Vaccine	Brand Name	Manufacturer	On Hand	NDC	Intention	Lot #	Expire By Date	Last Reconcile	Cost	Value
HepA Havri	x®	GlaxoSmithKline	4	58160-0826-11	VFA	A41CB580A	02/14/2018	08/01/2017	\$25.730	\$102.920
DTaP Infan	rix®	GlaxoSmithKline	2	58160-0810-11	VFC	458721	02/18/2018	08/01/2017	\$17.730	\$35.460
PV Ipol®		Sanofi Pasteur	6	49281-0860-10	VFC	FF145	02/10/2018	08/01/2017	\$13.040	\$78.240
DTaP-IPV Kinris	3	GlaxoSmithKline	3	58160-0812-52	VFC	5j8734	02/01/2018	08/01/2017	\$39.570	\$118.710
DTaP-IPV Kinrib	<2	GlaxoSmithKline	50	58160-0812-52	VFC	J80397	02/13/2018	\bigcirc	\$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
	Dell	Merck	20	00006-4681-00	VFC	9006HJ4	02/22/2018		\$20.590	\$411.800
MMR M-M-	10011									
MMR M-M- MenB Trum	enba®	Pfizer	20	00005-0100-10	VFC	9006HJ4	02/22/2018		\$100.980	\$2,019.600
MMR M-M- MenB Trum FlepA-HepB Twin	enba® rix®	Pfizer GlaxoSmithKline	20 2	00005-0100-10 58160-0815-52	VFC VFA	9006HJ4 553577	02/22/2018 02/18/2018	08/01/2017	\$100.980 \$54.660	\$2,019.600
MMR M-M- MenB Trum HepA-HepB Twinu HepA-HepB Twinu	enba® rix® rix®	Pfizer GlaxoSmithKline GlaxoSmithKline	20 2 1	00005-0100-10 58160-0815-52 58160-0815-11	VFC VFA VFC	9006HJ4 553577 458721	02/22/2018 02/18/2018 02/18/2018	08/01/2017 08/01/2017	\$100.980 \$54.660 \$53.780	\$2,019.600 \$109.320

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

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	Adjustment activity by practice/PIN within a given date range, including practice item detail of vaccines
Activity	adjusted, quantity, value, type and adjustment reason
Intention	Begin Date
VFA	6/23/2017 End Date
VFC	8/7/2017
Adjustment T Import Ships Return Transfer In Transfer Out Waste	type
Generate	Report

Practice: G		ardens Grow P	eople					Adjustme Tvi	nt multiple		
PIN:	20	0345						Date Ran	ge: 6/23/2017 - 8/2	7/2017	
Intent	ion: V	FA,VFC									
							•				
÷	•	÷	•	÷	•	÷	÷	÷		<u> </u>	•
Vaccine	Brand	NDC	Intention	Lot #	Expire By Date	Activity Date	Quantity	Туре	Rea	son	Value
lepA	Havrix®	55160-0526-11	VFA	A41CB580A	02/14/2018	06/23/2017	2	Return	Improper Storage - 1	Returns	\$51.460
TaP-IPV	Kinrix D	55160-0512-52	VFC	5j5734	02/01/2015	06/23/2017	2	Return	Improper Storage - 1	Returns	\$79.140
PV	Ipol®	49281-0860-10	VFC	FF145	02/10/2018	06/23/2017	2	Waste	Open MDV / Expire	ed.	\$26.050
fepB	Engerix-B@	55160-0520-11	VFC	765209]6	06/19/2017	06/23/2017	2	Waste	Open MDV / Expire	Open MDV / Expired	
MenB	Trumenba®	00005-0100-10	VFA	A41C8578A	03/16/2018	06/23/2017	4	Waste	Improper Storage -	Improper Storage - Wastage	
MenB	Trumenba®	00005-0100-10	VFA	A41CB578A	03/16/2018	06/23/2017	5	Return	Spoiled During Tra	Spoiled During Transfer	
(enB	Trumenba®	00005-0100-10	VFA	A41C8575A	03/16/2018	06/23/2017	3	Return	Spoiled During Tran	Spoiled During Transfer	
MMR	M-M-R©II	00006-4651-00	VFC	FF146	02/10/2018	06/23/2017	2	Waste	Improper Storage -	Improper Storage - Wastage	
IPV AD	Gardasil	00006-4045-41	VFA	3097514	06/22/2015	06/25/2017	1	Return	Improper Storage - 1	Improper Storage - Returns	
PV	Ipol⊅	49281-0560-10	VFC	FF145	02/10/2018	06/28/2017	1	Waste	Vaccine Drawn / No	ot Given	\$13.040
HepA	Havrix®	55160-0526-11	VFA	A41CB550A	02/14/2015	07/17/2017	2	Return	Improper Storage - 1	Returns	\$51.460
tep.A	Havrix®	55160-0526-11	VFA	A41C8550A	02/14/2018	07/17/2017	4	Return	Natural Disaster / P	lower Outage	\$102.920
MenB	Trumenba®	00005-0100-10	VFA	A41CB578A	03/16/2018	07/17/2017	4	Waste	Broken Vial / Syring	je –	\$325.550
MCV4	Menactra⊅	49281-0559-05	VFA	U5567CB	06/25/2015	08/01/2017	2	Return	Improper Storage - 1	Returns	\$145.665
tep.A	Havrix®	58160-0826-11	VFA	3PJ73	02/27/2020	08/01/2017	3	Return	Refrigerator / Freeze	er Too Warm	\$77.190
iep8	Engerix-B@	55160-0520-11	VFC	765209]6	06/19/2017					In / Not Used	\$69.600
										Total	\$2,092.298
	Inventory im	pact: decrement	inventory			Inven	tory i	mpact			\smile
Ad	ljustment Type	e ≢of Do	ses	Value		Summa	ries by a	djustmen	t type and		
Return			30	\$1,331.038		impact	are inclu	ided at th	e end of the		
Waste			15	\$761.260		report					
	Total		45	\$2.092.298		report.				1	

DEPARTMENT OF HEALTH

08/08/2017 12:40 PM

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.

accine Type		Brand Name		NDC	
9vHPV ALL ccIIV4 DTaP DTaP-HepB-IPV	Ŷ	ALL ActHIB® Adacel® Afluria® Bexsero®	Ç	ALL 00005-0100-10 00005-1971-02 00006-4045-41 00006-4047-20	Ŷ
DTaP-HepB-IPV	~	Bexsero®	~	00006-4045-41	~
Intention		Regin Date		Find Date	
VEA		6/22/2017		(P/7/2017	
VFC		0/23/2017		6/1/2011	

Vaccine Inventory Management System (VIMS) Orders Report Practice: Gardens Grow People PIN: 20345 Intention: VFA,VFC Note: An EOQ value = no indicates the order was placed outside the practice's order schedule. Open quantity values indicates 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® Ot	ders submit	ted within t	he prac-	no	ORD1846	Partial Shipment	3	10	0	\$130.400
HepA	Havrix®	ce's order scl	hedule will	have an	no	ORD1846	Partial Shipment	4	10	10	\$186.800
MenB	Trumeni		value of vor		no	ORD1846	Partial Shipment	5	20	0	\$2,019.600
MMR	M-M-R®	EUG	value of yes	,	no	ORD1846	Partial Shipment	6	10	10	\$205.900
VAR	Varivaxe	00000-8027-00	vre	05/02/2017	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
Vermont Imm Phone: (802) 8	nunization Progra	m 40-4374 fax:	: (802) 863-7395						-	VERN	MONT

Email: AHS.VDHImmunizationProgram@vermont.gov www.healthvermont.gov

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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.



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 I	nventory M	Management 9	System	(VIMS)								
Shipme	ents Rep	oort							Shipn Dates	nent (7)	/18/2017 - 8	/7/2017
Prac	tice:	Gardens Grow F	eople			Vaccine Type: all						
PIN: 20345					Brand Nai	me: all						
Inter	ntion:	VFA,VFC					NI	DC: 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	09/05/002/	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