

Adjust Inventory Requests

Returns, Waste, and Other Inventory Adjustments



Adjust Requests are used to report vaccine inventory activities other than administration as soon as they occur. Any COVID-19 vaccines that are deemed non-viable, opened, damaged or beyond use date (BUD) are entered in VIMS as waste. Select **Adjust** from the Request menu to report waste, return vaccines or document otherwise unaccounted for doses. A new form will open. If a previously saved, but not submitted Adjustment Request exists, then the saved form will open.

Practice Inventory
Requests
Transfer
Adjust
Reconcile
Order
View History
Reports

Adjust Vaccines

Request Status	Practice Gardens Grow People	Created Date 7/26/2017 8:18 AM	# Return ship labels
User Name julie.maslack	PIN 20345	Submitted Date	Return label method
IZ Approved Date	IZ Hold Date	<i>Note: Return labels will be emailed to the Vax Coordinator email address.</i>	
IZ Approved	IZ Hold		

Vaccine Coordinator

Vaccine Coordinator	Dauphine Daisy	<div>Changes to Info?</div> <div>Is new Coord Physician?</div>
Email Address	daisy@gardensgrow.org	
Backup Vax Coordinator	Lily Liatriis	
Email Address	liatriis@gardensgrow.org	

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

Comments
Comments should include any changes in delivery or contact information.
Practice Comments

IZ Comments

Note: The Ending # doses on hand field reflects practice quantities for that item at the time the adjustment request is submitted for IZ approval.

Adjust Out | **Adjust In**

	Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Adjustment Type	Adjustment Reason	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTckS ID
No data available in table														

Save as Draft

Submit Adjustment

Cancel

Print

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, Beyond Use Date (BUD), 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 mistakes are made when reporting doses administered, returned, transferred or wasted, Adjust the doses in and pick one of the Adjustment Reasons listed in the drop down menu.

Adjust In or Transfer In Error

If mistakes are made with doses adjusted or transferred in, Adjust the doses out and pick one of these Adjustment Reasons listed in the drop down menu.

Adjust Inventory Requests

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. This list is determined by enrollment status and what a practice is eligible to provide or receive.
- 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 items are added to the detail list*, close the pop-up menu by clicking on the X on the top right corner of the menu.

Add multiple items and include adjustments of all types on the same Adjust Request.

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.

- 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, fill in the **Lot** and **Expiration** fields.

Note: The Ending # doses on hand field reflects practice quantities for that item at the time the adjustment request is submitted for IZ approval.

When adjusting out COVID vaccine from your inventory, select one of two COVID adjustment reasons.

- Use COVID: No eligible person when wasting doses from opened vials of vaccine.
- Use COVID: Expired – un-opened multi-dose vial when wasting unopened vials of vaccine due to expiration or vaccine past the BUD.