Adjust Inventory Requests

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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.

	Request Status	Practice	Created	Date		# Return s	hin labe	s	
	Request Status	Gardens Grow People		L7 8:18 AM		* Return s	inp laber		
r	User Name	PIN	Submitt	ed Date		Return lab	el metho	bd	
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	Email Address lia	tris@gardensgrow.org							
			\smile						
	Comments Co	omments should include any ch	anges in delivery or contac						
	Practice Comments			0					
	IZ Comments								
	Note: The Ending # doses on han	d field reflects practice quantiti	es for that item at the time	the adjustment re	equest is subr	mitted for la	Z approvo	21.	
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	Adjust Out Adjust	In							
						Ending			
		d NDC VFC Lot	Expiration Adjustment	Adjustment	# Doses	# doses	Cost	Value	VT
	Line Vaccine Bran				adjusted				ID
	Line Vaccine Bran	VFA LOT	Туре	Reason	aujusteu	on hand	dose		10

Useful Terms	Below, a few of the terms used in Adjustment Requests are explained for quick refer- ence. See the Glossary for more definitions.							
Return	Non-viable, <u>unopened</u> 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.

Back to Adjustments Lequest Status	Fractice	Created Date		# Return ship labels					-		and inclu	
	Happy Kids Pediatrics	12/15/2020 9:14 AM					(1AJUST)	ments	ot all t	ypes on the	e same
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	Phone Number						1.1	Lugino	indi	1001.		
	(802) 223-2225											
Approved Date	IZ Hold Date	Note: Return Jabels will be emolity	d to the Mar									
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- 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.

1	Line	Vaccine	Brand	NDC	PED/ ADU/ MIX	Lot	Expiration	Adjustment Adjustment Type Reason		Return type	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTrckS ID
Ì	1	COVID-19	COV-19 (Pfizer 12y+ booster)	59267- 0304-02	ADU	GJ3268	1/31/2024	Waste ~	COVID: expli	~	3	573	\$0.010	\$0.030	
Ì	2	COVID-19	COV-19 (Moderna 6y+ booster)	80777- 0282-99	ADU	065H22A	6/13/2023	Waste 🗸	COVID: No E 🛩	~	5	145	\$0.010	\$0.050	

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.