

# COVID-19 Vaccine

## Vaccine Inventory Management System (VIMS) User Guide

### Information on:

#### Adjust Inventory Requests

- Bonus Doses, Waste, and Other Inventory Adjustments
- Adding Items to an Adjustment Request

#### Reconcile Inventory Requests

- Taking Stock of COVID-19 Vaccine Inventory

#### Vaccine Order Requests

- Order Types: Distributor vs. Depot

#### View History Requests

- Order Status

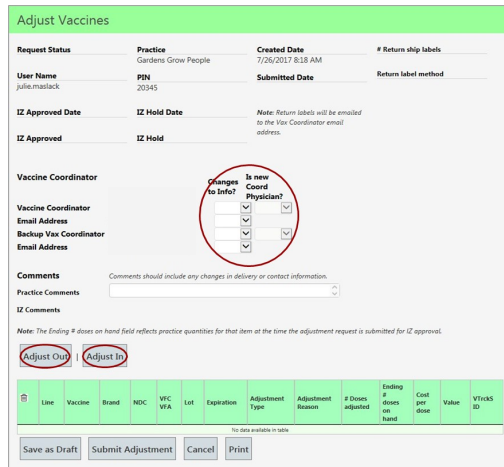
Vermont Vaccine Program  
Phone: (800) 640-4374  
Email: [AHS.VDHCovidVaxDistribution@vermont.gov](mailto:AHS.VDHCovidVaxDistribution@vermont.gov)

## Adjust Inventory Requests

### Adjust in Bonus Doses & Received HRSA/Federal Doses

Vaccine transfers from the Immunization Program Depot, as well as shipments from McKesson will populate into your VIMS inventory within the day of arrival. You do not need to enter receipt of doses. However, doses another practice sent you from their HRSA or Federal Supply will need to be Adjusted In to your inventory when you receive them.

**Adjust Requests** are used to report vaccine inventory activities (other than administration) as soon as they occur.



**Adjust Vaccines**

Request Status: Practice: Gardens Grove People, Created Date: 7/26/2017 8:18 AM, # Return ship labels: 1

User Name: julie.mastack, PIN: 20345, Submitted Date: , Return label method:

IZ Approved Date: , IZ Hold Date: , Note: Return labels will be emailed to the Vaccine Coordinator email address.

IZ Approved: , IZ Hold:

Vaccine Coordinator:

Vaccine Coordinator Email Address:

Backup Vax Coordinator Email Address:

Comments:

Practice Comments:

IZ Comments:

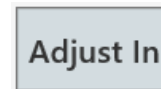
Note: The Ending # doses on hand field reflects practice quantities for that item at the time the adjustment request is submitted for IZ approval.

Adjust Out, Adjust In

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

Save as Draft, Submit Adjustment, Cancel, Print

To adjust items into your inventory, you must first add the vaccine name to your **Adjust Vaccines Request**:

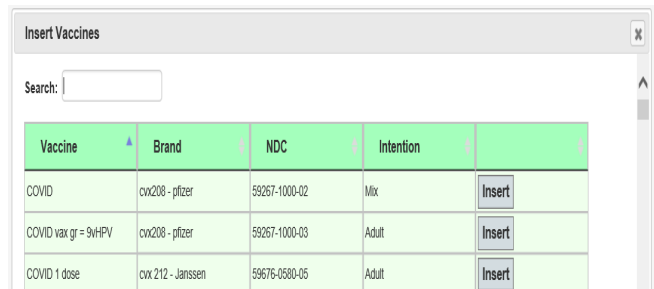


Click on **Adjust In** to display a pop-up menu that contains a list of all the vaccines your practice is eligible to receive from the program.

Use the side bar to scroll through the list of vaccines, or 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.

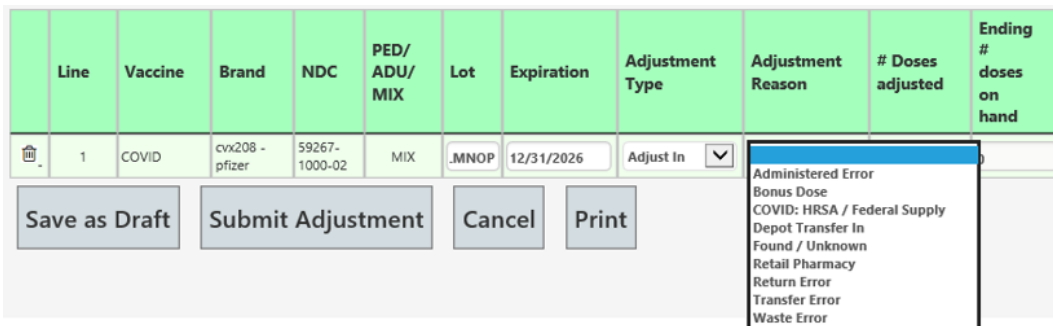
Once items are added to the detail list, close the pop-up menu by clicking on the **X** on the top right corner of the menu.



Insert Vaccines

Search:

Vaccine	Brand	NDC	Intention	
COVID	cvx208 - pfizer	59267-1000-02	Mix	Insert
COVID vax gr = 9vHPV	cvx208 - pfizer	59267-1000-03	Adult	Insert
COVID 1 dose	cvx 212 - Janssen	59676-0580-05	Adult	Insert



Line	Vaccine	Brand	NDC	PED/ADU/MIX	Lot	Expiration	Adjustment Type	Adjustment Reason	# Doses adjusted	Ending # doses on hand
1	COVID	cvx208 - pfizer	59267-1000-02	MIX	.MNOP	12/31/2026	Adjust In			

Save as Draft, Submit Adjustment, Cancel, Print

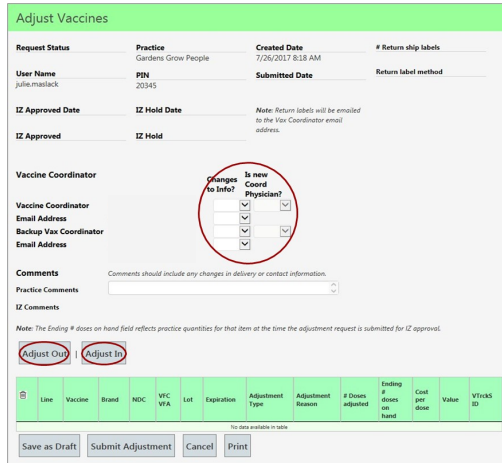
Adjustment Reason dropdown menu:

- Administered Error
- Bonus Dose
- COVID: HRSA / Federal Supply
- Depot Transfer In
- Found / Unknown
- Retail Pharmacy
- Return Error
- Transfer Error
- Waste Error

When **Adjusting In** vaccine to your practice inventory, you must select the **Adjustment Reason** from drop-down list. *Please do not use the 'Found/Unknown' option. If you are unable to determine an appropriate selection, contact the Immunization Program for assistance.*

## Adjust Inventory Requests Adjust Out

The goal when we adjust out any vaccine is to make adjustments using appropriate category reasons. Every vaccine that leaves your inventory that wasn't specifically linked to a patient should have a very clear and explainable reason. Example: If you know you dropped and broke a vial, or if a dose is legitimately expired, you may adjust it out using the appropriate category and reason. However, if numbers aren't matching and you just can't find it, you should not reconcile these out until you've contacted the program. These doses must be accounted for.

To adjust items out of your inventory, you must first add the vaccine name to your **Adjust Vaccines Request**:

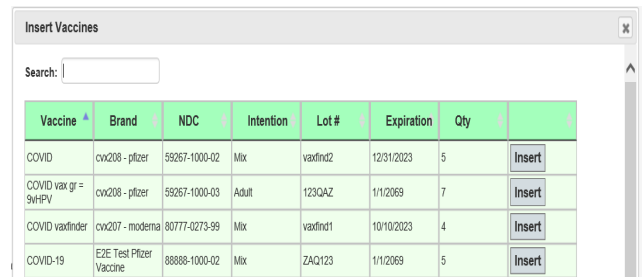
**Adjust Out**

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

Use the side bar to scroll through the list of vaccines, or 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.

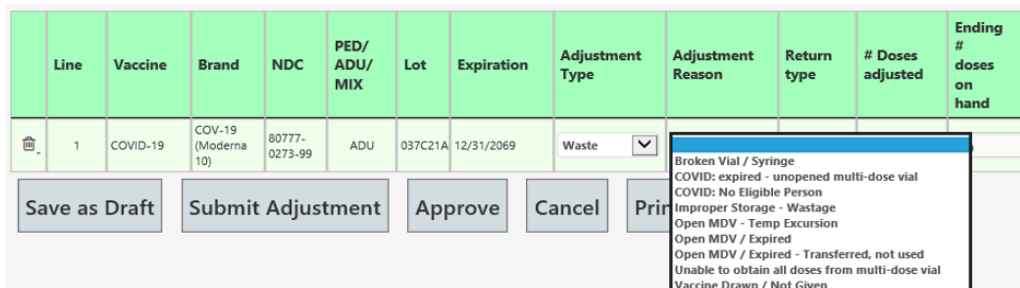
Once items are added to the detail list, close the pop-up menu by clicking on the **X** on the top right corner of the menu.



Vaccine	Brand	NDC	Intention	Lot #	Expiration	Qty	
COVID	cvx208 - pfizer	59267-1000-02	Mix	vaxind2	12/31/2023	5	Insert
COVID vax gr = 9vHPV	cvx208 - pfizer	59267-1000-03	Adult	123QAZ	1/1/2069	7	Insert
COVID vaxfinder	cvx207 - moderna	80777-0273-99	Mix	vaxind1	10/10/2023	4	Insert
COVID-19	EZE Test Pfizer Vaccine	88888-1000-02	Mix	ZAQ123	1/1/2069	5	Insert

**Adjust Out:** There are four **Adjustment Types** on the drop-down list. Adjust Out, Administer, Return and Waste.

**Waste** is the most commonly used adjustment type for COVID-19 vaccines. Any vaccines that are deemed non-viable, inaccessible, opened, damaged or beyond use date (BUD) are entered in VIMS as **Waste**. After selecting the Adjustment Type, select the **Adjustment Reason** from drop-down.



Line	Vaccine	Brand	NDC	PED/ADU/MIX	Lot	Expiration	Adjustment Type	Adjustment Reason	Return type	# Doses adjusted	Ending # doses on hand
1	COVID-19	COV-19 (Moderna 10)	80777-0273-99	ADU	037C21A	12/31/2069	Waste	Broken Vial / Syringe COVID: expired - unopened multi-dose vial COVID: No Eligible Person Improper Storage - Wastage Open MDV - Temp Excursion Open MDV / Expired Open MDV / Expired - Transferred, not used Unable to obtain all doses from multi-dose vial Vaccine Drawn / Not Given			

You must **Submit Adjustment** before proceeding to reconcile your inventory.

**Submit Adjustment**

## Reconcile Inventory Requests

### Taking Stock



Providers are expected to conduct a physical count of COVID-19 vaccines prior to placing an order and enter that information into the Vaccine Inventory Management System (VIMS).

The reconciliation request form displays recent vaccine delivered, as well as any doses adjusted out.

Please submit all adjustments before reconciling inventory.

### Reconcile for Practice

**New Reconcile for Happy Kids Pediatrics**

[Create All Vaccine Reconcile](#)

[Create FLU-only Reconcile](#)

[Create COVID-only Reconcile](#)

[Create FLU and COVID-only Reconcile](#)

### Reconciliation Request

[Back to Reconciliation](#)

**Request Status**  
Practice  
Happy Kids Pediatrics

**User Name**  
elancurran

**IZ Approved Date**

**Vaccine Coordinator**

**Comments**  
Practice Comments  
IZ Comments  
IZ Internal Comments

**Created Date**  
6/11/2021 2:33 PM

**Submitted Date**

**IZ Hold Date**

**IZ Approved**

**Is new Coord Physician?**

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

**Count Date**

**Last Recon Date**  
12/2/2020 12:01 PM

**Type**  
COVID only - Distributor

**Changes to Info?**

**Is new Coord Physician?**

**Use the tab key on your keyboard to move through fields, or click in the desired field to enter data.**

**To avoid error messages, work from left to right.**

Vaccine	Brand	NDC	PED/ADU/ MIX	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
COVID	cv028 - pfizer	19287-1000-02	MIX	1802061	12/31/2023	0	5		0	5			\$0.010	\$0.050
COVID	cv027 - glaxo	10000-10000-01	ADU	08152	12/02/2022	0	1		1	0			\$100.000	\$0.000
COVID	cv027 - glaxo	80775-0275-09	MIX	1802061	10/10/2023	0	7		3	4			\$0.010	\$0.040
COVID-19	19287-1000-02	19287-1000-02	MIX	2452023	1/1/2029	0	10		5	5			\$0.010	\$0.050

[Save as Draft](#)

[Submit Reconciliation](#)

[Approve](#)

[Cancel](#)

[Print](#)

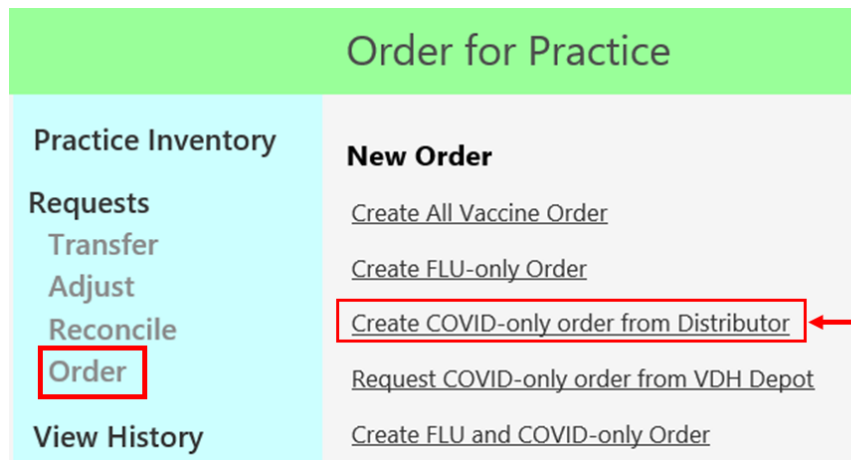
Value: \$0.140

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 of 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 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 last reconciliation.
# Doses adjusted out	The number of doses that were reported as waste or returned since the last reconciliation.
# Doses in transit	Not required. <b>Please do not make an entry in this column.</b>
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 a value is entered 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.

There are two types of order requests in VIMS for COVID vaccine. The selection you make will be based on the quantity of vaccine you wish to receive. Please order your COVID vaccine separately from other state supplied vaccines.

Pfizer and Moderna vaccine require two doses. You will need to keep track of patients due for second doses to allow for adequate inventory on hand. Do not hold second doses for patients, order more vaccine when needed.

### Option 1: Ordering from the Distributor



**Order for Practice**

**Practice Inventory**

- Requests
- Transfer
- Adjust
- Reconcile
- Order**
- View History

**New Order**

- [Create All Vaccine Order](#)
- [Create FLU-only Order](#)
- [Create COVID-only order from Distributor](#)
- [Request COVID-only order from VDH Depot](#)
- [Create FLU and COVID-only Order](#)

Directly shipped from distributor in full trays. Orders must be entered on **Wednesdays**.

Orders from the distributor must be placed in multiples of:

- Adult Pfizer 1170 doses
- Pediatric Pfizer 100 doses
- Moderna 100 doses
- Janssen 100 doses

Vaccine	Brand	NDC	PED/ ADU/ MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order Increment	Order # Doses
COVID-19	COV-19 (Janssen)	59676- 0580-15	ADU	Other	0	0	0	50	<input type="text"/>
COVID-19	COV-19 (Moderna 10)	80777- 0273-99	ADU	10 dose vial	0	0	0	100	<input type="text"/>
COVID-19	COV-19 (Pfizer 1170)	59267- 1000-02	ADU	6 dose vial	0	0	0	1170	<input type="text"/>
COVID-19	COV-19 (Pfizer pediatric)	59267- 1055-04	PED	10 dose vial	0	0	0	100	<input type="text"/>


Program will approve on Thursday and vaccine will ship direct to practice.

Practices can find shipping status information in VIMS, see page 7.

There are two types of order requests in VIMS for COVID vaccine. The selection you make will be based on the quantity of vaccine you wish to receive. Please order your COVID vaccine separately from other state supplied vaccines.

Pfizer and Moderna vaccine require two doses. You will need to keep track of patients due for second doses to allow for adequate inventory on hand. Do not hold second doses for patients, order more vaccine when needed.

### Option 2: Ordering from VDH Depot



Transferred from VDH Depot in smaller quantities. Orders should be entered in on Wednesdays

Order from the depot must be placed in multiples of:

- Adult Pfizer 6 doses
- Pediatric Pfizer 10 doses
- Moderna 10 doses
- Janssen 5 doses

Vaccine	Brand	NDC	PED/ ADU/ MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order # Doses
COVID-19	COV-19 (Janssen)	59676- 0580-15	ADU	Other	0	0	0	<input type="text"/>
COVID-19	COV-19 (Moderna 10)	80777- 0273-99	ADU	10 dose vial	0	0	0	<input type="text"/>
COVID-19	COV-19 (Pfizer 1170)	59267- 1000-02	ADU	6 dose vial	0	0	0	<input type="text"/>
COVID-19	COV-19 (Pfizer pediatric)	59267- 1055-04	PED	10 dose vial	0	0	0	<input type="text"/>

Program will approve on Thursday and VDH Depot will confirm delivery amount and date via email.

Practices will be able to see the number of doses approved, but not shipping information.

All shipping information will come via email from the Depot team.

## View History Requests

## Order Status: Distributor vs. Depot Orders

All Requests entered in VIMS 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 details.

Requests  
 Transfer  
 Adjust  
 Reconcile  
 Order  
**View History**  
 Reports

### Request History

Previous Requests

Search:

Request Type	Request Status	Created Date	Submitted Date	ExIS Id	View
Reconciliation	Completed	6/14/2021	6/14/2021		<a href="#">View</a>
Adjustment	Completed	6/14/2021	6/14/2021		<a href="#">View</a>
Reconciliation	Completed	6/11/2021	6/11/2021		<a href="#">View</a>
Adjustment	Completed	6/11/2021	6/11/2021		<a href="#">View</a>
Adjustment	Completed	6/8/2021	6/8/2021		<a href="#">View</a>
Order	Full Shipment	6/8/2021	6/8/2021	ORD32674	<a href="#">View</a>
Reconciliation	Completed	6/8/2021	6/8/2021		<a href="#">View</a>

Orders coming from the VDH Depot will be listed as **Adjustment** Request Type.

Orders coming from the Distributor will have an **ExIS Id** reference code assigned.

### VDH Depot Delivery

Request Type	Request Status	Created Date	Submitted Date	ExIS Id	View
Adjustment	Completed	1/11/2021	1/11/2021		<a href="#">View</a>

### Direct Shipped from Distributor

Request Type	Request Status	Created Date	Submitted Date	ExIS Id	View
Order	Full Shipment	12/11/2020	12/11/2020	ORD22717	<a href="#">View</a>

Orders will be approved and updated in VIMS by Friday morning and practices will be able to determine whether there are changes to their requested amount of COVID-19 vaccine. If the requested amount is close to the minimum order for an order from the Distributor (direct shipment), then the Immunization Program may change the order type for the practice. If a change in quantity is necessary the information will be highlighted as seen in this example:

Line	Vaccine	Brand	NDC	PED/ADU/MIX	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order # Doses	Appd # Doses	Fund Type	Direct Ship PO #	Cost	Total
1	COVID-19	COV-19 (Janssen)	59676-0580-15	ADU	Other	15	0	0	100	50	PAN		\$0.010	\$0.500
2	COVID-19	COV-19 (Moderna 10)	80777-0273-99	ADU	10 dose vial	4	0	10	500	200	PAN		\$0.010	\$2.000

As shipments are processed, information is added to VIMS and displayed by the vaccine order line, including lot, and expiration date. If shipping from the Distributor, you will see a tracking number.

### Shipment Info

Line	Vaccine	Brand	NDC	VFC VFA MIX	Lot	Expiration	Ship Quantity	Shipment Carrier	Shipment Tracking #	Shipment Date
5	COVID-19	COV-19 (Pfizer 1170)	59267-1000-02	MIX	EW0191	9/30/2021	2340	FEDEX PRIORITY ALERT	00000000505292515020	5/21/2021