COVID-19 Vaccine

Vaccine Inventory Management System (VIMS) User Guide

Information on:

Adjustments to Vaccine Inventory
Returns, Waste, and other Inventory Adjustments
Adding Items to an Adjustment Request
Reconcile Inventory Requests
Taking Stock of COVID-19 Vaccine Inventory
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.

Below, a few of the terms used in Adjustment Requests are explained for quick reference. See the Glossary for more definitions.

**Useful Terms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return</td>
<td>Non-viable, <strong>unopened</strong> 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.</td>
</tr>
<tr>
<td>Waste</td>
<td>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.</td>
</tr>
<tr>
<td>Administer, Return, Transfer or Waste Error</td>
<td>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.</td>
</tr>
<tr>
<td>Adjust In or Transfer In Error</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

- 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.
Reconcile Inventory Requests

Taking Stock

Providers are expected to conduct a physical count of COVID-19 vaccines each week 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 any adjustments before moving onto reconciling inventory. Record the total doses administered (# Doses admin) and doses on hand (Physical count # doses) of each COVID-19 vaccine since the date and time of your last reconciliation.

Taking Stock

The first step in reconciling vaccine inventory is taking a physical count of vaccines in the fridge. VIMS provides a worksheet to help organize and calculate data. To retrieve it, select Reconcile from the left menu. The system will display a new reconciliation form unless a draft was saved but not submitted previously. Click the Print button at the bottom of the page. Take the printout to the refrigerator or freezer and record the count in the Physical count # doses column. It is useful to fill in the # Doses admin field on the worksheet prior to entering the data into VIMS.

Complete all indicated sections.

Possible Error: Numbers don’t add up.

Fix: The Expected # doses on hand & the Physical count # doses columns must match. The user must account for missing doses. Were they wasted? Does an adjustment need to be submitted first?

Possible Error: Required Field empty.

Fix: A value must be provided for every field in the # Doses admin and Physical count # doses columns. If left blank, an error message will appear. Fill any null fields with a “0”.

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

Finalizing the Details

All inventory items present since the last reconciliation will be displayed within the reconciliation detail:

<table>
<thead>
<tr>
<th>Reconciliation Columns</th>
<th>Listed below are the column headers and their functions for the non–static data fields in a Reconcile Request form</th>
</tr>
</thead>
<tbody>
<tr>
<td># Doses received</td>
<td>The number of doses received via shipment, adjustment or transfer since last reconciliation.</td>
</tr>
<tr>
<td># Doses admin</td>
<td>Required field: Enter the number of doses of the specific item (same lot, intention and NDC) that were administered to patients since last reconciliation.</td>
</tr>
<tr>
<td># Doses adjusted out</td>
<td>The number of doses that were reported as waste or returned since the last reconciliation.</td>
</tr>
<tr>
<td># Doses in transit</td>
<td>Not required</td>
</tr>
<tr>
<td>Expected # doses on hand</td>
<td>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.</td>
</tr>
<tr>
<td>Physical count # doses</td>
<td>Required field: Enter the number of viable doses available of the specific item.</td>
</tr>
<tr>
<td>Value</td>
<td>The value of the doses on hand at the practice.</td>
</tr>
</tbody>
</table>
View History Requests

Order Status

All past VIMS Requests can be viewed by selecting **View History** from the left menu. The system will display the Request, its current status, the dates it was created and submitted, and the option to view details.

As shipments are processed, information is added to VIMS and displayed by the vaccine order line, including lot, expiration, and tracking.

Once an order has shipped, you will be able to view the carrier and tracking number in VIMS.