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

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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. 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.

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:

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.

**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.

You must Submit Adjustment before proceeding to reconcile your inventory.
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 EU-only Reconcile
- Create COVID-only Reconcile

The first step in reconciling vaccine inventory is taking a physical count of vaccines on hand.

**Count all doses by lot number.**

Enter in ‘Physical count # doses’ column.

Determine doses your practice has administered since last reconciliation and enter in ‘# Doses admin’ column.

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<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>Begin # doses</td>
<td>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.</td>
</tr>
<tr>
<td># Doses received</td>
<td>The number of doses received via shipment, adjustment or transfer since last reconciliation. 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 admin</td>
<td>The number of doses that were reported as waste or returned since the last reconciliation.</td>
</tr>
<tr>
<td># Doses adjusted out</td>
<td>Not required. Please do not make an entry in this column.</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>
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**

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

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

Practices can find shipping status information in VIMS, see page 7.
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Option 2: Ordering from VDH Depot

Order from the depot must be placed in multiples of:

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

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.
All Requests entered in VIMS 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.

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

Direct Shipped from Distributor

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:

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