

VIMS: Reconcile Inventory

COVID Only

Providers are expected to conduct a physical count of COVID-19 vaccines on **Wednesdays** 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.

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

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 sections marked below in red to submit a reconciliation.

Reconciliation Request

Request Status	Practice Happy Kids Pediatrics	Created Date 10/14/2020 9:37 AM	Count Date
User Name elan.curran	PIN 60933	Submitted Date	Last Recon Date 9/19/2020 2:01 PM
	Phone Number (802) 223-2225		Type flu only
IZ Approved Date	IZ Hold Date		
IZ Approved	IZ Hold		

Vaccine Coordinator	<div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="text-align: center;">Changes to Info?</td> <td style="text-align: center;">Is new Coord Physician?</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table> </div>	Changes to Info?	Is new Coord Physician?	[]	[]	[]	[]	[]	[]	[]	[]
Changes to Info?		Is new Coord Physician?									
[]		[]									
[]		[]									
[]	[]										
[]	[]										
Vaccine Coordinator											
Email Address											
Backup Vax Coordinator											
Email Address											

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

Practice Comments

IZ Comments

Note: Expired vaccines must be returned in the system prior to submitting your reconciliation.
Doses in transit = shipments that have left the supplier or been transferred but have not yet actually arrived at your practice. Please verify if vaccines are in transit to your practice before entering a value for # doses administered.

Vaccine	Brand	NDC	PED/ADU	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
FLU AD	Fluarix	58190-0885-52	ADU	22435	6/30/2023	0	100		0		100		\$12.450	\$1,245.000
		60019-0305-10	PED	18279	6/30/2023	0	350		175		175		\$18.880	\$3,304.000
FLU PED	Fluarix	58190-0885-52	PED	03154	6/30/2023	0	150		0		150		\$13.750	\$2,062.500
		60019-0305-10	PED	50927	6/30/2023	0	250		0		250		\$18.880	\$4,720.000

Value: \$11,331.500

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?

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".