

## VIMS: ADJUST INVENTORY REQUESTS RETURN OR WASTE?

All spoiled, expired or wasted vaccines must be accounted for and reported to the Immunization Program in VIMS. These doses are documented via an Adjust Request with an Adjustment Type of Return or Waste. There is frequently confusion about which Type to choose and what to do with the non-viable product.

	RETURN	WASTE
Definition	Non-viable, unopened and intact state-purchased vaccine vials and syringes should be returned to McKesson for federal excise tax credit.	Opened or damaged, unused state purchased vaccine vials may not be returned and should be discarded as medical waste.
Examples	<ul style="list-style-type: none"> <li>· Vaccine vials and/or pre-filled syringes that have expired</li> <li>· Vaccine vials and/or prefilled syringes that have become non-viable due to exposure to inappropriate temperatures</li> </ul>	<ul style="list-style-type: none"> <li>· Vaccine vial and/or pre-filled syringes that have been opened or damaged in some way, including:               <ul style="list-style-type: none"> <li>· Broken vial/syringe</li> <li>· Vaccine drawn up but not administered</li> </ul> </li> <li>· Opened/punctured multi-dose vials that are expired or spoiled</li> </ul>
Process	<ul style="list-style-type: none"> <li>· Immediately remove the nonviable vaccine from the storage unit and label it "Do Not Use"</li> <li>· Create and submit an Adjust Request in VIMS</li> <li>· Print the Adjust Request page to use as a packing slip</li> <li>· UPS will email a shipping label after VDH approves the Request</li> <li>· Pack only the vaccines from the Adjust Request and the packing slip in a padded envelope or box and affix the shipping label</li> <li>· Give the packed and labeled box to UPS</li> </ul>	<ul style="list-style-type: none"> <li>· Immediately remove the nonviable vaccine from the storage unit and label it "Do Not Use"</li> <li>· Create and submit a Adjust Request in VIMS</li> <li>· Discard of the product per office's policy for medical waste disposal.</li> </ul>
Once an Adjust Request has been submitted, the Practice Inventory will be automatically decremented.		

Wait!  
Don't Waste



### MULTI-DOSE VIALS

Vaccines are exempted from The Joint Commission's rule indicating that unused prescription drugs in *multi-dose vials* should be discarded 28 days after opening or puncture. Epidemiology and Prevention of Vaccine Preventable Diseases The Pink Book: Course Textbook - 13th Edition (2015) states "A multidose vial of vaccine that has been stored and handled properly and is normal in appearance can be used through the expiration date printed on the vial unless otherwise stated in the manufacturer's product information."

# VIMS: ADJUST INVENTORY REQUESTS

## HOW TO

**A**djust Requests are used to report vaccine inventory activities other than administration or transfer. Select **Adjust** from the Request menu to **return vaccines, report waste or document otherwise unaccounted for doses**. A new form will open unless you have previously saved but not submitted an Adjust Request, in which case, the saved form will open.

- Practice Inventory
- Requests
- Transfer
- Adjust**
- Reconcile
- Order
- View History
- Reports

### 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** (Return or Waste): 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** button to display a pop-up menu that contains a list of all the vaccines on the CDC contract that your practice is eligible to provide based on your enrollment status.
- Select **Insert** for each item to be adjusted. VIMS will add a line to the adjustment detail below the pop-up menu.
- Once you've added the items you need to your detail list\*, close the pop-up menu by clicking on the X on the top right corner of the menu.

\* You may add multiple items and include adjustments of all types on the same Adjust Request.

### FILLING IN THE DETAILS

- 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).

Adjust Out | Adjust In

Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Adjustment Type	Adjustment Reason	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTckS ID
1	DTAP	Infanrix®	58160-0810-11	VFC	166201	10/31/2018	Return	Natural Dis	5	0	\$17.730	\$88.650	
2	PNU 13 A	Prevnar 13™	00005-1073-02	VFA	M042853	7/17/2019	Waste	Vaccine Dra	1	9	\$96.560	\$96.560	

Save as Draft | **Submit Adjustment** | Cancel | Print

### SUBMIT!

Once all information has been added, select **Submit Adjustment**. The IZ Program staff will review and approve the request. The inventory updates reported in the form will be reflected in the practice inventory.

## VIMS: ADJUST INVENTORY REQUESTS SHIPPING RETURNS

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

When you submit an Adjustment Request that includes items to be returned, UPS will email the **Vaccine Coordinator** a postage paid **shipping label** within a few hours of the Request's approval by Immunization Program Staff. These labels are good for 30 days.

### Inbox

UPS Quantum View

UPS Label Delivery, 1Z2R43839094662564

<<https://www.ups.com/img/1.gif>>

Once you receive the label, **print a packing slip** to include in the box with the vaccines. Reopen your Adjust Request in VIMS (it can be found under the View History heading) and click the Print button, this will be your packing slip. It is important to **wait** for the email because the system needs that time to populate the required VTrckS ID field.

Adjustment Type	Adjustment Reason	Return type	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTrckS ID	ExIS ID
Return	Refrigerator / Freezer Too Warm	Return	5	-	\$154.280	\$771.400	600538398	RET17101
Return	Refrigerator / Freezer Too Warm	Return	30	-	\$154.280	\$4,628.400	600538398	RET17101

Note: You *may* use a packing slip that includes other Adjustment Types beside the Return(s). It is recommended that you cross out any extra lines before adding it to the package.

Vaccine should be **packed** to prevent vial breakage in a box or padded envelope. Include the packing slip in the package and affix the shipping label to the outside. Drop the package off at a UPS site or hand it to a driver when they make a delivery— both of these options are free of charge. [Caution: The UPS site will give you an option to schedule a pickup. IF you choose this option, your office will incur a charge.]