VIMS: Reconcile Inventory

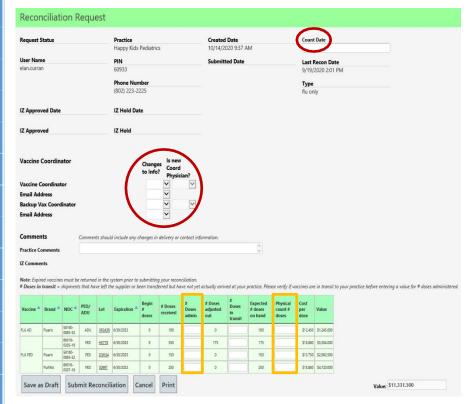
Flu Only

Practices are responsible for accounting for all flu vaccine provided to their offices prior to ordering flu vaccine. Total doses administered since the last order (**Doses admin** in VIMS) and doses on hand (**Physical count # doses**) within 48 hours of every flu vaccine order. When opening a new Reconcile Request form, it includes items delivered as well as doses adjusted or transferred since the date and time of the last submitted order. **Before submitting the first flu vaccine order, please submit an all-vaccine reconciliation.** All subsequent orders can utilize a flu-only 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. <u>Please submit any adjustments before reconciling.</u> To retrieve it, select **Reconcile** from the left menu. The system will display a new reconcile 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 and record the count in the **Physical count # doses** column. It is useful to fill in the **# Doses admin** field on theworksheet prior to entering the data into VIMS.



Possible Error Messages

Error: Numbers do not add up

Fix: The Expected # doses on hand & the Physical count # doses columns must match. The user must account for missing doses by adjusting them out, reporting them as administered, or adding them to the physical count.

Error: Required Field missing a value Fix: A value must be provided for every square in the Doses administered and Physical count columns. If squares are left blank, an error message will appear. Fill any null fields with a "0".

Don't forget the Count Date – this is a required field in the upper right-hand corner of the Request header.

Once submitted, the reconciliation provides the Immunization Program with a summary of flu vaccine inventory activity and allows 48 hours to place a flu vaccine order.