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.

**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. Please submit any adjustments before reconciling. 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 the worksheet 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.