

# VIMS: RECONCILE INVENTORY REQUESTS

## DEFINING TERMS

Begin # Doses	# Doses Received	# Doses Admin	# Doses Adjusted out	# Doses In Transit	Expected # Doses On Hand	Physical Count # Doses
3	0		0		3	
10	0		0		10	
10	0		0		10	
8	0		0		8	
10	0		0		10	
7	0		0		7	
9	0		0		9	
9	0		0		9	
10	0		0		10	
9	0		9		0	
0	10		0		10	
10	0		0		10	
10	0		0		10	
5	0		0		5	
5	0		0		5	
8	0		0		8	
10	0		0		10	
0	10		0		10	
9	0		9		0	
7	0		0		7	
3	0		3		0	

Required

Required

**Begin # Doses** *Automatically Populated* The number of doses on hand in your last Reconcile Request.

**# Doses Received** *Automatically Populated* The number of doses received via shipment, adjustment or transfer since your last reconciliation.

**# Doses Admin** *Required field:* Enter the number of doses of the specific item (same lot, intention and NDC) that were administered to patients since your last reconciliation.

**# Doses Adjusted Out** *Automatically Populated* The number of doses that were reported as waste, returned or transferred out since the last reconciliation.

**# Doses In Transit** *Not required:* Enter a value here *only* if a shipment or a transfer from another practice is showing in the Doses Received column but is still in transit at the time of reconciliation. Check transactions associated with the lot number to review if doses may be in transit when the physical count # doses does not equal the expected number of doses and you have accounted for administered doses.

**Expected # Doses On Hand** *Automatically Populated* The number of doses that should be available to use at the practice based on inventory activity to date. This value is calculated:  $\text{Begin \# Doses} + \text{Doses Received} - \text{Doses Administered} - \text{Doses Adjusted} - \text{Doses in Transit} = \text{Expected Doses}$ . It will change as you document inventory activity.

**Physical Count # Doses** *Required field:* Enter the number of viable doses available of the specific item.

**Practice Inventory**

Requests

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