

# VIMS: RECONCILE INVENTORY REQUESTS

## TAKING STOCK

Before entering a Reconcile Request in VIMS, you must take inventory of all the state supplied vaccine in your office.

- 1) VIMS provides a worksheet to help you organize and calculate your data. To print it:
  - To retrieve it, select **Reconcile** from the left menu.
  - Click the **Print** button at the bottom of the page.
- 2) Take the worksheet with you to the refrigerator and freezer and record your count in the **Physical count #doses** column.
- 3) Make note of any doses transferred or wasted since your last Reconcile Request that have not been entered in VIMS yet.
- 4) It is useful to fill in the **# Doses admin** column one the worksheet prior to entering the data on the computer. The easiest way to find this value is to subtract the number in the Physical Count column from the Expected # Doses column (Note: if you have any doses left to adjust or transfer, you'll have to include them in your calculation as well).

**Practice Inventory**

**Requests**

Transfer

Adjust

**Reconcile**

Order

**View History**

**Reports**

Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Begin # Doses	# Doses Received	# Doses Admin	# Doses Adjusted out	# Doses In Transit	Expected # Doses On Hand	Physical Count # Doses
9vHPV	Gardasil®9	00006-4119-03	VFC	M037770	06/01/2019	3	0	2	0		3	1
DTaP	Infanrix®	58160-0810-11	VFC	432MZ	04/08/2018	10	0	4	0		10	6
DTaP-HepB-IPV	Pediarix®	58160-0811-52	VFC	95YX2	09/10/2018	10	0	7	0		10	3
HepA	Havrix®	58160-0825-11	VFC	954G2	07/13/2018	8	0	3	0		8	5
		58160-0826-52	VFA	7KS9P	12/14/2019	10	0	0	0		10	10
HepA-HepB	Twinrix®	58160-0815-52	VFA	EF773	09/29/2018	7	0	1	0		7	6
HepB	Engerix-B®	58160-0820-11	VFC	DA22F	12/08/2018	9	0	7	0		9	2
		58160-0821-11	VFA	943Y5	06/02/2019	9	0	0	0		9	9
IIV4	Fluzone®	58160-0907-52	VFA	2GM7P	05/28/2018	10	0	10	0		10	0
		49281-0417-50	VFC	UI838AB	06/30/2018	9	0	0	9		0	0
			VFC	UI889AA	06/30/2018	0	10	3	0		10	7
49281-0517-25	VFC	UT5897 NA	06/30/2018	10	0	10	0		10	0		
IPV	Ipol®	49281-0860-10	VFC	N1A461M	02/09/2019	10	0	1	0		10	9
MCV4	Menactra®	49281-0589-05	VFC	U5823AA	02/22/2019	5	0	1	0		5	4
MENB	Bexsero	46028-0114-01	VFC	160601A	07/31/2018	5	0	0	0		5	5
MMR	M-M-R®II	00006-4681-00	VFC	M044351	11/04/2018	8	0	4	0		8	4
PPSV23	Pneumovax®23	00006-4943-00	VFA	M043424	06/06/2018	10	0	1	0		10	9
Td	Td vaccine	13533-0131-01	VFA	A106A1	03/28/2020	0	10	1	0		10	9
	Tenivac	49281-0215-15	VFA	U5251AA	01/27/2018	9	0	0	9		0	0
Tdap	Boostrix®	58160-0842-11	VFA	4L972	05/11/2018	7	0	3	0		7	4
VAR	Varivax®	00006-4827-00	VFC	M036292	08/17/2018	3	0	0	3		0	0

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