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Reporting Vaccine Inventory Online--Users who manage their inventory in the IIS

This guide gives steps on how providers and local health jurisdictions (LHJs) that currently manage their vaccine inventory in the Washington State Immunization Information System (IIS) should reconcile and submit their monthly inventory. Make sure you have received all your vaccine orders for the reporting period. Visit www.training.vaccineordering.waiis.wa.gov to find steps on receiving inventory in the IIS.

Instructions:

1. Log-on to the IIS using your username and password.
2. Click the **Lot Number** menu heading then click *Reconciliation* to access the *Reconciliation* screen.
3. Click **Print** to print the *Reconciliation* screen and take it to the fridge or freezer to count your physical inventory.
4. Count physical supply of vaccines in all fridges and freezers.



Reconciliation Worksheet

Organization (IRMS): MARIAMA'S CLINIC
Facility: MARIAMA'S WELLNESS CENTER

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment	Reason	Public	Inactive
DT (Pediatric)	4641A6D51SGFG	08/10/2013	20	10		administered	Y	
DTaP	1224HJS	04/30/2014	100	100			Y	
DTaP	HHJDJJJ04	01/31/2014	60	50 - administered 3 - admin up not used			Y	
DTaP/Hep B/IPV (Exelis)	JJJJ142	10/31/2013	50	25		administered	Y	
DTaP/Hib/IPV (Pentacel®)	4455DD51G	05/31/2013	15	0		expired	Y	✓
DTaP/Hib/IPV (Pentacel®)	4842G3	08/31/2013	100	25 - administered 75 - transferred			Y	
DTaP/IPV (Kinrix)	4612JJJ1	08/30/2013	50	0		administered	Y	✓
DTaP/IPV (Kinrix)	4646JJ522	08/31/2013	50	0		transferred	Y	✓

- a. If applicable, write down vaccine lot numbers that are in your fridge or freezers that are not on your print out.
 - b. Use the *Search/Add* page to add vaccines to your inventory not listed on the screen. **Note: You must add missing vaccine to your inventory prior to submission for them to appear on your Inventory Reconciliation Audit Report.**
5. Enter the values from your count in the **Physical Inventory** column. Your **Quantity on Hand** should match the **Physical Inventory**. If your totals don't match, check for missing doses. Account for all

administered doses on all patient records. If after searching, your totals are still not the same, select a **Category** and **Reason** that best describes what happened to those doses (e.g. wasted, expired, spoiled).

6. Click the **Inactive** box to inactivate all lot numbers that are no longer in your inventory.
7. Click the **Submit Monthly Inventory** button.



Key Tips to Remember:

- Providers and LHJs that manage inventory in the system and submit lot level data should never use the reason "System non-user aggregate reporting only." Capture administered doses on the patient record.
- Select the category and reason that best describes what happened to the dose(s).
- When possible, enter and submit inventory immediately after counting physical inventory. This step will help avoid differences in totals as some doses may be administered between counting and submitting.

Need help with inventory reporting or have questions about the Washington Childhood Vaccine Program? Contact your LHJ or the Washington State Department of Health at 1-866-397-0337 or wachildhoodvaccine@doh.wa.gov. Need technical assistance? Contact the Help Desk at 1-800-325-5599, 206-205-4141, or iishelpdesk@kingcounty.gov. If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711). DOH 348-421, October 2013, Updated for IIS Version 5.13.5.5