

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.**

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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.

Reconciliation Request

Request Status	Practice Happy Kids Pediatrics	Created Date 10/14/2020 9:37 AM	<input type="text" value="Count Date"/>
User Name elan.curran	PIN 60933	Submitted Date	Last Recon Date 9/19/2020 2:01 PM
	Phone Number (802) 223-2225		Type flu only
IZ Approved Date	IZ Hold Date		
IZ Approved	IZ Hold		

Vaccine Coordinator	<input type="checkbox"/> Changes to Info? <input type="checkbox"/> Is new Coord Physician?				
Vaccine Coordinator	<input type="text"/>				
Email Address	<input type="text"/>				
Backup Vax Coordinator	<input type="text"/>				
Email Address	<input type="text"/>				

Comments Comments should include any changes in delivery or contact information.

Practice Comments

IZ Comments

Note: Expired vaccines must be returned in the system prior to submitting your reconciliation.
Doses in transit = shipments that have left the supplier or been transferred but have not yet actually arrived at your practice. Please verify if vaccines are in transit to your practice before entering a value for # doses administered.

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses	Cost per dose	Value
FLU AD	Fluarix	58195-0885-52	ADU	382488	6/30/2023	0	100	<input type="text"/>	0	<input type="text"/>	100	<input type="text"/>	\$12.450	\$1,245.000
		66019-0305-10	PED	H5772	6/30/2023	0	350	<input type="text"/>	175	<input type="text"/>	175	<input type="text"/>	\$18.880	\$3,304.000
FLU PED	Fluarix	58195-0885-52	PED	028584	6/30/2023	0	150	<input type="text"/>	0	<input type="text"/>	150	<input type="text"/>	\$13.750	\$2,062.500
	FluMist	66019-0307-10	PED	02082	6/30/2023	0	250	<input type="text"/>	0	<input type="text"/>	250	<input type="text"/>	\$18.880	\$4,720.000

Value: \$11,331.500

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.