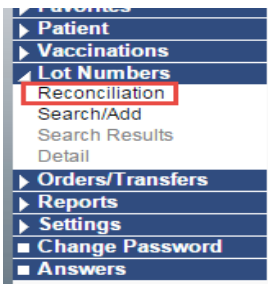


## Returning Vaccines

Returning vaccines is a simple process that ensures accurate inventory management and allows the shipping label to be sent directly to your office. Follow these steps to process a vaccine return for the various reasons.

### Reconcile Your Inventory

- Under the main navigation menu click **Lot Numbers** and then click **Reconciliation** to reconcile your inventory.



- Select the appropriate Category and Reason.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category
Pneumococcal PCV-13 (Prevnar 13®)	092414PCV	10/31/2014	20	0	-20.0	--select--
Tdap (Boostrix® / Adacel®)	78965JJJ	02/01/2015	80		0.0	Expired
Hib-PRP-T (Act-HIB® / Hiberix®)	6789KKK	12/23/2015	80		0.0	--No Transfer

### To Return Expired Vaccines

**NOTE:** Expired vaccines are highlighted in **RED**

- In the **Physical Inventory** box enter the value of "0" to return ALL of the expired vaccines of that particular lot number.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
Pneumococcal PCV-13 (Prevnar 13®)	092414PCV	10/31/2014	20	0	-20.0	Expired	--select--	Y	<input type="checkbox"/>	+
Tdap (Boostrix® / Adacel®)	78965JJJ	02/01/2015	80		0.0	--No Category Required--	Expired Opened Multi-dose Vials	Y	<input type="checkbox"/>	+

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)
Pneumococcal PCV-13 (Prevnar 13®)	092414PCV	10/31/2014	20	0	-20.0

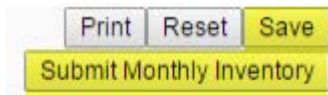
- DO NOT** check the Inactive box at the end of the row. Checking the Inactive button will cause the vaccine return to populate incorrectly on the Vaccine Return packing slip.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
Pneumococcal PCV-13 (Prevnar 13®)	092414PCV	10/31/2014	20	0	-20.0	Expired	--select--	Y	<input checked="" type="checkbox"/>	+
Tdap (Boostrix® / Adacel®)	78965JJJ	02/01/2015	80		0.0	--No Category Required--	Expired Opened Multi-dose Vials	Y	<input type="checkbox"/>	+

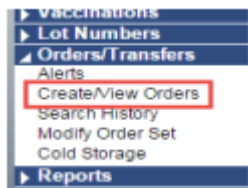
For TennIIS assistance, contact the Helpdesk at: (844) 206-9927 Monday thru Friday 7AM to 6PM CDT or by email at: [TennIIS.Help@tn.gov](mailto:TennIIS.Help@tn.gov)  
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## Returning Vaccines

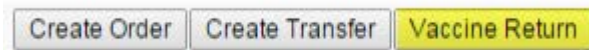
4. Complete your Reconciliation of vaccines and click either the **Save** or **Submit Monthly Inventory** button on the bottom of the page.



5. To create and print the Vaccine Return packing slip, go to the **Orders/Transfers** tab on the main navigation menu and click **Create/View Orders**.



6. This will open the **Current Order/Transfer List** page. On the bottom of the page click **Vaccine Return**.



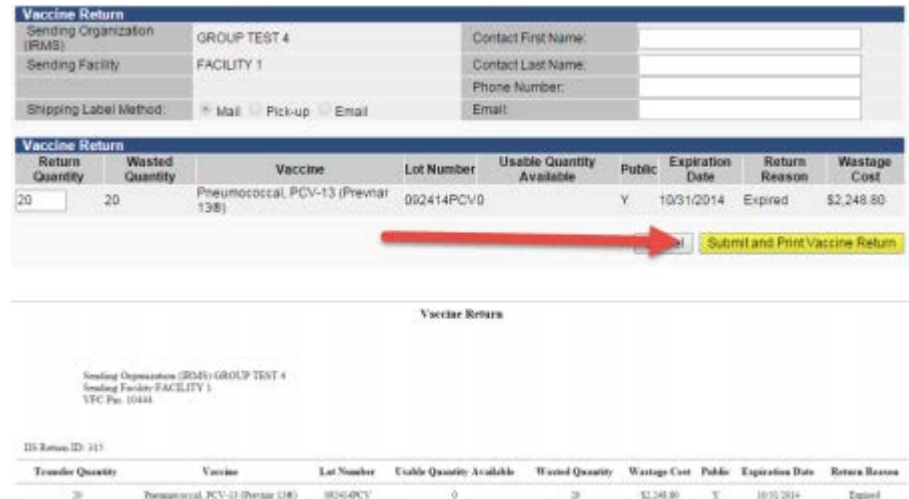
7. Any vaccines you reconciled with a returnable reason on the Reconciliation page are now on the vaccine return page.



8. Enter the number of vaccines you are returning in the **Return Quantity** box. **NOTE: This number must be the same as the number in the **Wasted Quantity** box or you will get an error.**



9. Click the **Submit and Print Vaccine Return** button to submit your return for processing and to print a packing slip.



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# Returning Vaccines

**NOTE:** Do not close this page until you have printed the packing slip!

**NOTE:** You are ONLY printing a packing slip. The actual mailing label will be shipped to you via UPS from McKesson.

## To Return Wasted Vaccines

1. In the **Physical Inventory** box on the Reconciliation page enter the number of viable/usable vaccines you have in your inventory.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
Varicella (Varivax®)	123456	12/31/2019	100	80	-20.0	--select--	--select--	Y	<input type="checkbox"/>	+

2. The **Category** dropdown will open for you to select an appropriate category for the adjustment. You will find a complete list of the **Category** and **Reason** for returns at the end of this guide. **NOTE:** Only those reconciled with a category of **"Spoiled"**, **"Expired"** or **"Recall"** will appear on the Vaccine Return page.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category
Varicella (Varivax®)	123456	12/31/2019	100	80	-20.0	--select--
Hep A 2 dose - Ped/Adol (Havrix®/Vaqta®)						--select--
DTaP (Infanrix®)						--select--
DTaP (Infanrix®)						--select--

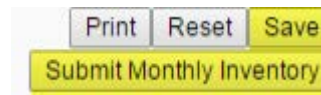
*You must select either "Spoiled" or "Recall" to submit these for return.*

3. The **Reason** dropdown will open for you to select an appropriate reason for the return.

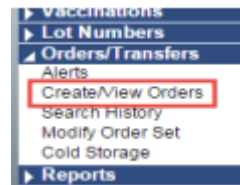
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
Varicella (Varivax®)	123456	12/31/2019	100	80	-20.0	Spoiled	--select--	Y	<input type="checkbox"/>	+
Hep A 2 dose - Ped/Adol (Havrix®/Vaqta®)	558877					Expired	--select--	Y	<input type="checkbox"/>	+
DTaP (Infanrix®)	484344					No Call	--select--	Y	<input type="checkbox"/>	+
DTaP (Infanrix®)	103888					Required	--select--	Y	<input type="checkbox"/>	+
mMR							--select--	Y	<input type="checkbox"/>	+

*For example: The category is "Spoiled" and the Reason selections are*

4. Complete your Reconciliation and click either the **Save** or **Submit Monthly Inventory** button on the bottom of the page.



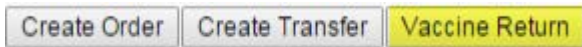
5. To create and print the Vaccine Return packing slip, go to the **Orders/Transfers** tab on the main navigation menu and click **Create/View Orders**.



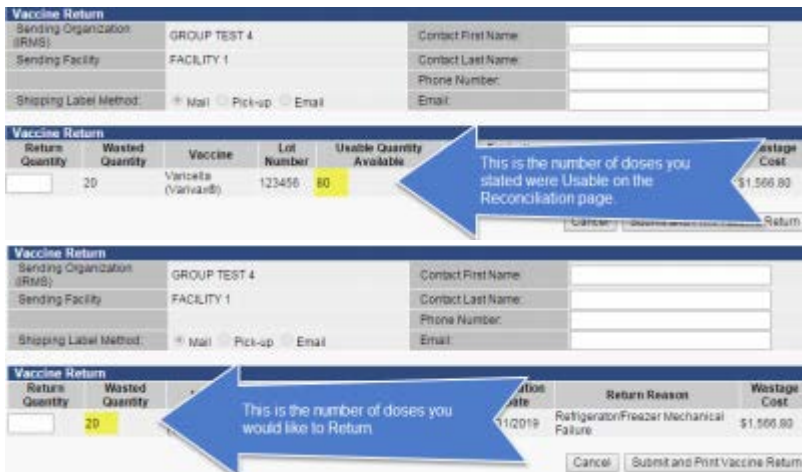
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6. This will open the **Current Order/Transfer List** page. On the bottom of the page click **Vaccine Return**.



7. Any vaccines you reconciled with a returnable reason on the Reconciliation page are now on the vaccine return page.



The screenshot shows the Vaccine Return form with several annotations:

- A blue arrow points to the 'Usable Quantity Available' field (value: 80) in the table, with the text: "This is the number of doses you stated were Usable on the Reconciliation page."
- Another blue arrow points to the 'Return Quantity' field (value: 20) in the table, with the text: "This is the number of doses you would like to Return."

8. Enter the number of vaccines you are returning in the **Return Quantity** box.  
**NOTE:** This number must be the same as the number in the **Wasted Quantity** box or you will get an error.

9. Click the **Submit and Print Vaccine Return** button to submit your return for processing and print a packing slip.



The screenshot shows the Vaccine Return form with the 'Submit and Print Vaccine Return' button highlighted in yellow and a red arrow pointing to it.

Return Quantity	Wasted Quantity	Vaccine	Lot Number	Usable Quantity Available	Public	Expiration Date	Return Reason	Wastage Cost
20	20	Varicella (Varivax®)	123456	80	Y	12/31/2019	Refrigerator/Freezer Mechanical Failure	\$1,566.80

**NOTE:** Do not close this page until you have printed the packing slip.

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## Returning Vaccines

A list of Reconciliation Categories and Reasons that will trigger a Vaccine Return:

Category	Reason
Expired	Expired
	Expired opened multi-dose vial
Wasted	Drawn up, not used
	Lost or unaccounted
	Broken/Dropped/Spilled
	Vaccine damaged in Transit
Recall	Vaccine recall
Spoiled	Power Outage/Natural Disaster
	Not properly stored
	Failure to store upon receipt
	Refrigerator/Freezer too cold
	Refrigerator/Freezer too warm
	Refrigerator/Freezer Mechanical failure

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