

Inventory Reconciliation

Before an order can be placed, your inventory has to be reconciled. If you have not reconciled before ordering, you will be redirected back to the Reconciliation page prior to placing an order. **This is a VFC Program requirement and must be done every 30 days.**

Inventory Reconciliation

- Using the navigation menu, click on the **Lot Numbers** tab and then click **Reconciliation**.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	AC1481602A	03/01/2015	19		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
DTaP	F37AC	09/13/2015	20		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
DTaP	J5LP9	08/28/2015	8		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
DTaP, 5 pertussis antigens	C4345AA	06/05/2015	1		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
DTaP, 5 pertussis antigens	C4452AA	11/27/2015	10		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
DTaP/Hep B1PV	HF2K2	11/13/2015	60		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
Hib-PRP-T	UH198AA	11/30/2014	8		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
Hib-PRP-T	UH645AA	11/30/2014	20		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+
Varicella	J805693	05/07/2015	20		0.0	-No Category Required-	-No Reason Required-	Y	<input type="checkbox"/>	+

Inventory Last Submitted: N/A

Print Reset Save
Submit Monthly Inventory

- Print the **Reconciliation** page and take the list of the lot numbers to your fridge to do your physical count. The **Print** button can be found in the lower right hand corner.
- To reconcile the inventory, do one of the following options:
Option A: If the *Physical Inventory* matches the *Quantity on Hand* (the quantity you counted in your refrigerator) for all the vaccines, enter the number of vaccines you have on hand for each lot and then click **Submit Monthly Inventory**.

Option B: If changes are required, determine if the changes are due to *wasted* or *expired* reasons. If yes, make all the necessary changes by:

- Entering the *Physical Inventory* (negative quantity)
- The *Adjustment* is automatically calculated
- Selecting the *Category*
- Selecting the *Reason*
- If the *Physical Inventory* equals 0 on any lot number, the *Inactive* box can be checked to take the lot number off the **Reconciliation** page. Make sure you only inactivate lot numbers if you are certain you have no more doses of that vaccine.
- Click on **Submit Monthly Inventory**.

- Once you have submitted your inventory you will a message at the top of the screen.

• **Changes were saved successfully**

Reconcile Inventory			
Vaccine	Lot Number	Exp Date	Quantity on Hand Physical Inventory

- At the end of the inventory list, on the left side of the page, make sure the *Inventory Last Submitted* date is correct.

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
The Helpdesk will be closed on all state holidays.

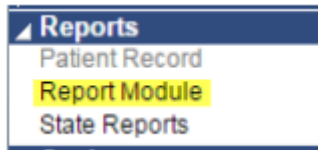
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NOTE: If you are manually entering your administered vaccines with lot number information, TennIIS will automatically decrement or deduct the vaccines administered. You will not need to account for these vaccines again on the inventory page. You may view/print the Patient Detail Report to verify the vaccines are accounted for.

Patient Name, Vaccine, Vaccine Date, Manufacturer, Lot, if it Decrement, and other useful information. Run this report for the date range that you are reconciling your inventory in order to check the number of doses that decremented from your inventory. The next screenshot highlights if the dose administered, decremented an active lot number in the providers inventory.

Patient Detail Report

- Using the navigation menu, click **Reports**. Under that tab, click **Report Module**.



- This will open the Reports Module where you may select various Reports. The patient detail report is found under the **Vaccinations** section.



- This report lists patients and the vaccination documentation for the specified search parameters. The list will include data such as:

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Patient Detail Report

Report Criteria
Run By: By Ownership
Organization (IRMS): 1030 - JOYFUL PRACTICE
Patients Status: Active patients only
Patient VFC Eligibility: All
Physician: All
Health Plan: All
State: All
Lot Number: All
District/Region: All
High Risk Category: All
Publicly Supplied Vaccine: All

Report Date: November 6, 2014
Vaccine: Birth Date Range:
Vaccination Date Range: 01/01/2014 through 11/06/2014
Vaccine VFC Eligibility: All
Program: All
Zip Code:
State: All
Patient County: All
School: All
Sort Criteria: Last Name
Vaccinator: All

Total Patients Having Vaccines: 3
Total Patients With All Vaccines Deleted: Deleted vaccinations are shown with a line through them.

Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility					
1621	TEST		AKRTHREE	01/01/2012									
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date V5 Form Given	V5 Publication Date
	Hep B Pedicel - Preserv Free	11/06/2014	Full	SKB	125874	Y	YES	N	Y			11/06/2014	
	MMR	11/06/2014	Full	MSD	568657	Y	YES	N	Y			11/06/2014	
	Varicella	11/06/2014	Full	MSD	5686741	Y	NO	N	Y			11/06/2014	
448	DOOFY			08/25/2008	GLDA								
	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date V5 Form Given	V5 Publication Date
	Hep A 3 dose - Pedicel	01/01/2014	Full	PWC	12345	Y	YES	N	Y		TEST FACILITY	01/01/2014	05/17/2007
	IPV	03/27/2014	Full	PWC	4321-1	Y	YES	N	Y		TOT HOT SHOTS	05/05/2014	05/17/2007