

Reconcile Inventory- Integrated Quick Reference Guide



Note: VFC Providers are required to reconcile every month, regardless of whether your site submits a vaccine order. Integrated sites manage inventory person by person, dose by dose. If a discrepancy exists between the quantity on hand in imMTrax and physical counts in your fridge/freezer, an investigation must occur.

Steps to Follow:

1. Select VOMS 2.0, under the Inventory Management panel.

The screenshot shows the 'Patient Search' form in the imMTrax system. The left-hand navigation menu is visible, with 'Inventory Management' selected and 'VOMS 2.0' highlighted by a yellow circle with the number 1. The form fields include: First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number, Family and Address Information (Guardian First Name, Mother's Maiden Name, Street, City, State, Zip Code, Phone Number, Country).

2. VOMS 2.0 application opens.
3. Select Reconcile, located under the Inventory panel.
4. Select the printer icon located on the Public and Private tabs (if private is managed in imMTrax).

The screenshot shows the 'RECONCILE INVENTORY' screen in the VOMS 2.0 application. The left-hand navigation menu is visible, with 'Reconciliation' highlighted by a yellow circle with the number 3. The main area shows two tabs: 'Public' and 'Private'. A yellow arrow points to the printer icon on the 'Public' tab, which is highlighted by a yellow circle with the number 4. The screen also displays 'Next Report Due: 11/25/2018' and 'Last Submitted Report: 10/24/2018'. A blue line with circles 1 and 2 connects the 'CORRECT DECREMENTING' and 'RECONCILE INVENTORY' buttons.

5. Print the Reconciliation Worksheet for public and private inventory.

The screenshot shows the 'Publicly Funded Vaccines - Reconciliation Worksheet' in the VOMS application. The 'PRINT' button is highlighted by a yellow circle with the number 5. The worksheet displays the following data:

| Vaccine | Lot# | Exp Date | Funding Source | Quantity On Hand | Physical Counts | Adjustments |
|--|----------|------------|----------------|------------------|-----------------|-------------|
| DTaP/DT/Td | | | | | | |
| Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52 | 11111111 | 04/27/2019 | VFC | 12 | | |
| HPV | | | | | | |

6. Go to the vaccine storage units and write in the physical counts for each vaccine on the worksheet.
7. Enter number of doses for each vaccine in the Physical Counts column on the Reconciliation screen for public and private inventory.
 - a. If a discrepancy occurs, investigate and adjust by selecting Adjust and entering Dose(s), Adjustment Category/Reason and Selecting Save. **Total Doses Off should equal 0.**
 - i. **Acceptable Adjust Category and Reasons:**
 1. Wasted Vaccine: Category=Wasted, Reason= Choose based on situation.
 2. Spoiled Vaccine: Category= Spoiled, Reason= Choose based on situation.

8. Select Submit Inventory. **Due to an emerging issue, the Montana Immunization Program does not recommend saving and submitting later.**

| Vaccine | Lot# | Exp Date | Funding Source | Lot History | Quantity On Hand | Physical Counts | Discrepancy | Adjustments | Inactivate |
|--|----------|------------|----------------|----------------------|--------------------------|------------------------|-----------------------|---|----------------------------------|
| DTaP/DT/Td | | | | | | | | | |
| Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52 | 11111111 | 04/27/2019 | VFC | VIEW | 12 | 10 | 0 | <ul style="list-style-type: none"> • 1 - Drawn up, not used • 1 - Power Outage / Natural Disaster | <input type="checkbox"/> |
| HPV | | | | | | | | | |
| Hpv9 Gardasil 9 10 pack - SYRINGES NDC: 00006-4119-03 | 555555 | 05/04/2019 | VFC | VIEW | 19 | 19 | | | <input type="checkbox"/> |
| MMR VARICELLA | | | | | | | | | |
| MmrV Proquad 10 pack - VIALS NDC: 00006-4171-00 | TEST1234 | 04/13/2019 | VFC | VIEW | 24 | 24 | | | <input type="checkbox"/> |
| | | | | | PREVIOUS | CANCEL | CLEAR | SAVE | SUBMIT INVENTORY |

9. A pop-up box appears stating “Success. Inventory Has Been Successfully Submitted.”