State of Nevada
Immunization Information System (IIS)

Inventory Management and Reconciliation Guide
Type 3 – Training Manual

https://webiz.nv.gov

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As a Nevada WebIZ Type 3 user, you will experience greater ease and improved accuracy in managing your vaccine inventory. As vaccine inventory is added, adjusted, administered and transferred, the system automatically summarizes this data. Type 3 users are better equipped to more efficiently and effectively comply with federal and state regulations that require the documentation of vaccines by lot number, manufacturer, expiration date, administration site and date of administration. Nevada WebIZ tracks inventory levels for vaccines using a simple dose-based inventory unit of measure that eliminates the difficulty and ambiguity in maintaining inventory levels for immunization. Through the process of monthly reconciliation, vaccine inventory is adjusted and reported in compliance with VFC Program requirements. Welcome to Nevada WebIZ Type 3!

Inventory Management

Nevada WebIZ v14.8 (January 2015)
Each provider is set up with an Inventory Location, i.e. “Virtual Refrigerator.” Inventory Locations are established by Nevada WebIZ staff. Inventory location is where vaccine data, including details such as lot number and expiration date, are stored. Each vaccine shipment received must be entered into the inventory location. **All vaccines, regardless of funding source (VFC, 317, Private, Other) must be entered into the “Virtual Refrigerator.”**

**Note:** Most organizations use only one inventory location. Additional locations may be added in special circumstances. Contact the Nevada WebIZ Helpdesk for assistance.

To view vaccine inventory On-Hand:
1. Click + sign next to **Inventory**
2. Click + sign next to **Vaccines**
3. Click **On-Hand** to view the vaccine in your Inventory Location

Vaccine **On-Hand** inventory may be filtered and viewed by **Inventory Location, Status, Vaccine type and/or Funding Source** by clicking the drop down arrow to the right of each field.

**Inventory Location** field lists each separate location for which the organization stores vaccine inventory

**Status** field allows users to sort vaccine by **On-Hand, Depleted/Expired, Expiring Soon or All inventory**

**Vaccine** field allows users to sort by vaccine type

**Funding Source** field allows users to sort vaccine by its source of funding (Private, VFC, 317 or Other)

Vaccine inventory may be sorted with any combination of these fields.
Add New Inventory

For publicly funded vaccines (VFC, 317, state-funded)

For all publicly funded vaccine you have ordered through WebIZ, you must add that vaccine to your inventory using a different process than the one described in this section. When the vaccine order arrives at your clinic, please follow the instructions in the Order and Return Publicly Funded Vaccine user guide, in the section titled Receive a shipment into inventory.

1. Click Add New Inventory

2. Select the Inventory Location by clicking the drop down arrow to the right of the field.
3. Enter information for new vaccine inventory ensuring all required (bolded) fields are filled in.
4. When adding a new vaccine shipment to the inventory, if you do not see the appropriate type of funding source in the dropdown menu, please call the Help Desk immediately to have it added as a choice.

Note: When adding new inventory, be sure to enter the date on which the vaccine was received by your office.

Note: the NDC number is part of selecting the appropriate vaccine.
5. Nevada WebIZ looks for similar line items to help minimize the chance of creating duplicate entries. Click **Proceed with Create** if data entered is correct and is **NOT** an exact match with current inventory **OR** click **Add to On-Hand** and add doses to an existing vaccine inventory item **WITH** an exact match.

![Image of Vaccine Inventory screen]

**Note:** Click here **NOT** exact match

**Note:** Click here **WITH** exact match

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**Edit Inventory**

This section explains how to use **Edit** to correct a Lot Number, Expiration Date and/or Funding Source.

1. From the **On-Hand Screen**, filter inventory in order to more easily find the line item you are looking for, then click on the type of vaccine you need to edit.

![Image of On-Hand inventory screen]

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2. Look for and select the appropriate lot number to edit.
3. Click Edit.

4. Fields in gray cannot be edited. All remaining fields may be edited. Enter the correct vaccine information.
5. Click Update.

6. A pop-up box appears to confirm the correction;

7. This pop-up box reminds you that, if you have recorded vaccines already, any edits you make extend to those vaccinations so they do not need to be re-entered.

8. Click OK.
Inventory Adjustment

This section explains how to Adjust vaccine inventory quantities on-hand to reflect wastage, expiration, mishandling, vaccine recall, etc. Adjustment can be utilized to increase or decrease quantity. Adjustment should only be used to balance inventory, account for multi-dose vials, or to correct the quantity initially entered.

For publicly funded vaccines (VFC, 317, state-funded)

You must determine whether to discard unusable vaccine and adjust your inventory with the method in this section or return the vaccine to McKesson and have your inventory adjusted through the return function in WebIZ. Check the chart below to determine if you should process unusable vaccine(s) as an adjustment or a return.

Do NOT adjust any vaccine(s) that should be returned.

<table>
<thead>
<tr>
<th>Process as an ADJUSTMENT:</th>
<th>Process as a RETURN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Syringes that were filled but not used</td>
<td>X Vaccine in its original vial</td>
</tr>
<tr>
<td>✓ Used syringes with or without needles attached to them</td>
<td>X Unused pre-filled syringes from manufacturers with an NDC printed on them</td>
</tr>
<tr>
<td>✓ Broken vials</td>
<td></td>
</tr>
<tr>
<td>✓ Multi-dose vial from which any doses have been withdrawn</td>
<td></td>
</tr>
</tbody>
</table>

See the *Order and Return Publicly Funded Vaccines* user guide for instructions on returns.

Use the instructions in this section for adjustments.

1. From the On-Hand Screen, filter inventory in order to more easily find the line item you are looking for, then click on the type of vaccine you need to adjust.
2. Look for and select the appropriate lot number to adjust.
3. Click Adjustment.

4. Enter the date of adjustment (fields in gray cannot be edited).
5. Select the appropriate reason from the drop down menu. For publicly funded vaccine, select one of the VTRCKS reasons. For all other vaccine, select the appropriate reason that does NOT have VTRCKS in front of it.

NOTE: When entering a date of adjustment to balance reconciliation, the date must be within the period for which you are reconciling (see Pg22)
6. Use positive (1) or negative (-1) numbers to increase or decrease inventory.

**Note:** Entering a positive number increases the inventory and entering a negative number decreases the inventory. For example, +1 will add one dose and -1 will subtract one dose.

7. Use the *Comments* field to record the reason for adjustment. Always add comments and clearly document why an adjustment was made (Important for tracking inventory; displays on reports).

8. Click *Create*.
How to Adjust Expired Vaccine:

**For publicly funded vaccines** (VFC, 317, state-funded)

Publicly funded vaccine that has expired should be returned to McKesson and NOT adjusted with these instructions UNLESS: it’s a syringe that was filled but not used, a used syringe (with or without needle attached), a broken vial, or a multi-dose vial from which any doses have been withdrawn. For instructions on how to return expired vaccine that is intact, see the *Order and Return Publicly Funded Vaccine* user guide.

All expired vaccine needs to be adjusted to zero (0) since it was discarded and is not in your refrigerator. Expired vaccines are not displayed with current viable inventory on the on-hand screen.

**NOTE:** All Depleted/Expired vaccine must be adjusted to zero (0) using the next calendar date after the expiration date.

1. From the Vaccine On-Hand Inventory screen, find the drop down menu to the right of the Status field and select Depleted/Expired. You may also filter by vaccine type (i.e. just Depleted/Expired CPOX (Varicella)) if your list of ALL expired vaccines is very long.
2. Select the vaccine lot number you want to adjust.
3. Click Adjustment.
4. Enter the appropriate date.
5. Select *Expired* as the *Reason* for the adjustment.

6. Enter a negative number corresponding to the number of vaccine doses you want to remove in the *Doses Adjusted* field (to remove 15 doses, enter “-15”).
7. Enter a comment in the *Comments* field and clarify the reason an adjustment was completed.
8. Click *Create*. 
Inventory Transfer

This section explains how to Transfer vaccine inventory information from one location to another. Inventory transfers can only occur between Type 3 providers in Nevada WebIZ. If you are giving vaccine inventory to a Type 1 or Type 2 provider, you need to complete an inventory adjustment (see pages 7-9 of this guide).

How to Initiate an Outgoing Transfer:

1. From the On-Hand screen, filter inventory listed in order to more easily find the line item you are looking for. Select vaccine type you wish to transfer.

2. Look for and select the appropriate lot number you wish to transfer.

3. Click Transfer.

4. Enter the date of transfer (this date MUST reflect the date on which the vaccine was removed from your refrigerator).
5. Under the *Destination Inventory Location* section, select the *Inventory Location* you are transferring vaccine inventory to from the drop down menu.

6. Enter the number of doses (not number of vials) you are transferring in the *Doses Transferred* field.

7. Select who authorized the transfer from the drop down menu.

8. Use the *Comments* field to record the reason for transfer. Always add comments to clearly document why a transfer was made.

9. Click *Create*.

**How to View a Pending Outgoing Transfer:**

1. To view *Pending Outgoing Transfers*, select *Pending Inventory Transfers* from the Vaccine Inventory On-Hand screen.

Note: Contact the Help Desk if assistance is needed to locate the correct location.

Always enter number of doses transferred, NOT number of vials!
2. To Delete or cancel a Pending Outgoing Inventory Transfer, click Delete.

How To Receive an Incoming Transfer:
Incoming transfers of inventory must be acknowledged and marked “Received” before the doses can be added to your On-Hand inventory.

1. Click Pending Inventory Transfers from the Vaccine Inventory On-Hand screen.

2. From the Pending Incoming Inventory Transfers portion of the screen click Received.

3. When another Type 3 site has transferred inventory info to your clinic, marking it Received adds it to your inventory. There is no need to manually add the lot if you receive vaccines this way.

NOTE: Ensure all Pending Incoming Inventory Transfers are marked “Received” prior to reconciling each month!
4. From the Pending Inventory popup window, enter the Received Date and click OK.

Note: The date entered MUST be the date on which the inventory was physically received by your office.

How To View Pending Incoming/Outgoing Inventory Reports:
Use Pending Incoming/Outgoing Inventory Transfer Reports to track transferred inventory.

1. Select the appropriate report from the Vaccine Inventory Transfer screen.

Sample Report

NOTE: The signature lines (shown above) at the bottom of the Pending Transfer reports pertain to the Countermeasures and Response Administration (CRA) module of Nevada WebIZ, used for emergency management purposes and may be disregarded for regular vaccine inventory management.
**Inventory Inquiry:**
This section explains how to make *Inquiries* concerning the inventory in specified locations. This feature allows users to generate a list of inventory transactions based on certain criteria. Inventory transactions include events such as adding new inventory, editing inventory information, adjusting inventory quantities and vaccinations.

1. From the *On-Hand Screen*, filter inventory listed in order to more easily find the line item you are looking for.
2. Select the vaccine for which you want to run an inquiry.
3. Look for and select the appropriate lot number for the inquiry.
4. Click *Inquiry*.

5. Fill in the desired *Transaction Date Range* fields.
6. Click *Run Report*.

**NOTE:** Please limit the transaction date range to no more than one (1) month to minimize impact on the IIS.
7. A report is generated showing a list of inventory transactions that meet the specified criteria.

Vaccines Added but not Administered “Red Syringe” Report:
The Vaccines Added but not Administered report MUST be run monthly to ensure all immunizations are fully documented. Incomplete documentation means the lot number has not been selected and the vaccinations will not be statistically counted. The red syringe icon 🧲 appears on a patient record when vaccines are not fully recorded. This report should be run weekly for large volume provider offices.

1. Select Reports from the menu.
2. Under the Data Quality – User section, select Vaccines Added but not Administered.
3. Enter the *Vaccination Date Range* into the “From” and “Through” fields.
4. Click *Run Report*.

Results in this example of a *Vaccines Added but not Administered* report reflect one dose of HBIG where the Nevada WebIZ transaction was not completed. The vaccine entry must be completed or the reconciliation will be off by one dose.

**NOTE:** Vaccines Added but not Administered MUST be addressed before a reconciliation for the same time frame can be balanced and saved.
How to Correct Vaccines Added but not Administered (“Red Syringes”) for a Reconciliation Period:

1. In the “Reports” section of Nevada WebIZ, under the “Data Quality - User” section, click on the “Vaccines Added but not Administered” report.
2. Select your provider and clinic name in the drop-down menu for “Provider” & “Clinic” fields.
3. Enter the date range for the vaccinations you want to include on the report in the “Vaccination Date Range” fields.

Note: For Vaccination Date Range, enter the dates of the reconciliation period for which you are reconciling.
5. In Nevada WebIZ, search and find the patient record.
6. Click **Immunizations**.

7. Click **Administer Vaccines**.
8. Select the individual that administered the vaccine from the Administered By drop down menu.
9. Select the appropriate vaccine detail from the drop down menu. The lot number administered to the patient MUST be active in your vaccine inventory in order to appear as a choice.

10. Select the Body Site at which the immunization was administered.
11. Click Update.

NOTE: If the vaccine list is blank when you get to the administer screen, a Red Syringe will be created on a patient record because the vaccine inventory has not been entered into the On-Hand inventory FIRST (prior to administering vaccines). Ensure all vaccine shipments are entered into Nevada WebIZ immediately!
Vaccine Inventory Reconciliation:
The goal of reconciliation is to balance physical vaccine inventory for each location with the virtual vaccine inventory recorded in Nevada WebIZ. This section will describe the vaccine inventory reconciliation process.

For publicly funded vaccines (VFC, 317, state-funded)

Before you can place an order for publicly funded vaccine for your clinic, you must close a balanced reconciliation for the month prior to your order. For example, if you want to place an order in March, you must close a balanced reconciliation for the first through the last day of the month for February. This reconciliation needs to include all vaccines in your inventory, regardless of funding source.

The Immunization Program will review your reconciliation in WebIZ before processing your order for publicly funded vaccine. You do not need to print and submit the reconciliation.

The closed reconciliation will also be used by the program to identify doses administered by VFC eligibility, so do not submit a paper report or form.

**HL7 Users:** Providers using HL7 data transfer DO need to complete VFC Form 3: Eligibility Report of Doses Administered (since funding source data does not transmit via HL7, the program cannot verify doses administered by VFC eligibility by viewing your reconciliation).

1. Select Inventory, then Vaccines, then Reconciliation from the Nevada WebIZ menu.
2. Click Add Reconciliation.
3. Select the *Inventory Location* from the drop down menu. Upon selecting the Inventory Location for which you are reconciling, the *Begin Date* automatically populates based on the end date of the previous reconciliation. **If this is the first reconciliation for the location, enter 01-01-2000 for the *Begin Date*.** Following the initial *Begin date*, date range is recommended from the 1\textsuperscript{st} of the month through the last day of the month.

4. Enter a *Description*.

5. Enter an *End Date*.

6. The *Status* remains "Open" and "Authorized By" will be filled-in upon completion of the reconciliation.

7. Click *Create*. 

![Image of Inventory Location Reconciliation interface]
**HL7 Users: How to enter aggregate doses administered**

Providers who use HL7 to transfer data from their own Electronic Medical Records systems to WebIZ will enter their doses administered for each vaccine at this step.

**Instructions:**

1. Refer to your EMR to determine the number of doses administered for each vaccine (preferably using a report).

2. In the **Aggregate Administered** column in WebIZ, enter the total number of doses administered during the reconciliation period for each vaccine. Enter these as a NEGATIVE number.

3. When you have entered doses administered for all vaccines, click **Update**.

4. You are now ready to print your report from WebIZ and complete your reconciliation. Continue with the instructions in this section.
8. Click *Print* and print the vaccine inventory reconciliation worksheet.
## Vaccine Inventory Worksheet Column Descriptions:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Inventory</strong></td>
<td>Number of doses in Nevada WebIZ on-hand as of the closing of the last reconciliation (In the first reconciliation, this column will show all zeros)</td>
</tr>
<tr>
<td><strong>Inventory Received</strong></td>
<td>Number of doses received (added to on-hand) during the reconciliation period</td>
</tr>
<tr>
<td><strong>Inventory Administered</strong></td>
<td>Number of doses administered to patients (and documented in Nevada WebIZ) during the reconciliation period. This column also includes doses adjusted out with the reason code of “Opted Out Vaccinations” to account for doses given to patients that opted out of participation in the IIS</td>
</tr>
<tr>
<td><strong>Aggregate Administered (for HL7 providers)</strong></td>
<td>Number of doses administered (entered by provider office; based on doses administered from provider’s EMR)</td>
</tr>
<tr>
<td><strong>Inventory Transferred</strong></td>
<td>Number of doses transferred in and out during the reconciliation period</td>
</tr>
<tr>
<td><strong>Inventory Recalled</strong></td>
<td>Number of doses adjusted out due to a recall during the reconciliation period</td>
</tr>
<tr>
<td><strong>Inventory Expired or Wasted</strong></td>
<td>Number of doses expired or wasted during the reconciliation period (Includes doses adjusted with a reason of “other”)</td>
</tr>
<tr>
<td><strong>Inventory Unaccounted</strong></td>
<td>Adjustments made to inventory for reason of “Reconciliation”</td>
</tr>
<tr>
<td><strong>Inventory Delta +/-</strong></td>
<td>The difference between the remaining quantity of doses physically on-hand (Ending inventory) and the quantity of doses Nevada WebIZ indicates should remain</td>
</tr>
<tr>
<td><strong>Ending Inventory</strong></td>
<td>Quantity of doses physically on-hand as of the End Date (must be entered by user). Before reconciling, the Ending Inventory column displays zeros, since this is where physical (refrigerator) counts of vaccine doses are entered</td>
</tr>
</tbody>
</table>
9. Use the worksheet and count physical vaccine inventory in the refrigerator, documenting the following detail for every lot regardless of funding source:
   a. Funding Source (Private, VFC, etc.)
   b. Type of vaccine (DtaP, IPV, MMR, etc.)
   c. Manufacturer
   d. NDC Number
   e. Lot Number
   f. Expiration Date
   g. Number of doses in refrigerator

   **Note:** Always count the number of vaccine doses -- NOT number of vials!

10. Type the actual number of vaccine doses in your refrigerator into the Ending Inventory column on the Nevada WebIZ worksheet. Be sure to click Update periodically and save your entries to prevent the screen from timing out.

   **Note:** Physical count of vaccine doses on-hand (in the refrigerator) MUST be completed at the END of the day on the End date (generally, the last day of the month for which you are reconciling). All vaccinations administered during the reconciliation period MUST be entered prior to attempting to balance.

11. Click Update once all ending inventory counts have been entered.
• A “0” value in the Inventory Delta +/- column indicates balanced inventory.
• Discrepancies will appear in the Inventory Delta +/- column.

• All discrepancies **MUST** be corrected before reconciliation is closed and before VFC reports are submitted.

**Tips for Researching Discrepancies:**
1. First, recount physical vaccine inventory for accuracy.
2. Determine whether there were any immunizations administered, but not yet entered into Nevada WebIZ. HL7 users, check that you’ve entered the correct number of doses from your EMR into the **Aggregate Administered** column (and that the number is correct in your EMR). Enter doses administered corrections as needed.
3. Determine whether all received vaccine inventory was entered into Nevada WebIZ.
4. Determine whether all vaccine doses were administered by running the Red Syringe report, see pages 17-18 of this guide to run the report and pages 19-21 to correct them.
5. Ensure all Pending Incoming Inventory Transfers are marked “Received,” and with the appropriate date.
6. Ensure all expired and wasted vaccine doses were removed from Nevada WebIZ’s on-hand via an adjustment (or for publicly funded vaccines, as appropriate, a return).
7. Run an inventory Inquiry and review all transactions for the lot number.
8. If necessary, use the inventory Adjustment section to increase or decrease vaccine doses as appropriate selecting Reconciliation as the reason for adjustment.

**Reconciliation Discrepancies**
During reconciliation there may be discrepancies between the number of vaccine doses in Nevada WebIZ and the actual vaccine count in the refrigerator. This section will describe how to increase or decrease vaccine doses as appropriate.

**Note:** Performing the following steps are only necessary after reviewing and completing discrepancy research described on the following page.
How to Research Discrepancies Having a Negative Number in the Inventory Delta +/- Column:

When an ending inventory number (refrigerator count) is less than what Nevada WebIZ says you should have, the inventory delta +/- on the inventory reconciliation worksheet will reflect a negative number.

In the marked example below:

- Beginning Inventory during the reconciliation period in Nevada WebIZ is zero (0), however, twelve (12) doses were received during the reconciliation period.
- One (1) vaccine dose was administered (Inventory Administered). Eleven (11) doses should remain.
- Ten (10) doses were counted in the refrigerator and entered in the Ending Inventory field.
- Therefore, -1 remains in the Inventory Delta +/- column.

Following steps 1-7 indicated on pages 16-17 of this guide, an inventory inquiry can be generated to determine if a second vaccination may have been documented with an incorrect date outside of the reconciliation date range.

In the previous example, Nevada WebIZ thinks there should be eleven (11) doses of DTap-Hep B-IPV vaccine in the refrigerator since there were twelve (12) doses received one (1) dose was administered to Peter Pumpkin-Eater on 10/20/2014 during the October reconciliation period. In this example, we assume the clinic did not discover another vaccination to record. To balance a reconciliation, a one dose (-1) adjustment is needed. Probable causes are the following:

- A vaccination was not appropriately administered on a patient record in Nevada WebIZ.
- A dose of vaccine was wasted and not reported for adjustment in Nevada WebIZ.
How to Create a Vaccine Inventory Adjustment to Balance a Reconciliation-Decrease:

1. From the Vaccine Inventory On-Hand screen, sort vaccine and show only the vaccine type you want to adjust.

2. Select the vaccine inventory you want to adjust.

3. Click Adjustment.
4. Enter the Date.
5. Select the Reason as Reconciliation.

Note: The Adjustment date MUST be within the reconciliation period!

6. Enter the number of doses adjusted in the Doses Adjusted field.
7. Enter the reason for adjustment in the Comments field.
8. Click Create.

NOTE: Be certain to enter the adjustment reason in the Comments field and clearly document why an adjustment was made.

Remember! Entering a positive number increases the inventory quantity. Entering a negative number decreases the inventory quantity.
How to Research Discrepancies Having a Positive Number in the Inventory Delta +/- Column:

When an ending inventory number is more than what Nevada WebIZ says you should have, the inventory delta +/- on the inventory reconciliation worksheet will reflect a positive number.

In the marked example below:

- Beginning Inventory during the reconciliation period in Nevada WebIZ is zero (0).
- Fifteen (15) doses of vaccine were received during the reconciliation period (Inventory Received).
- One vaccine dose was administered (Inventory Administered). Fourteen (14) doses remain in Nevada WebIZ.
- Fifteen doses were counted in the refrigerator and entered in the Ending Inventory field.
- Therefore, +1 remains in the Inventory Delta +/- column.

Following steps 1-7 indicated on pages 16-17 of this guide, an inventory inquiry is generated to determine whether the initial on-hand count was entered accurately and/or whether a vaccination was documented for a patient when it was not actually administered.

NOTE: Look closely at the transaction dates for a single transaction. Many times a discrepancy occurs when a transaction is updated after a previous reconciliation was closed.
In the previous example, Nevada WebIZ thinks there should be fourteen (14) doses DTaP-Hep B-IPV vaccine in the refrigerator since there were fifteen (15) doses added one (1) dose was administered to Tom Turkey on 10/21/14 during the October reconciliation period. To balance the reconciliation, a one dose (+1) adjustment is needed. Probable causes are the following:
   - A vaccination was not administered on a patient record in Nevada WebIZ with the correct date.
   - A dose of vaccine was previously adjusted in Nevada WebIZ with an incorrect transaction date.

How to Create a Vaccine Inventory Adjustment to Balance a Reconciliation-Increase:

1. From the Vaccine Inventory On-Hand screen, sort vaccine and show only the vaccine type you want to adjust.

2. Select the vaccine inventory you want to adjust.

3. Click Adjustment.
4. Enter the Date.
5. Select the Reason as Reconciliation.

**Note:** Adjustment date MUST be within the reconciliation period!

6. Enter the number of doses adjusted in the Doses Adjusted field.
7. Enter the reason for adjustment in the Comments field.
8. Click Create.

**Remember!** Entering a positive number increases the inventory dosage. Entering a negative number decreases the inventory dosage.
Reviewing the Reconciliation After Adjustments

Now that discrepancies have been researched and corrected in Nevada WebIZ, it is time to review the reconciliation and verify inventory is balanced.

1. Select Reconciliation on the menu.
2. Select the Inventory Location from the drop down menu.
3. Click Search.

4. Click View to review the worksheet for the period you are reconciling.

5. Inventory should now be balanced on the reconciliation worksheet screen reflecting all zeros in the Inventory Delta +/- column. If inventory is not in balance, additional research and corrections are needed.
Tips For More Successful Reconciliations:

- Physical count of vaccine doses on-hand (in the refrigerator) MUST be completed at the END of the day on the End date (generally, the last day of the month for which you are reconciling).
- Reconciliations should NOT be closed and cannot become properly balanced until AFTER all immunizations for the period have been entered into WebIZ.
- When entering adjustments or other transactions to correct discrepancies, the date on the entry MUST be within the Beginning and End dates of the reconciliation period.
- Ensure all Pending Incoming Inventory Transfers are marked received.
- Ensure all depleted/expired vaccines are adjusted to 0 doses.
- Ensure all “Vaccines Added but not Administered” (red syringe) icons are corrected for the period in which you are reconciling.
- Complete and accurate data entry is KEY!!!
  - Good data entry makes reconciliation easy and efficient.
  - Poor data entry makes reconciliation difficult and time consuming.

Closing a Balanced Reconciliation:
Once the inventory reconciliation is balanced with all zeros in the Inventory Delta +/- column, it’s time to Close the reconciliation period.

1. Select Closed in the Status drop down field.
2. Select the person responsible for the reconciliation in the Authorized By field one of two ways:
   - Select the person’s name from the drop down menu right of the Authorized By field or
   - To enter your name in the Authorized By field, select the figure ⬆ to the right of the field.
3. Click Update.
4. A message box will generate stating, **"You are about to close this reconciliation period. Automatic inventory adjustments will be created for the appropriate line items. Do you want to continue?"**

5. Click OK.

6. If there are vaccines not properly administered during the reconciliation period, a message box generates stating, **"You cannot close this reconciliation period. There are immunizations that have been added to a patient’s record but have not been administered. Refer to the “Vaccines Added but not Administered” report for a detailed listing."**

7. Refer to Pages 17-21 of this guide for instructions to extract the **“Vaccines Added but not Administered” report** and correct all vaccines added but not administered on patient records.

**NOTE: Contact the Nevada WebIZ Help Desk for assistance as needed**
Warning Message (when deleting a vaccination):
Attempting to delete recorded vaccinations affecting a closed reconciliation will generate a message that states, “Please note, this vaccination is part of a closed reconciliation. Deleting this vaccination means you will need to re-open the reconciliation to update the totals for the time period. Do you wish to continue?” Deleting the vaccination will add the dose of vaccine back into your inventory, affecting the previously closed reconciliation.

Click OK to complete the transaction and add the vaccine dose back into inventory OR click Cancel to cancel the transaction.

NOTE: You MUST contact the Nevada WebIZ Helpdesk to re-open a previously closed reconciliation.

Printing the Vaccine Inventory Reconciliation Worksheet
Even though you do not need to submit Vaccine Inventory Reconciliation Worksheet to the Immunization Program, you may wish to print them for other reasons. You can print worksheets for current or past reconciliations.

1. Select Reconciliation on the menu.
2. Select the Inventory Location from the drop down menu.
3. Click Search.
4. From the Search Results, click View.

5. From the Vaccine Inventory Reconciliation screen click “Print” to print the report.

Other Reports
This section explains how to extract certain reports before each reconciliation to ensure all immunization entries are completed.

Patients with Possible Duplicate Vaccinations Report:
The Patients with Possible Duplicate Vaccinations report finds patients that may have duplicate vaccines documented within a selected number (7-10) of days. Two examples of when this could occur:

- Data entry error: one user enters a DTaP-HepB-IPV combination dose and another user enters the event as separate individual doses of DTaP-HepB and IPV.
- Duplicate patient records were combined and not reviewed for clean up afterwards. For example, one record may show the DTaP-HepB-IPV dose and the other shows the individual doses of DTaP, HepB-IPV separately as in the above explanation.

1. Click Reports from the Nevada WebIIZ menu.
2. Under the Data Quality – User reports section, select “Patients with Possible Duplicate Vaccinations.”
3. Click “Run Report.”

Correcting Patients with Possible Duplicate Vaccinations:
1. First check the patient record and verify the vaccines were actually administered to the patient.
2. Delete and enter the appropriate vaccines into Nevada WebIZ only once on the patient’s record.

Remember: When a combination vaccine is administered on a patient record in Nevada WebIZ, enter the combination vaccine on the patient record ONLY ONCE!

NOTE: Deleting previously administered vaccines may affect previously closed reconciliations and will generate a warning message; refer to page 38 of this guide.
Inventory Management Reports:
The Inventory Management reports section is designed specifically for Type 3 clinics. Type 3 clinics manage the quantity of vaccine inventory in Nevada WebIZ. Inventory reports can assist with successful completion of monthly reconciliations.

- **Daily Vaccinations Report**: Summary of vaccines administered per clinic, inventory location, vaccine type, funding source, and number of doses.
- **Inventory Adjustment Inquiry**: Displays the date, reason for adjustment, vaccine details and number of vaccine doses that were adjusted for the clinic during a specified period.
- **Inventory On-Hand**: Displays a detailed list of vaccine currently on-hand for the clinic by inventory location.
- **Inventory Pending Transfers**: Displays any pending transfers for a specified period.
- **Inventory Summary By Funding Source**: Generates a report by funding source for any closed reconciliations.
- **Inventory Transaction Inquiry**: Displays the date, type of transaction, vaccine details and number of vaccine doses involved. The report includes all types of transactions, including vaccinations, transfers and adjustments.
- **Inventory Transfer Inquiry**: Displays the date, vaccine details, comments and number of doses transferred to or from the inventory location for a specified period.
- **Possible Duplicate Inventory Report**: Displays a list of possible duplicate vaccine inventory entries with similar manufacturers, lot numbers, NDC codes, and/or expiration dates.
- **Unaccounted For Doses**: Identifies all transactions per provider/inventory location indicated that have 'unaccounted' for doses.
Nevada WebIZ Quick Start Guide
Inventory Management and Reconciliation

**Add New Inventory**

1. Select *On-Hand* to view the contents of your Inventory Location
2. Click *Add New Inventory*
3. Enter information for new inventory. If data is exact match to existing inventory, the doses are added to the existing line item (NOTE: The NDC number is now part of selecting the appropriate vaccine)
4. System looks for similar line items to help minimize chance of duplicates
5. Click *Proceed with Create* if data entered is correct OR click *Add to On-Hand* to add doses to an existing inventory item

**Edit Inventory**

1. From the *On-Hand* Screen, filter inventory listed in order to more easily find the line item you are looking for
2. Select the vaccine you want to edit, click *Edit*
3. Edit and change vaccine detail, Lot Number, Expiration Date and/or Funding Source
4. Click *Update*
5. Click *Confirm*
(NOTE: Changes made here affect ALL transactions including immunizations associated with that line item)

**Inventory Adjustment**

1. Use this screen to account for vaccine wasted, expired, recalled, mishandled, etc. (except for publicly funded vaccine that should be returned)
2. From the *On-Hand* Screen, filter inventory listed in order to more easily find the line item you are looking for
3. Select the vaccine you want to adjust, select Adjustment
4. Use positive/negative numbers to increase or decrease inventory (NOTE: Entering a positive number increases the inventory in Nevada WebIZ and entering a negative number decreases the inventory in Nevada WebIZ)
5. Click *Create*

**Inventory Transfer**

1. From the *On-Hand* Screen, filter inventory listed in order to more easily find the line item you are looking for
2. Select the vaccine you want to transfer, click *Transfer*
3. Inventory can be transferred from one location to another
4. Contact the Help Desk for assistance in selecting the appropriate location when transferring vaccine out.
5. Incoming transfer inventory must be acknowledged and marked received before it's added to your inventory dosage
6. Use Pending Incoming/Outgoing Transfer reports to track transferred inventory
Inventory Inquiry

1. From the On-Hand Screen, filter inventory listed in order to more easily find the line item you are looking for
2. Select the vaccine you want to run an inquiry, select Inquiry
3. Fill in the Transaction Date Range fields (i.e. From: 02/01/2012 Through: 02/28/2012)
4. Click Run report
5. This generates a list of inventory transactions that meet specified criteria

Inventory Reconciliation

Like balancing a checkbook, the goal of reconciliation is to balance physical inventory in the refrigerator for each location with the virtual inventory recorded in Nevada WebIZ

1. Select Reconciliation
2. Click Add Reconciliation
   a. Enter Inventory Location, Period (i.e. March 2012), Begin and End Date (Begin date is pre-populated based on ending date of previous reconciliation)
   b. Reconciliation date range is recommended from the 1st of the month through the last day of the month
3. Click Create to save the reconciliation
4. HL7 Users Only: Enter doses administered for each vaccine (identified in your EMR) into Aggregate Administered fields
5. Click Print to print the reconciliation worksheet
6. Use the worksheet to count physical inventory in your refrigerator by:
   a. Type of vaccine (DTaP, IPV, MMR, etc.)
   b. Lot #
   c. NDC #
   d. Expiration Date
   e. Funding Source (VFC and/or Private)
   f. Number or doses (always counts vaccine in doses, not vials/boxes)
7. Type actual, physical on-hand inventory dosage count into the Ending Inventory column
8. Click Update
9. A “0” value in the Inventory Delta +/- Column indicates balanced inventory
10. Discrepancies will appear in the Inventory Delta +/- Column
    a. Check for un-entered immunizations
    b. Use the adjustment/transfer functions as appropriate
11. Manage discrepancies by:
    a. First, recount physical inventory in your refrigerator for accuracy
    b. Determine if there were any immunizations not yet entered into Nevada WebIZ
    c. Record any un-entered immunizations
    d. Run an Inventory Inquiry to show all transactions for the vaccine lot #
    e. Ensure all wasted vaccines, inventory received, etc. were recorded
    f. If necessary, use the Inventory Adjustment button to increase/decrease doses, selecting Reconciliation as the reason for adjustment NOTE: All adjustments must be dated within the reconciliation period
    g. Be sure to enter the adjustment reason in the Comments field
12. Click *Add*
13. Inventory should be balanced on the Reconciliation screen
14. Once inventory is balanced, select *Authorized By individual*
15. Change Status from Open to *Closed*
16. Click *Update*

**Tips For More Successful Reconciliations**

1. Physical vaccine dosage counts MUST be completed at the END of the day on the End date (generally, the last day of the month you are reconciling)
2. Reconciliations should NOT be closed until AFTER all immunizations for the period have been entered into Nevada WebIZ
3. When entering adjustments or other transactions to correct discrepancies, the date on the entry MUST be within the Beginning and End dates of the reconciliation period
4. Complete and accurate data entry is KEY!!!
   a. Good data entry makes reconciliation easy and efficient
   b. Poor data entry makes reconciliation difficult and time consuming