

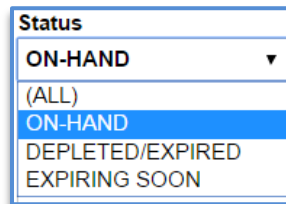
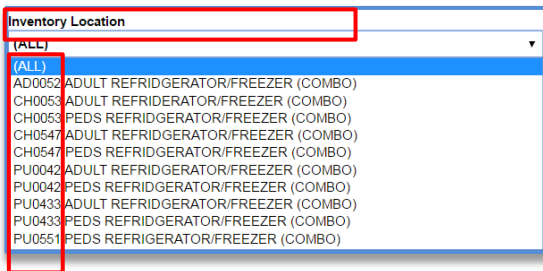
Online Ordering: Adjusting Wasted Vaccine

You must complete any **Vaccine Returns** (expired or spoiled closed vaccines) or **Adjustments** (wasted open vaccines) prior to creating your **Reconciliation**. New Inventory and inventory errors should not be corrected by making an adjustment.

Questions? Contact Mohan Nagaraja (215-685-6872) or Joani Schmeling (215-685-6490) or email us at DPHProviderHelp@phila.gov

- 1) From the left-side navigation panel select **Inventory** → **Vaccines** → **On-Hand** from the dropdown menus.
- 2) Select your sites Inventory Location. It is a unique I.D. that represents your physical storage unit. For sites with multiple refrigeration units look for your unique PIN to ensure you are looking at the correct inventory information. For hybrid sites make sure you select either PEDS or ADULTS for the specific unit.
- 3) In the **Status** box select which category of vaccines you want to view.

ALL	all the vaccines received by your site
ON-HAND	all the vaccines currently in your storage unit
DEPLETED/EXPIRED	vaccines that have zero doses on hand or are expired
EXPIRING SOON	view any vaccines expiring in the next 2 months



On-Hand Inventory

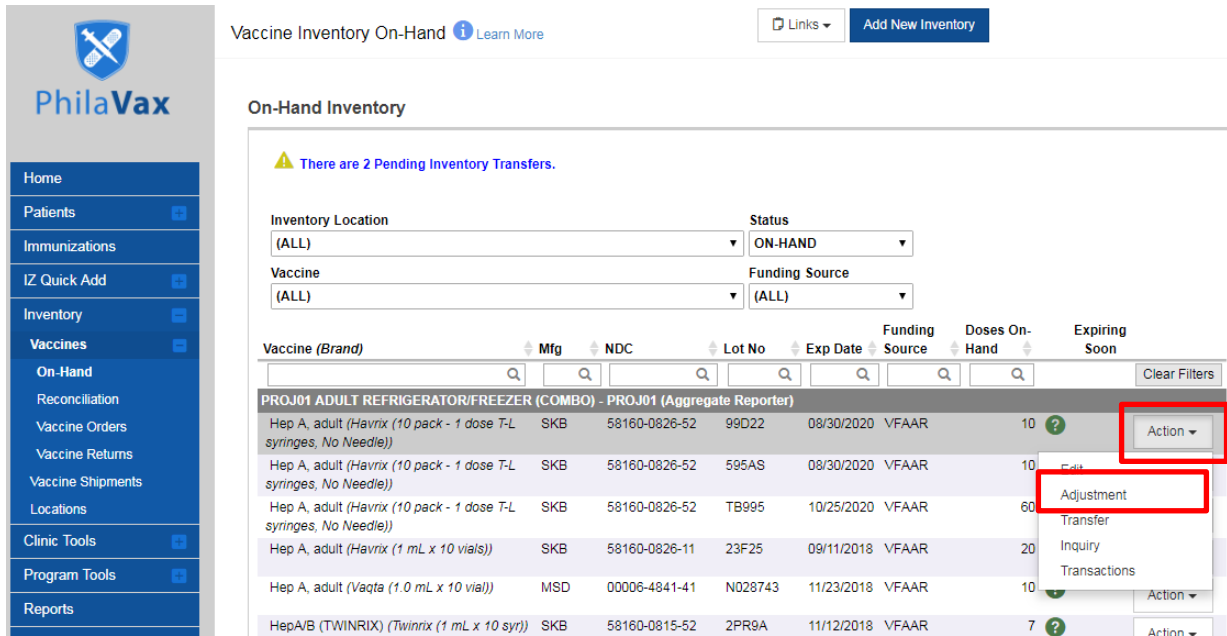
⚠ There are 2 Pending Inventory Transfers.

Inventory Location: (ALL) | Status: ON-HAND

Vaccine: (ALL) | Funding Source: (ALL)

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Action
PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO) - PROJ01 (Aggregate Reporter)								
Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle))	SKB	58160-0826-52	99D22	08/30/2020	VFAAR	10	?	Action
Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle))	SKB	58160-0826-52	595AS	08/30/2020	VFAAR	10	?	Action
Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle))	SKB	58160-0826-52	TB995	10/25/2020	VFAAR	60	?	Action
Hep A, adult (Havrix (1 mL x 10 vials))	SKB	58160-0826-11	23F25	09/11/2018	VFAAR	20	?	Action
Hep A, adult (Vaqta (1.0 mL x 10 vial))	MSD	00006-4841-41	N028743	11/23/2018	VFAAR	10	?	Action

- 4) To make an **Adjustment**, click on the **Action** tab next to the vaccine you want to work with. Then click on **Adjustment**.



Vaccine Inventory On-Hand [Learn More](#) Links Add New Inventory

On-Hand Inventory

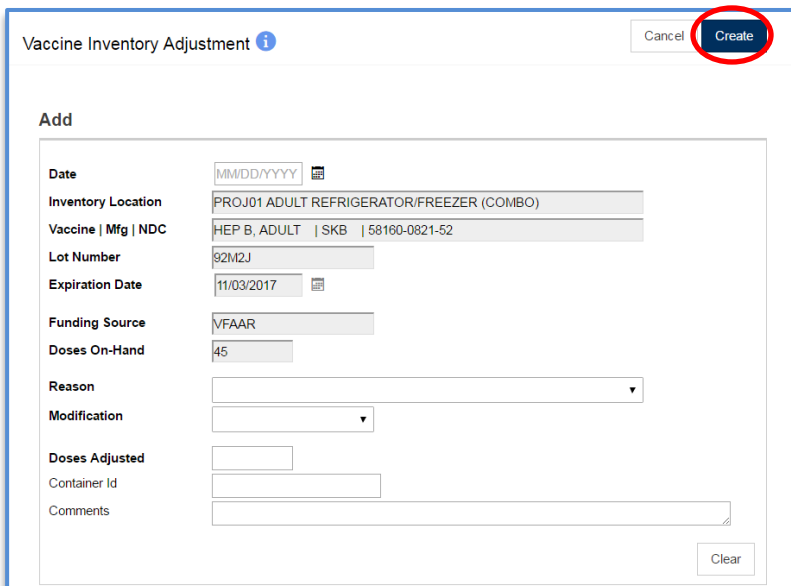
⚠ There are 2 Pending Inventory Transfers.

Inventory Location: (ALL) Status: ON-HAND

Vaccine: (ALL) Funding Source: (ALL)

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO) - PROJ01 (Aggregate Reporter)							
Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle))	SKB	58160-0826-52	99D22	08/30/2020	VFAAR	10	?
Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle))	SKB	58160-0826-52	595AS	08/30/2020	VFAAR	10	?
Hep A, adult (Havrix (10 pack - 1 dose T-L syringes, No Needle))	SKB	58160-0826-52	TB995	10/25/2020	VFAAR	60	?
Hep A, adult (Havrix (1 mL x 10 vials))	SKB	58160-0826-11	23F25	09/11/2018	VFAAR	20	?
Hep A, adult (Vaqta (1.0 mL x 10 vial))	MSD	00006-4841-41	N028743	11/23/2018	VFAAR	10	?
HepA/B (TWINRIX) (Twinrix (1 mL x 10 syr))	SKB	58160-0815-52	2PR9A	11/12/2018	VFAAR	7	?

- 5) Enter today's date and time. Do not back date adjustments. It will cause errors in your reconciliation.
- 6) Select the reason for your adjustment.
- 7) Select the type of modification you are making. Choose SUBTRACT when adjusting out non-viable open vaccines. Call VFC before adding doses.
- 8) In the **Doses Adjusted** box enter the number of doses you are adjusting.
- 9) Give an explanation for why you are making an adjustment in the **Comment** box.
- 10) After you are done press create in the upper right corner.



Vaccine Inventory Adjustment [i](#) Cancel Create

Add

Date: MM/DD/YYYY

Inventory Location: PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO)

Vaccine | Mfg | NDC: HEP B, ADULT | SKB | 58160-0821-52

Lot Number: 92M2J

Expiration Date: 11/03/2017

Funding Source: VFAAR

Doses On-Hand: 45

Reason: [Dropdown]

Modification: [Dropdown]

Doses Adjusted: [Text Box]

Container Id: [Text Box]

Comments: [Text Area]

Clear

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BROKEN VIAL/SYRINGE
VACCINE DRAWN INTO SYRINGE BUT NOT ADMIN
OPEN VIAL BUT ALL DOSES NOT ADMINISTERED
OTHER

ADD
SUBTRACT