

# VFC Vaccine Online Ordering Provider Quick Reference Guide: Accountability Verification and Inventory Reconciliation

## ACCOUNTABILITY VERIFICATION

Before an order can be placed, a physical inventory of all publicly funded vaccine has to be completed and all providers should compare this inventory to the inventory in CHIRP.

1. Print the **Reconciliation** page and take the list of lot numbers to your fridge to do your physical count. The **Print** button can be found in the lower right hand corner.

Reconcile Inventory												
Vaccine	Lot Number	Exp Date	Doses Used	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row	
DTaP	54321	12/12/2014	2	6		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
HPV, bivalent	34567	10/31/2014	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
HPV, quadrivalent	12898	10/12/2014	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
HPV, quadrivalent	HPV2	01/01/2016	20	80		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Hep B Ped/Adol - Preserv Free	56789	10/31/2014	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Hib-PRP-T	98765	12/12/2014	5	5		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Mening (MCV4P)	123	01/01/2015	0	10		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	
Rotavirus, monovalent RV1	123	01/01/2015	0	9		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+	

Print   Reset   Save

Inventory Last Submitted: 03/07/2014 06:05:40   View Inventory Numbers from Import   Submit Monthly Inventory

- a. If your physical inventory matches your inventory in CHIRP, you can proceed to submit your inventory and then place your monthly order.
- b. **If the totals are different, DO NOT make changes to the Reconciliation page. Proceed with going through the steps outlined in the Accountability Verification Process.**

**Please Note:** Providers can no longer add nomenclature/prefixes/suffixes to the publicly funded lot numbers. The inventory does not upload properly from VOMS with these additional letters. Specific funding codes can now be utilized to distinguish public from private inventory.

## INVENTORY RECONCILIATION

Once your physical inventory matches your inventory in CHIRP or only minimal adjustments must be made, you can begin the next step in VOMS.

1. Using the Navigation Menu, click on **Orders/Transfers Menu** and then click **Create/View Orders** to show the **Current Order/Transfer List**.
2. Click the **Create Order** button at the bottom of screen – the **Reconciliation** screen appears.
3. 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, select **Submit Monthly Inventory** and the **Create Order** screen will appear.

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

- a. Entering the “Physical Inventory” (negative quantity)
- b. The “Adjustment” is automatically calculated
- c. Selecting the “Category”
- d. Selecting the “Reason”
- e. If the “Physical Inventory” equals 0 on any lot number, the “Inactive” box can be checked to take the lot number off the **Reconciliation** screen.
- f. Click on **Submit Monthly Inventory** and the **Create Order** screen will appear.

4. At the end of the inventory list, on the left side of the page, the “Inventory Last Submitted” date will be listed.

**Please Note:** The used (administered) doses totals are being pulled from CHIRP, therefore it is important to accurately record all administered vaccines in CHIRP with the correct lot number to ensure that the doses used column is correct. Corrections to incorrect dose used totals should be made within CHIRP. If you need to make manual adjustments to the doses used/administered please note that the manual adjustment will be recorded and a VFC representative may be in contact regarding your inventory in CHIRP. It is very important to keep your entire inventory in CHIRP accurate.

