

# VFC & VFAAR

## KIDS Plus IIS Inventory Adjustments

<https://kids.phila.gov>

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

- 1) From the left-side navigation panel select **Inventory** → **Vaccines** → **On-Hand** from the subsequent 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.

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

2 Inventory Location

(ALL)

(ALL)

AD0052 ADULT REFRIDGERATOR/FREEZER (COMBO)

CH0053 ADULT REFRIDGERATOR/FREEZER (COMBO)

CH0053 PEDS REFRIDGERATOR/FREEZER (COMBO)

CH0547 ADULT REFRIDGERATOR/FREEZER (COMBO)

CH0547 PEDS REFRIDGERATOR/FREEZER (COMBO)

PU0042 ADULT REFRIDGERATOR/FREEZER (COMBO)

PU0042 PEDS REFRIDGERATOR/FREEZER (COMBO)

PU0433 ADULT REFRIDGERATOR/FREEZER (COMBO)

PU0433 PEDS REFRIDGERATOR/FREEZER (COMBO)

PU0551 PEDS REFRIDGERATOR/FREEZER (COMBO)

3 Status

ON-HAND

(ALL)

ON-HAND

DEPLETED/EXPIRED

EXPIRING SOON



- Home
- Patients
- Immunizations
- IZ Quick Add
- Inventory
- Vaccines
- On-Hand
- Reconciliation
- Vaccine Orders
- Vaccine Returns
- Locations
- Clinic Tools
- Reports
- Outreach

Vaccine Inventory On-Hand Links Add New Inventory

**On-Hand Inventory**

2 Inventory Location

(ALL)

Vaccine (ALL)

3 Status

ON-HAND

Funding Source (ALL)

Vaccine (Brand)	Mfg NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	
<b>PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO) - PROJ01 (Aggregate Reporter)</b>							
Hep B, adult (Engerix B (1 mL x 10 syrs))	SKB 58160-0821-52	92M2J	11/03/2017	VFAAR	45	?	Action
Hep B, adult (Engerix B (1 mL x 10 vials))	SKB 58160-0821-11	5G943	10/31/2016	VFAAR	400	?	Action
HepA/B (TWINRIX) (1 mL x 10 syrs)	SKB 58160-0815-52	3ED7N	07/01/2017	VFAAR	150	?	Action
MMR (MMR II (0.5 mL x 10 vials))	MSD 00006-4681-00	L003856	02/05/2017	VFAAR	20	?	Action

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

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

Vaccine Inventory Adjustment Cancel **Create** 10

**Add**

5 **Date**

**Inventory Location**

**Vaccine | Mfg | NDC**

**Lot Number**

**Expiration Date**

**Funding Source**

**Doses On-Hand**

6 **Reason**

7 **Modification**

8 **Doses Adjusted**

**Container Id**

9 **Comments**

6

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