

# KIDS Plus IIS

## Online Ordering Reconciliation



Department of  
**Public Health**  
CITY OF PHILADELPHIA  
LIFE • LIBERTY • AND YOU™



Go to <http://kids.phila.gov/> and login to the KIDS Plus IIS

1. Select “Reconciliation” from the left-side, navigation panel (in blue).
2. Click on “Add Reconciliation” in the upper right hand corner.
3. Select YOUR clinic’s Inventory Location (it begins with your clinic’s PIN).

PROVIDER: PDPH - DDC - IMMUNIZATION PROGRAM, CLINIC: PROJ01 - PDPH- DIVISION OF DISEASE CONTROL

**Vaccine Inventory Reconciliation**

Click "View" to see the details of an existing record, "Add Reconciliation" to create a new record. **2** Add Reconciliation ⓘ

**Search Criteria**

**Inventory Location** **3** (ALL) **Inventory Location Status** (ALL) **Reconciliation Status** (ALL)

**Begin Date Range** **End Date Range**

From: [ ] Through: [ ] From: [ ] Through: [ ]

**Sort by**

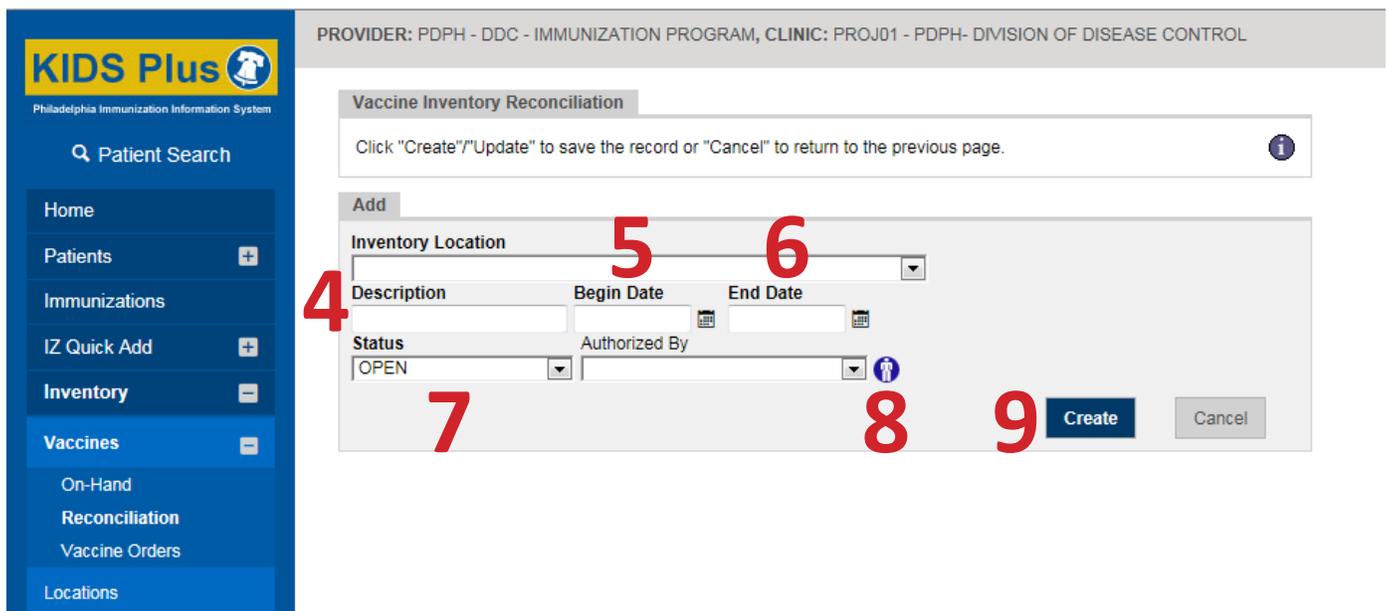
Audit Date (descending)  Inventory Location, Begin Date (descending)

Previous Criteria Clear Search

# KIDS Plus IIS

## Online Ordering Reconciliation

4. Type in a unique description name for this particular reconciliation period (example: May Reconciliation).
5. The “Begin Date” will be automatically set to the day AFTER your previous Reconciliation.
6. The “End Date” is the date you are completing the reconciliation (enter today’s date).
7. Status should remain defaulted to “Open”.
8. Click the “man in blue” icon and YOUR name will populate in the box.
9. Click “Create”.



The screenshot shows the 'Vaccine Inventory Reconciliation' form in the KIDS Plus IIS. The form is titled 'Vaccine Inventory Reconciliation' and includes a header with 'PROVIDER: PDPH - DDC - IMMUNIZATION PROGRAM, CLINIC: PROJ01 - PDPH- DIVISION OF DISEASE CONTROL'. Below the title is a message: 'Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.' The form has an 'Add' tab and several fields: 'Inventory Location' (dropdown), 'Description' (text input), 'Begin Date' (calendar icon), 'End Date' (calendar icon), 'Status' (dropdown menu with 'OPEN' selected), and 'Authorized By' (text input with a 'man in blue' icon). At the bottom right are 'Create' and 'Cancel' buttons. Red numbers 4 through 9 are overlaid on the form to indicate the steps: 4 points to the 'Description' field, 5 to 'Inventory Location', 6 to 'End Date', 7 to 'Status', 8 to the 'man in blue' icon, and 9 to the 'Create' button.

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## Online Ordering Reconciliation



10. Enter the number of doses you physically have in your storage unit today in the “Ending Inventory” column.
11. After all of that information is entered, click “Update.”
12. After the page has refreshed, the number in the “Inventory Difference +/-” column will change.
13. Enter the number showing in the “Inventory Difference +/-” column into the “Aggregate Administered” column. Enter it with a “-” symbol in front of the number (example -20).
14. Click “Update” again.

**KIDS Plus**  
Philadelphia Immunization Information System

Q Patient Search

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PROVIDER: PDPH - DDC - IMMUNIZATION PROGRAM, CLINIC: PROJ58 - IMMUNIZATION PROGRAM

Vaccine Inventory Reconciliation

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.

Edit

Inventory Location: PROJ58 PEDS REFRIGERATOR/FREEZER (COMBO)

Description: MARCH RECONCILIATION | Begin Date: 02/19/2015 | End Date: 03/26/2015

Status: OPEN | Authorized By: [ ]

The record has been saved successfully.

Update Cancel

Inventory By Doses

Line No.	Vaccine (Brand) Mfg/NDClLot/Exp Date	Beginning Inventory	Inventory Received	Aggregate Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	Hand
VFC												
1	DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials)) SKB158160-0810-11 AC15B89B 03/21/2015	3	0	0	0	0	0	0	-1	2		
2	DTaP (Infanrix) (Infanrix (0.5 mL x 10 syr)) SKB158160-0810-52 F248P0 10/08/2015	85	0	0	0	0	0	0	-5	80		
3	DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr)) SKB158160-0811-52 F248P0 02/04/2016	100	0	0	0	0	0	0	-24	76		
4	Hep A, ped/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD100008-4831-41 J002347 09/04/2015	88	0	0	0	0	0	0	-45	23		
5	Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB158160-0825-11 55P24 08/31/2015	59	0	0	0	0	0	0	-17	42		

**Philadelphia Department of Public Health - Division of Disease Control - Immunization Program**

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