

VACCINE INVENTORY REPORT PROVIDER C-33



TEXAS
Department of State Health Services

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Inventory: Provider C-33:

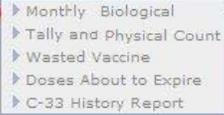
This screen is used to enter your physical count each month and validate all the activities recorded since the last time you saved this screen. It must be completed within two days of placing an order. EVI allows updating your inventory more than once a month; but it is recommended you limit this activity to once a month to avoid the risk of duplicating your data.

Important:

- After completing Steps 1-3, it is recommended you complete this screen only one time at the end of the month and **AFTER** the following sequence of events:
 - Receipt of all orders and/or transfers.
 - Conduct any transfers (if applicable).
 - Record any wasted or expired vaccine (if applicable).
 - Record **Doses Administered**.
- After completing the above sequence of events, it is recommended you print a copy of the **Monthly Biological Report** (2nd report on the drop-down list) to manually complete before entering your data into EVI.

INSTRUCTIONS

1  ←

2  ←

▶ Reports

▶ Monthly Biological

▶ Tally and Physical Count

▶ Wasted Vaccine

▶ Doses About to Expire

▶ C-33 History Report

If data is entered from each of the above screens, it is shown on the **Provider C-33** screen as described below:

1. Hover over the **Reports** tab.
2. Highlight and click on **Monthly Biological** from the drop-down menu.
3. Print the report using the **Printer** icon located above the **Main Report** tab.

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Monthly Biological report																
Agency: <u>ABC Pediatrics</u>			PI: <u>000999</u>				Month/Year: <u>Mar 2012</u>			Name of person completing report: _____						
Street Address: <u>1113 Main Street</u>			City: <u>Dallas</u> Zip: _____				Phone number: <u>555-555-2342</u>									
Vaccine	Lot	Expiration	A. Doses on hand at beginning of month		B. Doses received during month		C. Doses Transferred into inventory from		D. Total Inventory A+B+C	E. Doses Administered During Month Subtract from inventory			F. Expired Doses Returned to Distributor	G. Doses Transferred out to Other Providers	H. Doses on Hand at End of Month	I. Net Doses Lost or Gained Enter + or -
			Beginning Inventory	Add to Inventory	Add to Inventory	Subtotal	a	b		a + b + Total	Subtract from Inventory	Subtract from Inventory				
PERIANIX (DTAP-IPV) PP syringe (Pac)	MSB 2345	05/15/2015	0	50	0	50	3	0	3	0	5	41	1			
PERIANIX (DTAP-IPV) PP syringe (Pac)	MSB 55165	07/02/2016	0	40	0	40	3	0	3	0	5	31	0			
GLAXIA (HEP A, single-dose vial) (Pac)	1255AA	06/17/2014	13	0	0	0	3	0	3	2	0	8	0			
PROQUIP 13 (PCV13) PP syringe (Pac)	P22730	02/28/2013	13	0	0	0	3	0	3	0	0	10	0			

Example: Monthly Biological Report

INSTRUCTIONS

4. Complete the worksheet based on information from packing slips, doses administered data, transfer forms and/or vaccine loss forms.
5. **Receive** any/all outstanding orders or transfers.
6. If not done as it occurred throughout the month, record any **Transfer** conducted.
7. If not done as it occurred throughout the month, record any **Wasted or Expired** vaccines.
8. Record all **Doses Administered** activities for the past calendar month.





INSTRUCTIONS

9. Hover over the **Inventory** tab.
10. Highlight and click on **Provider C-33** from the second drop-down menu.
11. EVI refreshes the screen and provides a **Last Ran** as the date and time you last saved this screen.
12. AFTER steps 1-9 are completed, this screen shows the various columns populated with transactions since the last time you saved the information on the **Inventory: Provider C-33** screen:
 - a. **Beginning Doses = Physical Count.**
 - b. **Doses Received** = Received vaccines.
 - c. **Doses Transferred** = Vaccines transferred.
 - d. **Doses Wasted or Expired** = Vaccines recorded as wasted.
 - e. **0-18 and 19 and over** = Doses administered.
 - f. **Automated Total Doses = Beginning Doses + Doses Received - Doses Transferred - Doses Wasted - Doses Administered.**
 - g. **Math Error** = Difference between **Automated Total Doses - Physical Count.**
 - h. **Adjustment** = Difference between **Automated Total Doses - Physical Count.**

Note: The **Math Error** and **Adjustment** columns are automated by EVI. If the sum of these columns is more than zero, you should verify you have recorded all receipts, transfers, wasted or doses administered and your hand count is correct. After research, if none of the above is incorrect, it is considered an unexplained math error and you must choose a **Reason for Adjustment** for each vaccine with the discrepancy.

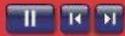
13. **Entered By:** In the text box enter, first initial/last name/date of reconciliation. Click **Save**.
14. EVI displays a popup message box stating: **"Provider C-33 Successfully Saved."** Click **OK**.
15. EVI refreshes and displays the current date and time next to **Last Ran**.





Vaccines in Inventory **Starting Balance + Received - Transfer - Wasted - Administered = Automated Total Doses**

Vaccine	Beginning Doses	Doses Received	Doses Transferred Out	Expired or Wasted Doses	Automated Total		Automated Total Doses
					0-18	19 and over	
PEDIARIX (DTaP-HepB-IPV), PF syringe (Ped)	0	50	5	0	3	0	42
Group 14--DTaP-HepB-IPV Pediarix Total	0	50	5	0	3	0	42
KINRIX (DTaP-IPV), PF syringe (Ped)	0	40	6	0	3	0	31
Group 16--DTaP-IPV Kinrix Total	0	40	6	0	3	0	31
VAQTA (HEP A), single-dose vial (Ped)	13	0	0	2	3	0	8
Group 20--HEP A (Ped) Total	13	0	0	2	3	0	8
PREVNAR 13 (PCV13), PF syringe (Ped)	13	0	0	0	3	0	10
Group 42--PCV13 (Ped) Total	13	0	0	0	3	0	10





List of Vaccines in Inventory

Automated Total - Physical Count = Math & Adjustment

Vaccine	NDC	Automated Total Doses	Physical Count	Math Error	Adjustment
PEDIARIX (DTaP-HepB-IPV), PF syringe (Ped)	58160-0811-52-P	42	41	1	1
Group 14--DTaP-HepB-IPV Pediarix Total		42	41	1	
KINRIX (DTaP-IPV), PF syringe (Ped)	58160-0812-52-P	31	31	0	0
Group 16--DTaP-IPV Kinrix Total		31	31	0	
VAQTA (HEP A), single-dose vial (Ped)	00006-4831-41-P	8	8	0	0
Group 20--HEP A (Ped) Total		8	8	0	
PREVNAR 13 (PCV13), PF syringe (Ped)	00005-1971-02-P	10	10	0	0
Group 42--PCV13 (Ped) Total		10	10	0	

