

Unaccounted for Process

There should be no unaccounted-for doses because all VFC vaccine needs to be accounted for appropriately.

If you find that you do not know where the vaccine(s) in question went, please review and follow the actions on this guide.

Step 1:

- Ensure that the vaccine has been added to the patient record. Remember, if you manually enter administered shots directly into NMSIIS, be sure to properly enter the information. If you use “Add History” then you can cause an inventory discrepancy.
- If you are data exchange, ensure that you are properly indicating your administered vaccines in the Aggregate Administered Box in your reconciliation.

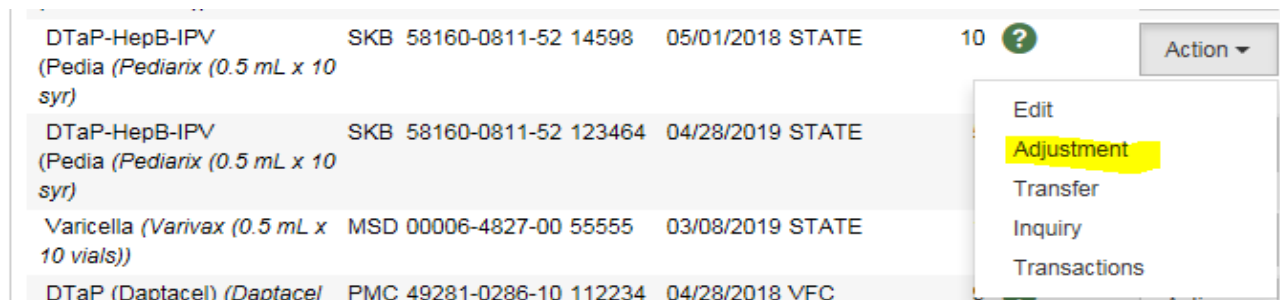
Step 2:

Ensure that you have properly documented your Expired, Returns, Transfer and Wasted Vaccine(s). It is very important to **complete these transactions within NMSIIS.**

If you complete these steps and still have unaccounted-for vaccine:

To get the number of the vaccine in question to drop off your inventory you will need to make an adjustment.

Click Inventory → Click Vaccines → Click on-hand → locate vaccine in question → Selection “Action” Drop Down feature and select adjustment.



DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syr)	SKB 58160-0811-52 14598	05/01/2018 STATE	10	?	Action ▼
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syr)	SKB 58160-0811-52 123464	04/28/2019 STATE			
Varicella (Varivax (0.5 mL x 10 vials))	MSD 00006-4827-00 55555	03/08/2019 STATE			
DTaP (Daptacel) (Daptacel/	PMC 49281-0286-10 112234	04/28/2018 VFC			

You will be taken to the Vaccine Inventory Adjustment screen where you will indicate your unaccounted-for vaccine. You will place a comment and start off by indicating “I have followed the steps and I still have these vaccines unaccounted for because...” and then finish your statement indicating why you still have inventory that is unaccounted for.

Vaccine Inventory Adjustment Cancel Create

Add

Date	05/11/2017
Inventory Location	INV: DEFAULT ORGANIZATION
Vaccine Mfg NDC	DTAP-HEPB-IPV (PEDIA SKB 58160-0811-52
Lot Number	14598
Expiration Date	05/01/2018
Funding Source	STATE
Doses On-Hand	10
Reason	VTRCKS - LOST OR UNACCOUNTED FOR VACCINE
Modification	SUBTRACT
Doses Adjusted	2
Container Id	
Comments	I HAVE FOLLOWED THE STEPS AND I STILL HAVE THESE VACCINES UNACCOUNTED FOR BECAUSE.....

Clear

IMPORTANT: Be sure to properly indicate what happened to your vaccine, or it can result in a rejected reconciliation and order.