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.
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.

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