Reporting Vaccine Inventory Online--Users who manage their inventory in the IIS

This guide gives steps on how providers and local health jurisdictions (LHJs) that currently manage their vaccine inventory in the Washington State Immunization Information System (IIS) should reconcile and submit their monthly inventory. Make sure you have received all your vaccine orders for the reporting period. Visit www.training.vaccineordering.waiis.wa.gov to find steps on receiving inventory in the IIS.

Instructions:
1. Log-on to the IIS using your username and password.
2. Click the Lot Number menu heading then click Reconciliation to access the Reconciliation screen.
3. Click Print to print the Reconciliation screen and take it to the fridge or freezer to count your physical inventory.
4. Count physical supply of vaccines in all fridges and freezers.
   a. If applicable, write down vaccine lot numbers that are in your fridge or freezers that are not on your print out.
   b. Use the Search/Add page to add vaccines to your inventory not listed on the screen. **Note:** You must add missing vaccine to your inventory prior to submission for them to appear on your Inventory Reconciliation Audit Report.
5. Enter the values from your count in the Physical Inventory column. Your Quantity on Hand should match the Physical Inventory. If your totals don’t match, check for missing doses. Account for all administered doses on all patient records. If after searching, your totals are still not the same, select a Category and Reason that best describes what happened to those doses (e.g. wasted, expired, spoiled).
6. Click the Inactive box to inactivate all lot numbers that are no longer in your inventory.
7. Click the Submit Monthly Inventory button.

Key Tips to Remember:
- Providers and LHJs that manage inventory in the system and submit lot level data should never use the reason “System non-user aggregate reporting only.” Capture administered doses on the patient record.
- Select the category and reason that best describes what happened to the dose(s).
- When possible, enter and submit inventory immediately after counting physical inventory. This step will help avoid differences in totals as some doses may be administered between counting and submitting.