COVID-19 Vaccine
# Adjusting Inventory – Wasted Doses

INTRODUCTION

COVID-19 Vaccine Program inventory is maintained in Florida SHOTS and it is a requirement to document all wasted COVID-19 doses within the IIS. This short guide provides step-by-step instructions for reporting and adjusting wasted COVID-19 vaccines.

STEP 1

Log into Florida SHOTS.

STEP 2

Select "**Vaccine Inventory**," then "**Adjust Inventory**" from the Florida SHOTS menu.
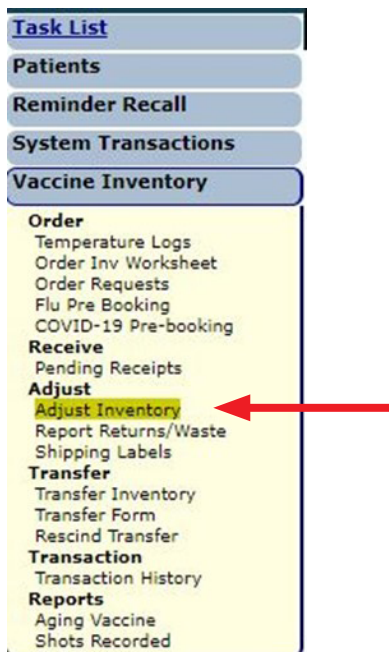
STEP 3

The "**VFC Private Provider Inventory Adjustment**" page displays. From the "**Lookup VFC PIN:**" drop-down box, choose the relevant site (if more than one). If you have one site, that name should appear.

Click "**Search**" to bring up that PIN's "**VFC Private Provider Inventory Adjustment**" page.
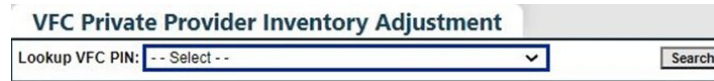
STEP 4

Beneath the heading, "**Adjust Inventory Item**," select the correct information (i.e., "**Vaccines Category**", "**Brand Name**", "**NDC**", "**Lot Number**", and/or "**Effort**") then click "**Retrieve Matching Inv Records**".
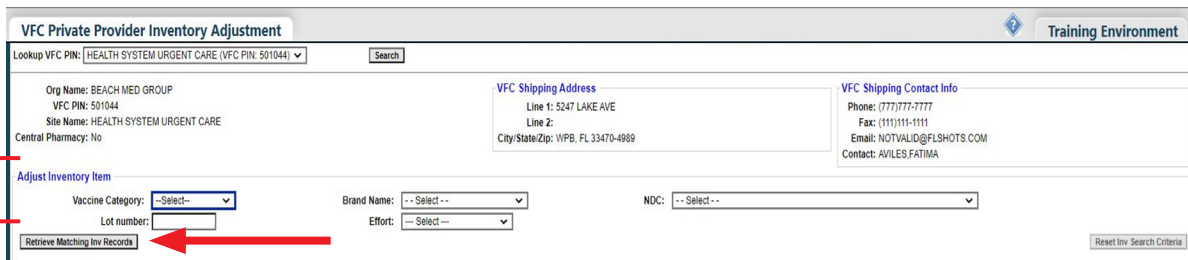
STEP 5

All matching VFC inventory for your site will display on the page. Click "**Select**" to adjust the inventory record of the specific lot number.
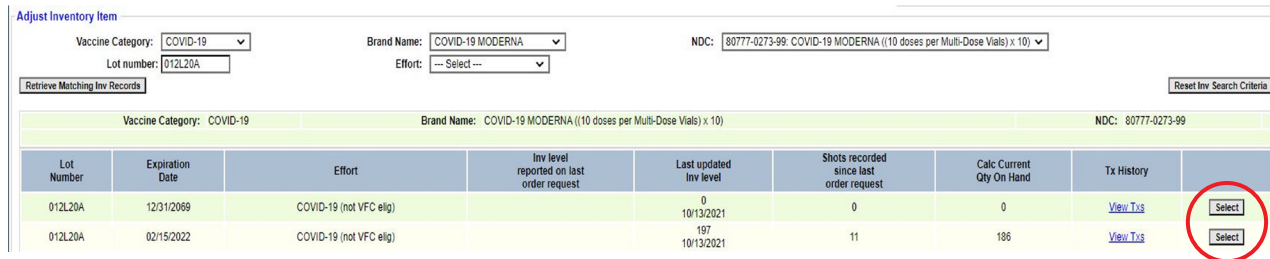
STEP 6

For this guide, we are using the example of only administering six Moderna doses from a 10-dose vial. Complete these required fields:

- **Effective Date** – Enter the date of when the vial was punctured.
- **Adjust Direction** – Leave the default of "Decrease".
- **Adjust Qty** – Enter the quantity of vaccine dose(s) that need to be decreased/wasted.
- **Adjustment Reason** – Select "WASTED".
- **Explanation/Return Reason** – Select "Drawn up but not administered".

Click "**Submit.**"

The below message confirms the transaction was saved.

After completing the inventory adjustment for the wasted vaccine, you will need to report this adjustment to complete the process. This information is transmitted to the CDC at the end of every business day.

Reporting Waste

STEP 1

Click "**Report Returns/Waste**" under "**Vaccine Inventory**" from the Florida SHOTS menu.

STEP 2

Select the Provider PIN/Site then check the box to include "**Incl?**" items to report.

Click "**Submit.**"

> **NOTE:** After clicking "**Submit**" you will be brought to the "**Shipping Label Request**" page but there is no further action needed here.

HELP DESK

FREE TECHNICAL SUPPORT:

877-888-7468 (SHOT)
MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials