

COVID-19 Vaccine Adjusting Inventory – Wasted Doses



INTRODUCTION

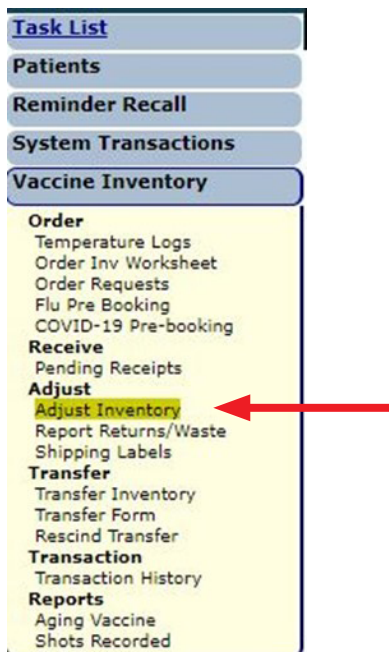
COVID-19 Vaccine Program inventory is maintained in Florida SHOTS and it is a requirement to document all wasted COVID-19 doses within the IIS. This short guide provides step-by-step instructions for reporting and adjusting wasted COVID-19 vaccines.

STEP 1

Log into Florida SHOTS.

STEP 2

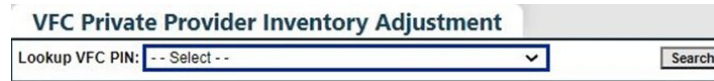
Select “**Vaccine Inventory**,” then “**Adjust Inventory**” from the Florida SHOTS menu.



STEP 3

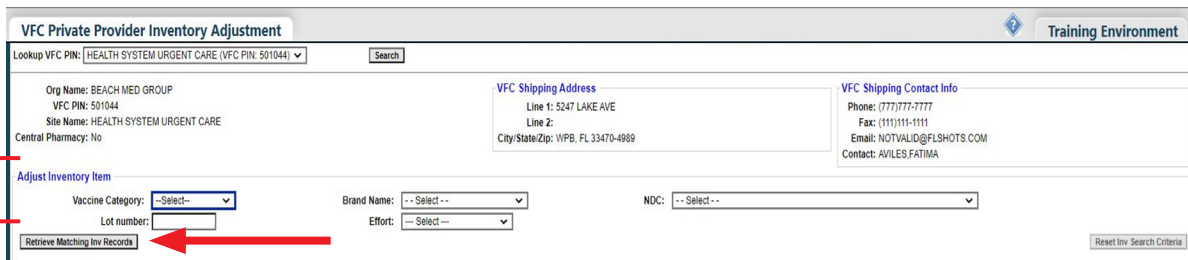
The “**VFC Private Provider Inventory Adjustment**” page displays. From the “**Lookup VFC PIN:**” drop-down box, choose the relevant site (if more than one). If you have one site, that name should appear.

Click “**Search**” to bring up that PIN’s “**VFC Private Provider Inventory Adjustment**” page.



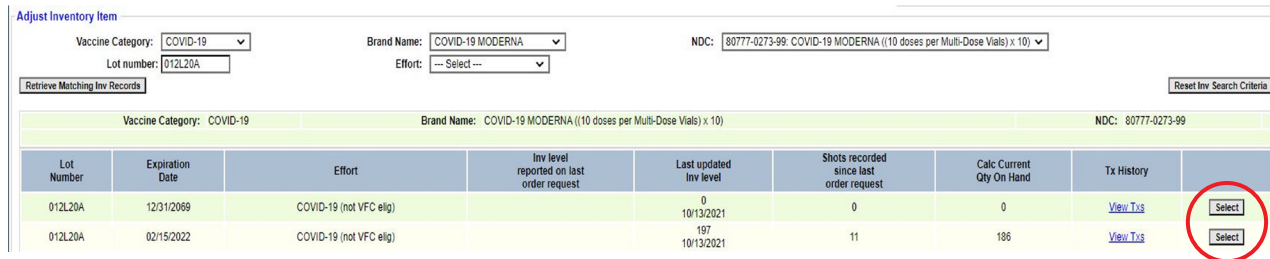
STEP 4

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.”**

Vaccine Category: COVID-19		Brand Name: COVID-19 MODERNA ((10 doses per Multi-Dose Vials) x 10)				NDC: 80777-0273-99	
Lot Number	Expiration Date	Effort	Inv level reported on last order request	Last updated Inv level	Shots recorded since last order request	Calc Current Qty On Hand	Tx History
012L20A	02/15/2022	COVID-19 (not VFC elig)		197	11	186	View Txs <input type="button" value="Select"/>
Effective* Date	Eff. Date Qty OnHand	Adjust* Direction	Adjust* Qty	Resulting Qty	Adjustment Reason*		
10/20/2021	197	Decrease (-) ▼	3	193	WASTED ▼		
<small>Doses that have been wasted due to being drawn and not administered, dropped, etc.</small>							
Explanation / Return Reason *							
3 Drawn up but not administered ▼							
<input type="button" value="Submit"/>							<input type="button" value="Cancel"/>

The below message confirms the transaction was saved.

VFC Private Provider Inventory Adjustment

Lookup VFC PIN:

The adjustment transaction has been successfully 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.

Task List

Patients

Reminder Recall

System Transactions

Vaccine Inventory

- Order**
- Temperature Logs
- Order Inv Worksheet
- Order Requests
- Flu Pre Booking
- COVID-19 Pre-booking
- Receive**
- Pending Receipts
- Adjust**
- Adjust Inventory**
- Report Returns/Waste
- Shipping Labels
- Transfer**
- Transfer Inventory
- Transfer Form
- Rescind Transfer
- Transaction**
- Transaction History
- Reports**
- Aging Vaccine
- Shots Recorded

STEP 2

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

Click “**Submit.**”

Select Return / Waste Items Training Environment

Provider Pin: * 501044 HEALTH SYSTEM URGENT CARE

Show Return Adjustments Show Wastage Adjustments

Adj Eff Date	Effort	Vaccine		NDC Number	Lot Number	Expiration Date	Doses Adj	Reas Code	Repl Rtn	Incl?
		BrandName	---							
10/20/2021	COVID-19 (not VFC elig)	COVID-19 MODERNA	COVID-19 MODERNA	80777-0273-99	012L20A	02/15/2022	4	G101	WSTE	<input checked="" type="checkbox"/>

Submit ← Cancel

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