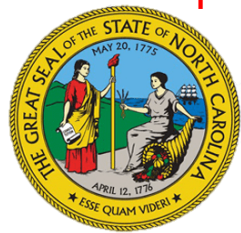


North Carolina Immunization Registry (NCIR)

Monkeypox Response Partners (New NCIR Users) Inventory Management User Guide

Last Updated: August 5, 2022



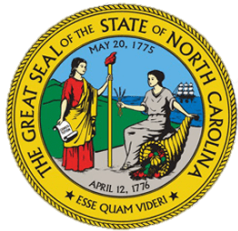
NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES



Purpose

Monkeypox Vaccine Requirement- Inventory Management

Given the limited number of JYNNEOS doses currently available for distribution and future allocations being dependent on our state's vaccine uptake, visibility into current inventory amounts and utilization rates are critical. In order for providers to be able to obtain doses of JYNNEOS, they must agree to timely documentation of administrations as well as inventory management within NCIR.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Manage Inventory

Step 1 of 2: Navigate to Inventory

1. On the homepage, click **Manage Inventory**
2. On the Manage Inventory page, click **Show Inventory**

The screenshot shows the NCR homepage navigation menu. The 'manage inventory' option is highlighted with a red box. The menu includes sections for General, Maintenance, Clients, Immunizations, and Reports.

The screenshot shows the Manage Inventory page. The 'Show Inventory' button is highlighted with a red box. Other buttons include 'Show Transactions', 'Update Alert Prefs', and 'Cancel'.

Inventory Alerts

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	2	0	0
Transfer(s)	1	0	0

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
NORTH CAROLINA IMMUNIZATION REGISTRY	Acel-Imune	22525	7	Y	07/31/2008
NORTH CAROLINA IMMUNIZATION REGISTRY	Fluzone Pres-Free	654-654	10200	Y	06/30/2008
NORTH CAROLINA IMMUNIZATION REGISTRY	Gardasil	1234z	89	Y	05/05/2008
NORTH CAROLINA IMMUNIZATION REGISTRY	Tripedia	U1985CA	20	Y	08/06/2008

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	State
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	State
Menactra	7	Y

Audience

Inventory Control

Administrator

Step 2 of 2: Manage Inventory

From this screen you can add inventory, modify quantity, and show transactions for your inventory

Manage Inventory

Add Inventory for Site (TEST ORGANIZATION)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: TEST ORGANIZATION

Show Active Inactive Non-Expired Expired
 Public Private All

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Da
<input type="checkbox"/>	ActHib	U1234AA	710	Y	Y	05/05/2009
<input type="checkbox"/>	Adacel	a456123	43	Y	N	05/27/2008
<input type="checkbox"/>	Adacel	ABC123	14	Y	N	01/01/2009
<input type="checkbox"/>	Boostrix	12351	4	Y	N	10/12/2010
<input type="checkbox"/>	Certiva	555	279	Y	N	01/31/2009
<input type="checkbox"/>	DECAVAC	05269	10	Y	N	08/28/2008
<input type="checkbox"/>	DECAVAC	AB44	20	Y	N	01/01/2009
<input type="checkbox"/>	DT	121252555	18	Y	N	05/20/2009
<input type="checkbox"/>	DTP	098898	19	Y	N	10/20/2009
<input type="checkbox"/>	Engerix-B Peds	1235N	8	Y	N	12/31/2009
<input type="checkbox"/>	Flu-Mist	K12345	116	Y	Y	06/30/2008

You can look at any combination of inventory in the NCIR by clicking on the radio button next to your selection. For example, if you want to see all your active, public vaccine click on the radio button next to **Active** and **State**.

Audience

Inventory Control

Administrator

Vaccine's that will expire in less than 120 days will be highlighted in pink.

Requesting JYNNEOS

How to obtain doses

All JYNNEOS vaccine is currently allocated outside of NCIR. Providers* need to work directly with one of the five regional health department hubs: Buncombe, Mecklenburg, Wake, New Hanover, and Pitt counties in order to obtain doses via a transfer.

If you are unable to locate vaccine from a nearby Hub, and have an urgent need, please use the [Monkeypox MCM request form](#).

*Only providers who have completed the enrollment survey and have been approved by the Immunization Branch are eligible for transfers pending vaccine availability.

Audience

Inventory
Control

Administrator

Steps for Accepting JYNNEOS Transfers

Step 1 of 4: Navigate to Manage Transfers

Click on **Manage Transfers**.

ncir

Production Region 7.2.3

General
system user manual

Maintenance
manage users
manage sites
manage clinicians
manage schedules

Inventory
manage inventory
manage orders
manage transfers
shipping documents
request transaction sum
request vaccine usage
request wasted/expired
inventory report

Clients
manage client
enter new client

Immunizations
manage immunizations

Reports
request reminder
check reminder status
request callback
request new client form
request case extract

home change password logout help desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

announcements:

- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
- NEW 02/05/2008 ~ [Vaccine Doses administered outside of the United States](#)
- NEW 02/04/2008 ~ [Recording Tdap immunizations](#)
- NEW 01/17/2008 ~ [Local Health Department Users](#)
- NEW 01/08/2008 ~ [Accepting Vaccine Orders](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)

[more announcements](#)

release notes:

- NEW 02/01/2008 ~ [Release Version 7.2.3 NCIR Release Notes Version 7.2.3](#)

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
-----------	------------	------------	---------	--------	----------

Audience

Inventory Control

Administrator

Step 2 of 4: Navigate to Your Order

1. Find your transfer under the **Inbound Transfers**.
1. Click on the **Create Date** in blue. This is going to take you to where you can view the transfer.

Manage Transfer

Create a New Transfer...

Return to the Previous Screen...

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: To:

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
No Historic Transfer.							

Audience

Inventory Control

Administrator

Step 3 of 4: Accept Transfer

1. You will see your transfer at the bottom of the screen. You must verify that these lot numbers and amounts match what you have received from the transferring hub. If they do not match, please call your hub directly.
2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.
3. If your physical vaccines matches the NCIR transfer then you can accept it straight into your inventory by clicking **Accept Transfer**.
4. When you click Accept Transfer, you will see a pop up message like below.
5. Click **OK**

Receive Transfer

Accept Entire Transfer...

Reject Entire Transfer...

Partially Accept Transfer...

Return to the Previous Screen...

Receiving Site

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

Receiving Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Transfer Between Organizations Created on 04/08/2008

Sending Entity		Receiving Entity	
Organization Vaccine Distribution		Organization NORTH CAROLINA IMMUNIZATION REGISTRY	
Site VACCINE DISTRIBUTION		Site NORTH CAROLINA IMMUNIZATION REGISTRY	
Address 1330 ST MARYS STREET RALEIGH, NC 27605-1235		Address NC DHHS, Division of Public Health, Immunization Branch, 1917 Mail Service Center Raleigh, NC 27692-1917	
Contact CAROLINE HELTON		Contact Mary Parkinson-Ivers	
Phone # (877) 873-6247		Phone # (919) 715-6770	
Ship Date 04/08/2008			

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
20	DTP/aP	Tripedia	U1985CA	Create New Lot
10	HPV	Gardasil	GD5543	Create New Lot



Audience

Inventory Control

Administrator

Step 4 of 4: Review

When you have successfully added your transfer into your NCIR inventory, then you will see the message below in **red**. You can double check to make sure your inventory is in the NCIR by going back to **Manage Inventory** and then clicking **Show Inventory**.

Transfer Successfully Accepted

Manage Orders

Order List Show: Current Pending

Current Orders

User	Submit Date
Steve Martinez	12/20/2006
Steve Martinez	12/20/2006
Steve Martinez	12/19/2006

Manage Inventory

Add Inventory for Site (NORTH CAROLINA IMMUNIZATION REGISTRY)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Show Active Inactive Non-Expired Expired
 State Private All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	Acel-Imune	22525	7	Y	Y	07/31/2008
<input type="checkbox"/>	Adacel	ADA1234	500	Y	Y	08/08/2009
<input type="checkbox"/>	Boostrix	11111	96	Y	Y	09/30/2008
<input type="checkbox"/>	Engerix-B Adult	111111	92.5	Y	Y	06/30/2009
<input type="checkbox"/>	Engerix-B Peds	212121	103	Y	Y	03/30/2009
<input type="checkbox"/>	Fluvirin	32434	247	Y	Y	01/01/2010
<input type="checkbox"/>	Fluzone Pres-Free	654-654	10200	Y	Y	06/30/2008
<input type="checkbox"/>	Gardasil	1234z	89	Y	Y	05/05/2008
<input type="checkbox"/>	Gardasil	GD5543	10	Y	Y	01/01/2009
<input type="checkbox"/>	Menactra	testuat	7	Y	Y	12/31/2009
<input type="checkbox"/>	Pediarix	65656	50	Y	Y	09/30/2008
<input type="checkbox"/>	Recombivax-Adult	252525	98	Y	Y	03/30/2009
<input type="checkbox"/>	Tripedia	U1985CA	20	Y	Y	08/06/2008

You can verify the vaccine has been entered into NCIR inventory.

Audience

Inventory Control

Administrator

Steps to Run an Inventory Reconciliation Report

Step 1 of 3: Navigate to Inventory Report

An inventory reconciliation report will show you what the NCIR says you have in your inventory and give you room to write your actual count from your vaccine storage unit so that you can begin to balance your inventory.

1. From the homepage, click **Inventory Report**.

The screenshot shows the NCIR homepage. The left sidebar contains a navigation menu with the following items:

- Production Region 7.4.0
- General
 - system user manual
- Maintenance
 - manage users
 - manage sites
 - manage clinicians
 - manage schedules
- Inventory** (highlighted with a red box)
 - manage inventory
 - manage orders
 - manage transfers
 - shipping documents
 - request transaction sum
 - request vaccine usage
 - request waste disposal
 - inventory report** (highlighted with a red box)
- Clients
 - manage client
 - enter new client
- Immunizations
 - manage immunizations
- Reports
 - request reminder
 - check reminder status
 - request callback
 - request new client form
 - request casa extract

The main content area displays a list of announcements:

- NEW 07/01/2008 ~ [Transfer of Expired Vaccine](#)
- NEW 06/09/2008 ~ [New Immunization Requirements](#)
- NEW 05/23/2008 ~ [Delayed Transfers from Vaccine Distribution](#)
- NEW 05/19/2008 ~ [Accepting Vaccine Orders](#)
- NEW 05/16/2008 ~ [NCIR eligibility status and NCIR upgrade](#)
- NEW 04/11/2008 ~ [Reminder Recall/Assessment/CASA extract](#)
- NEW 04/11/2008 ~ [HPV Vaccine](#)
- NEW 04/08/2008 ~ [Update on One-Way Real Time Data Exchange](#)
- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
- NEW 02/05/2008 ~ [Vaccine Doses administered outside of the United States](#)
- NEW 02/04/2008 ~ [Recording Tdap immunizations](#)
- NEW 01/17/2008 ~ [Local Health Department Users](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)

Below the announcements is a link for [more announcements](#).

The 'release notes' section shows:

- NEW 06/16/2008 ~ [Release Version 7.4.0 NCIR Release Notes Version 7.4.0](#)

Below the release notes is a link for [more release notes](#).

Audience

Inventory Control

Administrator

Step 2 of 3: Select Criteria

1. Choose your **Site**.
2. Choose your **Funding Source**.
3. Click **Generate Report** when finished.



The screenshot shows a web interface for generating an Inventory Reconciliation Report. At the top, a yellow banner displays the user's context: "organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator". Below this, the "Inventory Reconciliation Report Criteria" section contains two dropdown menus. The "Site" dropdown is set to "TEST ORGANIZATION". The "Funding Source" dropdown is open, showing three options: "STATE", "PRIVATE" (highlighted in pink), and "STATE AND PRIVATE". A "Generate Report" button is located to the right of the "Site" dropdown.

- Once you click on Inventory Report, you have the choice of what you want to appear in the report itself.
- Make sure that if your organization has multiple sites that you have the correct site selected or you can run the report for all the sites in a single organization.
- You can run the report for all private, all state supplied or both. **Please note: Although JYNNEOS doses are supplied via the state, the inventory will show as private for the funding source.**
- These options give you a wider variety of ways to keep your inventory balanced.

Audience

Inventory
Control

Administrator

Step 3 of 3: Generate Report

Report Date: 07/01/2008

Page 1 of 2

Inventory Reconciliation Report / Worksheet

TEST ORGANIZATION

Funding Source	Vaccine Group	Trade Name	Lot Number	Expiration Date	NCIR Reported Doses On Hand	Actual Count of Doses On Hand
Private	Anthrax	Anthrax	FDD70019 Private	01/01/2010	98	
Private	DTP/aP	Certiva	555	01/31/2009	274	
Private	DTP/aP	DT	121252555	05/20/2009	18	
Private	DTP/aP	DTP	098898	10/20/2009	19	
Private	DTP/aP	Pediarix	ABC234	01/01/2009	19	
Private	DTP/aP	Pediarix	UA2345AA	01/30/2010	20	
Private	HepA	Havrix-Adult	8585	11/11/2009	44	
State	HepB	Recombivax-Adult	REC23	01/01/2009	4	
State	Hib	ActHib	U1234AA	05/05/2009	702	
State	Hib	PedvaxHIB	0259U	10/17/2009	1	
State	Influenza	Flu-Mist	FLU234	01/01/2009	6.5	

Once you have counted the actual vaccine in your vaccine storage unit and you compare it to what the NCIR says you have on hand, both columns should match. If they do not you need to run down the list of possible inventory discrepancies. (see next slide)

Audience

Inventory Control

Administrator

Steps for Modifying Quantity

Step 1 of 2: Modify Quantity

1. Click in the box next to the **Trade Name** in blue until the green check appears.
2. Click **Modify Quantity**

Manage Inventory

Add Inventory for Site (TEST ORGANIZATION)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: TEST ORGANIZATION

Show Active Inactive Non-Expired Expired
 Public Private All

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	ActHib	U1234AA	710	Y	Y	05/05/2009
<input type="checkbox"/>	Adacel	a456123	43	Y	N	05/27/2008
<input type="checkbox"/>	Adacel	ABC123	14	Y	N	01/01/2009
<input type="checkbox"/>	Boostrix	12351	4	Y	N	10/12/2010
<input type="checkbox"/>	Certiva	555	279	Y	N	01/31/2009

Audience

Inventory Control

Administrator

Step 2 of 2: Modify Quantity

1. Choose the **Action** from the drop down box. Either **Add** or **Subtract**.
2. Enter the **Amount** in doses that is being modified.
3. Choose the reason under the **Category** drop down box.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites...

Return to the Previous Screen....

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
ActHib	U1234AA	710	Add ▼	<input type="text"/>	Receipt from Inventory ▼

*NOTE: Fields marked with an asterisk * are required.*

Audience

Inventory Control

Administrator

This screen will allow you to modify the quantity of as many vaccines as you choose on the previous screen. It is good to use this option if you have several lot numbers to edit.

Most Common Reasons to Modify Quantity

Wasted Doses: Select this option if there was any vaccine waste for a particular lot. When you select the Wasted Doses category, you will be required to enter additional information.

Error Correction: Select this option if you have made any errors in entry. For example you entered 100 instead of 10 for the quantity. You will also be required to enter a reason for error correcting.

**Before you error correct any JYNNEOS vaccines, you should contact your [Regional Immunization Consultant](#), so that you may be guided in how to find errors before changing quantities in vaccine lots. The expectation is to ensure all doses of JYNNEOS are accounted for either through administrations or active inventory.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites...

Return to the Previous Screen...

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
ActHib	U1234AA	710	Add <input type="button" value="v"/>	<input type="text"/>	Receipt from Inventory <input type="button" value="v"/> Receipt from Inventory <input type="button" value="v"/> Receipt from Inventory Receipt from Provider Return to Provider Transfer to Provider Wasted Doses Error Correction

*NOTE: Fields marked with an asterisk * are required.*

Audience

Inventory Control

Administrator

Error Correction

When to Use Error Correction

- Use this category when adding to or subtracting from inventory doses that were keyed or documented incorrectly
 - i.e. if 100 is entered instead of 10

When NOT to Use Error Correction

- If inventory is expired
- If a storage and handling issue caused the dose to be unusable
- If the vaccine is pre-drawn and not used

Audience

Inventory
Control

Administrator

Avoid Documentation Errors

- Enter all immunizations administered into the NCIR as soon as possible (at the time of administration or by the close of business day on the same day)
- Only enter immunizations administered by you, under your username
- Document all doses that have been administered, transferred, wasted and/or expired in the NCIR

In Summary

- Error Correction should be used infrequently
- Use best practices to maintain vaccine inventory correctly in the NCIR
- If you are unable to reconcile your inventory, error correction should be your last option

Audience

Inventory
Control

Administrator

Manage Transfers

Different Types of Transfers

Definitions

organization NORTH CAROLINA IMMUNIZATION REGISTRY • user Rebecca Sweeney • role NCIR Help Desk

Manage Transfer

Create a New Transfer...

Return to the Previous Screen...

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: To:

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Outbound Transfers to NCIR Users

Step 1 of 6: Navigate homepage

You can view any pending Inbound or Outbound transfers in the NCIR under the **Vaccine Order / Transfer Notification** portion of the Home Page. In addition to the **Manage Transfer** Screen.

1. Click **Manage Transfer**

The screenshot shows the NCIR homepage for a user named REBECCA SWEENEY, Administrator at TEST ORGANIZATION. The left sidebar contains a navigation menu with categories: General, Maintenance, Inventory, Clients, Immunizations, and Reports. The 'Inventory' section is expanded, and 'manage transfers' is highlighted with a red box. The main content area displays 'announcements', 'release notes', and a 'Vaccine Order/Transfer Notification' table. A yellow callout box with a pointer to the table contains the text: 'When you have transfers that are in queue for one reason or another they will show up under the Vaccine Order/ Transfer Notification portion of the home page.'

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Audience

Inventory Control

Administrator

Step 2 of 6: Navigate to New Transfer

Using the Manage Transfer function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.

1. To transfer vaccine to another provider on the NCIR, start by clicking **New Transfer**.

organization NORTH CAROLINA IMMUNIZATION REGISTRY • user Rebecca Sweeney • role NCIR Help Desk

Manage Transfer

Create a New Transfer....

Return to the Previous Screen...

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008 To: 04/08/2008

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Audience

Inventory Control

Administrator

Step 3 of 6: Complete Transfer Information

1. Choose your **Receiving Organization** as the facility that you are transferring vaccine to (NCIR only).
2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** radio button next to your choice.
3. Enter the **Transfer Quantity** in the box next to the vaccine you are wanting to transfer. Remember to enter the amount in doses.
4. Click **Save** when you are ready to finish the transfer.

Audience

Inventory Control

Administrator

New Transfer

Sending Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Internal Receiving Site: or

Receiving Organization

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory Show Active and Non-Expired Inactive and Non-Expired Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="text"/>	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
<input type="text"/>	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009
<input type="text"/>	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
<input type="text"/>	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
<input type="text"/>	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
<input type="text"/>	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010
<input type="text"/>	Fluzone Pres-Free	Influenza	654-654	10200	Y	Y	06/30/2008
<input type="text"/>	Gardasil	HPV	1234z	89	Y	Y	05/05/2008
<input type="text"/>	Gardasil	HPV	GD5543	10	Y	Y	01/01/2009
<input type="text"/>	Menactra	Meningo	testuat	7	Y	Y	12/31/2009
<input type="text"/>	Pediarix	DTP/aP - HepB - Polio	65656	50	Y	Y	09/30/2008
<input type="text"/>	Recombivax-Adult	HepB	252525	98	Y	Y	03/30/2009
<input type="text"/>	Tripedia	DTP/aP	U1985CA	20	Y	Y	08/06/2008

Step 4 of 6: Navigate to Packing List

In order to finish this transfer, you must view or print the Packing List or Label. You will not be able to complete the transaction without doing this step. Click **Packing List**.

The vaccine that you are transferring will show up under **Transfer Item**.

You should see this message **“Saved Successfully”**

Edit Transfer: Create Date 04/08/2008 **Saved Successfully**

Sending Site NORTH CAROLINA IMMUNIZATION REGISTRY Save

Internal Receiving Site or Packing List Label

Receiving Organization Vaccine Distribution Finish Trans Ship

Note: Only those sites or organizations which have inventory set up are displayed. Cancel Transfer

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="checkbox"/>	10	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009

*NOTE: Fields marked with an asterisk * are required.*

Add from Inventory Show Active and Non-Expired Inactive and Non-Expired Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="text"/>	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
<input type="text"/>	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
<input type="text"/>	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
<input type="text"/>	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
<input type="text"/>	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010

Audience

Inventory Control

Administrator

Step 5 of 6: Complete Transaction

Once back to the **Edit Transfer** screen, click **Ship** twice to complete transaction.

**NORTH CAROLINA IMMUNIZATION PROGRAM
PACKING LIST**

Shipment Date:

SHIPPED FROM Mary Parkinson-Ivers NORTH CAROLINA IMMUNIZATION REGISTRY NC DHHS, Division of Public Health, Immunization Branch 1917 Mail Service Center Raleigh, NC, 27692-1917 Phone: (919) 7156770	To: CAROLINE HELTON Vaccine Distribution 1330 ST MARYS STREET RALEIGH, NC, 27605-1... Phone: (877) 8736247
---	--

IMPORTANT NOTES ON RECEIVING VACCINES:
Verify lot, expiration and quantity against the packing list.

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
Tdap (Adacel - Sanofi Pasteur (Aventis Pasteur, Pasteur Merieux Connaught, Connaught Laboratories))	ADA1234	08/08/2009	10 0	\$24.95	\$249.50

Unknown Zone

Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
Fluvirin	Influenza	32434	247	Y	Y	01/01/2010

The Packing List will come through as a pop up box, so make sure that you have your pop up blocker turned off if it is on. You can print this slip out if you would like to, otherwise just click the **X** in the corner to close the window. When you close the box you will be sent back to the **Edit Transfer** screen.

Audience

Inventory Control

Administrator

Step 6 of 6: Check Transaction Details

If the transfer was completed, you will see the message in blue Transfer Successfully Shipped and the transfer will show up under Outbound Transfer.

Manage Transfer
Transfer Successfully Shipped

Create a New Transfer... New Transfer

Return to the Previous Screen... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution	04/08/2008		

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: To: Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Note:

- If a “Ship Date” does not appear on the Outbound Transfer, then the transfer was not finished.
- If the date of transfer is different than the current date shown, then type the correct date in the box next to “Enter Ship Date”.
- Once the Transfer is completed, the vaccine is immediately removed from the Sender’s NCIR inventory and ready to Accept into the Receiver’s inventory.

Audience

Inventory Control

Administrator

Inbound Transfers

Step 1 of 3: Navigate homepage

Click **Manage Transfers** and pending inbound transfers can be seen under the Inbound Transfer heading.

The screenshot shows the NCIR homepage for a user named REBECCA SWEENEY, Administrator at TEST ORGANIZATION. The navigation menu on the left includes sections for General, Maintenance, Inventory, Clients, Immunizations, and Reports. The 'Inventory' section has 'manage transfers' highlighted with a red box. The main content area features a list of announcements, release notes, and a table for Vaccine Order/Transfer Notification.

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Audience

Inventory Control

Administrator

Step 2 of 3: Find Transfer

Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.

Find your transfer and click on the **Create Date** link in blue.

Audience

Inventory Control

Administrator

Manage Transfer

Create a New Transfer....

Return to the Previous Screen....

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution	04/08/2008		

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: To:

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Step 3 of 3: Accept Transfer

To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount received. If your physical vaccine matches the NCIR then accept.

Receive Transfer

Accept Entire Transfer...

Reject Entire Transfer...

Partially Accept Transfer...

Return to the Previous Screen...

Receiving Site

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

Receiving Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
10	Polio	IPOL	12123	Create New Lot

NOTE: Fields marked with an asterisk * are required.

Audience

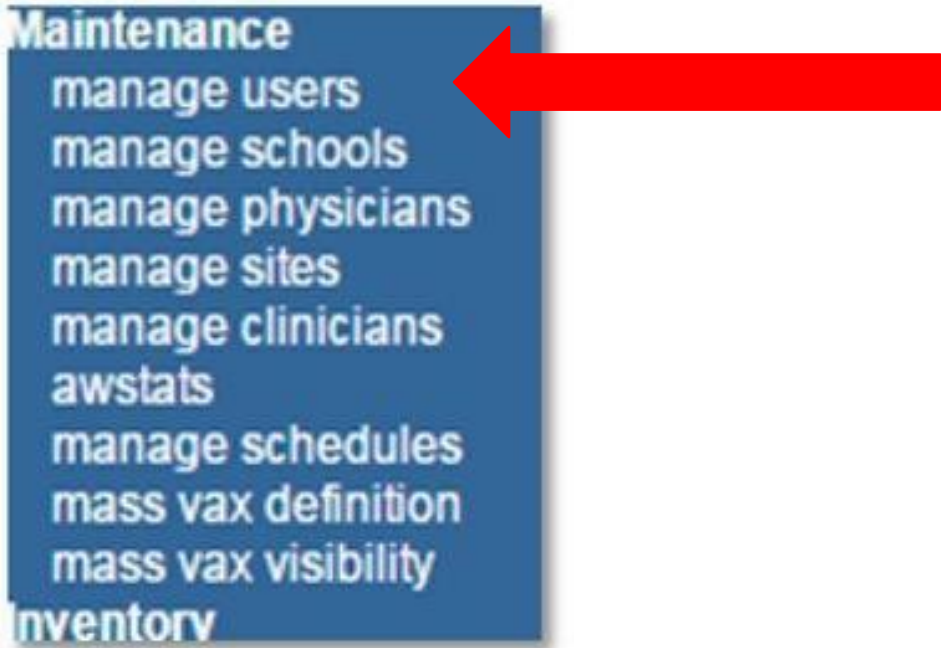
Inventory Control

Administrator

Adding New Users

Step 1 of 6: Navigate to Manage Users

Select **Manage Users** from the left-side menu.



Audience

Administrator

Step 2 of 6: Navigate to Add User Section

Click Add User.

Add User Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name 001 Final test organization
Organization Code Final

* Username

* User First Name

* User Last Name

User Middle Initial

* Role

* Status Active Inactive

Street Address

Other Address P.O. Box

City * State Zip -

* Email

*NOTE: Fields marked with an asterisk * are required.*

Audience

Administrator

Step 3 of 6: Enter Username

Type in the Username.

Add User Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name 001 Final test organization
Organization Code Final

* Username

* User First Name
* User Last Name
User Middle Initial

* Role
* Status Active Inactive

Street Address
Other Address P.O. Box
City * State Zip -

* Email

*NOTE: Fields marked with an asterisk * are required.*

Audience

Administrator

Note: Usernames can be obtained by clicking “Register” on the NCIR log in page.

Step 4 of 6: Verify

Click **Verify**.

Add User Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name 001 Final test organization
Organization Code Final

* Username Verify

* User First Name

* User Last Name

User Middle Initial

* Role

* Status Active Inactive

Street Address

Other Address P.O. Box

City * State Zip -

* Email

*NOTE: Fields marked with an asterisk * are required.*

Audience

Administrator

Step 5 of 6: Confirm Information

The system will retrieve the user's personal information. Confirm that the information is correct

Add User

Provider Org Name 001 Final test organization
Organization Code Final

* Username

* User First Name

* User Last Name

User Middle Initial

* Role

* Status Active Inactive

Street Address

Other Address P.O. Box

City * State Zip -

* Email

*NOTE: Fields marked with an asterisk * are required.*

Audience

Administrator

Step 6 of 6: Assign Role

Choose the appropriate user **Role**. Click **Save**.

Add User

Provider Org Name 001 Final test organization
Organization Code Final

* Username

* User First Name

* User Last Name

User Middle Initial

* Role

* Status Active Inactive

Street Address

Other Address P.O. Box

City * State Zip -

* Email

*NOTE: Fields marked with an asterisk * are required.*

Audience

Administrator

Things to Remember when Adding Users

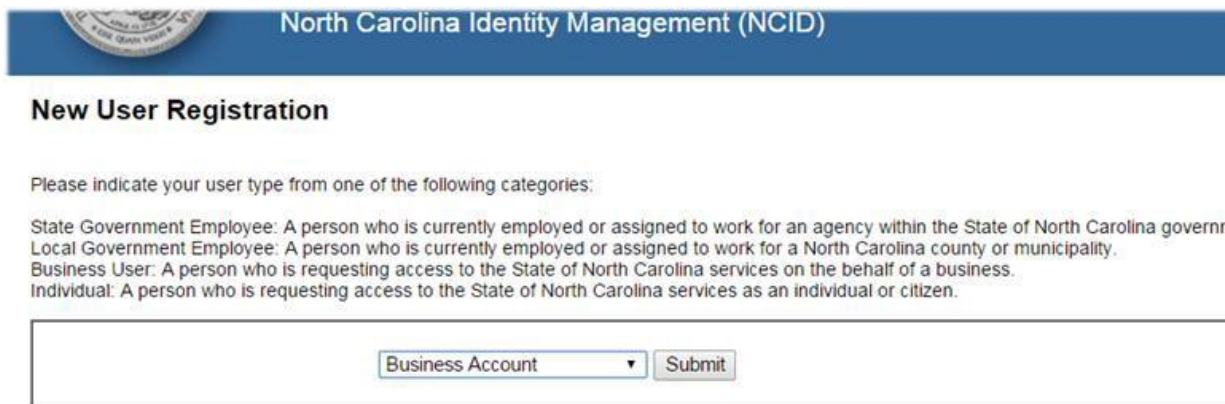
Things to Remember when Adding Users

1. You cannot add a user who registered for an 'individual account' type. You will receive this error message:

Validation Errors

- *Users who registered for an individual account type cannot be added. Only business, local or state government user types can be added. Please have the user reregister through NCID to create a user id with the appropriate user type.*

- The user must re-register for a new account with NCID and select 'Business Account' type (*not applicable to LHDs).



North Carolina Identity Management (NCID)

New User Registration

Please indicate your user type from one of the following categories:

State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.
Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.
Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

Business Account ▼ Submit

Things to Remember when Adding Users

2. If the user has not registered correctly, has not activated their account through the email link from NCID, or if the user ID you entered was incorrect, you will get an error message.

Validation Errors

- *Cannot add this user. This user is not defined in NCID.*

Things to Remember when Adding Users

3. Click **Find** with no names in the fields to see your full list of users.

organization **GOTHAM CITY HEALTH CENTER** • user **Brandon Rector** • role **Administrator**

User Search

Last Name First Name

Find
Add User
Cancel

To get a complete list of users, leave both fields blank and click the **Find** button.

Search Results

Last Name	First Name	MI	Role	Status
Anderson	Glenda	K	Typical User	Active
meadows	beth	B	Administrator	Active
Rector	Brandon	C	Administrator	Active
Reynolds	Isabel		Typical User	Active
Stokes	Rebecca		Administrator	Active

Things to Remember when Adding Users

4. To inactivate, change the **Status** by clicking the 'Inactive' button.

The screenshot shows a user management form with the following fields and values:

- * Username: Athena
- * User First Name: Athena
- * User Last Name: Roberts
- User Middle Initial: B
- * Role: NCIR Help Desk
- * Status: Active Inactive (highlighted with a red box)
- Street Address: 1100 w nc hwy 54 bypass
- Other Address: (empty)
- City: Chapel Hill
- * State: NC
- Zip: 27516
- * Email: alyssarobertsbates@gmail.com

Buttons: Save, Delete, Cancel

Managing Clinicians

Managing Clinicians

- Clinician information is used to indicate the individuals who ordered and administered an immunization (i.e. **Ordering Authority** and **Administered By**).
- Clinician information is required when documenting new immunizations.



The screenshot displays a dialog box titled "Defaults for new immunizations". It contains four rows of settings:

- Organization Site:** A dropdown menu with "Alyssa Test Organization" selected.
- Ordering Authority:** A dropdown menu with "Newest, Staff" selected.
- Administered By:** A dropdown menu with "FakeClinician, FirstName" selected.
- Date Administered:** An empty text input field followed by a calendar icon and an "Activate Expired" button.

Steps for Adding a Clinician

Step 1 of 4: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.



Step 2 of 4: Navigate to Add Clinician Screen

Select Add Clinician.

organization Alyssa Test Organization • user Athena Roberts • role Administrator

Organization Name: Alyssa Test Organization

Site List:

[Add Clinician](#) 

[Find Clinician](#)

[Clinician List](#)

Clinician Name	Role
MakeClinician_FirstName	Ordering Authority / Clinician
Jarford, Tristan S.	Ordering Authority / Clinician

Step 3 of 4: Enter Role and Credentials

Select a Role and Credentials



Add Clinician Information

Role: Clinician Ordering Authority Ordering Authority / Clinician

- **Clinician:** An individual who physically immunizes clients (their name will be an option in the 'Administered By' pick list when documenting a new immunization)
- **Ordering Authority** is a MD, DO, PA, NP who signs standing orders for patients to receive vaccines (their name will be an option in in the 'Ordering Authority' pick list when documenting a new immunization)
- **Ordering Authority/Clinician** is an individual with both of the above roles (their name will be an option in both pick lists when documenting a new immunization)



Defaults for new immunizations

Organization Site Alyssa Test Organization ▼

Ordering Authority Newest, Staff ▼

Administered By FakeClinician, FirstName ▼

Date Administered

Step 3 of 4: Enter Role and Credentials

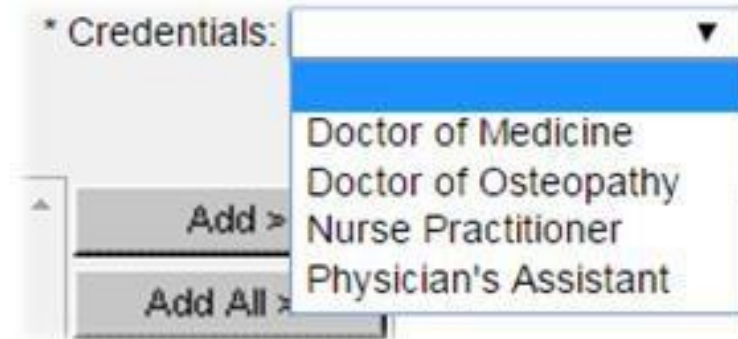
Select a **Role** and **Credentials**

'Clinician' credentials



Clinicians can be anyone in the organization who physically gives shots.

'Ordering Authority' and 'Clinician / Ordering Authority' credentials



An Ordering Authority is an individual who is licensed by the state of North Carolina to authorize the giving of immunizations to a client.

Step 4 of 4: Add the Clinician

Fill out all required information. Be certain to move your site to “Selected Sites.” Then click Save.

Edit Clinician Information

Role: Clinician Ordering Authority Ordering Authority / Clinician

Prefix:

* Last Name:

First Name:

Middle Name:

Suffix: * Credentials:

Complete site listing

* Selected sites

Address Information (optional)

Street 1:

Street 2:

PO Box:

City:

State: Zip: -

Email:

Area Code: Phone Number: - Ext.

Inserted clinician: Test, Authority

*NOTE: Fields marked with an asterisk * are required.*



Documenting Expired Vaccine

Count Expired Vaccines and Navigate to Inventory Page

1. It's a good idea to count your expired vaccines before you begin the process to document them in the NCIR. This helps ensure that the physical count of vaccines matches what the NCIR reports your facility as having on hand.
2. Click **Manage Inventory**

The screenshot shows the NCIR web application interface. The top navigation bar includes links for 'home', 'change password', 'logout', and 'help desk'. Below this, the user's current session is displayed: 'organization TEST ORGANIZATION • user Athena Roberts • role Administrator'. The left sidebar contains a menu with categories: 'General', 'Maintenance', 'Inventory', 'Clients', 'Immunizations', and 'Reports'. The 'Inventory' section is expanded, and 'manage inventory' is highlighted with a red box. The main content area shows 'announcements' with several new items, 'release notes' for version 9.5.0, and a 'Vaccine Order/Transfer Notification' table. At the bottom, there is a table titled 'Active Inventory that is Going to Expire ...'.

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
TEST ORGANIZATION	Imovax Rabies ID	123456	998	N	06/01/2016
TEST ORGANIZATION	RabAvert	abcdef	998	N	07/01/2016
TEST ORGANIZATION	YF-VAX	test_yfvax	97	N	06/30/2016
Wright Way Peds	Adacel	AD4857894	1	N	03/29/2016

Audience

Administrator

1. You should get a pop-up for the expired vaccine. Click **OK**.
2. Click **Show Inventory**.
3. Click **Expired**.

The following private lot has expired. Please remove this inventory on the Edit Inventory or Modify Quantity screens with 'Remove -Private Expired' as the category.

Lot Number: 12323 Vaccine Name: Smallpox monkeypox vaccine (SNS) Trade Name: JYNNEOS Expiration Date: 07/01/2022



Manage Inventory

Show Inventory for Sites.... **Show Inventory**

Show Transactions for Sites.... **Show Transactions**

Site: Forks Primary Adult Side ▾

Show Active Inactive Non-Expired Expired

State Private All

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	AFLURIA IIV4 P-Free, Ped	12587pk	33332-0219-20	18	Y	Y	01/31/2065

Audience

Administrator

1. Click on the expired vaccine trade name
2. At the bottom of the page, choose Remove-Expired Private as the category. The action and amount will auto populate.
3. Click Save

Audience

Administrator

Site: Forks Primary Adult Side Show Active Inactive Non-Expired Expired
 State Private All

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	JYNNEOS	12323		20	N	N	07/01/2022

Modify Quantity On Hand

Action: Subtract

Amount: 20

Category: Remove - Expired Private

Edit Vaccine Inventory Information

Site: Forks Primary Adult Side

* Trade Name: JYNNEOS

* Manufacturer: Bavarian Nordic A/S

Save

Cancel

Add New



**DO NOT SEND JYNNEOS
VACCINE BACK TO MCKESSON SPECIALTY, THE STATE OF
NORTH CAROLINA, OR THE CENTERS FOR DISEASE
CONTROL AND PREVENTION.**

**PLEASE DISCARD ALL EXPIRED JYNNEOS VIA
THE PROTOCOLS OR PROCEDURES OF
YOUR OFFICE.**

Audience

Administrator

Reporting Wasted Vaccine

Steps to Document Wasted or Spoiled JYNNEOS Vaccine

Step 1 of 5: Navigate to Inventory Page

From the homepage, click **Manage Inventory**

The screenshot shows the NCIR web application interface. At the top, there is a navigation bar with links for 'home', 'change password', 'logout', and 'help desk'. Below this, a yellow banner displays the user's organization as 'TEST ORGANIZATION', the user as 'Athena Roberts', and the role as 'Administrator'. The left sidebar contains a navigation menu with categories: 'General', 'Maintenance', 'Inventory', 'Clients', 'Immunizations', and 'Reports'. The 'Inventory' section is expanded, and 'manage inventory' is highlighted with a red box. The main content area is divided into sections: 'announcements' with several news items, 'release notes' with one item, 'Vaccine Order/Transfer Notification ...' with a table showing no notifications, and 'Active Inventory that is Going to Expire ...' with a table of inventory items.

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

announcements:

- NEW 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)
- NEW 02/04/2016 ~ [2016 Immunization Schedules](#)
- NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)
- NEW 12/08/2015 ~ [Pentacel Update](#)
- NEW 11/19/2015 ~ [Holiday Shipping](#)

[more announcements](#)

release notes:

- NEW 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
TEST ORGANIZATION	Imovax Rabies ID	123456	998	N	06/01/2016
TEST ORGANIZATION	RabAvert	abcdef	998	N	07/01/2016
TEST ORGANIZATION	YF-VAX	test_yfvax	97	N	06/30/2016
Wright Way Peds	Adacel	AD4857894	1	N	03/29/2016

Audience

Administrator

Step 2 of 5: Navigate to Inventory

Click **Show Inventory**.

The screenshot shows a web application interface. On the left is a blue sidebar with the following menu items: 'UAT Region 7.2.3', 'System Monitoring' (with sub-items: manage exceptions, check report status, show users), 'General' (with sub-item: system user manual), and 'Organizations' (with sub-items: switch organizations, manage organizations). The main content area has a yellow header with the text 'Dean'. Below the header is a grey bar labeled 'Manage Inventory'. Underneath this bar is a list of menu items, each with a corresponding button on the right: 'Show Inventory for Sites...' (button: Show Inventory), 'Show Transactions for Sites...' (button: Show Transactions), 'Update inventory Alerts...' (button: Update Alert Prefs), and 'Return to the Previous Screen...' (button: Cancel). The 'Show Inventory' button is highlighted with a red rectangular box. Below the 'Manage Inventory' section is another grey bar labeled 'Inventory Alerts', followed by a link 'Vaccine Order/Transfer Notification ...'.

Audience

Administrator

Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.
2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
3. Click the **Select** box next to the vaccine so the check appears.
4. Click **Modify Quantity**.

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

Manage Inventory

Add Inventory for Site (bqs site)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: bqs site

Show Active Inactive Non-Expired Expired
 State Private All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input checked="" type="checkbox"/>	Boostrix	123456	10	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	FluLaval IIV4	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	FluMist	7uyf	11	Y	Y	08/12/2028
<input type="checkbox"/>	FluMist LAIV4	yi9086	15	Y	Y	08/08/2029
<input type="checkbox"/>	Fluarix IIV4 Pres-Free	12584	200	Y	Y	08/08/2025
<input type="checkbox"/>	Fluarix IIV4 Pres-Free	fyi890	45	Y	Y	08/08/2045

Y = Yes (i.e. state vaccine)

Audience

Administrator

Step 4 of 5: Enter Wasted Dose Quantity

1. In the **Modify Quantity On Hand** section, choose **'Subtract'** from the **Action** drop down list.
2. Enter the number of doses wasted in the **Amount** column.
3. Choose **'Wasted Doses'** from the **Category** drop down box.
4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
5. Click **Save**.

Audience

Administrator

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites...

Return to the Previous Screen....

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
Boostrix	123456	10	Subtract ▼	2	Wasted Doses ▼

* Reason Wasted:

* Preventive Action:

Reasons for Wastage

The following reasons may be recorded in the provided text box when using “Wasted Doses” in the Modify Quantity function to waste JYNNEOS vaccine.

- Broken Vial/Syringe
- Expired Vaccine
- Failure to store properly upon receipt
- Lost or unaccounted for vaccine
- Mechanical failure Natural disaster/Power outage
- Open vial but all doses not administered
- Recall
- Storage Unit too cold
- Storage Unit too warm
- Vaccine drawn into syringe but not administered
- Vaccine spoiled in transit (Freezer/Warm)

Audience

Administrator

Step 5 of 5: Review Inventory

You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

Manage Inventory

Add Inventory for Site (bqs site)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: Show Active Inactive Non-Expired Expired
 State Private All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	Boostrix	123456	8	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	FluLaval IIV4	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	FluMist	7uyf	11	Y	Y	08/12/2028

Audience

Administrator

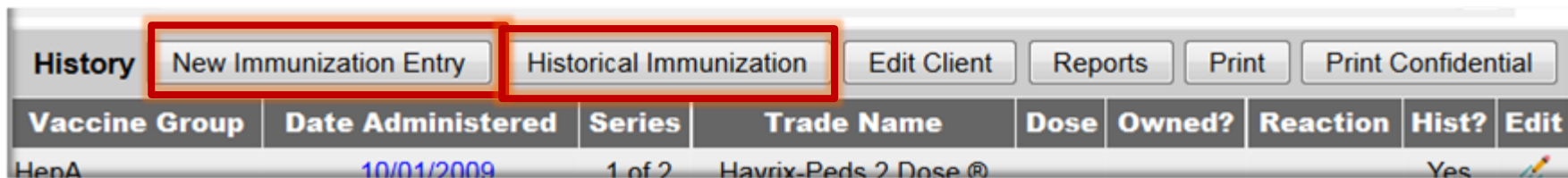
New vs. Historical Immunizations

New vs. Historical Immunizations (1 of 2)


- Immunizations are documented as “new” or “historical” depending on whether or not they were given using inventory managed in the NCIR.

Inventory managed in the NCIR: Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory**.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.
- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**. (This option should not be used for JYNNEOS at this time).



The screenshot shows a software interface with a toolbar and a data table. The toolbar contains buttons for 'History', 'New Immunization Entry', 'Historical Immunization', 'Edit Client', 'Reports', 'Print', and 'Print Confidential'. The 'New Immunization Entry' and 'Historical Immunization' buttons are highlighted with a red box. Below the toolbar is a table with the following columns: Vaccine Group, Date Administered, Series, Trade Name, Dose, Owned?, Reaction, Hist?, and Edit. The first row of data shows: HepA, 10/01/2009, 1 of 2, Havrix-Peds 2 Dose®, and Yes.

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HepA	10/01/2009	1 of 2	Havrix-Peds 2 Dose®				Yes	


New vs. Historical Immunizations (2 of 2)

New Immunization Entry

- Doses from inventory managed by an organization in the NCIR

Historical Immunization

- Immunizations entered into NCIR, but not using an organization's current inventory (such as when recording an out-of-state record) **DO NOT ENTER JYNNEOS DOSES AS HISTORICAL.**

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HepA	10/01/2009	1 of 2	Havrix-Peds 2 Dose®				Yes	

Adding and Editing New Immunizations

Steps for Adding New Immunizations

Step 1 of 4: Navigate to Client Record

1. Locate client record.
2. Select **History/Recommend**.

Personal Information - Client ID: 5999144

Last Name
 First Name
Middle Name
 Mother's Maiden Last
 Mother's First Name

Notice

*NOTE: Fields marked with an asterisk * are required.*

Save
History/Recommend
Reports
Cancel

Once you have located your client's record, you can start documenting new immunizations by selecting the: **History/Recommend** button.

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 05/18/2009

Client Information **Responsible Person(s)** **Client Comment(s)**

Eligibility

Verification
Date:
Eligibility as reported by Responsible Person:

Provider Organization Specific Data

Chart #
Status

Ethnicity

Race

Audience

Typical User

Inventory Control

Administrator

Step 2 of 4: Choose Method of Entering Immunization

There are 2 ways to enter a live immunization from inventory.

1. New Immunization Entry

2. Add Selected

Both options will take you to the same entry screen. However, you must select the vaccines that you would like to document manually when **New Immunization** is clicked. **Add Selected** will add the selected immunizations (via the green check marks) automatically for you.

Client Information - Client ID: 5999144

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart #
 WILLIE WONKA 05/01/2006 M ACIP 5678

Address 123 elm street, RALEIGH, NC 27606

Comments

History **New Immunization Entry** **New Immunization Entry** Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	

Current Age: 3 years, 19 days

Vaccines Recommended by Selected Tracking S **Add Selected** Add Selected

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	DTP/aP	11/04/2007	11/04/2007	12/04/2007	04/30/2013
<input checked="" type="checkbox"/>	HepA	05/01/2007	05/01/2007	05/01/2025	
	HepB	Complete			
<input checked="" type="checkbox"/>	Hib	05/01/2007	05/04/2007	09/01/2007	04/30/2011
<input checked="" type="checkbox"/>	Influenza	11/01/2006	11/01/2006	05/01/2007	04/30/2025
<input type="checkbox"/>	Meningo	05/01/2017	05/01/2017	05/01/2021	04/30/2025
<input checked="" type="checkbox"/>	MMR	05/01/2007	05/01/2007	09/01/2007	
<input checked="" type="checkbox"/>	PneumoConjugate 7	06/12/2006	07/01/2006	08/01/2006	04/30/2011

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details

1. Choose your organization in the **Organization Site** drop down box
2. Choose your **Ordering Authority**
3. Choose who administered the shot

Current Age: 3 years, 19 days

Active immunization inventory on : 05/20/2009 OK Cancel

Unselect All Defaults for new immunizations

Immunization	* New	Organization Site	Ordering Authority	Administered By	Entered	Activate Expired
DTP/aP	<input checked="" type="checkbox"/>	Joy's Test Org	Doctor, Head	Sampson, Brock	05/20/2009	<input type="button" value="Activate Expired"/>
HepA	<input type="checkbox"/>					
HepB	<input type="checkbox"/>					
Hib	<input type="checkbox"/>					
HPV	<input type="checkbox"/>					
Meningo	<input type="checkbox"/>					
MMR	<input type="checkbox"/>					
PneumoConjugate 7	<input type="checkbox"/>					
Polio	<input type="checkbox"/>					
Rotavirus	<input type="checkbox"/>					
Td	<input type="checkbox"/>					
Tdap	<input type="checkbox"/>					
Varicella	<input type="checkbox"/>					

Make sure the vaccine is selected

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details (cont.)

4. Choose the **date** the shot was administered either by typing in the date or clicking on the calendar. (Note: you can leave the date administered box empty and it will default to the current date)
5. When you click on the calendar it will pop up and default to the current day. Click **OK**.
6. When you're finished click **OK**.

Current Age: 3 years, 19 days

When you're finished, click **OK** to continue documenting

Immunization	* New	Organization Site	Ordering Authority	Administered By	Date Administered	Activate Expired
DTP/aP	<input checked="" type="checkbox"/>	Joy's Test Org	Doctor, Head	Sampson, Brock	05/20/2009	<input type="checkbox"/>
HepA	<input type="checkbox"/>					
HepB	<input type="checkbox"/>					
Hib	<input type="checkbox"/>					
HPV	<input type="checkbox"/>					
Meningo	<input type="checkbox"/>					
MMR	<input type="checkbox"/>					
PneumoConjugate 7	<input type="checkbox"/>					
Polio	<input type="checkbox"/>					
Rotavirus	<input type="checkbox"/>					
Td	<input type="checkbox"/>					
Tdap	<input type="checkbox"/>					
Varicella	<input type="checkbox"/>					

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details (cont.)

You must first verify the patient's Eligibility* by selecting from the drop down box. You will not be able to progress past this screen without completing this step. **Ensure the patient's Race and Ethnicity is also documented/reviewed.**

Click 'OK' once you are finished.

OK Cancel

New Immunizations (1)

Date Provided: 05/20/2009 Ordering Authority: Medicaid

Eligibility as reported by Responsible Person:

Immun	Volume	* Body Site	Route	* Administered By	Remove
Pediarix\AC216584AA\state		left thigh	intramuscular	Sampson, Brock	<input type="checkbox"/>
KINRIX\Test State\state					
Pediarix\AC216584AA\state					
Tripedia\AB32434AA\private					
Tripedia\W1985CA\state					
Tripedia\W20531AA\private					

VIS Publication Dates for New Immunizations

(Pediarix\AC216584AA\state)

Pediarix	DTP/aP:	05/17/2007
Pediarix	HepB:	07/18/2007
Pediarix	Polio:	01/01/2000

Notice that as you choose vaccines, the VIS Publication Date will display at the bottom with the most current date. You can choose the date of the actual copy that the patient received by clicking on the drop down box.

Audience

Typical User

Inventory Control

Administrator

***JYNNEOS is available free of charge to all high risk patients, regardless of insurance status.**

Step 4 of 4: Review Submissions

The shots that you have entered will appear under the **History** section on the **History/Recommend** screen.

Client Information - Client ID: 5999144

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
WILLIE WONKA	05/01/2006	M		ACIP	5678

Address: 123 elm street, RALEIGH, NC 27606

Comments:

History New Immunization Entry Historical Immunization Edit Client Reports Print Print Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
	05/20/2009	4 of 5	Pediarix ®	Full				
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
	05/20/2009		Pediarix ®	Full				
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
	05/20/2009	4 of 4	Pediarix ®	Full				

Audience

Typical User

Inventory Control

Administrator



Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

NC Vaccines Help Desk

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm_vaccine