

## Accounting for and Reconciling Multi-Dose Vials of Flu Vaccine in CIIS

Because CIIS only tracks the number of doses given in the adult form (0.5 ml) for the 5 ml multi-dose vials of flu vaccine, you will need to have a process in place to account for the .25 ml doses that are given to patients 6 to 35 months of age.

The process could be as simple as using a tally sheet to capture the number of .25 ml doses administered. Then, for every TWO doses of .25 ml vaccine administered, you should add ONE dose of vaccine to your on-hand inventory in CIIS. You should add these doses of vaccine by making an adjustment from the *Vaccine Inventory On-Hand* screen.

Even though you have doses of flu vaccine in your storage unit, these adjustments should be made regularly so that you DO NOT run out of flu vaccine in CIIS.

We also recommend that you label the vials you want to use for children ages 6 to 35 months for "Pediatric Use" and store them separately from the vials you use for patients 36 months and older. It is also a good idea to label the vials you plan to use for adults.

### **Here is an Example:**

You have two, 5 ml multi-dose vials of Seasonal Influenza (e.g., Fluzone) in your vaccine inventory. Each vial contains ten adult doses at .5 ml. You decide to use one 5 ml multi-dose vial of Seasonal Fluzone for children ages 6 to 35 months. Since the dosage is .25 ml for this age group, you label this vial for "Pediatric Use." The second vial that you plan to use for patients 36 months and older you label for "Adult Use" since the dosage for this age group is .5 ml. As you administer the .25 ml doses, you record them on your tally sheet.

By the end of the week, you recorded on your tally sheet that 12 pediatric doses (.25 ml each) were administered. Therefore, you should add 6 doses of Seasonal Fluzone to your on-hand inventory in CIIS. REMEMBER: As mentioned earlier, for every TWO doses of .25 ml vaccine administered, you should add ONE dose of vaccine to your on-hand inventory in CIIS. **An easy way to figure out how many doses to add is to divide the number of doses administered by 2.**

In the above example: 12 pediatric administered doses divided by 2 = 6 doses that need to be added back into your on-hand inventory in CIIS.

The following screen shots provide instructions for making the adjustment in CIIS.

Step 1. From the *Vaccine Inventory On-Hand* screen, select the flu vaccine that you want to adjust by clicking on the corresponding radio button.

Step 2. Click on the "Adjustment" button and you will be navigated to the *Vaccine Inventory Adjustment* screen.

To account for the number of .25 ml doses administered from my VFC inventory location.

Step 1. From the "Vaccine Inventory On-Hand" screen, select the Flu vaccine by clicking on the corresponding radio button. Notice, in this example there are currently 20 "Doses On-Hand."

Step 2. Click on the "Adjustment" button.

Vaccine (Brand)	Lot No	Exp Date	Funding Source	Doses On-Hand
VFC 007				
<input type="radio"/> DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))	PMC 49281-0286-10	ERRTY11 10/31/2015	VFC	9
<input type="radio"/> Hep A, Ped/Adol (Vaqta (0.5 mL x 10 vials))	MSD 00006-4831-41	HJTULA12 11/30/2015	VFC	9
<input type="radio"/> Hib (PedvaxHIB) (Pedvax (0.5 mL x 10 vials))	MSD 00006-4897-00	SATOP12 01/31/2015	VFC	10
<input checked="" type="radio"/> Influenza, Seasonal (Fluzone 2013-2014 (5mL multidose vial))	PMC 49281-0392-15	MULDOS 01/31/2015	VFC	20

Step 3. Enter a date that is between the *Begin Date* and *End Date* of your current, open reconciliation.

Step 4. Select the *Add/Delete Initial Inventory* reason from the drop-down arrow.

Step 5. Enter the number of doses to be added to your flu vaccine inventory. (In our example, we need to add 6 doses. You can choose to enter a comment in the *Comments* field that will help you track these adjustments.

Step 6. Click the "Create" button to save your adjustment.

Step 3. Enter a date that is between the "Begin Date" and "End Date" of your current, open reconciliation.

Step 4. Select the "Add/Delete Initial Inventory" reason from the drop-down arrow.

Step 5. Enter the number of doses to be added to your inventory. In the "Comments" field, you can choose to enter a comment.

PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC

Welcome PHYLL

Date

Inventory Location: VFC 007

Vaccine | Mfg | NDC: INFLUENZA, SEASONAL | PMC | 49281-0392-15

Lot Number: MULDOS

Expiration Date: 01/31/2015

Funding Source: VFC

Doses On-Hand: 20

Reason: ADD/DELETE INITIAL IN

Doses Adjusted: 6 (Entering a positive number increases the inventory. Enter a negative number to decrement inventory.)

Container Id

Comments: ACCOUNTING FOR .25 ML PEDIATRIC DOSES

Create Cancel

PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC Welcome PHYLLIS TRAINER, Log Out

		Edit	Adjustment	Transfer	Inquiry		
	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand
<b>VFC 007</b>							
<input type="radio"/>	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials))	PMC	49281-0286-10	ERRTY11	10/31/2015	VFC	9
<input type="radio"/>	Hep A, Ped/Adol (Vaqta (0.5 mL x 10 vials))	MSD	00006-4831-41	HJTULA12	11/30/2015	VFC	9
<input type="radio"/>	Hib (PedvaxHIB) (Pedvax (0.5 mL x 10 vials))	MSD	00006-4897-00	SATOP12	01/31/2015	VFC	10
<input checked="" type="radio"/>	Influenza, Seasonal (Fluzone 2013-2014 (5mL multidose vial))	PMC	49281-0392-15	MULDOS	01/31/2015	VFC	26
<input type="radio"/>	Polio-IPV (IPOL (5.0 mL multi-dose vial))	PMC	49281-0860-10	RRUU5500	12/31/2014	VFC	9
<input type="radio"/>	VAR (Varivax) (Varivax (0.5 mL x 10 vials))	MSD	00006-4827-00	OOTYOR1	02/28/2015	VFC	12

Notice, I now have 26 "Doses On-Hand. This adjustment accounts for the pediatric doses that were administered.

Edit    Adjustment    Transfer    Inquiry

If you have questions about this process, please contact the Vaccine Ordering Module (VOM) Help Desk at (303) 692-2437 and select option 1.