Site Inventory

Objective: At the completion of this section, the learner will know:

- process for updating a site’s vaccine inventory in ImmPRINT

Sites that administer vaccines (clinics and pharmacies) can document their vaccine inventory in ImmPRINT. Documenting vaccine inventory in ImmPRINT is a useful tool to assist sites with monitoring their vaccine supply, expiration dates, and for recalling purposes. Sites are not required to utilize this feature, but it is recommended.

Reviewing Inventory

To review your site’s inventory in ImmPRINT, users will need to go to “Site Maintenance” and “Site Inventory”.

The “Inventory” page will appear displaying any vaccines that are documented in ImmPRINT. Be aware that expired vaccines are listed in red text, while those vaccines expiring in 90 days are listed in green text, and all other vaccines are listed in black text.
Add New Inventory

To add vaccine to a site’s inventory, select “Add New Inventory” from the “Inventory” page. The “Inventory Details” page for the clinic will appear. The user is required to select one of the five ways the vaccine stock was purchased: VFC, private purchased, state purchased, county purchased, or 317 purchased. Users should then complete all fields with an *. Please review the information for accuracy, as this affects the system to promptly alert users about expiration dates and recalled vaccines. Once completed, select “Save”, and the user will be taken back to the “Inventory Details” page. If this was done in error, simply select “Cancel”. All Vaccine for Children (VFC) providers’ inventory is uploaded automatically to the site inventory page, with the exception of MMRV and varicella. These two vaccines will need to be manually entered following the steps above.

New Lot Request
ImmPRINT receives information about all vaccines that are available and approved for administration only in the U.S.; however, if a user cannot find the desired vaccine from the dropdown boxes do not select what is available. Instead, the user should select “Cancel”. They will be directed back to the “Inventory” page, and they should click “New Lot Request”.

The “Lot Details” page will appear. Provide all the information in the required fields marked with an *. In the “Lot Number” field, only use the lot number from the manufacture’s box or carton. Do not add extra characters to the lot number, as this will cause the lot request to be rejected. Users also can add comments in the comments’ section if further explanation is needed. Once all applicable information is provided, select “Submit”. A notification will be sent to an ImmPRINT teammate who will address the issue promptly.
Delete Inventory

If there is a need to delete vaccine stock, click on the vaccine’s lot number on the “Inventory” page.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>NDC</th>
<th>Lot Number</th>
<th>Brand</th>
<th>Expiration</th>
<th>Inventory Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV3 SEASONAL</td>
<td>70461-0120-10</td>
<td>1720901</td>
<td>Fluvirin</td>
<td>09/31/2018</td>
<td>Private Stock</td>
</tr>
</tbody>
</table>

The “Inventory Details” for that vaccine will be displayed. After verifying this vaccine needs to be removed, select “Delete”. The user will return to the “Inventory” page.