North Carolina Immunization Registry (NCIR)

Inventory Reconciliation (Non-COVID-19 Vaccine)

User Guide

Last Updated: January 14, 2022

NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Managing Inventory

Select **Inventory Report**.

Audience

Inventory Control
Administrator

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Step 2 of 2: Generate Inventory Report

1. Choose **Site** and **Funding**.
2. Select **Generate Report**.

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Administrator

Inventory Report pictured above

Best Practices When Counting Inventory

- Count at end of day or first thing in morning

- Be sure all doses have been entered

Looking for Missing Doses

- Compare appointment books to the transaction report

- Compare billing records to the transaction report

- Use your inventory reports

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Transaction Report

Select **Manage Inventory.**

Audience
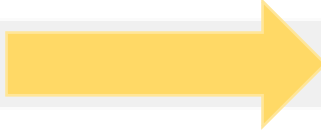
Inventory
Control

Administrator

Select **Show Transactions.**

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Choose a date range and select **View**.

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Transaction Report

Note: Doses entered historically will not appear on this report.

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Important Tips for Managing Inventory

Keep in mind.......

- If a dose is deleted from a patient record, inventory will adjust automatically

- Report transfers, accept transfers (including those resulting from vaccine orders)

- Return wasted and/or expired doses in the NCIR at the time of occurrence

- Don't forget to record doses given in off-site clinics

- Call the NC Vaccines Help Desk for assistance

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Inactivating Lot Numbers

Minimize the number of active lots in your inventory.
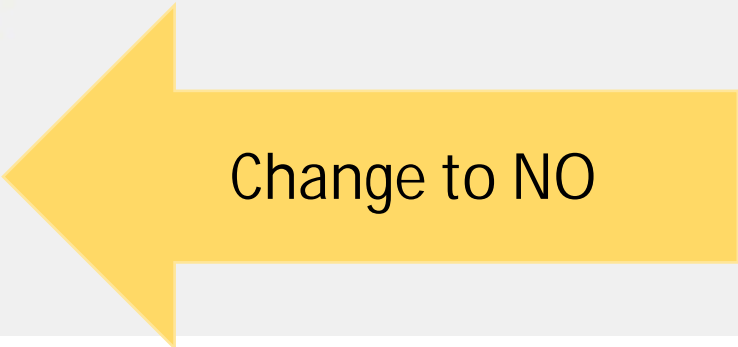
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Make Sure Vials Are Marked

Attach card or note to inactive lots until time of use.

ATTENTION!

NEW LOT#: _____

VACCINE NAME: _____

MUST BE ACTIVATED IN NCIR!

Note: Make sure to reactivate lot number in NCIR before using.

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Error Corrections

When Do I Use Error Correction?

1. A keying or data entry error during initial inventory entry

2. When you get more or less vaccine out of a multi-dose vial

3. You have exhausted all other options

When NOT to Use Error Correction

1. If inventory is expired

2. If a storage and handling issue caused the dose to be unusable

3. If the vaccine is pre-drawn and not used

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Where to Go for More Help?

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

https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee

Appendix

NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager

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