North Carolina Immunization Registry (NCIR)

Inventory Reconciliation (Non-COVID-19 Vaccine)

User Guide

Last Updated: March 22, 2022
Managing Inventory
Step 1 of 2: Navigate to Inventory Report

Select **Inventory Report**.
Step 2 of 2: Generate Inventory Report

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

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
Transaction Report
Step 1 of 3: Navigate to Inventory

Select Manage Inventory.
Step 2 of 3: Navigate to Transactions

Select **Show Transactions**.
Choose a date range and select View.
### Transaction Report

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

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**Vaccine Transactions for Organization: TEST ORGANIZATION**

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Date Given</th>
<th>Trans Date</th>
<th>Lot \ Trade Name</th>
<th>Type</th>
<th>Qty</th>
<th>Client Name</th>
<th>DOB</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST ORGANIZATION</td>
<td>03/03/2008</td>
<td>321321321</td>
<td>артейс</td>
<td>REC</td>
<td>500</td>
<td>CAROLINE HELTON</td>
<td>06/05/1995</td>
<td>Lisa Erickson</td>
</tr>
<tr>
<td>TEST ORGANIZATION</td>
<td>03/03/2008</td>
<td>5555555555</td>
<td>Certva</td>
<td>Immunize</td>
<td>.1</td>
<td>LARSEN, ERC</td>
<td>06/05/2005</td>
<td>Lisa Erickson</td>
</tr>
<tr>
<td>TEST ORGANIZATION</td>
<td>03/03/2008</td>
<td>9876543210</td>
<td>FLU234</td>
<td>Flu-Mist</td>
<td>Immunize</td>
<td>1</td>
<td>CAROLINE HELTON</td>
<td>06/05/1995</td>
</tr>
<tr>
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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
Inactivating Lot Numbers

Minimize the number of active lots in your inventory.

Change to NO
Make Sure Vials Are Marked

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

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

<table>
<thead>
<tr>
<th>NCIR Role</th>
<th>Role Definition</th>
<th>Corollary Role in CVMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Only</td>
<td>This person in NCIR is only able to search for clients and view/print client specific records.</td>
<td>N/A</td>
</tr>
<tr>
<td>Typical User</td>
<td>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.</td>
<td>Healthcare Provider</td>
</tr>
<tr>
<td>Inventory Control</td>
<td>Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrator</td>
<td>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.</td>
<td>Location Manager</td>
</tr>
</tbody>
</table>