

# North Carolina Immunization Registry (NCIR)

## Reporting Wasted Vaccine (Non-COVID-19 Vaccine)

### User Guide

Last Updated: October 2022



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



# Steps to Document Wasted Vaccine

# Step 1 of 5: Navigate to Inventory Page

From the homepage, 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 organization (TEST ORGANIZATION) and role (Administrator) are displayed. The left sidebar contains a navigation menu with categories like 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 displays announcements, release notes, and vaccine order/transfer notifications. At the bottom, there is a table titled 'Active Inventory that is Going to Expire ...' showing details for various vaccine lots.

**Inventory**

- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report
- vaccine accountability
- inventory count

**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 are four rows of options, each with a corresponding button on the right: 'Show Inventory for Sites...' with a 'Show Inventory' button (highlighted with a red box), 'Show Transactions for Sites...' with a 'Show Transactions' button, 'Update inventory Alerts...' with an 'Update Alert Prefs' button, and 'Return to the Previous Screen...' with a 'Cancel' button. Below this 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"/>	<a href="#">Boostrix</a>	123456	10	Y	Y	01/01/2020
<input type="checkbox"/>	<a href="#">Boostrix</a>	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	<a href="#">FluLaval IIV4</a>	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	<a href="#">FluMist</a>	7uyf	11	Y	Y	08/12/2028
<input type="checkbox"/>	<a href="#">FluMist LAIV4</a>	yi9086	15	Y	Y	08/08/2029
<input type="checkbox"/>	<a href="#">Fluarix IIV4 Pres-Free</a>	12584	200	Y	Y	08/08/2025
<input type="checkbox"/>	<a href="#">Fluarix IIV4 Pres-Free</a>	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:

# 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.

### Audience

Administrator

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"/>	<a href="#">Boostrix</a>	123456	8	Y	Y	01/01/2020
<input type="checkbox"/>	<a href="#">Boostrix</a>	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	<a href="#">FluLaval IIV4</a>	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	<a href="#">FluMist</a>	7uyf	11	Y	Y	08/12/2028

# Steps to Run and Send Wasted/Expired Report



# Step 1 of 3: Select Date Range for Report


If you wanted to wait to run this report once a month, you could enter the dates to cover a month's period. This part really depends on how much vaccine is wasted and or expired in your facility.


organization TEST ORGANIZATION • user Athena Roberts • role Administrator

## Audience

Administrator

**Request Wasted/Expired Report**

\* From Date:  

\* To Date:  

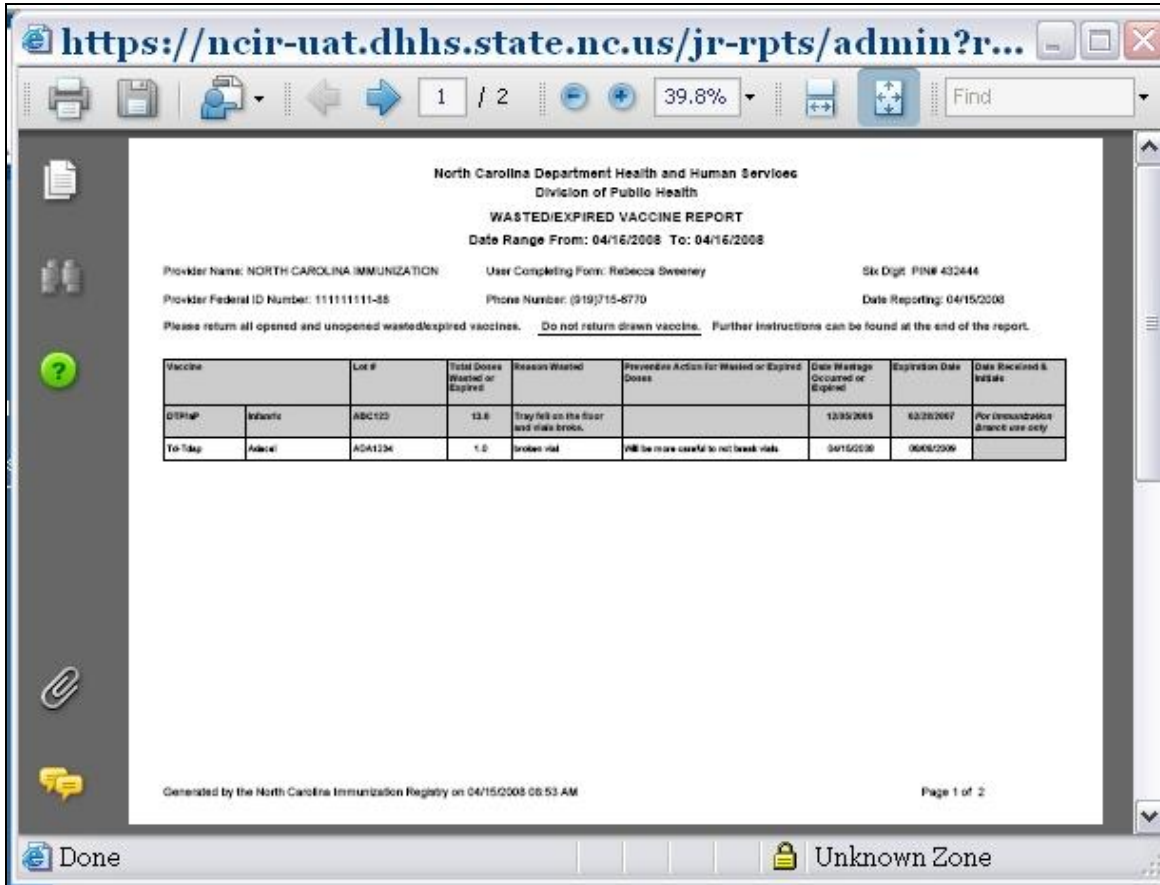
*NOTE: Fields marked with an asterisk \* are required.*

1. Click on **request wasted/expired**.
2. Enter the **From Date** and the **To Date**. This date range will give you all the wasted and expired transactions for that period.
3. Click **Generate** to view the report.

## Step 2 of 3: View Report

The wasted/ expired report will appear as a pop-up.

- Make sure the pop-up blocker is not turned on for the NCIR. You may need to make the report bigger to view. In some computers it will be a small pop up and in others it will be bigger already. The report is viewed through Adobe Reader.



https://ncir-uat.dhhs.state.nc.us/jr-rpts/admin?r...

North Carolina Department Health and Human Services  
Division of Public Health  
**WASTED/EXPIRED VACCINE REPORT**  
Date Range From: 04/16/2008 To: 04/16/2008

Provider Name: NORTH CAROLINA IMMUNIZATION      User Completing Form: Rebecca Sweeney      Six Digit PIN# 432444  
Provider Federal ID Number: 11111111-85      Phone Number: (919)715-8770      Date Reporting: 04/15/2008

Please return all opened and unopened wasted/expired vaccines. Do not return drawn vaccines. Further instructions can be found at the end of the report.

Vaccine	Lot #	Total Doses Wasted or Expired	Reason Wasted	Preventive Action for Wasted or Expired Doses	Date Message Occurred or Expired	Expiration Date	Date Received & Initials
DTaP	Infant	ABC123	13.8	Tray fell on the floor and vials broke.	12/30/2008	03/20/2007	For Immunizations Branch use only
Toxoid	Adoles	AD41234	1.0	broken vial	04/15/2008	06/01/2006	

Generated by the North Carolina Immunization Registry on 04/15/2008 08:53 AM      Page 1 of 2

Done      Unknown Zone

### Audience

Administrator

# Step 3 of 3: Print Report

This report shows the doses you documented as wasted. You can print this report for your office's records.

## Audience

Administrator

North Carolina Department Health and Human Services  
Division of Public Health

WASTED/EXPIRED VACCINE REPORT

Date Range From: 04/15/2008 To: 04/15/2008

Provider Name: NORTH CAROLINA IMMUNIZATION

User Completing Form: Rebecca Sweeney

Six Digit PIN# 432444

Provider Federal ID Number: 111111111-88

Phone Number: (919)715-6770

Date Reporting: 04/15/2008

Please return all opened and unopened wasted/expired vaccines. Do not return drawn vaccine. Further instructions can be found at the end of the report.

Vaccine	Lot #	Total Doses Wasted or Expired	Reason Wasted	Preventive Action for Wasted or Expired Doses	Date Wastage Occurred or Expired	Expiration Date	Date Received & Initials	
DTP/aP	Infanrix	ABC123	13.0	Tray fell on the floor and vials broke.		12/05/2006	02/28/2007	For Immunization Branch use only
Td-Tdap	Adacel	ADA1234	1.0	broken vial	Will be more careful to not break vials	04/15/2008	08/08/2009	

# 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

For help desk hours or to submit a ticket, please click the link below:

[https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.com/csm_vaccine)

# Appendix

# NCIR Roles

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