

WyIR Inventory

Quick Reference Guide

Public Vaccine Program providers are required to manage publicly-supplied vaccine inventory in the Wyoming Immunization Registry (WyIR).

WyIR Inventory Best Practices

- Reconcile inventory monthly, and prior to creating vaccine orders and transfers.
- Inactivate “0” lot numbers
- Report short-dated vaccine if unable to use.
 - See [Quick Reference Guide: Short-Dated Vaccines](#)
- Reconcile expired vaccines immediately upon expiration
- Reconcile vaccines deemed as nonviable immediately upon determination by a Immunization Unit
- Ensure accuracy
 - Use the most appropriate category and reason
 - CDC requires dose by dose accountability.

Save v. Submit

- “Save Inventory”
 - Not submitted to the Immunization Unit
 - Can still be changed prior to creating an order
 - Can be used to reconcile outside the order window or when there are interruptions
- “Submit Inventory”
 - Submitted to the Immunization Unit
 - Cannot be changed
 - To make corrections you will need to re-submit
 - Must be done prior to placing a vaccine order

WYIR SCREENSHOTS

Log in at https://wyir.health.wyo.gov/wyir_wy/

1. Click on Lot Numbers to pen the drop-down menu
 2. Click on the Reconciliation link to open the “Reconcile Inventory” screen
 3. Reconcile every vaccine using the most appropriate category and reason.
 4. Click “Submit Monthly Inventory.”
- Inventory has been reconciled!

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	32PC3	12/14/2015	12	11	-1.0	Wasted	Broken/Dropped/Spilled	Y	<input type="checkbox"/>	+
DTaP/Hep B/IPV (Pediarix)	7537C	04/17/2016	0		0.0	--No Category Required--	--No Reason Required--	Y	<input checked="" type="checkbox"/>	+
DTaP/Hib/IPV (Pentacel)	C4483AA	10/04/2014	3	10	7.0	Transfer	Received from another provid	Y	<input type="checkbox"/>	+
Td (7 yrs & older) Preserv Free	U4317AA	07/18/2014	10	10	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	N2K27	10/01/2015	16	16	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Varicella (Varivax)	J009167	07/24/2015	14	14	0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Inventory Last Submitted: 04/16/2014

Print Reset Save

Submit Monthly Inventory