

# Stocking up for Success

Effective Vaccine Inventory Management in the WylR

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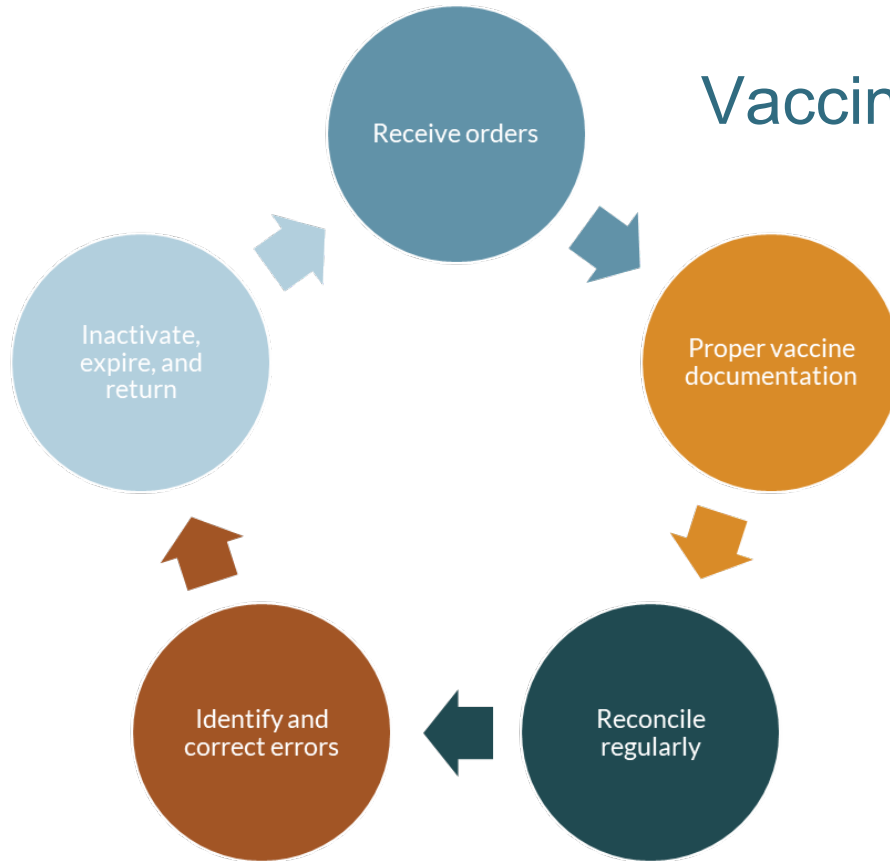


# Objectives

- Identify and implement best practices for vaccine inventory management.
- Describe and apply effective processes for reconciling vaccine inventory.
- Utilize available tools and resources to address and resolve vaccine inventory challenges.

# Vaccine Dose Accountability

# Vaccine Dose Accountability



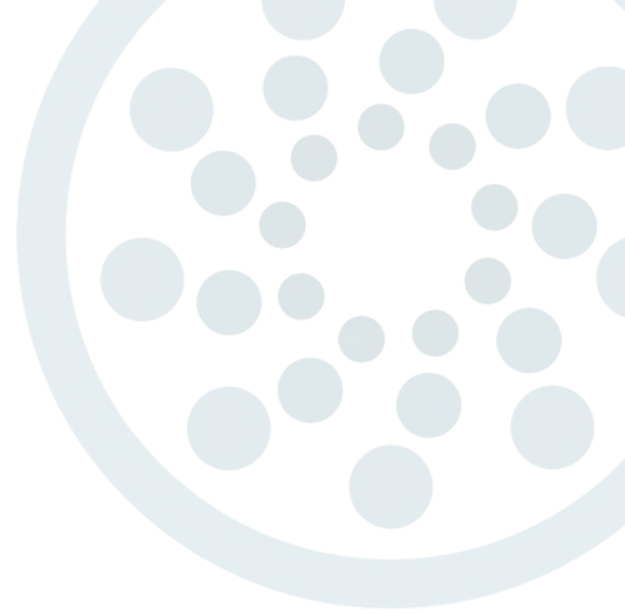
It's cyclical!



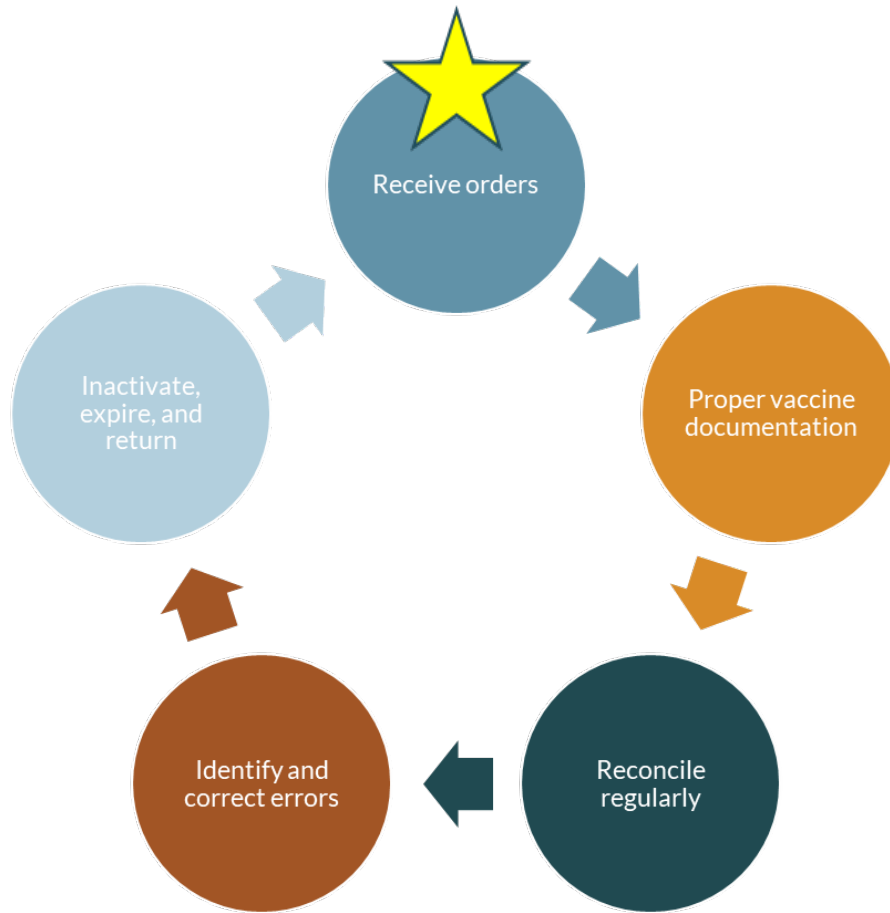
# Vaccine Dose Accountability

Why is it important?

- Cost effective
- Accurate patient records
- Time management
- Requirement of Public Vaccine Program (PVP) Providers



# Receiving Orders





VOMS

Home

Inventory

Orders & Returns

Orders & Transfers

Search History

Cold Storage

Reports

Admin & Settings

# Receiving Orders

Orders and Transfers

ORDER SEARCH

Inbound  
Orders & Transfers

Outbound  
Transfers

Action	Type	Order #	Sender	Order Date	Status
RECEIVE	Order	24051	McKesson	07/10/2020	Partially Received
RECEIVE	Order	24050	McKesson	07/08/2020	Shipped
VIEW	Order	24086	McKesson	04/13/2021	Pending Local Approval
VIEW	Order	20588	McKesson	10/15/2018	Denied



STC



IMMUNIZATION  
UNIT



# Receiving Orders

VACCINE	LOT #	EXPIRATION DATE	RECEIPT DATE	FUNDING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
DTaP/DT/Td HEP-B 3 DOSE POLIO									
Dtap-Hep B-Ipv Pediarix - Pfs SKB 10 pack - SYRINGES NDC: 58160-0811- 52 Tracking #	23YL4	04/04/2022 ✕		PUB	40	40	40	40	<div>ADJUST</div> <div>ADD LOT</div>
DTaP/DT/Td POLIO									

Enter Receipt Quantity for the items that have physically arrived at your facility. Leave blank if the vaccine has not yet arrived at your facility.

CANCEL

RECEIVE




# Receiving Orders

RECONCILE INVENTORY: Next Report Due: 03/19/2024 (Past Due) Last Submitted Report: 03/12/2024

Public ☐ Private ☐

Date Range: 03/12/2024 - 03/19/2024

**DTapP/DtT/d HEP-B 3 DOSE POLIO**

Dtap-Hep B-lpv Pediarix - Pfs SKB 10 pack - SYRINGES NDC: 58160-0611-52	934NJ	 12/10/2021	PUB	<a href="#">VIEW</a>	42	<input type="text"/>
	5CKSK	 01/17/2022	PUB	<a href="#">VIEW</a>	201	<input type="text"/>
	23YL	 04/01/2024	PUB	<a href="#">VIEW</a>	160	<input type="text"/>

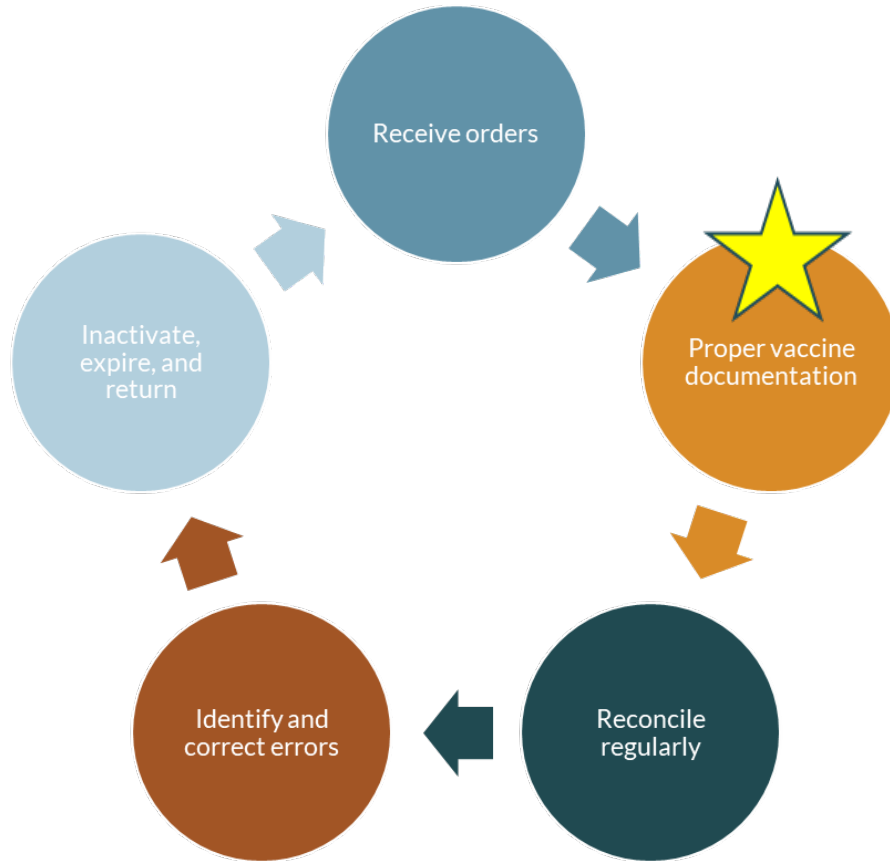
**Navigation Menu:**

- Home
- Inventory
  - Reconciliation
  - Search/Add Inventory
  - Correct Decrementing
- Orders & Returns
- Cold Storage
- Reports
- Admin & Settings

# Receiving Orders

- Immediately store vaccine orders when received
- Only doses physically received should be marked as such in the WylR.
- Frozen and refrigerated vaccine may be shipped separately
- May be marked as “Partially Received”
- DO NOT add doses manually

# Proper Vaccine Documentation



# Proper Vaccine Documentation



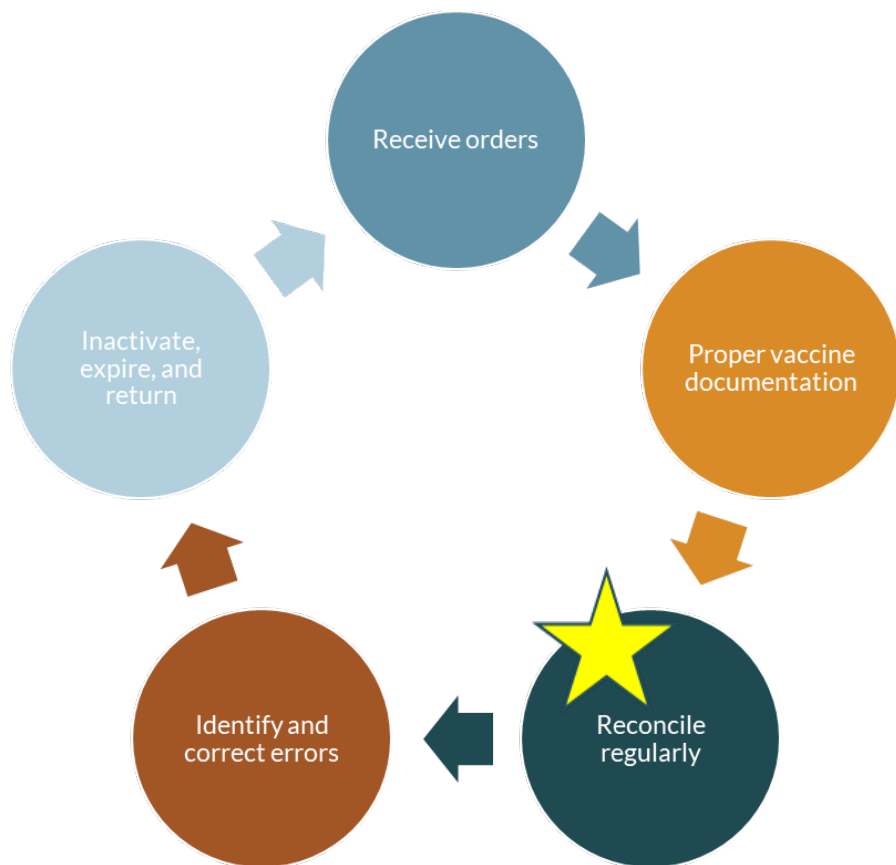
# Proper Vaccine Documentation - Lot Numbers

Watch out for O's (O) being written instead of ZEROS (0)

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Qu
HepB					
Hep B Ped/Adol - Preserv Free Recombivax Hb - Sdv MSD 10 pack - VIALS NDC: 00006-4981-00	X002469	05/22/2025	PUB	<a href="#">VIEW</a>	
Hep B Ped/Adol - Preserv Free Recombivax Hb Pfs MSD 10 pack - SYRINGES NDC: 00006-4093-02	XOO2469	05/22/2025	PUB	<a href="#">VIEW</a>	
	X024136	05/21/2026	PUB	<a href="#">VIEW</a>	



When you realize you've been documenting 'O' instead of '0' for months...



Reconcile Regularly



# Reconcile Regularly

## Reconciliation best practices:

- Do it every 30 days and before each order
  - Or more frequently if needed
- If something doesn't match - research and troubleshoot sooner rather than later
- Use our reconciliation reference guides on [ImmunizeWyoming.com](https://immunizewyoming.com)

# Reconcile Regularly



Quantity  
on-hand



Physical  
Inventory

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/Tdap/Td									
<b>Dtap</b> Infanrix - Pfs SKB 10 pack - SYRINGES NDC: 58160-0810-52	A5573	07/13/2025	PUB	<a href="#">VIEW</a>	5	<input type="text"/>			<input type="checkbox"/>
	47Y5M	06/26/2026	PUB	<a href="#">VIEW</a>	20	<input type="text"/>			<input type="checkbox"/>
<b>Tdap</b> Boostrix - Pfs SKB 10 pack - SYRINGES NDC: 58160-0842-52	NR5DX	02/02/2026	PUB	<a href="#">VIEW</a>	7	<input type="text"/>			<input type="checkbox"/>
	T3Z7D	05/05/2026	PUB	<a href="#">VIEW</a>	40	<input type="text"/>			<input type="checkbox"/>
	TD2FD	05/31/2026	PUB	<a href="#">VIEW</a>	18	<input type="text"/>			<input type="checkbox"/>
<b>Tdap</b> Tdap; Sdv; 10-pack SKB 10 pack - VIALS NDC: 58160-0842-11	LK59T	01/13/2026	PUB	<a href="#">VIEW</a>	16	<input type="text"/>			<input type="checkbox"/>
<b>Tdap</b> Tdap; Syr; 5-pack PMC 5 pack - SYRINGES NDC: 49281-0400-20	U7983AA	01/18/2026	PUB	<a href="#">VIEW</a>	48	<input type="text"/>			<input type="checkbox"/>



# Reconcile Regularly

## MMR Varicella

<b>Mmr</b> Proquad MSD 10 pack - VIALS NDC: 00006-4171-00	X025095	 04/16/2025	PUB	VIEW	6	<input type="text"/>			<input type="checkbox"/>
	Y008786	10/30/2025	PUB	VIEW	10	<input type="text"/>			<input type="checkbox"/>

## Orthopoxvirus

<b>Vaccinia, Smallpox Monkeypox Vaccine Live, Pf, Sq Or Id Injection</b> Jynneos - Vaccinia, Smallpox Monkeypox Vaccine, Live Attenuated, Preservative Free BN 1 pack NDC: 50632-0001-01	FDP00014	 09/30/2024	PUB	VIEW	13	<input type="text"/>			<input type="checkbox"/>
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## Varicella

<b>Varicella</b> Varivax - Sdv MSD 10 pack - VIALS NDC: 00006-4827-00	Y011017-VFC	06/18/2026	PUB	VIEW	0	<input type="text"/>			<input type="checkbox"/>
	Y013350-VFC	08/02/2026	PUB	VIEW	8	<input type="text"/>			<input type="checkbox"/>

CLEAR

SAVE

SUBMIT INVENTORY



Expired  
Vaccines



Expires in  
<90 days



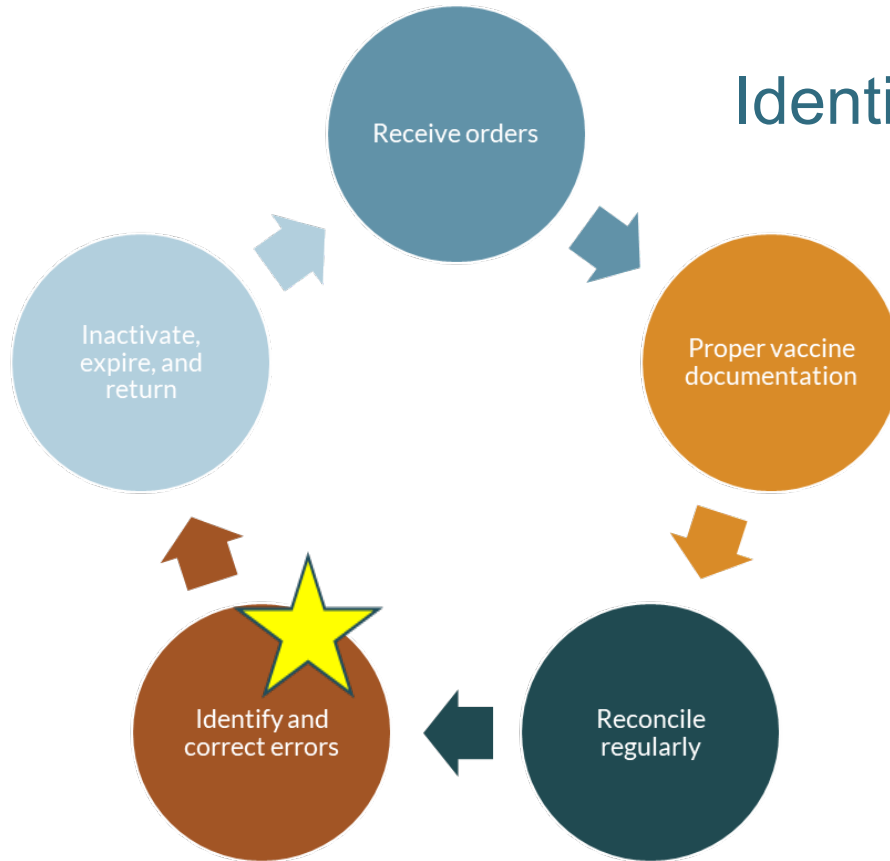
IMMUNIZATION  
UNIT



When those inventory numbers just don't add up...

# Questions?

# Identify and Correct Errors



# Identify and Correct Errors - Problem Solving

What should you do when numbers don't match?

Available tools for troubleshooting:

- Correct Decrementing
- Patient Detail Report
- Lot Usage and Recall Report

AND WHEN NUMBERS STILL AREN'T RIGHT??

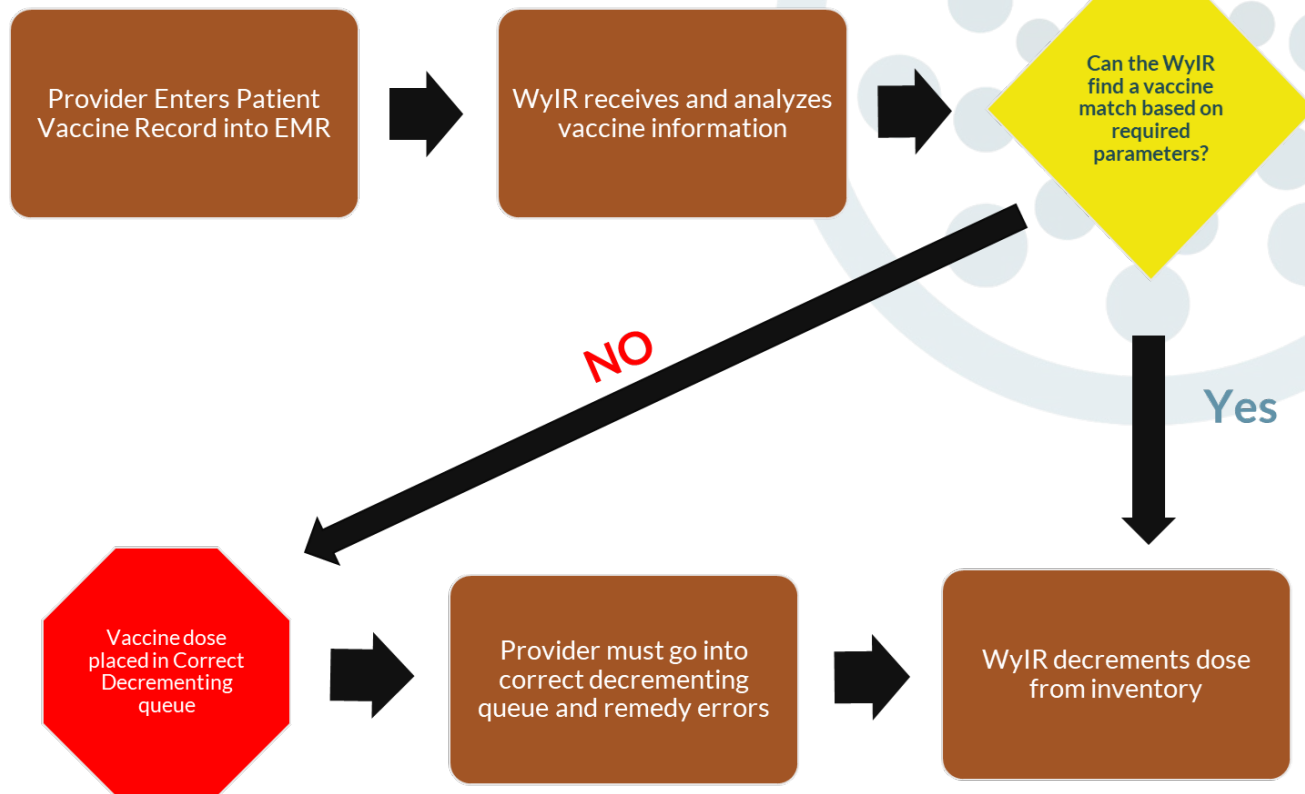
Reach out to the WylR Help Desk

# Correct Decrementing

## Dec·re·ment

/ˈdekrəmənt/ verb

- To cause a discrete reduction in quantity






 Search Vaccine/Facility/Funding Source

Vaccine:  Type Vaccine Name ×

Funding Type: All Funding Sources ▼

Date Imported:  MM/DD/YYYY ×

Through:  MM/DD/YYYY ×

CLEAR

SEARCH

### Search Results

	Vaccine —	Manufacturer —	Organization/ Facility —	Lot # —	Funding Source —	Patient ID	Count # —	Date Imported —	Available Lot Numbers	Reason —
<input type="checkbox"/>	Covid-19, Mrna, Lnp-s, Pf, Tris- sucrose, 30 Mcg/0.3 MI	Pfizer, Inc		HD9835	PRVT	<a href="#">VIEW</a>	1	04/15/2024	<a href="#">VIEW LOTS</a>	Lot with this Funding Source is not found in the inventory
<input type="checkbox"/>	Covid-19, Mrna, Lnp-s, Pf, Tris- sucrose, 30 Mcg/0.3 MI	Pfizer, Inc		HD9835	PRVT	<a href="#">VIEW</a>	1	04/11/2024	<a href="#">VIEW LOTS</a>	Lot with this Funding Source is not found in the inventory
<input type="checkbox"/>	Covid-19, Mrna, Lnp-s, Pf, Tris- sucrose, 30 Mcg/0.3 MI	Pfizer, Inc		HD9835	PRVT	<a href="#">VIEW</a>	2	04/05/2024	<a href="#">VIEW LOTS</a>	Lot with this Funding Source is not found in the inventory
<input type="checkbox"/>	Tdap	Glaxosmithkline		P5SR5	PRVT	<a href="#">VIEW</a>	1	04/04/2024	<a href="#">VIEW LOTS</a>	Lot with this Funding Source is not found in the inventory



# Identify and Correct Errors

## Inventory Management Reports

The screenshot displays the Immunization Unit software interface. A sidebar on the left contains a navigation menu with categories: Main, Dashboard, Message, Favorites, Patient, Waitlist, Vaccinations, Exec. Dashboard, Organization, Facilities, Physicians & Vaccinators, Search/Add, Search Results, Detail, Inventory Management, VOMS 2.0, Dashboard Reports, COVID-19, Reports, Settings, Reminder/Recall, DTT, HEDIS, Scheduled Reports, Search Report Jobs, Received Reports, Job Queue, Change Password, Administration, Campaigns, and Answers. The main content area is divided into three columns: Reports, Patients, and Site Information. The Reports column is further divided into Vaccinations, Wyoming Vaccinates Important People, Registry, Vaccine Management, and Inventory Adjustment Report. The Patients column contains links for Patient Detail, Patient Totals, Recall for Inactivation, Updated Patients Labels, Clinical Notes, Contraindication Report, and Aggregate Contraindication Report. The Site Information column contains links for Provider Contact and Physician/Vaccinator Detail. The Quality column contains links for Patient Data Quality Detail, Vaccination Data Quality, Vaccination Data Quality Detail, Administrator Data Quality, and Pre and Post Enhancement Benchmark Report. The Administrative column contains links for Patient Queries and Patient Changes. Usage Tracking is also visible. Red arrows with numbers 1 through 4 indicate a sequence of steps: Arrow 1 points to the 'Reports' link in the sidebar; Arrow 2 points to the 'Inventory Management' link in the sidebar; Arrow 3 points to the 'Lot Usage and Recall Report' link in the Reports column; and Arrow 4 points to the 'Patient Detail' link in the Patients column. The 'Schedule' button is visible next to several reports, including 'Vaccine Lots to Expire', 'Daily Inventory Report', 'Reminder/Recall Success', 'WyVIP Vaccinations Breakdown', 'Vaccine Administered', 'Program Eligibility Log', 'VFC Profile Report', 'Provider Submission Detail', 'Provider Submission', 'Registry Statistics', 'Inventory Transaction Report', 'Inventory Submission Report', 'Monthly Inventory Reconciliation Audit Report', 'Cost Report By Lot Number', 'Cold Chain Tolerance Exception Report', 'Order History Comparison Report', 'VOMS Vaccine Shipment Summary', 'Vaccine Return Adjustment Notification', 'Aggregate Wastage Report', 'Inventory Adjustment Report', and 'Vaccine Dispensed Report'.

Reports	Patients	Site Information	Quality	Administrative
<b>Vaccinations</b>	Daily Patient Immunization List	Provider Contact	Patient Data Quality Detail	Patient Queries
Vaccination Totals	Patient Detail	Physician/Vaccinator Detail	Vaccination Data Quality	Patient Changes
Vaccinations Breakdown	Patient Totals		Vaccination Data Quality Detail	Usage Tracking
Lot Number Summary	Recall for Inactivation		Administrator Data Quality	
Lot Usage and Recall Report	Updated Patients Labels		Pre and Post Enhancement Benchmark Report	
Vaccine Deferrals	Clinical Notes			
Vaccine Lots to Expire	Contraindication Report			
Daily Inventory Report	Aggregate Contraindication Report			
Reminder/Recall Success				
<b>Wyoming Vaccinates Important People</b>				
WyVIP Vaccinations Breakdown				
Vaccine Administered				
Program Eligibility Log				
VFC Profile Report				
<b>Registry</b>				
Provider Submission Detail				
Provider Submission				
Registry Statistics				
<b>Vaccine Management</b>				
Inventory Transaction Report				
Inventory Submission Report				
Monthly Inventory Reconciliation Audit Report				
Cost Report By Lot Number				
Cold Chain Tolerance Exception Report				
Order History Comparison Report				
VOMS Vaccine Shipment Summary				
Vaccine Return Adjustment Notification				
Aggregate Wastage Report				
<b>Inventory Adjustment Report</b>				
Vaccine Dispensed Report				

# Identify and Correct Errors

Lot Usage and Recall Report

## Lot Usage and Recall Report

Report Criteria

Report Date: April 8, 2019

Organization (IRMS): 5006 - 1-WYOMING DEPARTMENT OF HEALTH

Vaccinating Facility: IMMUNIZATION UNIT

Date Range: All

District/Region: All

Vaccine: DTaP    Manufacturer: GLAXOSMITHKLINE    Lot Number: 345678    Lot Facility: IMMUNIZATION UNIT    Funding Source: Public

Last Name	First Name	Birthday	SIIS Patient ID	Vaccination Date	Organization (IRMS)	Vaccinating Facility	Dose Size
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The facility that administered the lot number



The specific vaccine type, manufacturer, lot number and the facility who "owns" this lot



The names of patient(s) who received the listed vaccine criteria and lot number

# Identify and Correct Errors

Patient Detail Report

**Middle Name**      **Last Name**      **Birthday**      **Guardian F.N.**      **Phone Number**      **VFC Eligible**      **Facility**  
TESTER      T      01/01/2019      TOMMY      307-234-5678      YES      BEST WY FACILITY

Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
Full	SKB	33PA4	PUB	YES	N	Y	[REDACTED]		07/10/2019	11/05/2015
Full	SKB	4ZH95	PUB	YES	N	Y			03/12/2019	07/20/2016

# Identify and Correct Errors - Summary

Don't ignore problems!

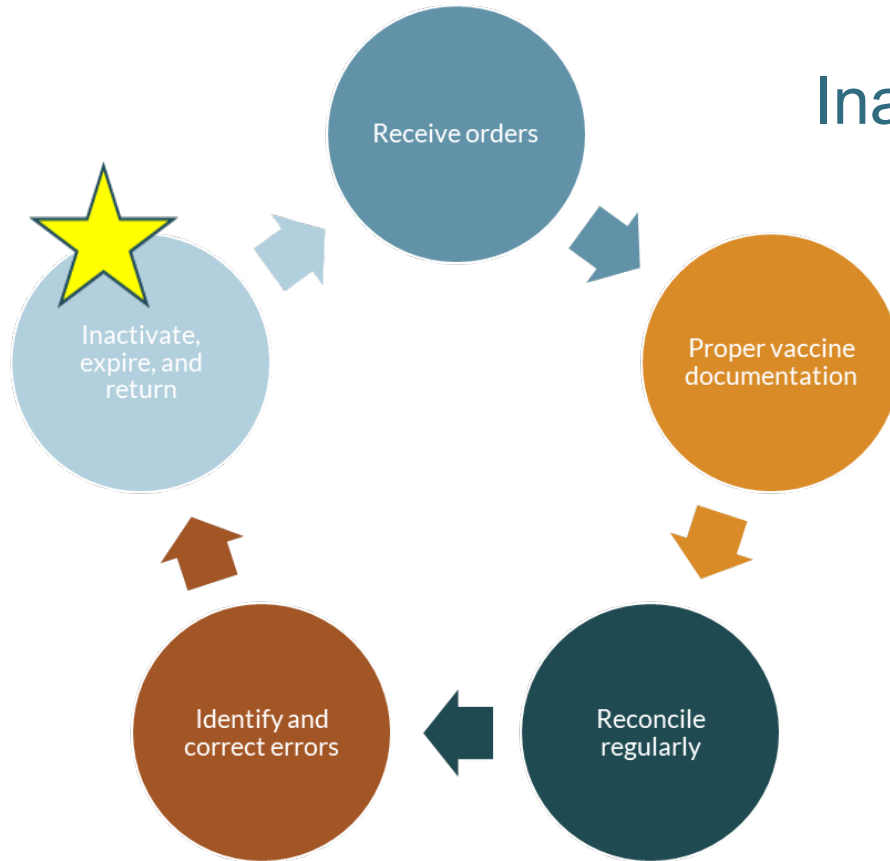
Use the tools available to help you:

- Correct Decrementing
- Patient Detail Report
- Lot Usage and Recall Report

AND WHEN NUMBERS STILL AREN'T RIGHT??

Reach out to the WylR Help Desk

# Inactivate, Expire, and Return



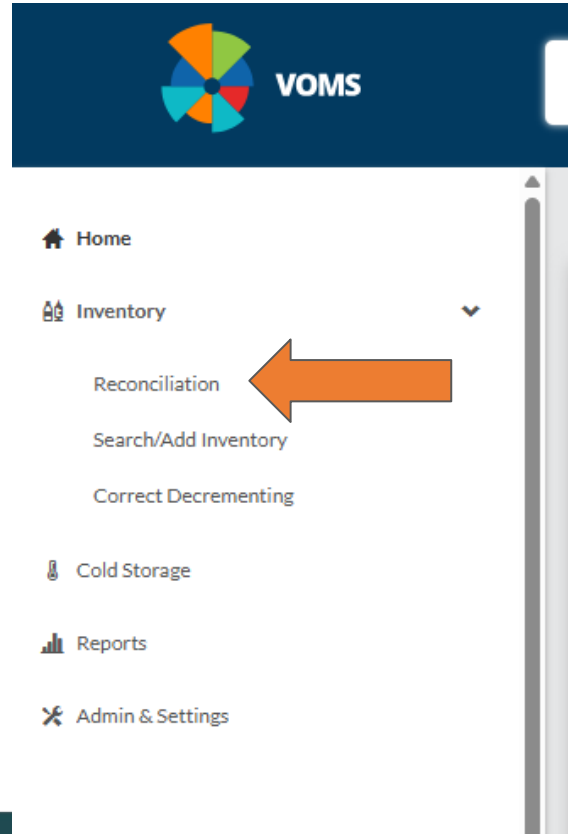
# Finalizing Inventory for Submission

Identify any doses that have:

- Zero doses left
- Expired
- Been wasted (due to spillage, been broken, etc.)



# Finalizing Inventory





RECONCILE INVENTORY - Next Report Due: 07/25/2024 (Past Due) Last Submitted Report: 07/18/2024

Public

Private

Date Range: 07/18/2024 - 07/18/2024

Vaccine

Physical Counts

Discrepancy

Adjustments

Inactivate

Dtap, 5 Pertussis Antigens Daptacel - Sdv PMC 5 pack - VIALS NDC: 49281-0286-10	25	-3	ADJUST	<input type="checkbox"/>		
Tdap Adacel-sdv PMC 10 pack - VIALS NDC: 49281-0400-10				<input type="checkbox"/>		
Tdap Tdap; Syr; 5-pack PMC 5 pack - SYRINGES NDC: 49281-0400-20	U7976AA	01/12/2026	PUB	VIEW	173	<input type="checkbox"/>

ADJUST QUANTITY

DTaP, 5 pertussis antigens - DAPTACEL - SDV | Lot#: 2CA77C1  
Exp Date: 2025-04-30 | Funding Source: PUB

Total Doses Off: 0

DOSE(S):

ADJUST:

2

Wasted

Drawn up, not used

-

1

Wasted

Broken/Dropped/Spilled

-

ADD ANOTHER REASON

CANCEL

SAVE

# Finalizing Inventory - Wastage

RECONCILE INVENTORY - Next Report Due: 07/25/2024 (Past Due) Last Submitted Report: 07/18/2024

Expired Expires < 90 Da

Public Private

Date Range: 07/18/2024 - 07/25/2024

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/Tdap/Td									
Dtap, 5 Pertussis Antigens Daptacel - Sdv PMC 5 pack - VIALS NDC: 49281-0286-10	2CA77C1	04/30/2025	PUB	<div>VIEW</div>	28	<div>25</div>	0	<ul style="list-style-type: none"><li>2 - Drawn up, not used</li><li>1 - Broken/Dropped/Spilled</li></ul>	<div></div>
Tdap Adacel-sdv PMC 10 pack - VIALS NDC: 49281-0400-10	3CA07C1	12/31/2025	PUB	<div>VIEW</div>	14	<div></div>			<div></div>

ADJUST QUANTITY

Hep A, adult - VAQTA-Adu-PFS | Lot#: X006702

Exp Date: 2024-10-01 | Funding Source: PUB

Total Doses Off: 0

DOSE(S):

ADJUST:

11

Expired

Select Adjustment Reason

ADD ANOTHER REASON

Expired

Expired Opened Multi-dose Vials

# Finalizing Inventory - Inactivate

<div>PublicPrivate</div>									
<b>Tdap</b>									
Adacel-sdv									
PMC									
10 pack - VIALS									
NDC: 49281-0400-10									
	3CA07C1	12/31/2025	PUB	VIEW	14				<input type="checkbox"/>
<b>Tdap</b>									
Tdap; Syr; 5-pack									
PMC									
5 pack - SYRINGES									
NDC: 49281-0400-20									
			PUB	VIEW	173				<input type="checkbox"/>
DTaP-HepB Polio									
<b>DTaP-Hep B-ipv</b>									
Pediarix - Pfs									
SKB									
10 pack - SYRINGES									
NDC: 58160-0811-52									
	9P329	03/06/2026	PUB	VIEW	44				<input type="checkbox"/>
DTaP/Tdap/Td Polio									
	7745R	08/22/2025	PUB	VIEW	2				<input type="checkbox"/>

To inactivate a lot, the doses on hand must be 0.

CLOSE

# Finalizing Inventory - Don't forget to submit!

RECONCILE INVENTORY - Next Report Due: 07/25/2024 (Past Due) Last Submitted Report: 07/18/2024

Expired

Expires < 90 Da

Public

Private

Date Range: 07/18/2024 - 07/25/2024



Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/Tdap/Td									
Dtap, 5 Pertussis Antigens Daptacel - Sdv PMC 5 pack - VIALS NDC: 49281-0286-10	2CA77C1	04/30/2025	PUB	<a href="#">VIEW</a>	28	<input type="text" value="25"/>	0	<ul style="list-style-type: none"><li>2 - Drawn up, not used</li><li>1 - Broken/Dropped/Spilled</li></ul>	<input type="checkbox"/>
HepA									
Hep A, Adult Vaqta-adu-pfs MSD 10 pack - SYRINGES NDC: 00006-4096-02	X006702	10/01/2024	PUB	<a href="#">VIEW</a>	11	<input type="text" value="0"/>	0	<ul style="list-style-type: none"><li>11 - Expired</li></ul>	<input type="checkbox"/>

CLEAR

SAVE

SUBMIT INVENTORY



## Finalizing Inventory: Accountable Adjustments

- Every vaccine that leaves your inventory that wasn't specifically linked to a patient should have a very clear and explainable reason.
- Be sure to assign vaccine doses to the correct adjustment category every time.
- If numbers aren't matching and you just can't figure it out, do NOT just fudge the numbers until it works.
  - Contact the WylR help desk. These doses must be accounted for.

## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Administered	Administered but not linked to a vaccine	All public vaccines must be accounted for at the lot number level. Do <u>NOT</u> use.
Administered	System Non-User Aggregate Reporting Only	Do <u>NOT</u> use



# One does not simply

"Administer" a vaccine without linking it  
to their inventory





## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Recall	Vaccine recall	Use only if instructed to do so by the immunization unit.

## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Spoiled	Not Properly Stored	Ex. Left at room temperature, frozen vaccines stored in the refrigerator or vice versa
Spoiled	Refrigerator/Freezer Mechanical Failure	Vaccine is deemed non-viable after storage unit failed for mechanical reasons (does not include door left open)
Spoiled	Natural Disaster/Power Outage	Vaccine is deemed non-viable after a natural disaster or power outage
Spoiled	Refrigerator/Freezer Too cold	Vaccine is deemed non-viable due to freezer/refrigerator temperatures being too cold

## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Spoiled	Refrigerator/Freezer Too Warm	Vaccine is deemed non-viable due to freezer/refrigerator temperatures being too warm
Spoiled	Vaccine Spoiled in Transit	Vaccine is deemed non-viable after it was spoiled in a temperature excursion during transportation
Spoiled	Failure to Store Properly Upon Receipt	Vaccine is deemed non-viable after it was stored inappropriately at the facility after acceptance.
Spoiled	Cold chain not maintained during shipment	Do <u>NOT</u> use. These should be rejected from the vaccine order page in the WylR.

## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Transfer (removing doses)	Returned to WyVIP program	Do NOT use
Transfer (removing doses)	Transferred to another provider	Do NOT use. Document on Orders & Transfers page.
Transfer (removing doses)	Returned to vendor, non-VFC supplied	Only use when documenting returns for PRIVATE inventory.
Transfer (removing doses)	Restock Private Inventory from Public	Use to document borrowing, public inventory → private
Transfer (removing doses)	Restock Public Inventory from Private	Use to document borrowing, private inventory → public
Transfer (removing doses)	Returned to the Depot	Do NOT use. Must document as expired first. Then use returns feature.

## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Wasted	Broken/Dropped/Spilled	Vaccine that has been physically broken or spilled
Wasted	Drawn up, not used	Vaccine has been drawn up but can't be administered
Wasted	Vaccine Damaged in transit	Vaccine is damaged in transit when transferring between facilities
Wasted	Lost and Unaccounted	Use to remove doses when all other methods and research have been completed to reconcile and vaccine doses cannot be accounted for
Wasted	Dose Count Variance Multi-dose Vial	Remove doses when multi-dose vials have additional product remaining after puncture and viability time-frame has been met

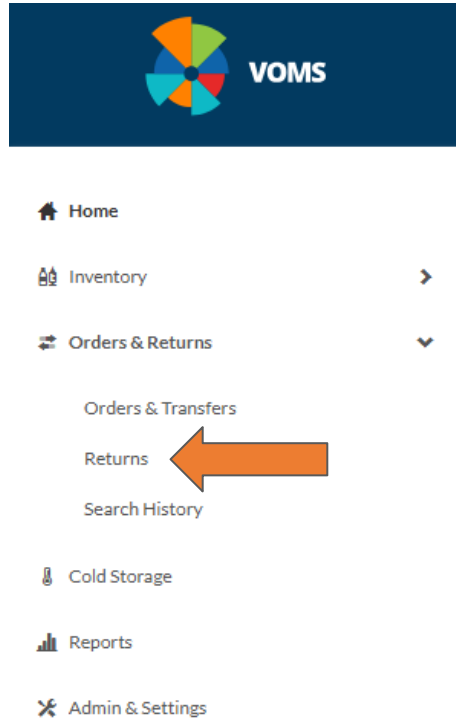
## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Transfer (adding doses)	Received from another provider	Do NOT use. Document on Orders & Transfers page.
Transfer (adding doses)	Borrowed from public inventory	Use to document borrowing, public inventory → private
Transfer (adding doses)	Borrowed from private inventory	Use to document borrowing, private inventory → public

## Inventory Adjustments

<u>Adjustment</u>	<u>Reason</u>	<u>Explanation</u>
Order Received	Dose count variance multi-dose vial	Use to add when COVID-19 multi-dose vials accommodate additional administered dose beyond the labeled amount (i.e. Moderna COVID-19 booster doses)
Order Received	Received directly from the vendor, not WyVIP supplied	Add doses into PRIVATE inventory only when received directly from the manufacturer or vendor
Order Received	Order received	Do NOT use. Public vaccine orders should be accepted under the orders tab.
Order Received	Received from CDC, not WyVIP supplied	Do NOT use. Public vaccine orders should be accepted under the orders tab.
Order Received	Received from WyVIP program	Do NOT use. Public vaccine orders should be accepted under the orders tab.
Order Received	Received from the depot	Do NOT use. Public vaccine orders should be accepted under the orders tab.

# Finalizing Inventory - Returns





# Finalizing Inventory - Returns

## Vaccine Returns

Receiving Organization: McKesson

Shipping Label Method: ☐ Mail ☐ Pick-up ☐ Email

04/29/2025

If there are vaccines on this returns list that you are unable to return due to loss or physical damage, please contact your state administrator for assistance.

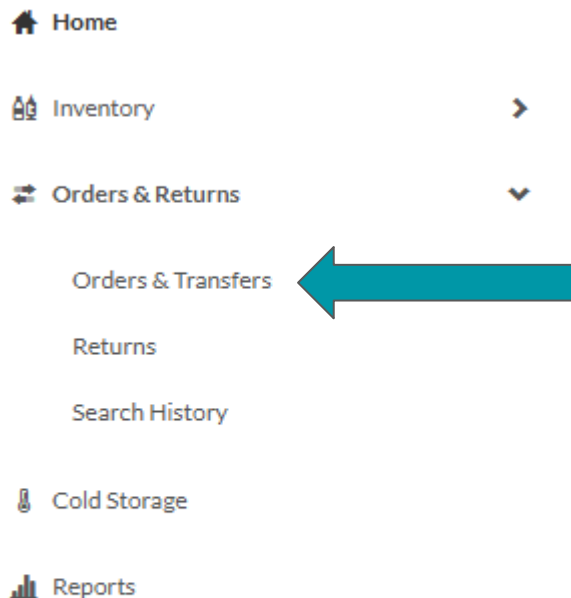
Vaccine	Lot #	Expiration Date	Funding Source	Returnable Quantity	Quantity To Return	Quantity On Hand	Return Reason	Wastage Cost
Dtap-Hep B-Ipv Pediarix - Pfs 10 pack - SYRINGES NDC: 58160-0811-52	7P2Y3	04/08/2023	PUB	1	<input type="text"/>	1	Refrigerator/Freezer Mechanical Failure	\$66.07
Hep A, Adult Vaqta-adu-pfs 10 pack - SYRINGES NDC: 00006-4096-02	U036184	03/02/2023	PUB	3	<input type="text"/>	0	Expired	\$120.98

CANCEL

SUBMIT AND PRINT VACCINE RETURN

# Transfers

- Do not document these during reconciliation
- These should be documented on the Orders & Transfers tab



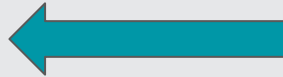
# Transfers



Orders and Transfers

NEW ORDER

NEW TRANSFER



Q ORDER SEARCH

Inbound  
Orders & Transfers

Outbound  
Transfers

Advertisement Listing  
Vaccines Available for Transfer

Receiving Organization:

Type an Organization...

Receiving Facility:

Type a Facility...

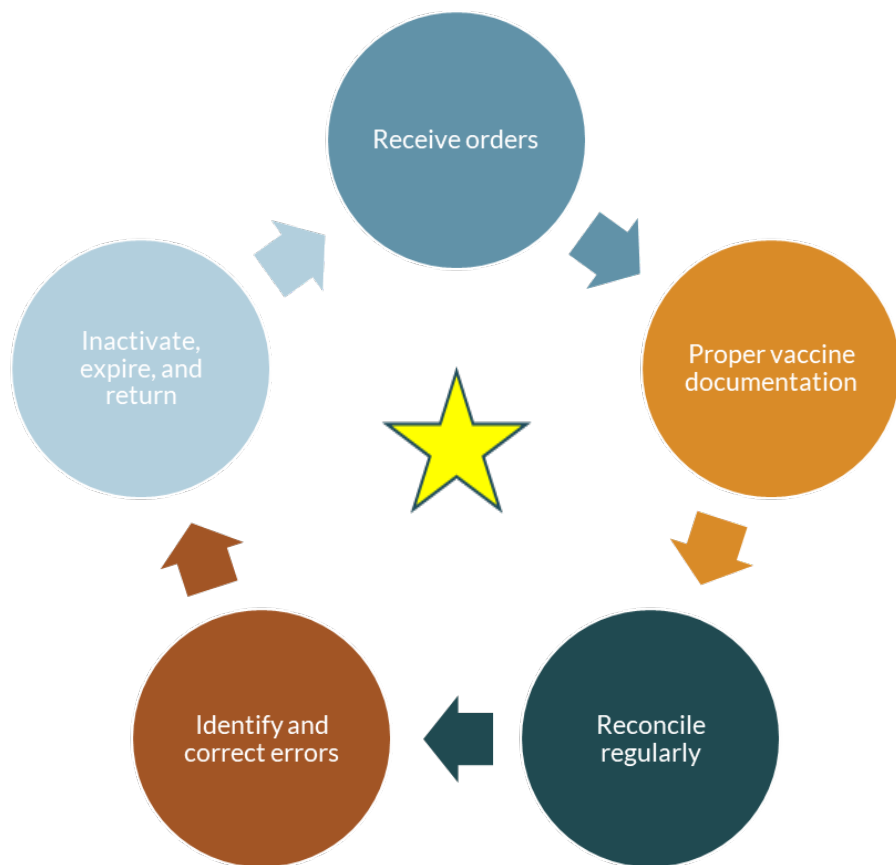
🔍

Search Vaccines

Vaccine	Lot #	Exp Date	Available Quantity	Transfer Quantity	Transfer Reason
Influenza, High-Dose, Trivalent, Pf Fluzone High-dose 0.5-ml Pfs 1 pack - SYRINGES NDC: 49281-0124-65 Funding: PRVT	UT8473BA	<div><div></div>06/30/2025</div>	1	<div></div>	<div>COMMENT</div>
Influenza, Split Virus, Trivalent, Pf Flulaval 0.5-ml Pfs 1 pack - SYRINGES NDC: 19515-0810-52 Funding: PRVT	4795R-S	<div><div></div>06/30/2025</div>	739	<div></div>	<div>COMMENT</div>
Influenza, Split Virus, Trivalent, Preservative Fluzone Trivalent 5.0-ml Mdv 1 pack - VIALS NDC: 49281-0641-15 Funding: PRVT	U8442AA	<div><div></div>06/30/2025</div>	79	<div></div>	<div>COMMENT</div>

# Transfers

- Documenting transfers here automatically updates your inventory
  - For the both the sending and receiving facilities
  - Transfers all information including lot numbers
- Makes it easier at reconciliation time!



FINISHED!

# Thank you!

## **Cody Loveland, MPH**

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## **Kimberly Garcia**

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## Resources

### **WylR Help Desk Contact Information:**

Email: [wylr.helpdesk@wyo.gov](mailto:wylr.helpdesk@wyo.gov)

Phone: 1-833-221-1451

### **Immunization Unit Website:**

[immunizewyoming.com](http://immunizewyoming.com)

### **PVP Escalation/Temperature Logs**

[wdh.pvpreporting@wyo.gov](mailto:wdh.pvpreporting@wyo.gov)



**PUBLIC HEALTH  
DIVISION**



**IMMUNIZATION  
UNIT**