

MODULE

4

VACCINE INVENTORY MANAGEMENT

Immunization Section—Vaccines for Children Program

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MODULE 4: Vaccine Inventory Management

Proper vaccine inventory management is essential to the VFC Program. The VFC Program ensures each provider receives the correct amount of vaccine with each order by reviewing vaccine doses administered, wastage and current on-hand inventory numbers reported by the provider at the time order is placed. The VFC Program recommends small, more frequent vaccine orders to minimize wastage due to storage and handling issues as well as expired vaccine. Accurate vaccine inventory management reduces waste of federal purchased vaccines and lowers cost to providers should any vaccine restitution be required.

Florida SHOTS Online Order Request

VFC providers are responsible for the proper maintenance of their vaccine inventory. The VFC Program resupplies vaccines based on the provider submission of vaccine usage and inventory within Florida SHOTS.

The **Online Order Request Page** details the usage of vaccines and current inventory establishing the amount of vaccines the VFC Program will ship to the provider for replenishment purposes. The VFC staff will calculate the amount of vaccine used over the reporting period and will use that calculated figure as the basis for the replacement order.

The provider will submit the order request online to the VFC Program at: www.flshots.com/flshots/Signin.csp.

How to Create an Electronic VFC Order Request

For a step-by-step guide on how to create a vaccine order request, go to flshotsusers.com/wp-content/uploads/2013/07/Creating-Electronic-Order-5.16.14-small.pdf. Once submitted, the VFC Program office will approve your electronic order request in Florida SHOTS or contact you regarding any discrepancies.

The VFC Program vaccine distributor delivers vaccine orders Monday through Friday. There must be someone in the provider's clinic to open vaccine packages, check the temperature monitor reading, inspect, and store the vaccines immediately at appropriate temperatures after the carrier delivers the vaccine. If the vaccine is not viable at receipt or amount received differs from amount requested, providers should contact a VFC Program representative at 1-800-483-2543 **immediately**.

For Florida VFC Program specific required vaccine storage equipment, refer to Module 5B.

Vaccine Utilization Reporting

VFC providers must record each VFC vaccine administered. Undocumented use may result in a smaller vaccine re-supply shipment, which may leave the provider with less vaccine than is needed. Providers may document their administered doses either by

using Florida SHOTS as their immunization registry and running the Vaccine Utilization Report or using the Vaccine Usage Worksheet.

Please Note: Beginning January 1, 2016, all VFC providers will be required to enter their vaccine administration data directly into Florida SHOTS. The Vaccine Usage Worksheet will no longer be accepted by the VFC Program.

Vaccine Utilization Report within Florida SHOTS

All Florida VFC providers have the ability and are recommended to use Florida SHOTS as their immunization registry to track administered vaccines. Providers may run the Vaccine Utilization Report within Florida SHOTS to retrieve their VFC administration numbers of any time frame for immunizations entered into Florida SHOTS either manually or through data uploading from the provider's Electronic Medical Records software. This report documents VFC specific information such as lot number, manufacturer, expiration date, et cetera and enables providers to easily track administrations. To view a webinar on how to run the Vaccine Utilization report, please go to <https://attendee.gotowebinar.com/register/300000000010677827>

Vaccine Usage Worksheet Form

The ***Vaccine Usage Worksheet Form***, found at: www.floridahealth.gov/programs-and-services/immunization/vaccines-for-children/_documents/vaccine-usage-worksheet.pdf, allows the provider to manually track each dose of VFC vaccine administered by the practice if they are not using Florida SHOTS for their administrations, and assists the VFC Program in determining the amount of replacement vaccine needed by the provider.

Providers will retain the ***Vaccine Usage Worksheet Form*** for three years from the latest shot date on the individual worksheet page. This form is for internal use only; providers should not send copies of the ***Vaccine Usage Worksheet Form*** to the VFC Program unless otherwise instructed.

How to Complete the *Vaccine Usage Worksheet Form*

- Patient Name or ID: Record the VFC-enrolled child patient identification (ID) number or name.
- Shot Date: Record the date the provider administered the vaccine.
- VFC Eligibility: Place a checkmark in the appropriate box designating the VFC eligibility in the appropriate age sub-column.
- VFC Program Vaccines: Indicate the vaccine administered. Total the numbers for each vaccine type administered and enter that number in the last row of the chart.
- Lower Section: Record the total number of children immunized by age and eligibility.

Vaccine Inventory Balance

Accurate inventory will reduce or eliminate delays in the shipment of VFC vaccine. Print and use either your Order Request or Vaccine Order Worksheet to balance your vaccine inventory. This form is for your internal use only. Do not send this form to the VFC Program.

Vaccine Returns

The VFC Program requires providers to return expired and unserviceable vaccines to McKesson Specialty, the VFC Program centralized vaccine distributor. **EXCEPTION:** *Under no circumstances should providers return syringes filled but not used (with or without needles), open vials, or any multidose vial from which providers have withdrawn doses. Providers must dispose of them according to usual medical biosafety procedures.* Providers are required to complete their return in Florida SHOTS.

Performing Return/Waste Adjustments

Wasted, expired, and spoiled vaccines should be adjusted out of the provider inventory in Florida SHOTS.

Once a month, you should check for expired/wasted/spoiled vaccine at your site and perform the appropriate inventory adjustment.

For a step-by-step guide on how to return/waste vaccines go to www.flshotsusers.com/wp-content/uploads/2013/07/How-To-Manage-Vaccines-5.15.14.pdf. The Returns/Waste section begins on page 10 of the guide.