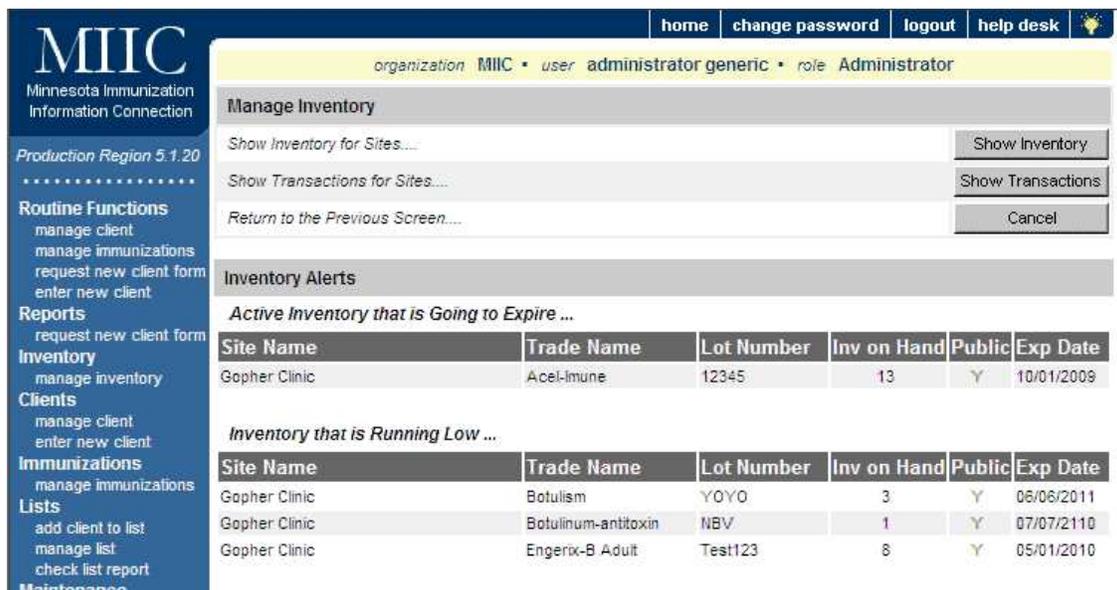# Managing Vaccine Inventory in MIIC

Via the Administrator role in MIIC, you can manage your organization's vaccine inventory. The **inventory management feature in MIIC** is used to view, add or modify an organization's vaccine inventory tracked in MIIC.

From the left-hand menu listing on MIIC, under **"Inventory"**, click **"manage inventory."**

Any current inventory that is going to expire or running low will display.

Click on the **"Show Inventory"** button on the upper, right-hand side of the screen.

Immunization Program
P.O. Box 64975
St. Paul, MN 55164-0975
651-201-5503, 800-657-3970
www.health.state.mn.us/immunize

(10/09) Page 1 of 4

The Show Inventory screens displays inventory on hand. Any vaccine highlighted in a (pink) color is close to expiring.

When you want to add inventory for the first time, you click on the **"Add Inventory"** button on the upper, right-hand side of the screen. That will bring up the vaccine information you need to enter.

On the Add Inventory screen, fill in the information by clicking on the drop-down list/arrow or adding the information:

"**Manufacturer**," "**Trade Name**," "**Lot Number**": Can be both letters and numbers.

"**Dosage**": enter in mL

"**Expiration Date**": MMDDYYYY (two-digit month, two-digit day, four-digit year) with MIIC automatically entering the slashes

"**Funding Program**": Public = MnVFC or Government; Private = bought on own privately

"**Lot Active**": Always Yes

"**Quantity on Hand**": Number of vaccine doses, such as 25

After entering the information, click on the "Save" button. A message will appear in red saying "Inventory Added" when save is complete. If you don't want to save, click on "Cancel." This will return to the previous screen.

If you have additional vaccines to add in your inventory, click on the "Add New" button. You go through the same process as above – adding "Manufacturer", "Trade Name", etc. – for each vaccine. Remember to save!

For entering future vaccine orders into the MIIC inventory, verify that the vaccine lot number is different/not already in MIIC. **For a totally new vaccine/lot number you add new inventory.**

When the lot number is the same, you modify the quantity instead of adding a totally new listing in the vaccine inventory.

To modify the quantity, you highlight/click the vaccine/trade name on the vaccine listing, bringing up the screen showing the specifics ("Manufacturer", etc.). The bottom of the screen would then be used – "Modify Quantity On Hand."

Or you can click in the box in front of the appropriate vaccine/trade name listing, and then choose the "Modify Quantity" button on the upper, right-hand part of the screen. This would appear:

Modify Quantity On Hand for Selected Site(s)					
Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
H1N1 n Flu GlaxoSmithKline	654987	150	Add ▼		Receipt of Inventory ▼

To modify quantity on hand, under "Action" click on the drop-down choice "Add." Under "Amount," add the specific number of vaccine doses. Select the "Reason" choice as "Receipt of Inventory." Click on "Save" and look for the red message back "Inventory Updated."

After saving, click on "Cancel" to go back a screen to verify the doses were added to the existing vaccine listing.

If you need to **modify your inventory for a reason such as a wasted dose or doses transferred to another clinic/organization,** you also use the "Modify Quantity on Hand."

Modify Quantity On Hand

Action: Subtract ▼
Amount: 1
Reason: Receipt of Inventory ▼

Receipt of Inventory
Error Correction
Doses Returned
Doses Transferred
Doses Wasted

The action can be "Add" or "Subtract." The actual "Amount" of the change is entered with the "Reason" given, such as "Doses Wasted," chosen. Click "Save" and wait for the note "Inventory Updated" in red. Go back to the main screen by clicking "Cancel", and verify the number of doses has been added or subtracted.

Overall Note: When an immunization is entered on a client's record, MIIC will automatically subtract from inventory based on that entry, updating the number of doses available in inventory.

MIIC Help

For assistance with managing vaccine inventory in MIIC, contact your MIIC regional coordinator. View their contact information on the "Help Desk" page within the registry (shown below) or on the Minnesota Department of Health MIIC website:
http://www.health.state.mn.us/divs/idepc/immunize/registry/map.html.

| home | change password | logout | help desk |

organization MIIC • user typical generic • role Typical User

MIIC Help Desk

The Help Desk on MIIC is set up on a tiered system. For most users, the first level of response is your regional registry lead agency. In the metro area, however, it may be either your regional lead agency or a specific county public health contact. (See list below)