



How to Fix Inventory Issues Using ASIIS Reports

Quick Tip: It's very helpful to have an internal log of patients handy so you can compare it with ASIIS reports. This can be a report pulled from your EMR or you can use the VFC Dose Accountability Log.



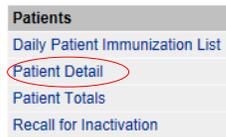
ASIIS Reports can be found by clicking on Report Module under Reports in the left navigation pane.



ASIIS Lot Usage and Recall Report

This report allows you to pull all of the patients who were administered a specific lot number. The Lot Usage and Recall Report can be found on the Reports screen in the Vaccinations section.

- Identify the lot number with reconciliation issues and run the report.
- Compare the "Lot Usage and Recall Report" with your Internal Log of patients to determine which patients are missing. Make a note of the patients who are missing and search for those patients.



ASIIS Patient Detail Report

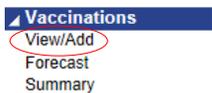
This report pulls all of the patients who were administered a certain lot number and whether or not the lot number decremented from the ASIIS inventory. The Patient Detail Report can be found on the Reports screen in the Patients section.

- Identify the lot number with reconciliation issues and run the report.
- If there are instances where the lot number did not decrement, look up the vaccine detail for those patients. Make a note of the SIIS Patient ID and search for those patients.

ASIIS Patient Search

Use the Patient Search to find the missing patients or the patients with lot numbers that didn't decrement.

- On the Patient Search Screen, search by the SIIS Patient ID or search by first name, last name and DOB.
- Once on the Patient Demographic Master View page, click on View/Add in the Vaccinations section in the left navigation pane to view the Vaccination View/Add screen.
- Find the vaccine that was missing the lot number or didn't decrement and click on the vaccination date to see the Vaccination/Medicine Detail page for that dose.
- Review the Manufacturer and Lot Number fields.
 - If the fields are blank, the provider needs to add them.
 - If the information in the fields is incorrect, the provider needs to correct them.



ASIIS Inventory Transaction Report

This report will list all of the reconciliation transactions for each lot number. It will tell you each time the quantity was changed, what reason was selected and which user completed the transaction.

- Identify the lot number with reconciliation issues and run the report.



Reconciliation Reminders

- Administered doses should never be reconciled out of the ASIIS inventory. Usage of "Administered but not linked to a vaccine," "Matches Physical Inventory" "Correction of Invalid Dose" are NOT allowable reasons to use to subtract public vaccine.
- Reconciling your ASIIS Inventory should only occur when you need to report Expired, Wasted or Spoiled vaccines.