

# Correcting Negative Doses in ASIIS for COVID-19 Vaccine Lot Numbers



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

*Health and Wellness for all Arizonans*

**Please note, this process is  
ONLY for COVID-19 vaccines.  
This process is NOT to be used  
on VFC or VFA doses.**

# Reconcile Inventory

- Locate Lot Numbers tab
- Select Reconciliation

<b>▶ Main</b>			
<b>▶ Message</b>			
<b>▶ Favorites</b>			
<b>▶ Patient</b>			
<b>▶ Waitlist</b>			
<b>▶ Vaccinations</b>			
<b>▶ Exec. Dashboard</b>			
<b>▶ Organization</b>			
<b>▶ Facilities</b>			
<b>▶ Physicians &amp; Vaccinators</b>			
<b>▶ Lot Numbers</b>			
<b>Reconciliation</b>			
Aggregate Vaccine Counts			
Search/Add			
Search Results			
Detail			
Correct Decrementing			
<b>▶ Orders/Transfers</b>			
Registration Form			

  

Patient Search		<a href="#">Click here to use the 'advanced' search</a>	
First Name or Initial:	<input type="text"/>	ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="mm/dd/yyyy"/>	Chart Number:	<input type="text"/>

  

Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Country:	<input type="text" value="United States"/>		

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.

Check here if adding a new patient.

# Reconcile Inventory

- Locate the COVID-19 vaccine with negative doses in the 'Quantity on Hand' column

The 'Quantity on Hand' column is the quantity of vaccine currently in inventory, as recorded by ASIIS

In the 'Physical Inventory' column enter the quantity that physically exists in the inventory. (Example: If you have zero in your cold storage unit for the lot number in question enter "0")

The 'Adjustment (+/-)' column should match the number of doses being adjusted and reported to AIPO

The 'Category and Reason' for the adjustment.

Select

Category: **Order Received**

Reason: **Dose Count Variance Multi-dose Vial**

Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EH9899	03/31/2021	-1,800	0	1800.0	Order Received	Dose Count Variance Multi-dose Vial	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL0142	12/31/2069	10,156		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL1283	04/30/2021	25,350		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL1284	12/31/2069	-10		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL3247	05/31/2021	17,550		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+

Inventory Last Submitted: 12/17/2020

Print Reset Save  
Submit Monthly Inventory

# Submit Monthly Inventory

Select **Submit Monthly Inventory** when all changes are entered.

**Note:** when inventory information is submitted the Inventory Last Submitted date updates on the Reconciliation page

Reconcile Inventory										
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COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL0142	12/31/2069	10,156		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL1283	04/30/2021	25,350		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL1284	12/31/2069	-10		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	EL3247	05/31/2021	17,550		0.0	--No Category Required	--No Reason Required--	PAN	<input type="checkbox"/>	+

Inventory Last Submitted: 12/17/2020

Print Reset Save Submit Monthly Inventory