

# Tips to Ensure Doses are Properly Accounted for and Decrement in ASIIS (VOMS 2.0)



## 1. “**RECEIVE ORDERS**” in ASIIS the day the shipment arrives.

Doses not “received” in ASIIS will not decrement.

## 2. DO NOT add doses outside of the ASIIS “**RECEIVE ORDERS**” process.

## 3. The ONLY standard inventory reconciliation adjustments a vaccine coordinator is allowed to enter in ASIIS are:

- A. Wasted – Broken/Dropped/Spilled
- B. Wasted – Drawn up, not used (Change your workflow process if this is happening)
- C. Expired – Only for doses that are actually expired & returned to the distributor
- D. Wasted – Lost and Unaccounted (If all efforts have been utilized to find the dose and it is still unaccounted)

Spoiled and Recall inventory reconciliation categories should only be used in close coordination with the Bureau of Immunization Services (BIZS).

For return adjustment categories, you must complete the Vaccine Returns process.

## 4. Multi-dose vials

“Only the number of doses indicated in the manufacturer’s package insert should be withdrawn from the vial. After the maximum number of doses has been withdrawn, the vial should be discarded, even if there is residual or the expiration date has not been reached” (Refer to Section Five: Vaccine Preparation in the [CDC Vaccine Storage and Handling Toolkit](#)).

## 5. Borrowing – Inventory adjustments due to borrowing must be entered by an BIZS Team Member.

Change your workflow process if borrowing is occurring as it should not be part of your regular process. (Refer to Module 6 in the [Arizona VFC Program Operations Guide](#))

The CDC requires we account for EVERY DOSE received (VFC & VFA). Doses that cannot be accounted for will be considered wasted and subject to the dose-for-dose replacement restitution policy.

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