Overview

- **Vaccine Inventory Management**
  - Order vaccines from enrolled program
    - Vaccines for Children (VFC)
    - Vaccines for Adults (VFA)
  - Adjust Vaccine Inventory
  - Order Flu Vaccine
  - Vaccine Order Tracking

- **Reports**
Vaccine Inventory Management (VIM)

- VIM is available for all VFC/VFA providers
  - Under this tab, providers can manage all aspects of their VFC/VFA vaccine inventory
    - Orders
    - Returns
    - Tracking
    - Reports
  - This tool allows for dose level accountability of VFC/VFA inventory
  - Providers can reconcile their inventory using VIM
  - Doses of VFC/VFA vaccine are automatically decremented from your expected total when:
    - A dose is administered
    - A dose is returned or wasted
  - Other transactions can be recorded to account for received VFC/VFA doses
    - If amount differs from invoice
    - Administrative errors
Tab View in VIM

**Vaccine Inventory Management**
In addition to previously existing links, under the VIM tab there is:
- Order VFC/VFA Vaccine (the screen defaults to this tab)
- Order Influenza Vaccine
- Adjust Inventory (stand-alone VIM dashboard)
- Vaccine Returns/Wastage*
- Vaccine Order Tracking

**Reports**
New, expanded reports functionality

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*Vaccine Returns/Wastage* is covered in a different guide on the NYC Vaccines for Children Forms, Job Aides and Charts Webpage
Order VFC/VFA Vaccine

- Online VFC/VFA Vaccine Ordering and Management Tool
  - Vaccine ordering process is integrated into VIM
  - A stand-alone reconciliation page is available
    - Providers can balance their inventory between orders

- Once in the tool, ordering publicly-funded VFC/VFA vaccine is a simple 6-step process:
  1. Review vaccine order history
  2. Confirm or update vaccine storage information and upload DDL thermometer logs
  3. Balance your VFC/VFA vaccine inventory
  4. Enter VFC/VFA order quantities
  5. Confirm order
  6. Receive confirmation number
Step 1: **Review vaccine order history**

- This screen appears when a provider places a VFC/VFA vaccine order.
- Providers can review 14 months of ordering information, see their recommended order frequency, and obtain the recommended date range for their next order.

### VFC Provider Details

- **VFC PIN:** VFCCIR
- **Provider Name:** CITY IMMUNIZATION REGISTRY

### Vaccine Ordering Details

- **Historical Order Assessment:** On Target
- **Order History:** Order By Date (0):  
- **Order Frequency:** Quarterly
- **Date Range for Next Order:** (n/a)

**Bi-monthly = Every 2 months**  
**Quarterly = Every 3 months**
Step 2: Confirm, enter or update: Shipping and storage details

Shipping Information

- **VFC PIN:** VFCCIR
- **Provider Name:** CITY IMMUNIZATION REGISTRY
- **VFC Primary Contact:**
- **Address:** 2 GOTHAM
  5TH FLOOR
- **City/State/ZIP:** LONG ISLAND CITY, NY 11101
- **Phone/Ext:** (347) 396-2400
- **Fax:** (555) 555-5555
- **E-mail:**

  Confirmation of your VFC vaccine order will be sent to this email address.

**Shipping Hours:**

Shipping hours refer to the days/times when your facility can receive vaccine shipments. If the days/times below are incorrect, please update. Every day (Monday-Friday) must be accounted for (if there are no shipping hours for a day, please indicate the office is closed). Providers must be on site with appropriate staff to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours on that day.

<table>
<thead>
<tr>
<th>Day</th>
<th>Office is closed/no deliveries</th>
<th>09:00 am</th>
<th>05:00 pm</th>
<th>First Open Interval</th>
<th>09:00 am</th>
<th>05:00 pm</th>
<th>Second Open Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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</tr>
</tbody>
</table>

**Delivery Instructions (if applicable):** Test Delivery Instructions

* Required

- On this screen, providers may confirm, enter or update their shipping information.

*Note: most of the information will be pre-populated.*
Step 2: Confirm, enter or update: Refrigerator and freezer temperatures

- Providers are required to upload a DDL thermometer summary report covering the time from the date of their last vaccine order to the date on the current order for each vaccine storage unit.
- Providers will also be required to enter the percentage of space used to store VFC/VFA vaccine for each refrigerator/freezer unit displayed.
Step 2: Confirm, enter or update: Refrigerator and freezer temperatures

- If the storage unit information displayed is not accurate, does not include all the storage units at your site, shows a “REJECTED” status or an expired thermometer calibration then users will need to update their storage information.
- To do this, click the ‘Modify Storage’ button to open the storage module.
Step 2: Confirm, enter or update:
Storage used for VFC/VFA vaccines

- The storage module has a new layout
- Each tile represents one storage unit/DDL thermometer
- Users can click on the ‘Edit’ button to modify their storage unit/thermometer
- Click ‘+ Add Storage Unit’ to add a new unit
Step 2: Confirm, enter or update: Storage used for VFC vaccines

- Storage unit details and thermometer details need to be accurate and complete
- Upload images of the full storage unit with the door(s) open and the front of your DDL thermometer visible
- Storage submissions will be reviewed by CIR
Step 3: Balance your VFC/VFA vaccine inventory

- Users can sort inventory by vaccine type, brand/manufacturer, or lot number/expiration date
- Hover bubbles next to new terminology provides helpful tips to users while in VIM
- Lot and expiration dates are color coded to help providers determine which lots to use first
Step 3: Balance your VFC/VFA vaccine inventory

- Before balancing your inventory, click on the 'Vaccine Returns/Wastage' module link to account for any returned or wasted VFC/VFA vaccine doses
- A CIR Expected Inventory is calculated for each lot using the formula below:

* CIR Expected Inventory = VFC/VFA doses - [doses given + doses reported as R/W + any other inventory adjustments]
Step 3: Balance your VFC/VFA vaccine inventory

- Enter your On-Hand Inventory
  - Quantities in the Difference column will update accordingly
- Account for discrepancies between the CIR Expected Inventory and the On-Hand Inventory by:
  - Choosing an Adjust Direction, Adjust Quantity and Adjustment Reason
  - More than one reason can be selected to account for discrepant doses by clicking the Add Reason button
- Once all doses are reconciled, proceed to Step 4 of the Online Ordering Tool
Step 3: Balance your VFC/VFA vaccine inventory

**Find & Add Lot**
- If a provider has a lot on hand that is not displayed in the dashboard, they can use the Find and Add Lot functionality to add it to their inventory.
- Select the Type, Brand/Manufacturer, Lot #/Expiration Date, Presentation and Quantity.
  - Click the Add button for lot to appear on dashboard.
  - Click the Reset button to add additional lots.

![Image](image-url)
Step 3: Balance your VFC/VFA vaccine inventory

Find & Add Lot
- The new lot(s) will appear at the top of the dashboard
- If the lot already exists in your inventory, a pop-up will appear with further instructions
Step 4: Enter VFC/VFA order quantities

- Enter the order quantities for all VFC and/or VFA vaccines needed. **All VFA vaccines will appear in blue text and indicated as Adult**
- If the vaccine total is less than the recommended amount, an error message will be displayed.
- Users will have the option to hit ‘OK’ to continue, or they may hit ‘Cancel’ and make appropriate changes to their order.

**Note:** The wording and color in the ‘Quantity Evaluation’ column changes depending on quantities entered in the ‘Order Quantity by Dose’ field.
Step 5: Confirm Order

- Review requested order quantities. If you are both a VFC and VFA provider, ensure you are ordering the correct amount of each vaccine. **VFA vaccines are shown in blue.**
- If necessary, go back to edit order

Providers must check ‘I Agree’ to the agreement on the bottom left of the screen in order to continue.
Step 6: Receive confirmation number

- A confirmation number will be generated for all orders submitted. VFC and VFA vaccine orders will always have different order numbers. If you order from both programs at the same time, you will see two order numbers in your confirmation.
- Details for the order processed will be displayed on this screen including shipping information, updated information, and order summary.
- A copy of the order will be emailed to the email address recorded in the system.

Thank you. Your order has been submitted. 
Your Vaccines for Children (VFC) confirmation number is 119526. 
Your Vaccines for Adults (VFA) confirmation number is 119531. 
Your order will be reviewed by the Vaccine Management Unit.

You will receive an additional email confirming the quantity of vaccines that will be shipped to your site. Please note that the amounts may differ from the original request because of your Doses Administered Report (DAR), availability of vaccines, or other factors.

This order was submitted by John Doe 12/18/2023 at 9:48 AM. A copy of this order has been emailed to jdoe@health.nyc.gov

Your facility’s ordering frequency is Quarterly. The date for your next order is 04/01/2024 - 04/15/2024.

Your order details are below. Please print this page for your records.

For questions about your VFC order please e-mail nycimmunize@health.nyc.gov with your PIN #.

For questions about your VFA order please e-mail vfa@health.nyc.gov with your PIN #.
Private Inventory Management

Providers can now manage their privately-purchased vaccines in the Online Registry

- Click on the ‘Private Inventory’ tab
  - Can manually enter and track purchased-vaccine data and quantities
  - Especially useful for managing all vaccines in one place
  - Use the ‘Find & Add Lot’ function to add lots to your Private dashboard
Adjust Inventory - Outside of Ordering

- Located under the Vaccine Inventory Management tab
- This dashboard can be used to record vaccine transactions in-between orders
  - Users are not required to enter their On-hand Inventory when balancing VFC/VFA inventory
  - Functionality enables users to manage their vaccine transactions in real-time instead of waiting for their upcoming order date
  - Private inventory can also be managed from this tab

Please check the manufacturer’s website to confirm expiration date before disposing of COVID-19 vaccine.

Returns and Wasteage (RW)
Before continuing with other VFC/VFA vaccine adjustments, report any VFC/VFA return or wastage transactions by clicking HERE.

Public Inventory

Legend

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand / Mfr</th>
<th>Lot / Exp. Date</th>
<th>Presentation</th>
<th>CIR Expected Inventory</th>
<th>CIR Adjust Direction</th>
<th>CIR Adjust Quantity</th>
<th>CIR Adjustment Reason</th>
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</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>Janssen</td>
<td>TESTPRES 12/31/2059</td>
<td>SYR: 10-Pack</td>
<td>1000</td>
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<td>Select an Option</td>
<td>Select an Option</td>
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<tr>
<td>Hib</td>
<td>Sanofi Pasteur</td>
<td>U291738 12/31/2024</td>
<td>SDV: 5-Pack</td>
<td>2000</td>
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<td>Select an Option</td>
<td>Select an Option</td>
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<tr>
<td>MCV4</td>
<td>Merck</td>
<td>AMVLA 03/30/2023</td>
<td>SDV: 5-Pack</td>
<td>20</td>
<td>Select an Option</td>
<td>Select an Option</td>
<td>Select an Option</td>
</tr>
</tbody>
</table>
Order Flu Vaccine

• Online Flu Vaccine Ordering is a separate process that is different from ordering other VFC/VFA products

• Flu ordering is seasonal, and requires providers to pre-book the anticipated total number of Flu vaccines for the upcoming Flu season

• Flu vaccines are distributed to providers in batches as they become available
Order Flu Vaccine, Cont'd

- Located under the Vaccine Inventory Management tab

- This ordering screen is used to pre-book flu vaccine for the upcoming flu season

- Providers can also use the screen to monitor and modify orders during the flu season
Order Flu Vaccine, Cont'd

- Prior to placing a flu order, providers are required to review and/or modify their shipping details

Shipping Information

PIN: VFCCIR
Provider Name: CITY IMMUNIZATION REGISTRY
VFC/VFA Primary Contact: 
Address: 2 GOTHAM 5TH FL
City/State/ZIP: LONG ISLAND CITY NY 11101
Phone/Ext: (347) 396-2400
Fax: (555) 555-5555
E-mail: 

Confirmation of your vaccine order will be sent to this email address.

Shipping Hours:

Shipping hours refer to the days/times when your facility can receive vaccine shipments. Providers must be on site with appropriate staff to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours on that day.

First Open Interval

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<thead>
<tr>
<th>Day</th>
<th>Status</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<td>12:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Office open</td>
<td>09:00</td>
<td>12:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>Office open</td>
<td>08:00</td>
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</tr>
<tr>
<td>Friday</td>
<td>Office open</td>
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<td>12:00</td>
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</table>

Second Open Interval

<table>
<thead>
<tr>
<th>Day</th>
<th>Status</th>
<th>From</th>
<th>To</th>
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<tr>
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<tr>
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<td>Office open</td>
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</tr>
<tr>
<td>Friday</td>
<td>Office open</td>
<td>01:00</td>
<td>05:00</td>
</tr>
</tbody>
</table>

Delivery Instructions (if applicable): Test Delivery Instructions

If there are any shipping information changes please email nycimmunize@health.nyc.gov. Please be sure to include your PIN number and what changes need to be made. Thank you.
Order Flu Vaccine, Cont'd

- To lessen wastage, the Prior Season Coverage reminds providers of how much of last season's ordered flu vaccine was administered.
- As an additional tool for decision-making, the Received Prior Flu Season tab helps providers recall how many doses were received last flu season.
Order Flu Vaccine, Cont'd

- Flu ordering is seasonal, and requires providers to pre-book the anticipated total number of Flu vaccines for the upcoming Flu season.
- From this page, providers can pre-book the total amount of vaccines they think they will need for the full Flu season by entering the number of doses and desired presentations.
- Click 'Submit' to proceed.
Order Flu Vaccine, Cont'd

- A confirmation email will be sent to the shipping contact at your facility.
- The pre-book amount will now be updated at the bottom of the screen.

Flu vaccines will be sent in batches as they become available. Once vaccines begin to ship, providers can view shipping information in the 'Shipping History' tab.
Order Flu Vaccine, Cont'd

- If at any time a provider wants to adjust the amount of pre-booked vaccines, to either increase or decrease the number of doses they will receive, they can do so on the 'Revise Your Pediatric Influenza vaccine Order' tab.
  - The Pre-Booked section shows the number of doses reserved
  - Amount of Revision indicates the number of doses to be either added or subtracted
  - Click the Add or Subtract buttons to revise the quantity of doses
Vaccine Order Tracking

- Providers can track orders and shipping history through the Vaccine Order Tracking Tab
- The report generated will be itemized with the product information, key dates, and shipment data
- To simplify searches, the tool can be filtered by date ranges and vaccine types
REPORTS
There are seven (7) vaccine management reports available:

- **Doses Administered Report (DAR)**
- **VFC Eligibility Report**
- **Vaccine Transactions Report**
- **Aging Inventory Report**
- **Vaccine Returns/Wastages History Report**
- **Order/Inventory History Report**
- **Standing Orders Report (for pharmacists vaccinating under standing orders)**

Each report’s output includes a cover page that contains:

- Site information
- Parameters chosen
- Date
- Report outputs are available as a webpage, excel document or PDF
Doses Administered Report (DAR)

This report shows the number of doses you reported giving to patients. You may choose a summary or detailed report if you want to specify by age and/or eligibility.
## Doses Administered Report (DAR) - Output

### Summary

<table>
<thead>
<tr>
<th>Doses Administered</th>
<th>VFC Eligibility Report</th>
<th>Vaccine Transactions Report</th>
<th>Aging Inventory Report</th>
<th>Vaccine Returns/Wastages History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your report appears below.</td>
<td>Start Over</td>
<td>Detailed Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Doses Administered Report: Summary**

- **Processed On:** 12/20/2023 10:55
- **Date Range:** From: 01/01/2023 To: 12/31/2023
- **Eligibility Type:** VFC, CHPlusB, Private, Unknown
- **Age Range(s):** All
- **Facility:** 9093X01

### Detailed

<table>
<thead>
<tr>
<th>Eligibility Reported As:</th>
<th>VFC eligible</th>
<th>CHPlusB eligible</th>
<th>Private</th>
<th>Unknown</th>
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</thead>
<tbody>
<tr>
<td>COVID-19 Vaccines</td>
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<td></td>
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</tr>
<tr>
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<tr>
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<tr>
<td>1vCOV mRNA, 5mcg/0.5mL, 6m-5y (Moderna)</td>
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<tr>
<td>1vCOV mRNA, 5mg/0.5mL, 6y+ (Moderna)</td>
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<td>2vCOV mRNA, 25mcg/0.25mL, 6m-5y (Pfizer)</td>
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</tr>
<tr>
<td>COVID-19 mRNA, non-US Vac (Institute of Virology)</td>
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</table>

<table>
<thead>
<tr>
<th>Age Range</th>
<th>VFC</th>
<th>CHPlusB</th>
<th>Private</th>
<th>Unknown</th>
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</tr>
<tr>
<td>35-44</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>45-54</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>55-64</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>65-74</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>75+</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**NYC Health**

[Image: C&A Immunization Registry]
VFC Eligibility Report

This report shows the number of doses you reported giving to patients by age range and eligibility status reported.

- The VFC Eligibility Report will always show data from the past year
- You can select which ages you would like to include in the report

Use this page to see your VFC population breakdown by age and eligibility status for the past year. If you have reported to the CIR at least one dose given to a child, that child is counted as part of your patient population.

1. Select an age range for the report.

Age Range(s)

- <1
- 1
- 2
- 3-5
- 6
- 7-10
- 11-12
- 13-18
- 19-24
- 25-44
- 45-64
- 65+

Enter VFC PIN

Clear  
Continue→
### VFC Eligibility Report - Output

**Citywide Immunization Registry**

42-09 28 STREET  
Queens, NY 11101  
Facility Code: 9009X01  
VFC PIN: VFCCIR

**Report: VFC Eligibility Status**

**Date:** 12/20/2023 11:08 AM  
**Enrolled in VFC:** Yes

#### Age Ranges

<table>
<thead>
<tr>
<th>Age Ranges</th>
<th>Medicaid (VFC/VFA eligible)</th>
<th>Uninsured (VFC/VFA eligible)</th>
<th>Underinsured (VFC/VFA eligible)</th>
<th>Native American/Alaskan Eskimo (VFC/VFA eligible)</th>
<th>Not VFC/VFA eligible</th>
<th>Child Health Plus B</th>
<th>Incarcerated (VFC/VFA eligible)</th>
<th>Report as Unknown</th>
<th>317 Funding (VFC/VFA eligible)</th>
<th>Not reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;1</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>3-5</td>
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</tr>
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<td>0</td>
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</tr>
<tr>
<td>11-12</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>13-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19-24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>25-44</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>45-64</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>65+</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

**END OF REPORT**

- Start over
Vaccine Transaction Report

This report shows how unique lots were used. It can track vaccine activity over time. Users can customize their report by selecting any combination of the following:

- **Date range**
  - By selecting a period of time
  - By inputting a date range
- **Transaction types**
  - Can be filtered and users have the option to view:
    - All Transaction Types
    - Adjustment Reasons
    - System Generated Transactions
    - Inventory Errors
- **Vaccine Type**
- **Brand/Manufacturer**
- **Vaccine lot/Expiration date**
- **Unit presentation**

Transactions can be displayed for either Public or Private inventory- or both Method of Entry (HL7, UPIF, Online Registry). Patient-level detail is available for administered doses.
Vaccine Transaction Report - Parameters

This report shows how unique vaccine lots were used. It can be used to track vaccine activity over time.

Select Period:
- 7 Days
- 30 Days
- 60 Days
- 90 Days
- Since Last Order

or Date Range

From:

To:

Transaction Types:
- All
- Adjustment Reasons

System Generated Transaction Types
- Administered Dose
- Borrowed Immunization Given
- Replaced borrowed Public dose
- Replaced borrowed Private dose
- VFC Vaccine Return/Wastage

Inventory Errors
- Lot Not Matched
- VFC Eligibility/Fund Type Not Verified

Vaccine Type:
- [Select]

Brand/Manufacturer:
- [Select]

Vaccine Lot/Expiration Date:
- [Select]

Unit Presentation:
- [Select]

Display Transactions For:
- Public Inventory ONLY
- Private Inventory ONLY
- Both Public and Private Inventory

Show Patient Detail
- Method of Entry: [All Methods]
- Sort By: [Date]

Output Format: [PDF]
Vaccine Transaction Report - Output

Citywide Immunization Registry
4209 28th Street
Long Island, NY 11101

Facility Code: 9009X01
VFC PIN: VFCCIR
Date Range: 9/1/2016 - 9/30/2016
Transaction Types:
- Added to Inventory
- Administered Dose
- Borrowed Immunization Given
- Deleted Dose
- Lot Not Matched
- Modified Dose
- Reconciled with On-Hand Inventory
- Removed from Inventory Tracking
- Replaced borrowed Private dose
- Replaced borrowed Public dose
- Shipment
- VFC Eligibility/Fund Type Not Verified
- VFC Vaccine Return/Wastage

Vaccine Type
Brand/Manufacturer
Lot#/Expiration Date
Unit Presentation
Displayed Transactions: Private, Public
Methods of Entry
## Vaccine Transaction Report - Output

### Vaccine Transactions (9/1/2016 - 9/30/2016)

#### Amount Received Different from Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Ship Date</th>
<th>Doses</th>
<th>Value</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2016</td>
<td>DTaP</td>
<td>DAPTECEL / SANOFI PASTEUR</td>
<td>C4310AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTECEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td></td>
<td>1</td>
<td></td>
<td>Public</td>
</tr>
</tbody>
</table>

**Totals:** 4 $0.00

#### Borrowed Immunization Given

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Doses</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0675AE 04/02/2014</td>
<td>SDV; 10-Pack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/02/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0183AE 01/16/2014</td>
<td>SDV; 10-Pack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/10/2016</td>
<td>FlU</td>
<td>Fluzone / SANOFI PASTEUR</td>
<td>U4527AA 06/30/2013</td>
<td>0.25ml SYR; 10-Pack</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 0 $0.00

#### Correction of Invalid Entry/Error

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Doses</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP</td>
<td>DAPTECEL / SANOFI PASTEUR</td>
<td>C4050AA 09/08/2014</td>
<td>SDV; 10-Pack</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>11/15/2016</td>
<td>DTaP</td>
<td>DAPTECEL / SANOFI PASTEUR</td>
<td>C4310AA 03/15/2015</td>
<td>SDV; 10-Pack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>11/16/2016</td>
<td>DTaP</td>
<td>DAPTECEL / SANOFI PASTEUR</td>
<td>C4335AA 05/15/2015</td>
<td>SDV; 10-Pack</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 5 $0.00

#### Expiration reported by Provider

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Doses</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2016</td>
<td>DTaP: HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GLAXOSMITHKLINE</td>
<td>AC21B254AA 04/24/2012</td>
<td>0.5ml SYR; 5-Pack</td>
<td>1</td>
</tr>
<tr>
<td>11/15/2016</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>00005AE 12/16/2013</td>
<td>SDV; 10-Pack</td>
<td>10</td>
</tr>
<tr>
<td>11/15/2016</td>
<td>DTaP</td>
<td>Tripedoce / SANOFI PASTEUR</td>
<td>U52828A 03/14/2012</td>
<td>SDV; 10-Pack</td>
<td>40</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>MCV4</td>
<td>Meniaccra (9 Mos - 55 Yrs of Age) / SANOFI PASTEUR</td>
<td>U5102AA 04/06/2011</td>
<td>SDV; 5-Pack</td>
<td>80</td>
</tr>
</tbody>
</table>

**Totals:** 131 $0.00
Patient level data includes:
- CIR ID
- Name
- DOB
- VFC Eligibility
- Immunization date
- Method of Entry
Aging Inventory Report - Parameters

This report captures vaccines expiring within 30, 60 or 90 days

- Users can specify by vaccine type
- Transactions can be displayed for either Public or Private inventory - or both
# Aging Inventory Report- Output

![Online Registry Logo](image)

## Citywide Immunization Registry

4209 28th Street  
Long Island, NY 11101

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>9009X01</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN</td>
<td>VFCCIR</td>
</tr>
<tr>
<td>Expiration Date Range</td>
<td>11/15/2016 - 2/1/2017</td>
</tr>
<tr>
<td>Vaccine Type</td>
<td></td>
</tr>
</tbody>
</table>
## Aging Inventory Report - Output

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot#</th>
<th>Exp. Date</th>
<th>Unit Presentation</th>
<th>CIR Expected Inventory</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SARS-COV-2</td>
<td>COVID, XBB1.5, 30mcg/0.3mL (COMIRNATY), 12y+ / PFIZER</td>
<td>HG4680</td>
<td>12/31/2023</td>
<td>SDV; 10-Pack</td>
<td>1</td>
<td>Private</td>
</tr>
<tr>
<td>SARS-COV-2</td>
<td>COVID, XBB1.5, 30mcg/0.3mL (COMIRNATY), 12y+ / PFIZER</td>
<td>HG4680</td>
<td>12/31/2023</td>
<td>SDV; 10-Pack</td>
<td>50</td>
<td>Public</td>
</tr>
</tbody>
</table>
Vaccine Returns/Wastages History Report

This report summarizes vaccine returns and wastages submitted to the CIR

Users can customize their report by:
• Inputting a date range
• Selecting:
  • Vaccine Type
  • Brand/Manufacturer
  • Vaccine Lot/Expiration Date
  • Unit Presentation
  • Vaccine Return/Wastage Reason
    • Broken vial/syringe
    • Expired vaccine
    • Improper storage upon receipt
    • Lost or unaccounted for vaccine
    • Natural disaster
    • Opened multi-dose vial
    • Other vaccine return
    • Other wastage (non-refundable)
  • Power outage
  • Recall
  • Refrigerator too cold
  • Refrigerator too warm
  • Refrigerator/Mechanical failure
  • Transferred between providers in viable state
  • Vaccine drawn into syringe but not administered
Vaccine Returns/Wastages History Report

Parameters

This report shows a summary of vaccine returns/wastage reports that were submitted.

- The report will include only returns/wastage transactions associated with active inventory added at the launch of VIM.
- Select the vaccine type, and vaccine return/wastage reason from the drop down list, or choose 'Select All' to run the report on all vaccine types and reasons.
- Choose your output format (PDF, HTML, Excel) and click 'Run Report'.

Transaction Date:

From: ______________________
To: ______________________

Vaccine Type: 
Brand/Manufacturer: 
Vaccine Lot/Expiration Date: 
Unit Presentation: 

Vaccine Return/Wastage Reason: 

Facility: 9009X01 - Citywide Immunization Registry
OR Enter VFC PIN ______________________

Output Format: [PDF]

Clear  Run Report
### Vaccine Returns/Wastages History Report

#### Output

46

---

**Citywide Immunization Registry**

4209 28th Street

Long Island, NY 11101

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>9009X01</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN</td>
<td>VFCCIR</td>
</tr>
</tbody>
</table>

**Date Range**

9/1/2016 - 12/31/2016

**Vaccine Type**

**Brand/Manufacturer**

**Lot#/Expiration Date**

**Unit Presentation**

**Returns / Wastage Reason:** [Power Outage]
## Vaccine Returns/Wastage History Report - Output

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Vaccine Lot# / Exp. Date</th>
<th>Unit Presentation</th>
<th>Returns/Wastage Reason</th>
<th>Doses</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/16</td>
<td>DTap-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GLAXOSMITHKLINE</td>
<td>AC21B254AA 04/24/2012</td>
<td>0.5ml SYR; 5-Pack</td>
<td>Expiration reported by Provider</td>
<td>1</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/16</td>
<td>DTap</td>
<td>DAPTACEL / SANOFI PASTEUR</td>
<td>C4050AA 09/08/2014</td>
<td>SDV; 10-Pack</td>
<td>Power outage</td>
<td>12</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/16</td>
<td>DTap</td>
<td>Tripedia / SANOFI PASTEUR</td>
<td>U3282BA 03/14/2012</td>
<td>SDV; 10-Pack</td>
<td>Improper storage upon receipt</td>
<td>40</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/16</td>
<td>MMR</td>
<td>M-M-R II / MERCK</td>
<td>0009AE 12/16/2013</td>
<td>SDV; 10-Pack</td>
<td>Expired vaccine &gt; 6 months</td>
<td>10</td>
<td>Public</td>
</tr>
<tr>
<td>11/16/16</td>
<td>MCV4</td>
<td>Menactra (9 Mos - 55 Yrs of Age) / SANOFI PASTEUR</td>
<td>U3102AA 04/06/2011</td>
<td>SDV; 5-Pack</td>
<td>Lost or unaccounted for vaccine</td>
<td>80</td>
<td>Public</td>
</tr>
</tbody>
</table>

**Sum of Doses Returned / Wasted: 143**

*Generated on 11/28/2016 10:07 AM by M. Suralik*
Order/Inventory History Report

This report summarizes orders processed and inventories submitted

*Example: inventories submitted in Integrated Balance Inventory screen*

Users can customize this report by
- Entering the transaction date/range
- Selecting the Order ID

Users can also select to view the Inventory details for the selected Order ID
This function allows providers to see:
- Lot number/expiration date for all vaccine types in the order
- Quantity remaining for each lot
Order/Inventory History Report - Parameters

The report shows the inventories submitted and orders that have been processed. This report will display shipped orders only.

Transaction Date:
(mm/dd/yyyy)

From: 
To: 

Order ID: -- Select --

View Inventory Details

Output Format: PDF

Clear  Run Report
### Order/Inventory History Report - Output

**Citywide Immunization Registry**

4209 28th Street  
Long Island, NY 11101

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>9009X01</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN</td>
<td>VFCCIR</td>
</tr>
<tr>
<td>Date Range</td>
<td>12/1/2016 - 12/5/2016</td>
</tr>
<tr>
<td>Order Number</td>
<td>All</td>
</tr>
<tr>
<td>Show Order Detail</td>
<td>No</td>
</tr>
</tbody>
</table>

Users can specify if they would like to view Order Detail
## Order/Inventory History Report - Output

### Without Order Detail

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Unit Presentation</th>
<th>On Hand Quantity</th>
<th>Doses Recommended</th>
<th>Doses Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>DAPTCHEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>23</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe/pkg)</td>
<td>0</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe/pkg)</td>
<td>3</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>Multidose vial, 5.0mL (10 doses)</td>
<td>23</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe/pkg)</td>
<td>0</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1719</td>
<td>DTaP</td>
<td>DAPTCHEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>60</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1720</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1- dose vial with diluent, 0.5mL (10x1 vial/pkg)</td>
<td>120</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>DAPTCHEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>88</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1- dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>35</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe/pkg)</td>
<td>44</td>
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</tr>
<tr>
<td>1721</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>Multidose vial, 5.0mL (10 doses)</td>
<td>56</td>
<td>10</td>
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<tr>
<td>1721</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe/pkg)</td>
<td>310</td>
<td>20</td>
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<tr>
<td>1721</td>
<td>MCV4</td>
<td>Menactra (9 Mos - 55 Yrs of Age) / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (5x1 vial/pkg)</td>
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<tr>
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<td>MCV4</td>
<td>Menveo (2 Mos - 55 Yrs of Age) / Novartis</td>
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<tr>
<td>1722</td>
<td>DTaP</td>
<td>DAPTCHEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial/pkg)</td>
<td>42</td>
<td>10</td>
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<tr>
<td>1722</td>
<td>e-IPV</td>
<td>IPOL (Inactivated Polio) / Sanofi Pasteur</td>
<td>Multidose vial, 5.0mL (10 doses)</td>
<td>40</td>
<td>10</td>
<td></td>
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<tr>
<td>1722</td>
<td>Hep A</td>
<td>Havrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe/pkg)</td>
<td>100</td>
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<tr>
<td>1722</td>
<td>MMR</td>
<td>M-M-R II / Merck</td>
<td>1- dose vial with diluent, 0.5mL (10x1 vial/pkg)</td>
<td>69</td>
<td>0</td>
<td>20</td>
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## Order/Inventory History Report - Output
### With Order Detail

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Vaccine Type</th>
<th>Brand / Manufacturer</th>
<th>Unit Presentation</th>
<th>On Hand Quantity</th>
<th>Doses Recommended</th>
<th>Doses Requested</th>
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</thead>
<tbody>
<tr>
<td>1717</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial pkg)</td>
<td>23</td>
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<tr>
<td>1717</td>
<td>DTaP</td>
<td>Infanrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe pkg)</td>
<td>0</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1717</td>
<td>DTaP-HepB-IPV</td>
<td>Pediarix (Primary Series Only) / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe pkg)</td>
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<tr>
<td>1717</td>
<td>IPV</td>
<td>IPV (Inactivated Polio) / Sanofi Pasteur</td>
<td>multidose vial, 5.0mL (10 doses)</td>
<td>28</td>
<td>10</td>
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<tr>
<td>1717</td>
<td>Hep A</td>
<td>Hevrix / GlaxoSmithKline</td>
<td>1- dose syringe, 0.5mL (10x1 syringe pkg)</td>
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<td></td>
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<tr>
<td>1719</td>
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<td>DAPTACEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial pkg)</td>
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<tr>
<td>1720</td>
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<td>1- dose vial with diluent, 0.5mL (10x1 vial pkg)</td>
<td>120</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1721</td>
<td>DTaP</td>
<td>DAPTACEL / Sanofi Pasteur</td>
<td>1- dose vial, 0.5mL (10x1 vial pkg)</td>
<td>88</td>
<td>0</td>
<td>20</td>
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<tr>
<td>1721</td>
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<td>Infanrix / GlaxoSmithKline</td>
<td>1- dose vial, 0.5mL (10x1 vial pkg)</td>
<td>39</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>
Questions?

If you have questions regarding Vaccine Inventory Management or the new Reports feature, please email us at:

nycimmunize@health.nyc.gov