

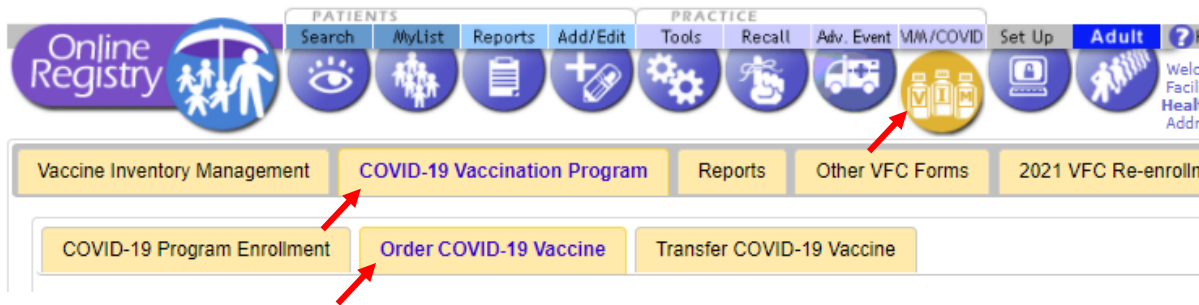
# Managing COVID-19 Vaccine Inventory Using the Citywide Immunization Registry

## How to Order & Reconcile COVID-19 Vaccine Inventory

1

This module allows providers to place and manage COVID-19 vaccine orders.

- Log on to the CIR Online Registry: [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir)
- Navigate to the VIM/COVID icon and select the “COVID-19 Vaccination Program” tab, then the “Order COVID-19 Vaccine” sub-tab



### 1. Enter your initial COVID-19 vaccine Pre-book and Current Order amounts

The **Pre-Book Doses Requested** should reflect the total number of doses needed **overall** for all of the health care personnel, eligible persons and patients for your facility. The **Current Order Amount** should reflect the number of vaccinations your site is able to administer in a one-week period.

COVID-19 Vaccine	Pre-Book Doses Requested	Current Order Amount
Moderna COVID-19 Vaccine	<input type="text"/>	<input type="text"/>
Pfizer COVID-19 Vaccine	<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>0</b>	<b>0</b>

### 2. Reconcile COVID-19 vaccine inventory

Request vaccine on an as-needed basis. Place an order based on the number of vaccinations you are able to administer at your facility for the upcoming week; but please note that even though an order has been placed, your facility may not receive vaccine due to limited vaccine supply.

- Click on the **Reconcile Inventory** link

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Moderna COVID-19 Vaccine	1,300	0	1,300	Last Reconciliation: 2021-01-17 <a href="#">Reconcile Inventory</a>
Pfizer COVID-19 Vaccine	9,750	0	9,750	
<b>Total</b>	<b>11,050</b>	<b>0</b>	<b>11,050</b>	



# Managing COVID-19 Vaccine Inventory Using the Citywide Immunization Registry

- Enter your On-hand Inventory for each COVID-19 lot at your site by **first** or **second** dose. If there is no inventory available please enter a '0' value

**COVID-19 Vaccine Inventory Reconciliation**

- Enter your COVID-19 vaccine on hand inventory
- Compare the On-Hand Inventory to CIR Expected Inventory column.
- Adjust your CIR Expected Inventory. The On-Hand Inventory and CIR Expected Inventory columns should match.
  - If amounts do not match, adjust the CIR Expected Inventory using the Adjustment Reason columns.
  - If applicable, you may add additional quantities and reasons for the same lot by clicking the "+" in the Add / Remove Reason column.

Legend  
 LOTS in RED are expired. LOTS in BLUE will expire within 30 days. Differences shaded in GREEN indicate that all inventory for that lot is accounted for.

Can't find your lot? CLICK HERE: [Find & Add Lot +](#)

Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Total Expected Inventory	Adjust CIR Expected Inventory by Dose			Add / Remove Reason	
					On-Hand Inventory Per Dose Allotment	Adjust Direction	Adjust Quantity		Adjustment Reason
SARS-COV-2	COVID-19, mRNA, 0.3 mL dose (Pfizer)   PFR	EH9899 12/31/2069	MDV; 195-pack	975	1st Dose			Select...	+/-
					2nd Dose			Select...	+/-
SARS-COV-2	COVID-19, mRNA, 0.5 mL dose (Moderna)   MOD	011J20A 12/31/2069	10-dose MDV; 10-pack	47	1st Dose			Select...	+/-
					2nd Dose			Select...	+/-
SARS-COV-2	COVID-19, mRNA, 0.5 mL dose (Moderna)   MOD	012L20A 12/31/2069	10-dose MDV; 10-pack	0	1st Dose			Select...	+/-
					2nd Dose			Select...	+/-

Current CIR Expected Inventory Total: 1022  
 Current On-Hand Inventory Total: 0  
 Difference: 1022 (100.00%)

[Cancel](#) [Reset](#) [Save And Continue](#)

- Your **CIR Total Expected Inventory** should match your on-hand inventory. To balance your inventory, enter the **Adjust Direction**, then **Adjust Quantity**, and then select an **Adjustment Reason** from the drop-down menu; this will modify your **CIR Total Expected Inventory**.
  - To manage extra vaccine doses, select '**Unaccounted for in Provider Inventory**'
  - To account for vaccine transfers **outside of your network**, select '**Transfer COVID-19 Vaccine**'
- To add another reason for a dose of the same lot, or to remove a previously added reason, use the "+" and "-" icons from the *Add/Remove Reason* column and select another reason.
- If applicable, you may add additional quantities and reasons for the same lot by clicking the "+" in the *Add/Remove Reason* column.
- Please fill in **ALL** entry fields before pressing the **Save and Continue** button.

### Find and Add Lot

[Find & Add Lot +](#)

- If you do not see one or more of your vaccine lots, click the **Find & Add Lot** button located above the dashboard to search for and add them to your list.
- In the box that appears, select the brand, lot, and the number of doses you would like to add.
- If the lot currently exists in your list, a message will appear in the dashboard stating: "This lot already exists on the *Adjust Inventory* screen."
- If you have added a lot to your list, it will be added and highlighted in yellow.



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Find and Add Lot for COVID-19 Vaccine Inventory

1. Find a lot by making your selections below.  
2. Enter the quantity of doses in your inventory for the lot.  
3. Click the 'Add' button.  
4. Click 'Reset' to clear selections or entries. Click 'Close' to return to the COVID-19 Vaccine Inventory Reconciliation screen.

Note: If you are unable to find the lot number you are looking for, please call the CIR Hotline at 347-396-2400 for assistance.

Type	Brand / Manufacturer	Lot Number/ Exp. Date	Presentation	Quantity
SARS-COV-2	COVID-19, mRNA, 0.5 mL dose (Moderna)   MOD	011J20A 12/31/2...	10-dose MD...	100

Close Reset Add

### 3. Place a COVID-19 vaccine order for one week of vaccine administration

- Enter the number of doses you will need for the week in the **Current Order Amount** column. If you are finished, click the submit button to place your order.

If you would like to cancel any remaining balances, please click the 'Cancel All Remaining Pre-Book' button.

Cancel All Remaining Pre-Book

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Moderna COVID-19 Vaccine	1,300	0	1,300	0
Pfizer COVID-19 Vaccine	9,750	0	9,750	0
<b>Total</b>	<b>11,050</b>	<b>0</b>	<b>11,050</b>	

- Once you submit your request, it cannot be edited or canceled in the CIR. If you need to cancel or amend your order, please email us at [COVIDVax@health.nyc.gov](mailto:COVIDVax@health.nyc.gov) and use the subject line: AMEND COVID ORDER

### 4. Revise your prebooked COVID-19 vaccine request, if needed

- To revise your COVID-19 pre-book order, click on the **Revise Your COVID-19 Pre-Book** tab, then:
  - Enter the number of doses you would like to increase or decrease your pre-book by in the **Amount of revision** column
  - Press the **Add** or **Subtract** button
    - The Revised Pre-Book column will reflect the adjustment.
  - Click the **Submit** button to update your pre-book
  - A confirmation email will be sent to your site reflecting the edited pre-booked amount.

COVID-19 Vaccine	Pre-Booked COVID-19 Vaccine	Amount of revision	Add or Subtract	Revised Pre-Book
Moderna COVID-19 Vaccine	1,300	0	+ -	=1,300
Pfizer COVID-19 Vaccine	9,750	0	+ -	=9,750
<b>Total</b>	<b>11,050</b>			<b>11,050</b>

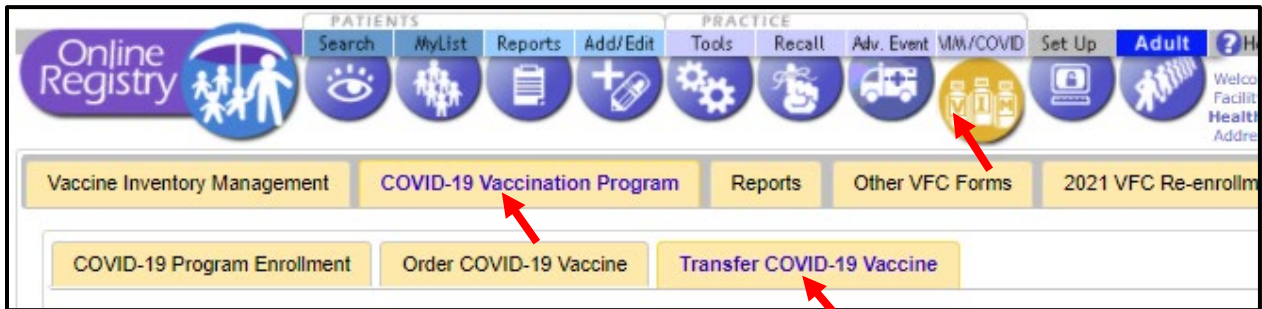
(click 'Submit' button below to make changes)

2

## How to Use the Vaccine Transfer Module (In Network)

This module allows providers to manage and track COVID-19 vaccine transfers. This tool is available to provider groups enrolled in the COVID-19 Vaccination Program.

- Navigate to the VIM/COVID icon and select the “COVID-19 Vaccination Program” tab, then the “Transfer COVID-19” sub-tab



- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click 'Submit'.

The screenshot shows the 'Transfer Information' form. It has a header 'Transfer Information' and a sub-header 'From Facility:'. Below this, there is a dropdown menu for 'Transfer To Facility:' with '(select Facility)' and a red asterisk. Below that is the 'Date Transfer Initiated:' field with the value '12/21/2020'. A red arrow points to the dropdown menu. Below this is a section titled 'COVID-19 Vaccine to Transfer' with a table:

Vaccine Type	Brand / Mfr	Lot # / Exp Date	Presentation	CIR Expected Inventory	Transfer Quantity (doses)
SARS-COV-2	COVID-19, mRNA, 0.3 mL dose (Pfizer)   PFIZER	EH9899 12/31/2069	MDV; 195-pack	159	<input type="text"/>
Total:					0

A red arrow points to the 'Transfer Quantity (doses)' input field. Below the table, there is a red asterisk and the text '\* Required'. Below that is the 'Notes:' section with the text: 'Transfer quantities for the Pfizer COVID-19 vaccine must be in increments of 5. Transfer quantities for the Moderna COVID-19 vaccine must be in increments of 10.' At the bottom right, there is a 'Submit' button with a red arrow pointing to it. Below the button is the text '(Please click once to submit.)'.

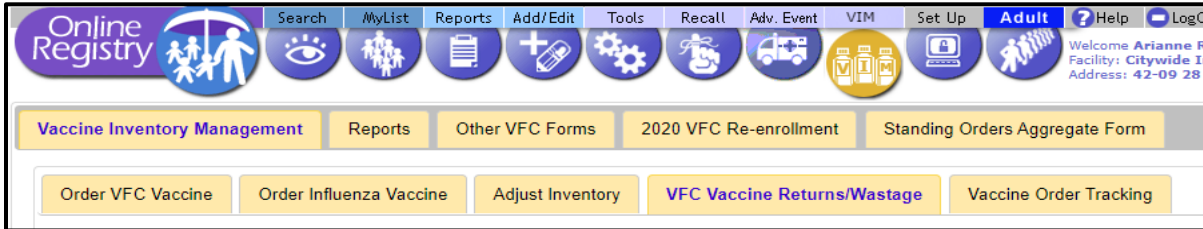
- Redistributions must be approved by New York State before vaccine is transferred. The form can be found [here](#), please complete and email to [CovidVaccineHospitals@health.ny.gov](mailto:CovidVaccineHospitals@health.ny.gov).
- You are able to transfer vaccine only between sites enrolled in the NYC COVID-19 vaccination program under the same Section A in the Vaccine Provider Agreement application.
- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.

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3

## Reporting COVID-19 Vaccine Wastage

- Vaccine wastage and spoilage events should be reported on this screen. Wastage reasons include: “Broken Vial/Syringe,” “Vaccine drawn into syringe but not administered,” “Opened multi-dose vial,” “Other wastage (non-returnable).”
- Log into the CIR and click on the VIM icon.
  - Within the VIM module, click on the “VFC Vaccines Returns/Wastage tab.”



- Fill out the fields displayed
- More than one lot number can be reported at a time by clicking the “Add Event” button

VFC Vaccine Returns/Wastage:							
Vaccine Return/Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation Doses	# of
<input type="button" value="Reset"/> -- Select --	-- Select --	-- Select --	-- Select --	-- Select --	-- Select --	<input type="text"/>	<input type="text"/>
							<input type="button" value="Add Event"/>
<p><small>Note: You can add up to 25 returns in this Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).</small></p>							

- Once all entries are complete, click the “Continue” button to confirm your entry(ies)
- Click “Submit”
  - Print out the confirmation for your records
  - Dispose of the wasted vaccine as you would other unused medication