

Managing Vaccine Inventory in MIIC Transcript

This module will feature the inventory function within MIIC. It will specifically focus on how to add new inventory and modify current inventory. When you are in MIIC, you are going to click on the manage inventory tab under inventory on the left side of the screen. That will take you to your manage inventory screen. If you have current inventory that is going to expire or running low, it will show it on this screen. The top section is going to show any vaccine that is about to expire, and the bottom will show any vaccine that is running low with 10 or less doses in stock. To see an entire listing of all of your current inventory, you're going to click show inventory that will bring up all the inventory you have in on hand and anything with a pink line is highlighting that it is about ready to expire. So, when you want to add inventory for the very first time, you're going to click on add inventory on the upper right-hand side of the screen. That will bring the appropriate screen up with drop down menus. You will pick from the drop-down menus the appropriate manufacturer, the trade name for that vaccine. You will include the lot number from the box. The appropriate dosage for that vaccine, and the expiration date from the box and MIIC date format will include the 2-digit month 2-digit day 40-digit year format, and it autogenerates the slashes for you. All vaccine will be public or private. Public is anything that is provided through the vaccines for children program or from the government. Anything private is going to be anything privately purchased.

Lot active will always be yes, and then you're going to input the actual quantity on hand or the number of doses that you do have. Once you have completed all of those fields you are going to click save, and it will notify you at the top that your inventory has been added. To add a new set if inventory you are just going to click add new and go through the exact same process that you just did. For all future orders, when you're in your show inventory screen you do want to verify that the lot number that you are about to enter is not already in your current list of vaccines. If it is in what you are going to do is just modify the quantity so you can click on the appropriate trade name for the vaccine you do want to modify. That will open up all of the vaccine specifics. At the bottom you are just going to modify the quantity on hand. On this instance we are going to add.

The amount will be the actual number of doses that we do want to add, and then in this case, it's going to be receipt of inventory because we're receiving new inventory; you're going to again click save. It will tell you that your inventory has been updated and if you cancel out, you will go back, and you'll see that that vaccine lot has or inventory on hand has added those new ones. If when you look at the lot number, the lot is not in the current listing you are going to click add inventory and do the same process that we did before. If for some reason you need to modify your inventory, for example you wasted a dose, maybe you've transferred doses to another clinic. Whatever the case may be, you can modify your inventory from this manage inventory screen. You are again going to click on the appropriate trade name, or bring up the modified quantity on hand and you will select add or subtract depending on what it may be. So, let's say we're subtracting. The amount will be the number of doses that you do want to modify. So, let's say we want to modify one. And the reason for it? You can choose from any of these and if the reason was that we wasted a dose, we're going to select doses wasted and again click save. Inventory has been updated. We cancel out of that, then our it has removed that dose from our inventory. When you enter inventory from a patient's record, it will automatically remove it from your inventory. So, when you enter a new dose into MIC, it will automatically update your vaccine inventory. This completes this module.

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10/25/2019

To obtain this information in a different format, call: 651-201-5414.