

**Florida SHOTS™**  
**VACCINES FOR CHILDREN (VFC)**  
**RETURN/WASTE GUIDE**  
**FOR CHDS**

**Contact Information**

[www.flshots.com](http://www.flshots.com)

**Free help desk:**

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

## Quick Content Finder

ADJUSTING VFC INVENTORY

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1

RETURNING VACCINES

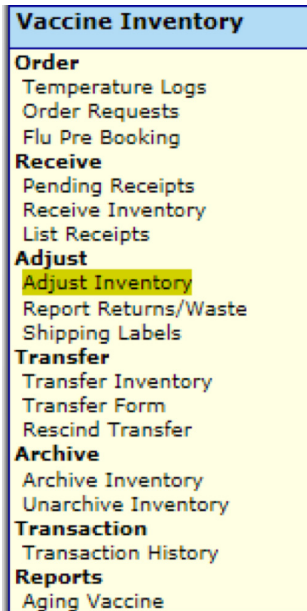
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5

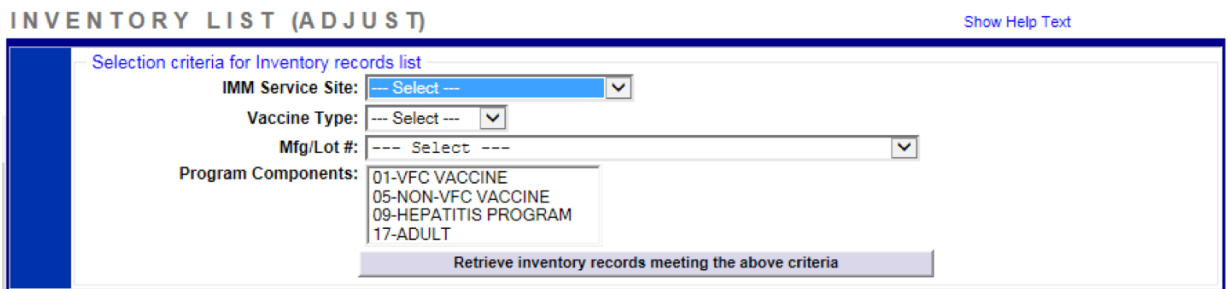


# 1. ADJUSTING VFC INVENTORY

There may be times when you need to perform an adjustment to your vaccines for reasons such as a vial was accidentally broken or the vaccine has expired. To adjust your site's VFC inventory, click "Adjust Inventory" under the "Vaccine Inventory" menu.



The "Inventory List (Adjust)" page displays.



On the "Inventory List (Adjust)" page, you will see the following site information:

- IMM Service Site – Name of the site as it is listed in [Florida SHOTS](#)
- Vaccine Type – Generic name used to group vaccines having similar components (allows sites to review all inventory for a particular vaccine type)
- Mfg/Lot# – Information about a particular manufacturer or vaccine lot number, which is searchable within your inventory
- Program Components—Category in which the vaccine is funded, which is searchable within your inventory

**NOTE:** Not all fields are required to complete an inventory search; however, selecting information within each field does make it easier to search through your vaccine inventory.

# 1. ADJUSTING VFC INVENTORY (cont.)

Use the desired criteria to select your VFC vaccine for adjustment. Click “Retrieve inventory records meeting the above criteria.” All desired inventory for your site that matches the selected criteria will display on the page.

**INVENTORY LIST (ADJUST)** [Show Help Text](#)

Selection criteria for Inventory records list

IMM Service Site:

Vaccine Type:

Mfg/Lot #:

Program Components:

05-NON-VFC VACCINE  
09-HEPATITIS PROGRAM  
17-ADULT

[Click the Inventory record row \(below\) to select it for adjustment](#)

Site	Vaccine Type	Program Component	Manufacturer	Lot # NDC	Expires	Qty
POLK CHD HAINES CITY	MCV4	01-VFC VACCINE	NOV-NOVARTIS PHARMACEUTICAL CORP.	M13015 46028-0208-01	09/30/2014	0
POLK CHD HAINES CITY	MCV4	01-VFC VACCINE	NOV-NOVARTIS PHARMACEUTICAL CORP.	M13057 46028-0208-01	05/31/2015	10
POLK CHD HAINES CITY	MCV4	01-VFC VACCINE	NOV-NOVARTIS PHARMACEUTICAL CORP.	M14022 46028-0208-01	07/31/2015	19

The “Inventory List (Adjust)” page will show the following about each inventory record that met your search criteria.

- Site – Immunization service site where the vaccine is located
- Vaccine Type – Generic name used to group vaccines having similar components
- Program Component – Category in which the vaccine is funded
- Manufacturer – The vaccine distributor
- Lot # – The lot number provided by the manufacturer to track the vaccine
- NDC – National Drug Code that the CDC has attached to this specific vaccine
- Expires – The expiration date that the manufacturer provides as to when the vaccine will no longer be available to give as a dose to the patient
- Qty – The amount of vaccine Florida SHOTS calculates your site has for a lot number based on what the site has communicated regarding doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in Florida SHOTS.

Click directly on the desired vaccine on the “Inventory List (Adjust)” page to adjust the inventory record of a specific lot number. The “Adjust Inventory” page displays with fields needed to adjust the vaccine inventory record.

# 1. ADJUSTING VFC INVENTORY (cont.)

[Show Help Text](#)

**ADJUST INVENTORY**

**Inventory Record Being Adjusted**

**Site:** POLK CHD HAINES CITY  
**Vaccine Type:** MCV4  
**Manufacturer:** NOV-NOVARTIS PHARMACEUTICAL CORP.  
**Lot Number:** M13057   **Expires:** 05/31/2015   **NDC:** 46028-0208-01  
**Program Component:** 01-VFC VACCINE

[Return to Inventory List](#)

Effective *	Effective	Adjust *	Adjust *	Resulting	Adjustment Reason *
Date	Qty	Direction	Qty	Qty	
<input type="text"/>	0	Decrease (-)	1	-1	--- Select ---

- **Effective Date** – The date you are creating the adjustment (If the quantity of this vaccine is impacting a pending order request, you will need to enter a date earlier than the “inventory as of date” on your order. If you don’t, this adjustment will not reflect on your order request.)
- **Effective Qty** – Amount is calculated based on the inventory reported on the last order request, and any inventory transfers or adjustments made
- **Adjust Direction** – Identifies whether you want to increase or decrease the number of doses available in this VFC vaccine inventory record
- **Adjust Qty** – The amount of VFC vaccine doses that need to be increased or decreased
- **Resulting Qty** – The amount of vaccine remaining in your [Florida SHOTS](#) inventory after the adjustment quantity is changed
- **Adjustment Reason** – Reason options that vary based on whether you increase or decrease the number of doses in the record

**Decrease Options:**

- Recalled
- Spoiled
- Unaccounted For
- Unusable
- Wasted
- Expired – This option is only available if the vaccine has reached expiration.

**NOTE:** Providers should run the “Aging Vaccine Report” monthly to manage upcoming vaccine expirations. You must notify the VFC Program office 90 days prior to expiration if the vaccine cannot be used. If the vaccine is not reported to the VFC Program office, you may be required to replace these doses as stated in the “VFC Restitution Policy” found on the Florida VFC website.

# 1. ADJUSTING VFC INVENTORY (cont.)

Increase Options:

- Imprecise Measure of Extraction
- Unaccounted For

**NOTE:** Florida SHOTS will provide the effective date quantity on hand (“Eff. Date Qty On Hand”) and the resulting quantity (“Resulting Qty”) based on the information you provide in the adjustment process.

Florida SHOTS will require additional explanations for the following adjustment reasons:

- Spoiled
- Unusable
- Wasted

If the vaccine is going to be returned to the distributor, leave the “Returned?” box checked. If you are adjusting out open multi-dose vials, these cannot be returned, and you must uncheck this box.

**ADJUST INVENTORY** [Show Help Text](#)

Inventory Record Being Adjusted

Site: POLK CHD HAINES CITY  
Vaccine Type: MCV4  
Manufacturer: NOV-NOVARTIS PHARMACEUTICAL CORP.  
Lot Number: M13057 Expires: 05/31/2015 NDC: 46028-0208-01  
Program Component: 01-VFC VACCINE

[Return to Inventory List](#)

Effective *	Effective	Adjust *	Adjust *	Resulting	Adjustment Reason *
Date	Qty	Direction	Qty	Qty	
01/21/2016	10	Decrease (-)	10	0	EXPIRED

Vaccine has reached its listed expiration date and doses are unusable.

Returned? Mark this box if these doses have been or will be returned to the distributor.

[Submit](#) [Cancel](#)

Complete the required fields and click “Submit.”

You will be brought back to the “Inventory List.” You will see the adjustment reflect in the “Qty” column.

## 2. RETURNING VACCINES

After making adjustments for unusable vaccines, you will need to report this adjustment to complete the return process. This information is transmitted to the CDC at the end of every business day.

VFC Wasted/Returned Vaccines Procedures:

- Click the “Vaccine Inventory” menu item and select “Report Returns/Waste.”



- Select the provider PIN.
- Check the box to include (“Incl?”) items to report.
- Click the “Submit” button.

**SELECT RETURN / WASTE ITEMS** [Show Help Text](#)

Provider Pin: \* 1MTL - MAITLAND CENTER

Show Return Adjustments  Show Wastage Adjustments

Adj Eff Date	Effort	BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj	Reas Code	Repl Rtm	Incl?
10/13/2015	VFC/PED	DTAP Daptacel	49281-0286-10	C4630AA	10/26/2016	1	G100	WSTE	<input checked="" type="checkbox"/>
10/16/2015	VFC/PED	PPSV23 Pneumovax	00006-4943-00	J005067	01/17/2015	9	G81	RETO	<input checked="" type="checkbox"/>

After clicking submit you will be brought to the Shipping Label Request List screen.

## 2. RETURNING VACCINES (cont.)

**SHIPPING LABEL REQUEST LIST** [Show Help Text](#)

**Selection Criteria**

Provider Pin: \*

Request Status: \*  Not Complete  
 Pending Export  
 Exported: Wastage   
 Returns:  Not Confirmed  Confirmed  
 Rejected

Pin	Report Date	Report Status	Report Reason	VTrckS Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	
		Not Complete	G81		0	1	SWEET,MEGAN	<input type="button" value="Request Labels"/>
		Pending Export	G100	n/a	n/a	1	SWEET,MEGAN	<input type="button" value="Show Detail"/>

- Select your “Provider PIN.”
- This screen is defaulted to show a “Report Status” of all “Not Complete” and “Pending Export” requests.
- Click “Request Labels” for returnable items.
  - NOTE:** You will not need to request labels for vaccines reported as wasted.
- The Shipping Label Request page now displays.

**SHIPPING LABEL REQUEST** [Show Help Text](#)

Provider:  
 Provider Pin:  
 Return Reason: G81 Expired  
 Return Type: Return Only  
 VFC Primary Contact: SWEET,MEGAN  
 Telephone Number: (407)555-5555  
 Nbr of Boxes: \*   
 Shipping Labels via:  Postal Mail  Email  
 Address: notvalid@fishots.com

Status: Not Complete  
 Reported Date:  
 Report Date:  
 Florida SHOTS Return Id:  
 VTrckS Return Id:

Line Item	Effort	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
	VFC/PED	PPSV23 Pneumovax	00006-4943-00	J005067	01/17/2015	9

Complete Vaccine cannot be returned until the Complete checkbox is marked.

- Select the number of boxes needed to return these items. How many shipping labels do you need to return this vaccine?
  - NOTE:** The “Status” is displaying “Not complete,” therefore the order request has not been “Exported” or finalized.
- Select whether to have the shipping labels emailed to the primary contact’s email address listed or if you would like the shipping labels mailed to your office via postal mail. If the email listed is invalid, do not complete the return and contact your VFC representative to update this email address, or select to receive the shipping labels via postal mail.
- Check the “Complete” box.
- Click “Submit.”



## 2. RETURNING VACCINES (cont.)

SHIPPING LABEL REQUEST Show Help Text

Your submitted updates were successfully applied.

[Return to Shipping Label Request List](#)

Provider:  
 Provider Pin:  
 Return Reason: G81 Expired  
 Return Type: Return Only  
 VFC Primary Contact: SWEET,MEGAN  
 Telephone Number: (407)555-5555  
 Nbr of Boxes: \* 01  
 Shipping Labels via:  Postal Mail  Email  
 Address: notvalid@fishots.com

Status: Pending Export  
 Reported Date:  
 Report Date:  
 Florida SHOTS Return Id:  
 VTrckS Return Id:

Line Item	Effort	BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
	VFC/PED	PPSV23 Pneumovax	00006-4943-00	J005067	01/17/2015	9

Complete Vaccine cannot be returned until the Complete checkbox is marked.

- The status has now changed to “Pending Export.”

Every night the VFC Program office will export your return orders over to the CDC. Once exported, in order to print out your packing slip, you’ll need to go back into the “Shipping Labels” menu item the next day.

**Vaccine Inventory**

**Order**

- Temperature Logs
- Order Worksheet
- Order Requests

**Receive**

- Pending Receipts

**Adjust**

- Adjust Inventory
- Report Returns/Waste
- Shipping Labels

**Transfer**

- Transfer Inventory
- Transfer Form
- Rescind Transfer

**Transaction**

- Transaction History

**Reports**

- Aging Vaccine

To print your packing slip:

- Choose your “Provider PIN.”
- Under “Request Status,” check the boxes to display “Exported: Wasted” and “Returns: Not Confirmed.”
- Specify a date range if applicable.
- Click “Show matching Shipping Label Requests.”

## 2. RETURNING VACCINES (cont.)

**SHIPPING LABEL REQUEST LIST** Show Help Text

**Selection Criteria**

Provider Pin: \*

Request Status: \*  Not Complete  
 Pending Export

Exported: Wastage   
 Returns:  Not Confirmed  Confirmed  
 Rejected

Date Reported: \* From:  Thru:

[Show matching Shipping Label Requests](#)

Pin	Report Date	Report Status	Report Reason	VTrckS Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	
481046	10/19/2015	Exported	G100	n/a	n/a	1	SWEET,MEGAN	<a href="#">Show Detail</a>
481046	10/19/2015	Exported	G81	9900009155	1	1	SWEET,MEGAN	<a href="#">Show Detail</a>

[Confirm doses were returned](#)

Click “Show Detail” on returnable items to retrieve packing slip information. If you hover over the list, you will get a pop-up with helpful details regarding the line item.

**NOTE:** The status of the request will show “Exported” along with the Florida SHOTS return ID and the VTrcks Return ID. The VTrcks Return ID is required for processing your return shipment.

- Select “Print.”
- Include this documentation in the box when shipping the vaccine back to the distributor. If you have more than one return you may ship the vaccine in one box; just be sure to include both packing slips.
- If you have chosen to have your shipping labels emailed, you should receive them within the next business day. For shipping labels sent via postal mail, please allow 7 to 10 business days for delivery. If you do not receive the labels within this period, contact your VFC representative so that they may request the labels to be resent.

**SHIPPING LABEL REQUEST** Show Help Text

[Return to Shipping Label Request List](#) [Print](#)

Provider: **Provider Pin:**  
**Return Reason:** G81 Expired  
**Return Type:** Return Only  
**VFC Primary Contact:** SWEET,MEGAN  
**Telephone Number:** (407)555-5555  
**Nbr of Boxes:** 1 Return has not been confirmed.  
**Shipping Labels via:** Email **Address:** notvalid@flshots.com

**Status:** Exported  
**Reported Date:** 10/19/2015 07:03  
**Report Date:** 10/19/2015  
**Florida SHOTS Return Id:** R001636  
**VTrckS Return Id:** 9900009155

Line Item	Effort	BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj
1	VFC/PED	PPSV23 Pneumovax	00006-4943-00	J005067	01/17/2015	9

[Submit](#) [Cancel](#)

## 2. RETURNING VACCINES (cont.)

Click “Confirm doses were returned” when you have shipped your completed return with the required documentation. This will keep a record of the transaction in an archive of past returns.

**SHIPPING LABEL REQUEST LIST** [Show Help Text](#)

**Selection Criteria**

Provider Pin: \* 1MTL - MAITLAND CENTER  
1UHC - UNIVERSITY CENTER

Request Status: \*  Not Complete  
 Pending Export

Exported: Wastage   
Returns:  Not Confirmed  Confirmed  
 Rejected

Date Reported: \* From: 07/21/2015 Thru: 10/19/2015

[Show matching Shipping Label Requests](#)

Pin	Report Date	Report Status	Report Reason	VTrckS Return Id	Nbr of Boxes	Nbr of Line Items	VFC Contact	
481046	10/19/2015	Exported	G100	n/a	n/a	1	SWEET,MEGAN	<a href="#">Show Detail</a>
481046	10/19/2015	Exported	G81	9900009155	1	1	SWEET,MEGAN	<a href="#">Show Detail</a>

[Confirm doses were returned](#)