

# **Florida SHOTS™**

## **MANAGING YOUR VFC VACCINE INVENTORY**

### **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

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# MANAGING YOUR VFC VACCINE INVENTORY

As a VFC provider you are required to use multiple features within [Florida SHOTS](#) to manage your VFC vaccine inventory. These functions are:

- Receive your VFC vaccine by accepting pending receipts in [Florida SHOTS](#).
- Adjust your VFC vaccine as needed.
- Return unusable VFC vaccines to the distributor.
- Transfer your VFC vaccine to another VFC site.
- View all of the transactions performed in [Florida SHOTS](#) related to your VFC vaccine.

This document will review the steps needed to manage your VFC vaccine in [Florida SHOTS](#).

## Accepting Pending Receipts

Pending receipts will notify you of any VFC vaccines that have been shipped to your office or transferred from another provider. You must accept the pending receipts to confirm that you have received the vaccines and want to add them into your VFC vaccine inventory. A site cannot place any future orders with outstanding pending receipts. To complete this task follow these steps:



**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

Log into [Florida SHOTS](#).

Click “Pending Receipts” under the “Vaccine Inventory” menu.

- If you do not have this menu item, please contact the VFC primary or secondary contact for your site. They will need to assign you these responsibilities.
- If your site has pending receipts, you will be immediately brought to the “Unapplied Pending Receipt List” after you log in.

The “Unapplied Pending Receipts List” displays receipts that your site(s) need to accept into inventory.

| UNAPPLIED PENDING RECEIPTS LIST   |            |  |  |  | <a href="#">Show Help Text</a> |
|---|------------|--|--|--|--------------------------------|
| <b>Sender:</b><br><input checked="" type="radio"/> VTrckS<br><input type="radio"/> 1MTL - MAITLAND CENTER |            | <b>Receiving Service Site:</b><br><input checked="" type="radio"/> All<br><input type="radio"/> TUHC - UNIVERSITY CENTER |  |  |                                |
| <b>Receiving Service Site</b>   | <b>Pin</b> | <b>Ship Date</b>   | <b>Tracking Number</b>   |  |                                |
| 1UHC - UNIVERSITY CENTER  |            | 10/12/2015   | U 1ZA2F4990327108252   |  | Line Items (1)                 |
| 1UHC - UNIVERSITY CENTER  |            | 10/12/2015   | Fed Ex: <a href="#">781467182350</a><br>Fed Ex: <a href="#">781467314650</a> |  | Line Items (2)                 |

**NOTE:** This list will also include any pending VFC vaccine transfers coming into your site.

# MANAGING YOUR VFC VACCINE INVENTORY

## Information on the “Unapplied Pending Receipts List” page that you will see:

- Sender – Distributor that shipped the VFC vaccine to your site or the VFC site that transferred vaccines to your site
- Receiving Service Site – Sites that have pending receipts within your organization

**NOTE:** Some vaccines may arrive to your office before the pending receipt is displayed in [Florida SHOTS](#). You should wait another day or so until the pending receipt information is displayed in [Florida SHOTS](#). If the receipt is not displayed within two days, contact your VFC representative.

## Information shown regarding each line item receipt:

- Receiving Service Site – The site that is receiving the VFC vaccine
- PIN – Identification number that the VFC Program office provided to your site
- Ship Date – The date the vaccine distributor sent the VFC vaccine to your site
- Tracking Number – The number provided to track shipping via UPS or FedEx (If the vaccine was a “direct ship” from Merck [any frozen vaccine] then the pending receipt will display a tracking number for UPS. You will need to go to the UPS website and input the tracking number listed for further tracking information. All other vaccines are shipped via FedEx, and you can click on the hyperlink for the tracking information.)
- Line Items – Communicates the number of line items that are attached to that specific pending receipt

**NOTE:** If you work with an organization that has only one VFC site, an unapplied pending receipt will only display the sending date and a shipper link.

Click the “**Line Items**” button of the pending receipt you want to accept into your site's VFC vaccine inventory. The “Apply Pending Receipt” page will display.

**APPLY PENDING RECEIPT** [Show Help Text](#)

Sender: VTrckS Ship Date: 10/12/2015  
Receiver: 1UHC - UNIVERSITY CENTER Receipt Date: \* 10/13/2015

| Item Nbr | NDC           | Vaccine | Manufacturer    | Lot Number | Expiration Date | Doses | Revise                   |
|----------|---------------|---------|-----------------|------------|-----------------|-------|--------------------------|
| 1        | 58160-0854-52 | ROTARIX | GLAXOSMITHKLINE | A41CB525A  | 02/13/2017      | 20    | <input type="checkbox"/> |
| 2        | 00005-1971-02 | PCV13   | WYETH-AYERST    | L99266     | 03/31/2017      | 20    | <input type="checkbox"/> |

# MANAGING YOUR VFC VACCINE INVENTORY

## Information on the “Apply Pending Receipt” page:

- Item Nbr – Number that [Florida SHOTS](#) attached to this specific vaccine pending receipt
- NDC – National Drug Code that the CDC has attached to this specific vaccine
- Vaccine – Name the manufacturer has provided the vaccine
- Manufacturer – Name of the manufacturer of this specific vaccine
- Lot Number – The lot number provided by the manufacturer to track the vaccine
- Expiration Date – The date that this specific VFC vaccine is no longer viable to give to a patient

## From the “Apply Pending Receipt” page, you may:

- Apply the receipt to inventory balances.
- Revise an item number attached to the pending receipt.

## To apply the receipt to inventory balances:

Click “**Apply receipt to inventory balances**” to accept this receipt into your VFC vaccine inventory if the information on the packing slip and the doses counted when the package arrives at your site matches the receipt in [Florida SHOTS](#).

**NOTE:** Count the doses received and verify the lot numbers and expiration dates on the shipping label **BEFORE** you apply the receipt to your site’s VFC inventory balances.

**APPLY PENDING RECEIPT** [Show Help Text](#)

Sender: VTckS  
Receiver: 1UHC - UNIVERSITY CENTER

Ship Date: 10/12/2015  
Receipt Date: \* 10/13/2015

| Item Nbr | NDC           | Vaccine | Manufacturer    | Lot Number | Expiration Date | Doses | Revise                   |
|----------|---------------|---------|-----------------|------------|-----------------|-------|--------------------------|
| 1        | 58160-0854-52 | ROTARIX | GLAXOSMITHKLINE | A41CB525A  | 02/13/2017      | 20    | <input type="checkbox"/> |
| 2        | 00005-1971-02 | PCV13   | WYETH-AYERST    | L99266     | 03/31/2017      | 20    | <input type="checkbox"/> |

**Apply receipt to inventory balances** **Cancel**

**Return to Pending Receipt List**

## Revise Pending Receipts:

To revise the receipt before applying it to your site’s VFC inventory balances, check the box under “Revise” for the item number you would like to revise.

**NOTE:** Use this functionality only when essential due to a discrepancy between the unapplied pending inventory receipt record and the vaccine received. This correction should rarely occur. You should not revise a pending receipt before contacting the VFC Program office.  
**All discrepancies must be reported to the VFC Program office.**

# MANAGING YOUR VFC VACCINE INVENTORY

Florida SHOTS will allow you to revise the following fields for each item number attached to a receipt.

- Lot Number – The lot number provided by the manufacturer to track the vaccine
- Expiration Date – The date that this specific VFC vaccine is no longer viable to give to a patient
- Doses – The number of doses on the line item order of this receipt
- Order ID Rcvd – The order number that should be on the packing slip that arrives with the VFC vaccine at your site

**APPLY PENDING RECEIPT** [Show Help Text](#)

Sender: VTrckS  
Receiver: 1UHC - UNIVERSITY CENTER

Ship Date: 10/12/2015  
Receipt Date: \* 10/13/2015

| Item Nbr  | NDC           | Vaccine | Manufacturer    | Lot Number | Expiration Date | Doses | Revise                              |
|---|---------------|---------|-----------------|------------|-----------------|-------|-------------------------------------|
| 1   | 58160-0854-52 | ROTARIX | GLAXOSMITHKLINE | A41CB525A  | 02/13/2017      | 20    | <input checked="" type="checkbox"/> |
| <b>Received:</b> 58160-0854-52 ROTARIX GLAXOSMITHKLINE A41CB525A 02/13/2017 20 <input type="button" value="Apply"/> |               |         |                 |            |                 |       |                                     |
| McKesson Order Id Doc: 56135-3  |               |         |                 |            |                 |       |                                     |
| McKesson Order Id Rcvd: 56135-3   |               |         |                 |            |                 |       |                                     |
| 2   | 00005-1971-02 | PCV13   | WYETH-AYERST    | L99266     | 03/31/2017      | 20    | <input type="checkbox"/>            |

Once you have updated the item's information so that it matches the shipping label that arrived with the VFC vaccine, click "Apply."

This will return you to the "Apply Pending Receipt" page where you can now click "Apply receipt to inventory balances."

**NOTE:** The following message displays on the page to confirm that the VFC vaccine attached to this pending receipt has been applied to your site's VFC vaccine inventory.

**APPLY PENDING RECEIPT** [Show Help Text](#)

**The receipt was applied to inventory balances by SWEET, MEGAN at 10/16/2015 12:01**

Sender: VTrckS  
Receiver: 1UHC - UNIVERSITY CENTER

Ship Date: 10/12/2015  
Receipt Date: 10/13/2015

| Item Nbr   | NDC           | Vaccine | Manufacturer    | Lot Number | Expiration Date | Doses | Revise |
|--|---------------|---------|-----------------|------------|-----------------|-------|--------|
| 1  | 58160-0854-52 | ROTARIX | GLAXOSMITHKLINE | A41CB525A  | 02/13/2017      | 20    |        |
| <b>Received:</b> 58160-0854-52 ROTARIX GLAXOSMITHKLINE A41CB525A 02/13/2017 10 |               |         |                 |            |                 |       |        |
| McKesson Order Id Doc: 56135-3   |               |         |                 |            |                 |       |        |
| McKesson Order Id Rcvd: 56135-3  |               |         |                 |            |                 |       |        |
| 2  | 00005-1971-02 | PCV13   | WYETH-AYERST    | L99266     | 03/31/2017      | 20    |        |

# MANAGING YOUR VFC VACCINE INVENTORY

## 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 "VFC Private Provider Inventory Adjustment" page displays.

A screenshot of the "VFC PRIVATE PROVIDER INVENTORY ADJUSTMENT" web page. At the top, there is a "Lookup VFC PIN:" section with a dropdown menu showing "1MTL - MAITLAND CENTER" and a "Search" button. Below this, the page is divided into three columns. The left column displays "Org Name: VFC PIN:", "Site Name: 1MTL - MAITLAND CENTER", and "Central Pharmacy: No". The middle column, titled "VFC Shipping Address", includes fields for "Line 1:", "Line 2:", and "City/State/Zip:". The right column, titled "VFC Shipping Contact Info", displays "Phone: (407)555-5555", "Fax: (407)555-2555", "Email: notvalid@fishots.com", and "Contact: SWEET,MEGAN". Below these columns is the "Adjust Inventory Item" section, which contains dropdown menus for "Vaccine Category:", "Brand Name:", and "NDC:", along with a "Lot number:" field and an "Effort:" dropdown menu. At the bottom, there are two buttons: "Retrieve Matching Inv Records" and "Reset Inv Search Criteria". A "Show Help Text" link is located in the top right corner.

If you work with a single VFC site, the site name will automatically appear in the drop-down box. Click "Search" to bring up that PIN's "VFC Private Provider Inventory Adjustment" page.

If you work with multiple VFC sites within your organization, select the PIN for the site you wish to work with from the drop-down box. Click "Search" to bring up that PIN's "VFC Private Provider Inventory Adjustment" page.

# MANAGING YOUR VFC VACCINE INVENTORY

On the “**VFC Private Provider Inventory Adjustment**” page, you will see the following site information:

- Org Name – Name of the organization as it is listed in [Florida SHOTS](#)
- VFC PIN – Identification number that the VFC Program office provided to your site
- Site Name – Name of the site as it is listed in [Florida SHOTS](#)
- VFC Shipping Address – Address to which the VFC Program office ships your site’s VFC vaccine
- VFC Shipping Contact Info – Phone, fax, email, and VFC primary contact for the site

**NOTE:** Always check this information for accuracy, and notify the VFC Program office if there are changes.

From the “**VFC Private Provider Inventory Adjustment**” page, you may select VFC inventory by the following criteria to increase or decrease doses:

- Vaccine Category – Generic name used to group vaccines having similar components
- Brand Name – Name the manufacturer provides to the vaccine
- NDC – National Drug Code that the CDC has attached to this specific vaccine
- Lot Number – The lot number provided by the manufacturer to track the vaccine

Select your VFC vaccine for adjustment and click “**Retrieve Matching Inv Records.**” All matching VFC inventory for your site will display on the page.

**NOTE:** If the lot number you are searching for is not displayed, try selecting only the vaccine category.

**VFC PRIVATE PROVIDER INVENTORY ADJUSTMENT** [Show Help Text](#)

Lookup VFC PIN:  
1MTL - MAITLAND CENTER

Org Name:  
VFC PIN:  
Site Name: 1MTL - MAITLAND CENTER  
Central Pharmacy: No

**VFC Shipping Address**  
Line 1:  
Line 2:  
City/State/Zip:

**VFC Shipping Contact Info**  
Phone: (407)555-5555  
Fax: (407)555-2555  
Email: notvalid@flshots.com  
Contact: SWEET,MEGAN

**Adjust Inventory Item**

Vaccine Category: PPSV   
Brand Name: -- Select --   
NDC: -- Select --   
Lot number:   
Effort: VFC/PED

Vaccine Category: PPSV Brand Name: Pneumovax (10 Single Dose Vials) NDC: 00006-4943-00

| Lot Number                                    | Expiration Date | Effort  | Last Reported Qty On Hand | Calc Current Qty On Hand | Tx History  |
|---|-----------------|---------|---------------------------|--------------------------|---|
| J005067                                       | 01/17/2015      | VFC/PED | 9<br>12/13/2014           | 9                        | <a href="#">View Tx</a> <input type="button" value="Select"/> |
| 1743AA  | 07/27/2013      | VFC/PED | 0<br>08/23/2013           | 0                        | <a href="#">View Tx</a> <input type="button" value="Select"/> |
| <input type="button" value="New Lot Number"/> |                 | VFC/PED |                           |                          |   |

# MANAGING YOUR VFC VACCINE INVENTORY

The “**VFC Private Provider Inventory Adjustment**” page will show the following about each inventory record that meets your search criteria:

- Lot Number – The lot number provided by the manufacturer to track the vaccine
- Expiration Date – The date the manufacturer provides as to when the vaccine will no longer be available to give as a dose to a patient
- Effort – Who should receive this vaccine
- Last Reported Qty on Hand – The date and number of doses that [Florida SHOTS](#) shows for the most recent inventory update
- Calc Current Qty On Hand – 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](#)
- Tx History – A link to the “Transaction History” page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since [Florida SHOTS](#) recognized it as part of your site’s VFC vaccine inventory

Click “Select” to adjust the inventory record of a specific lot number. The “VFC Private Provider Inventory Adjustment” page displays with fields needed to adjust the VFC vaccine inventory record.

**Adjust Inventory Item**

[Retrieve Matching Inv Records](#) [Reset Inv Search Criteria](#)

**Vaccine Category:** PPSV **Brand Name:** Pneumovax (10 Single Dose Vials) **NDC:** 00006-4943-00

| Lot Number | Expiration Date | Effort  | Last Reported Qty On Hand | Calc Current Qty On Hand | Tx History                                      |
|------------|-----------------|---------|---------------------------|--------------------------|---|
| J005067    | 01/17/2015      | VFC/PED | 9<br>12/13/2014           | 9                        | <a href="#">View Txs</a> <a href="#">Select</a> |

**Effective\* Date**  **Eff. Date Qty OnHand**  **Adjust\* Direction**  **Adjust\* Qty**  **Resulting Qty**  **Adjustment Reason\***

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

Enter the following information regarding the adjustment:

- 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.
- Eff Date Qty On Hand – Amount is calculated based on the inventory reported on the last order request, and any inventory transfers or adjustments made as of the effective date provided
- 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

# MANAGING YOUR VFC VACCINE INVENTORY

## Decrease Options:

- Borrow VFC Vaccine Stock for Payback
- Recalled
- Spoiled
- Unaccounted For
- Unusable
- Wasted
- Expired – This reason is only available if the vaccine has reached the expiration date in [Florida SHOTS](#).

**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 here: <http://www.floridahealth.gov/programs-and-services/immunization/publications/documents/vfc-vaccine-restitution.pdf>

## Increase Options:

- Imprecise Measure of Extraction
- McKesson/Merck Replacement Shipment
- Payback VFC Vaccine
- Unaccounted For
- VFC Vaccine Received But Not Ordered

**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 an additional comment for the following adjustment reasons:

- Borrow VFC Vaccine For Private Stock
- McKesson/Merck Replacement Shipment
- Payback VFC Vaccine
- VFC Vaccine Received But Not Ordered

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. You must uncheck this box.

| Effective*<br>Date   | Eff. Date<br>Qty OnHand | Adjust*<br>Direction | Adjust*<br>Qty | Resulting<br>Qty | Adjustment Reason*  |
|--|-------------------------|----------------------|----------------|------------------|---|
| 11/02/2015   | 9                       | Decrease (-)         | 9              | 0                | EXPIRED   |
| Vaccine has reached its listed expiration date and doses are unusable. |                         |                      |                |                  |   |
| Explanation / Return Reason *  |                         |                      |                |                  | <input checked="" type="checkbox"/> Returned?<br>Mark this box if these doses have been or will be returned to the distributor. |
| 1 Expired  |                         |                      |                |                  |   |
| <input type="button" value="Submit"/>                                  |                         |                      |                |                  | <input type="button" value="Cancel"/>   |

# MANAGING YOUR VFC VACCINE INVENTORY

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Complete the required fields and click **“Submit.”** The “VFC Private Provider Inventory Adjustment” page displays a confirmation that the adjustment to the VFC vaccine inventory record was successfully saved.

VFC PRIVATE PROVIDER INVENTORY ADJUSTMENT

Show Help Text

Lookup VFC PIN:

TMTL - MAITLAND CENTER

▼

Search

The adjustment transaction has been successfully saved.

To continue making adjustments click on search to be brought back to the “Inventory Search” page.

# MANAGING YOUR VFC VACCINE INVENTORY

## Returning Vaccines

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

### VFC Wasted/Returned Vaccines Procedures:

|                             |
|-----------------------------|
| <b>Vaccine Inventory</b>    |
| <b>Order</b>                |
| Temperature Logs            |
| Order Worksheet             |
| Order Requests              |
| <b>Receive</b>              |
| Pending Receipts            |
| <b>Adjust</b>               |
| Adjust Inventory            |
| <b>Report Returns/Waste</b> |
| Shipping Labels             |
| <b>Transfer</b>             |
| Transfer Inventory          |
| Transfer Form               |
| Rescind Transfer            |
| <b>Transaction</b>          |
| Transaction History         |
| <b>Reports</b>              |
| Aging Vaccine               |

- Click on 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  | Vaccine | BrandName | NDC Number    | Lot Number | Expiration Date | Doses Adj | Reas Code | Repl Rtrn | Incl?                               |
|--------------|---------|---------|-----------|---------------|------------|-----------------|-----------|-----------|-----------|-------------------------------------|
| 10/13/2015   | VFC/PED | DTAP    | DTAP      | 49281-0286-10 | C4630AA    | 10/28/2016      | 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” screen.

|                          |
|--------------------------|
| <b>Vaccine Inventory</b> |
| <b>Order</b>             |
| Temperature Logs         |
| Order Worksheet          |
| Order Requests           |
| <b>Receive</b>           |
| Pending Receipts         |
| <b>Adjust</b>            |
| Adjust Inventory         |
| Report Returns/Waste     |
| <b>Shipping Labels</b>   |
| <b>Transfer</b>          |
| Transfer Inventory       |
| Transfer Form            |
| Rescind Transfer         |
| <b>Transaction</b>       |
| Transaction History      |
| <b>Reports</b>           |
| Aging Vaccine            |

# MANAGING YOUR VFC VACCINE INVENTORY

- Select your “Provider PIN.”
- This screen is defaulted to show a “Report Status” of all “Not Complete” and “Pending Export” requests.

**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

[Show matching Shipping Label Requests](#)

| Pin | Report Date | Report Status  | Report Reason | VTckS Return Id | Nbr of Boxes | Nbr of Line Items | VFC Contact |                                |
|-----|-------------|----------------|---------------|-----------------|--------------|-------------------|-------------|--------------------------------|
|     |             | Not Complete   | G81           |                 | 0            | 1                 | SWEET,MEGAN | <a href="#">Request Labels</a> |
|     |             | Pending Export | G100          | n/a             | n/a          | 1                 | SWEET,MEGAN | <a href="#">Show Detail</a>    |

- Click “Request Labels” for returnable items. You can hover your mouse over the line item for the return type.

**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](#)

[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: \* 1  
Shipping Labels via: ☐ Postal Mail ☒ Email  
Address: notvalid@fishots.com

**Status: Not Complete**  
Reported Date:  
Report Date:  
Florida SHOTS Return Id:  
VTckS 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         |

[Submit](#) ☐ Complete Vaccine cannot be returned until the Complete checkbox is marked. [Cancel](#)

[Delete this request](#)

# MANAGING YOUR VFC VACCINE INVENTORY

The “Status” is displaying “Not Complete,” therefore the order request has not been “Exported” or finalized.

- Select the number of boxes needed to return these items. How many shipping labels do you need to return this vaccine?
- Select to have the shipping labels emailed to the primary contact’s email address or mailed to your office via postal mail. If the email listed on this page is invalid, contact your VFC representative to update this email address before completing the return, or select to receive the shipping labels via postal mail.
- Check the “**Complete**” box.
- Select “**Submit.**”

**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

Reported Date:  
Florida SHOTS Return Id:  
VTrckS Return Id:

Status: Pending Export

| 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.

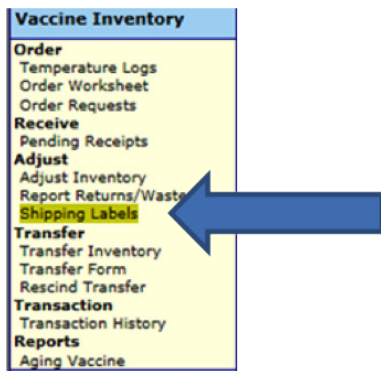
The status has now changed to “Pending Export.”

**NOTE:** 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.

# MANAGING YOUR VFC VACCINE INVENTORY

## Printing the Packing Slip

Select “Shipping Labels” from the “Vaccine Inventory” menu.



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

## 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](#)

- Click “Show Detail” on returnable items to retrieve packing slip information. You can hover your mouse over the line item for the return type.

**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.

# MANAGING YOUR VFC VACCINE INVENTORY

- 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 time frame, 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**

**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  
**VTckS Return Id:** 9900009155

**Print**

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

**Submit** **Cancel**

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 | VTckS Return Id | Nbr of Boxes | Nbr of Line Items | VFC Contact |                    |
|--------|-------------|---------------|---------------|-----------------|--------------|-------------------|-------------|--------------------|
| 481046 | 10/19/2015  | Exported      | G100          | n/a             | n/a          | 1                 | SWEET,MEGAN | <b>Show Detail</b> |
| 481046 | 10/19/2015  | Exported      | G81           | 9900009155      | 1            | 1                 | SWEET,MEGAN | <b>Show Detail</b> |

**Confirm doses were returned**

# MANAGING YOUR VFC VACCINE INVENTORY

## Transferring VFC Inventory

There may be times when you need to transfer VFC vaccines from your inventory to another site within your organization or to another VFC provider outside of your organization.

**NOTE:** [Florida SHOTS](#) will only allow you to transfer VFC vaccine from one VFC site to another VFC site.

To transfer your site's VFC inventory, click "Transfer Inventory" under the "Vaccine Inventory" menu.

**If you work with a single VFC site**, the site name will automatically appear in the drop-down box. Click "Search" to bring up that PIN's "Transfer Inventory Supply Select" page.

**If you work with multiple VFC sites within your organization**, select the PIN for the site you wish to work with from the drop-down box. Click "Search" to bring up that PIN's "Transfer Inventory Supply Select" page.

**TRANSFER INVENTORY SUPPLY SELECT** [Show Help Text](#)

Lookup VFC PIN:  
1MTL - MAITLAND CENTER

|   |  |   |
|---|--|---|
| <b>Org Name:</b><br>VFC PIN:<br>Site Name: 1MTL - MAITLAND CENTER<br>Central Pharmacy: No | <b>VFC Shipping Address</b><br>Line 1:<br>Line 2:<br>City/State/Zip: | <b>VFC Shipping Contact Info</b><br>Phone: (407)555-5555<br>Fax: (407)555-2555<br>Email: notvalid@flshots.com<br>Contact: SWEET,MEGAN |
|---|--|---|

**VFC Private Provider Inventory Item**

Vaccine Category:  Brand Name:  NDC:

Lot number:  Effort:

The "Transfer Inventory Supply Select" page includes the following site information:

- Org Name – Name of the organization as it is listed in [Florida SHOTS](#)
- VFC PIN – Identification number that the VFC Program office provided to your site
- Site Name – Name of the site as it is listed in [Florida SHOTS](#)
- VFC Shipping Address – Address to which the VFC Program office ships your site's VFC vaccine
- VFC Shipping Contact Info – Phone, fax, email, and VFC primary contact for the site

**NOTE:** Always check this information for accuracy, and notify the VFC Program office if there are changes.

# MANAGING YOUR VFC VACCINE INVENTORY

## What your site must do from the “Transfer Inventory Supply Select” page:

Use the following criteria to select VFC inventory for transfer to another VFC site:

- Vaccine Category – Generic name used to group vaccines having similar components
- Brand Name – Name the manufacturer provides to the vaccine
- NDC – National Drug Code that the CDC has attached to this specific vaccine
- Lot Number – The lot number provided by the manufacturer to track the vaccine

Select the criteria and click “**Retrieve Matching Inv Records.**”

The “**Transfer Inventory Supply Select**” page displays with those vaccines listed.

**TRANSFER INVENTORY SUPPLY SELECT** [Show Help Text](#)

Lookup VFC PIN:  
1MTL - MAITLAND CENTER

Org Name:  
VFC PIN:  
Site Name: 1MTL - MAITLAND CENTER  
Central Pharmacy: No

**VFC Shipping Address**  
Line 1:  
Line 2:  
City/State/Zip:

**VFC Shipping Contact Info**  
Phone: (407)555-5555  
Fax: (407)555-2555  
Email: notvalid@flshots.com  
Contact: SWEET,MEGAN

**VFC Private Provider Inventory Item**  
Vaccine Category: DTaP Brand Name: Daptacel NDC: 49281-0286-10: Daptacel (10 Single Dose Vials)  
Lot number: Effort: VFC/PED

| Lot Number | Expiration Date | Effort  | Last Reported Qty On Hand | Calc Current Qty On Hand | Tx History   |
|------------|-----------------|---------|---------------------------|--------------------------|--|
| C4630AA    | 10/28/2016      | VFC/PED | 60<br>12/13/2014          | 59                       | <a href="#">View Txs</a> <input type="button" value="Select"/> |

Each VFC inventory record in the “Transfer Inventory Supply Select” list will show the following information:

- Expiration Date – The date the manufacturer provides as to when the vaccine will no longer be available to give as a dose to a patient
- Effort – The funding source
- Last Reported Qty On Hand – The date and number of doses that [Florida SHOTS](#) shows involved with the most recent inventory update
- Calc Current Qty On Hand – The amount of vaccine [Florida SHOTS](#) calculates your site has for a lot based on what the site has communicated in regards to doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in [Florida SHOTS](#)
- Tx History – A link to the “Transaction History” page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since [Florida SHOTS](#) recognized it as part of your site’s VFC vaccine inventory

Click “**Select**” by the VFC vaccine record that you wish to transfer to another VFC site.

# MANAGING YOUR VFC VACCINE INVENTORY

The “Transfer Inventory” page displays with “Inventory record being reduced” at the top of the page and “Pending Transfer to be created for” below.

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

**Inventory record being reduced**

Site: 1MTL - MAITLAND CENTER  
Vaccine Type: DTAP - Daptacel  
Manufacturer: PMC-SANOFI PASTEUR  
Lot Number: C4630AA  
Expires: 10/28/2016  
NDC: 49281-0286-10

[Return to Transfer Inventory Supply Select](#)

**Pending Transfer to be created for:**

Effective Date: \* 10/19/2015

Select by providing Receiver Pin: - OR - Select by providing Organization Name: \*

Lookup pin number [Retrieve matching organizations](#)

Site: \* -- Select --

Transfer \*  
Quantity 1

Reason \*  
-- Select --

Comment:

Maximum characters permitted is: 425. Character count: 0

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

What your site must do from the “Transfer Inventory” page:

- Effective Date – Enter the date the transfer is effective. The date defaults to the current date.
- Indicate where the vaccine will be transferred:
  - If you know the PIN, enter it and click “Lookup pin number.”
  - If you do not know the site’s PIN, you can enter the Organization Name and click “Retrieve matching organizations,” and pick the site from the list displayed.
  - If the site is within your organization, you can simply select the site from the Site drop-down box.
- Transfer Quantity – Enter the number of doses that you want to transfer.
- Reason – Select the reason you are transferring the VFC vaccine to the other VFC site.

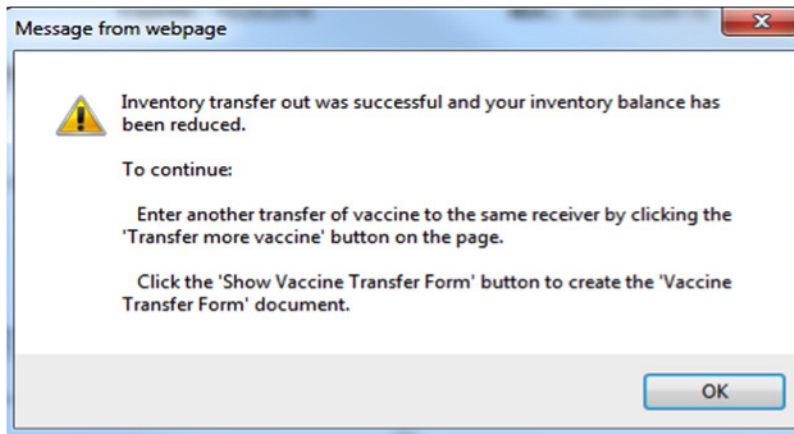
Available transfer options are:

- Excess Inventory
- Inadequate Inventory
- Loss of Inventory – Mechanical Failure
- Other – Transferring Vaccines out Prior to Expiration
- Practice Closure

**NOTE:** Choosing “Other” as your transfer reason will require that you input an additional comment.

# MANAGING YOUR VFC VACCINE INVENTORY

Enter the required information and click **“Submit.”** The following pop-up appears to confirm a successful transfer. Click **“OK.”**



Florida SHOTS will now allow you to do the following things from this **“Transfer Inventory”** page:

- Click the **“Show Vaccine Transfer Form”** to process the packing slip, which will be sent with the VFC vaccine to the receiving site.
- **Transfer more vaccine to the same recipient.**
- **Transfer more vaccine from the same supply.**

**TRANSFER INVENTORY** Show Help Text

Inventory record being reduced

Site: 1MTL - MAITLAND CENTER  
Vaccine Type: DTAP - Daptacel  
Manufacturer: PMC-SANOFI PASTEUR  
Lot Number: C4630AA Expires: 10/28/2016 NDC: 49281-0286-10

[Return to Transfer Inventory Supply Select](#)

Pending Transfer to be created for:

Effective Date: \* 10/19/2015

Select by providing Receiver Pin: - OR - Select by providing Organization Name: \*

Site: \* 1UHC - UNIVERSITY CENTER

Transfer \* Quantity: 1 Reason \* Excess Inventory

Comment:

Maximum characters permitted is: 425. Character count: 0

[Show Vaccine Transfer Form](#) [Transfer more vaccine to the same recipient](#)  
[Transfer more vaccine from the same supply](#)

## Creating the “Vaccine Transfer Form”

Click **“Show Vaccine Transfer Form”** so that the transferred VFC vaccine has the appropriate documentation when it is sent to the receiving site. The **“Vaccine Transfer Form Select”** page displays.

# MANAGING YOUR VFC VACCINE INVENTORY

**VACCINE TRANSFER FORM SELECT** [Show Help Text](#)

Applies to all vaccines

Responsible Person: \*

| Shipped Date | Sending Site           | Receiving Organization     | Receiving Site           | Select this form                 |
|--------------|------------------------|----------------------------|--------------------------|----------------------------------|
| 10/19/2015   | 1MTL - MAITLAND CENTER | PHYSICIAN ASSOCIATES OF FL | 1UHC - UNIVERSITY CENTER | <input checked="" type="radio"/> |

| Vaccine Name | NDC           | Manufacturer       | Lot Number | Doses | Include on form?                    |
|--------------|---------------|--------------------|------------|-------|-------------------------------------|
| DTAP         | 49281-0286-10 | PMC-SANOPI PASTEUR | C4630AA    | 20    | <input checked="" type="checkbox"/> |

What your site must do from the “Vaccine Transfer Form Select” page:

- Responsible Person – Select the person who is physically transferring the VFC vaccine from your site.
- Include on form? – Determine whether the specified NDC and lot number should be included on this “VFC Vaccine Packing Slip.”

Click “**Submit.**” The “Vaccine Transfer Form” displays.

**FLORIDA VACCINES FOR CHILDREN (VFC) PROGRAM**

**Vaccine Transfer Packing Slip**

*To preserve the vaccine viability, it is important to maintain the "cold-chain" when transporting vaccines. Providers must handle, store, and transport vaccines properly. NOTE: Do not transfer open vials.*

**Provider Transferring the vaccine(s)**

VFC PIN:  Provider Name: 1MTL - MAITLAND CENTER  
Telephone #:  Date: 10/19/2015

Print Name: MEGAN SWEET

**Provider Receiving the vaccine(s)**

VFC PIN:  Provider Name: 1UHC - UNIVERSITY CENTER

When receiving the vaccines listed below, please verify the vaccines are in viable condition and the cold-chain has not been compromised.

| Name of the Vaccine/Mfg               | Lot Number | NDC           | Expiration Date | Number of Doses |
|---------------------------------------|------------|---------------|-----------------|-----------------|
| DTAP - Septisol<br>PMC-SANOPI PASTEUR | C4630AA    | 49281-0286-10 | 10/26/2016      | 20              |

To avoid vaccines becoming unserviceable, the provider will ensure:

- all vaccines are immediately and properly stored
- the refrigerator temperature for storage is within the range.
- to use the vaccines with the shortest expiration date first.

----- This is a packing slip. Please do not fax this form to the VFC program -----

Revision date: 9/15

The receiving site should go to their “Pending Receipts” page after comparing the “Vaccine Transfer Packing Slip” they receive with the transferred vaccine, and accept the pending transfer from the sending site by clicking “Apply transfer to inventory balances.”

# MANAGING YOUR VFC VACCINE INVENTORY

**APPLY PENDING TRANSFER** [Show Help Text](#)

Sender: 1MTL - MAITLAND CENTER  
Receiver: 1UHC - UNIVERSITY CENTER

Ship Date: 10/19/2015  
Receipt Date: 10/19/2015

| Item Nbr | NDC           | Vaccine | Manufacturer   | Lot Number | Expiration Date | Doses | Revise                   |
|----------|---------------|---------|----------------|------------|-----------------|-------|--------------------------|
| 1        | 49281-0286-10 | DTAP    | SANOFI PASTEUR | C4630AA    | 10/28/2016      | 20    | <input type="checkbox"/> |

[Apply transfer to inventory balances](#) [Cancel](#)

[Return to Pending Receipt List](#)

This immediately adds the doses from the transfer into the receiving site's VFC inventory.

**NOTE:** The receiving site can reject a transfer. Your site might choose to do so if the arriving VFC vaccine is damaged or the receiving site has entered the incorrect vaccine information such as the quantity. To reject a transfer, click "Revise," check the "Reject" box, and click "Apply." The pending transfer is removed from the receiving site's "Unapplied Pending Receipts" page. The sending site will receive notification of the rejection and their VFC vaccine inventory will immediately be increased.

**APPLY PENDING TRANSFER** [Show Help Text](#)

Sender: 1MTL - MAITLAND CENTER  
Receiver: 1UHC - UNIVERSITY CENTER

Ship Date: 10/19/2015  
Receipt Date: 10/19/2015

| Item Nbr                | NDC           | Vaccine | Manufacturer   | Lot Number | Expiration Date | Doses                           | Revise                              |
|-------------------------|---------------|---------|----------------|------------|-----------------|---------------------------------|-------------------------------------|
| 1                       | 49281-0286-10 | DTAP    | SANOFI PASTEUR | C4630AA    | 10/28/2016      | 20                              | <input checked="" type="checkbox"/> |
| Received: 49281-0286-10 |               | DTAP    | SANOFI PASTEUR | C4630AA    | 10/28/2016      | Reject <input type="checkbox"/> | <a href="#">Apply</a>               |

[Apply transfer to inventory balances](#) [Cancel](#)

[Return to Pending Receipt List](#)

# MANAGING YOUR VFC VACCINE INVENTORY

## Rescinding a Pending Transfer

A sending site can cancel a VFC vaccine transfer as long as the receiving site has not applied the pending transfer to their inventory. Click “**Rescind Transfer**” from the “Vaccine Inventory” menu. The “Unapplied Transfers List” page displays.

| UNAPPLIED TRANSFERS LIST |                 |  |       | <a href="#">Show Help Text</a> |
|--------------------------|-----------------|--|-------|--------------------------------|
| Site                     | Vaccine         | Receiving Organization Site                            | Doses |                                |
| 1MTL - MAITLAND CENTER   | DTAP - Daptacel | PHYSICIAN ASSOCIATES OF FL<br>1UHC - UNIVERSITY CENTER | 20    |                                |

Information on the “Unapplied Transfers List” page:

- Site – VFC site transferring the VFC vaccine to another VFC site
- Vaccine – The vaccine type and brand
- Receiving Organization Site – Name of the [Florida SHOTS](#) organization and VFC site receiving the VFC vaccine
- Doses – Number of VFC vaccine doses attached to that specific transfer

Select the transfer your site wants to rescind. The “Rescind Inventory Transfer” page displays.

| RESCIND INVENTORY TRANSFER   |  |                     |  | <a href="#">Show Help Text</a> |  |  |
|--|--|---------------------|--|--------------------------------|--|--|
| This page is used to cancel a transfer of doses made previously and remove the pending transfer record. Clicking the Submit button on this page will <u>increase</u> the quantity of doses on the inventory balance record indicated in the “Supplier Inventory record” section by the number of doses labeled “Transfer Doses”. |  |                     |  |                                |  |  |
| <b>Supplier Inventory record (will be increased)</b>   |  |                     |  |                                |  |  |
| Site: 1MTL - MAITLAND CENTER   |  |                     |  |                                |  |  |
| Vaccine Type: DTAP - Daptacel  |  |                     |  |                                |  |  |
| Manufacturer: PMC-SANOFI PASTEUR   |  |                     |  |                                |  |  |
| Lot Number: C4630AA  |  | Expires: 10/28/2016 |  | NDC: 49281-0286-10             |  |  |
| <a href="#">Return to Previous Page</a>  |  |                     |  |                                |  |  |
| <b>Intended Transfer Receiver:</b>   |  |                     |  |                                |  |  |
| Organization: PHYSICIAN ASSOCIATES OF FL   |  |                     |  |                                |  |  |
| Site: 1UHC - UNIVERSITY CENTER   |  |                     |  |                                |  |  |
| Transfer Doses: 20   |  |                     |  |                                |  |  |
| Effective Date: 10/19/2015   |  |                     |  |                                |  |  |
| <a href="#">Submit</a>   |  |                     |  |                                |  |  |

Click “**Submit**” to rescind the transfer. This action automatically increases your VFC inventory.

# MANAGING YOUR VFC VACCINE INVENTORY

## Reviewing VFC Inventory Transaction History

VFC sites can review all transactions that occur to their VFC inventory in [Florida SHOTS](#). To do so, click “Transaction History” under the “Vaccine Inventory” menu to view the “VFC Private Provider Inventory Transactions” page.

**If you work with a single VFC site**, the site name will automatically appear in the drop-down box. Click “Search” to bring up that PIN’s “VFC Private Provider Inventory Transactions” page.

**If you work with multiple VFC sites within your organization**, select the PIN for the site you wish to work with from the drop-down box. Click “Search” to bring up that PIN’s “VFC Private Provider Inventory Transactions” page.

**VFC PRIVATE PROVIDER INVENTORY TRANSACTIONS** [Show Help Text](#)

Lookup VFC PIN:

Org Name: 1UHC - UNIVERSITY CENTER  
VFC PIN: Central Pharmacy: No  
Site Name: 1UHC - UNIVERSITY CENTER

**VFC Shipping Address**  
Line 1:  
Line 2:  
City/State/Zip:

**VFC Shipping Contact Info**  
Phone:  
Fax:  
Email:  
Contact:

**Inventory Item**  
Vaccine Category:  Brand Name:  NDC:   
Lot number:  Effort:

Information on the “VFC Private Provider Inventory Transactions” page:

- Org Name – Name of the organization as it is listed in [Florida SHOTS](#)
- VFC PIN – Identification number that the VFC Program office provided to your site
- Site Name – Name of the site as it is listed in [Florida SHOTS](#)
- VFC Shipping Address – Address to which the VFC Program office ships your site’s VFC vaccine
- VFC Shipping Contact Info – Phone, fax, email, and VFC primary contact for the site

**NOTE:** Always check this information for accuracy and notify the VFC Program office if there are changes.

Use the following criteria to select a VFC vaccine record transaction history to review.

- Vaccine Category – Generic name used to group vaccines having similar components
- Brand Name – Name the manufacturer provides to the vaccine
- NDC – National Drug Code that the CDC has attached to this specific vaccine
- Lot number – The lot number provided by the manufacturer to track the vaccine

# MANAGING YOUR VFC VACCINE INVENTORY

Click “Retrieve Matching Inv Records.”

**NOTE:** If you are having trouble finding the vaccine you are looking for, try selecting the Vaccine Category only and then click “Retrieve Matching Inv Records.”

The “VFC Private Provider Inventory Transaction” page displays with those records listed.

**VFC PRIVATE PROVIDER INVENTORY TRANSACTIONS** [Show Help Text](#)

Lookup VFC PIN:  
1UHC - UNIVERSITY CENTER

Org Name:  
VFC PIN:  
Site Name: 1UHC - UNIVERSITY CENTER  
Central Pharmacy: No

**VFC Shipping Address**  
Line 1:  
Line 2:  
City/State/Zip:

**VFC Shipping Contact Info**  
Phone:  
Fax:  
Email:  
Contact:

**Inventory Item**  
Vaccine Category:  Brand Name:  NDC:   
Lot number:  Effort:

| Vaccine Category: Varicella |                 | Brand Name: Varivax (10 Single Dose Vials) |                           | NDC: 00006-4827-00       |                         |
|-----------------------------|-----------------|--|---------------------------|--------------------------|-------------------------|
| Lot Number                  | Expiration Date | Effort                                     | Last Reported Qty On Hand | Calc Current Qty On Hand | Tx History              |
| L023588                     | 06/26/2017      | VFC/PED                                    | 7<br>10/19/2015           | 7                        | <a href="#">View Tx</a> |
| K007781                     | 05/28/2016      | VFC/PED                                    | 0<br>10/13/2015           | 0                        | <a href="#">View Tx</a> |
| K002924                     | 02/26/2016      | VFC/PED                                    | 0<br>12/01/2014           | 0                        | <a href="#">View Tx</a> |
| J012211                     | 09/28/2015      | VFC/PED                                    | 0<br>10/13/2015           | 0                        | <a href="#">View Tx</a> |

Each VFC inventory record in the “VFC Private Provider Inventory Transactions” list will show the following important information:

- Last Reported Qty On Hand – The date and number of doses that [Florida SHOTS](#) shows involved with the most recent inventory update
- Calc Current Qty On Hand – The amount of vaccine [Florida SHOTS](#) calculates your site has for a lot based on what the site has communicated in regard to doses administered, current inventory, transfers, and adjustments through the “Order Request Form” and through inventory maintenance in [Florida SHOTS](#)
- Tx History – A link to the “Transaction History” page for that VFC inventory record; displays every transaction that has occurred with the VFC vaccine since [Florida SHOTS](#) recognized it as part of your site’s VFC vaccine inventory

Click “[View Tx](#)” for the VFC inventory NDC and lot number transactions you want to review. The “VFC Private Provider Inventory Transaction History” page for that record displays.

# MANAGING YOUR VFC VACCINE INVENTORY

VFC PRIVATE PROVIDER INVENTORY TRANSACTION HISTORY [Show Help Text](#)

[Back](#)

**Org Name:**  
VFC PIN:  
**Site Name:** 1UHC - UNIVERSITY CENTER  
**Central Pharmacy:** No

**Inventory Record Info**  
**Brand Name:** Varivax (10 Single Dose Vials) **Current QtyOnHand:** 7  
**NDC:** 00006-4827-00 **Last Reported QtyOnHand:** 7 doses as of 10/19/2015  
**Lot:** L023588 **Last Updated:** 10/19/2015 10:31:23  
**Expires:** 06/26/2017 **Archive Date:**  
**Effort:** VFC/PED

[Print](#)

| <a href="#">Timestamp</a> ↑                                  | <a href="#">Effective Date</a> | <b>Tx Amt</b> | <b>Activity</b>                                    | <b>Tx Created By</b> |
|--|--------------------------------|---------------|--|----------------------|
| <b>Additional Info</b>                                       |                                |               |  |                      |
| 2015-10-19 10:24:59  | 10/13/2015                     | 10            | RECEIVE INVENTORY                                  | SWEET, MEGAN         |
| 2015-10-19 10:31:23  | 10/19/2015                     | -3            | SELF REPORTED DOSES ADMINISTERED                   | SWEET, MEGAN A       |
| Entry created by Order Generation for OrderRequest ID: 56139 |                                |               |  |                      |
| 2015-10-19 10:31:23  | 10/19/2015                     | 0             | AUTO-ADJUST FOR INV LEVEL REPORTED-UNACCOUNTED FOR | SWEET, MEGAN A       |
| 2015-10-19 10:31:23  | 10/19/2015                     | 7             | SELF REPORTED INVENTORY LEVEL                      | SWEET, MEGAN A       |
| Entry created by Order Generation for OrderRequest ID: 56139 |                                |               |  |                      |

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

## Transaction Record Information:

- **Timestamp** – Date and time the specific VFC inventory transaction occurred
- **Effective Date** – The date that [Florida SHOTS](#) recognizes this transaction as having occurred
- **Tx Amt** – The number of doses attached to the VFC inventory record that was impacted by this transaction
- **Activity** – The description of the transaction that occurred to the VFC vaccine inventory such as inventory reported on your vaccine order or any adjustment you have made to this vaccine.
- **Tx Created By** – Who within your site or the VFC Program office created the transaction that you are reviewing