

# Moderna Covid-19 Vaccine

## Adjusting Inventory – Adding Extra Doses



### INTRODUCTION

The Moderna COVID-19 vaccine is available in vials containing 10 doses. Because booster doses are administered using half the dose of the primary series, vials may end up with extra doses. **A booster dose is considered *one dose* in the Florida SHOTS inventory.**

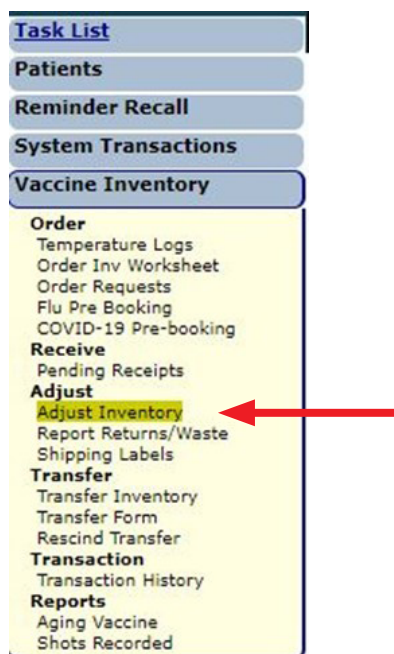
You must complete an inventory adjustment if more doses of the allotted amount in the vial are administered, regardless of whether any were full or half doses OR if not all 10 doses were given from the vial. This short guide provides step-by-step instructions on adjusting Moderna COVID-19 vaccine inventory.

### STEP 1

Log into [Florida SHOTS](#).

### STEP 2

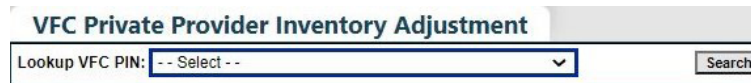
From the Florida SHOTS menu, choose “**Vaccine Inventory**” then “**Adjust Inventory**”.



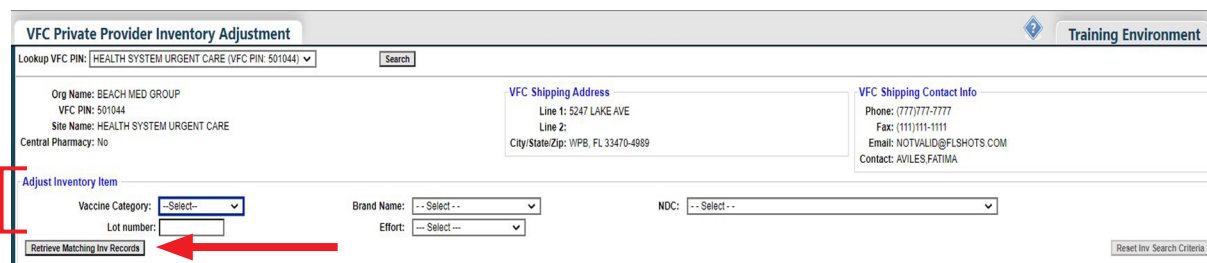
**STEP 3**

The “**VFC Private Provider Inventory Adjustment**” page displays. Select the VFC site from the “**Lookup VFC PIN:**” drop-down box if you work with multiple VFC sites; or if you work with a **single VFC site**, the site name will automatically appear.

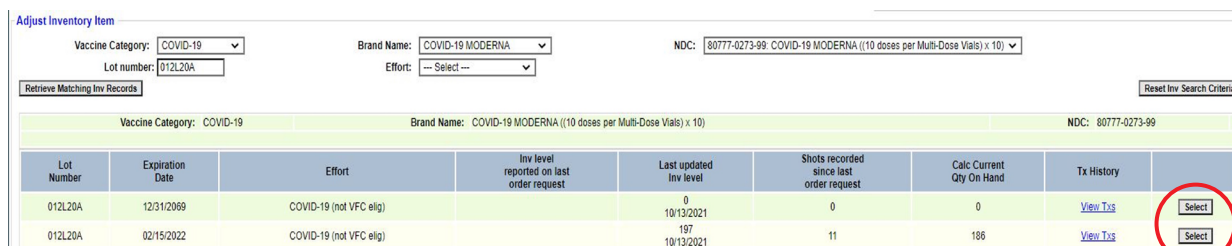
Choose “**Search**” to bring up that PiN’s “**VFC Private Provider Inventory Adjustment**” page.


**STEP 4**

Enter the vaccine information in the “**Adjust Inventory Item**” section (i.e., “**Vaccines Category**”, “**Brand Name**”, “**NDC**”, “**Lot Number**”, and/or “**Effort**”) then select “**Retrieve Matching Inv Records**”.


**STEP 5**

All matching VFC inventory for your site will display on the page. Click “**Select**” to adjust the inventory record of that specific lot number.



| Lot Number | Expiration Date | Effort                  | Inv level reported on last order request | Last updated Inv level | Shots recorded since last order request | Calc Current Qty On Hand | Tx History              |                        |
|------------|-----------------|-------------------------|--|------------------------|---|--------------------------|-------------------------|------------------------|
| 012L20A    | 12/31/2069      | COVID-19 (not VFC elig) |  | 0<br>10/13/2021        | 0                                       | 0                        | <a href="#">View Tx</a> | <a href="#">Select</a> |
| 012L20A    | 02/15/2022      | COVID-19 (not VFC elig) |  | 197<br>10/13/2021      | 11                                      | 186                      | <a href="#">View Tx</a> | <a href="#">Select</a> |

**STEP 6**

For this guide, we are using the example of extracting 13 Moderna doses, to include booster doses, from a 10-dose vial. Complete the required fields as follows:

- **Effective Date** – Enter the date of when the vial was punctured.
- **Adjust Direction** – Select “Increase”.
- **Adjust Qty** – Enter the quantity of extra vaccine dose(s) that need to be added to the inventory.
- **Adjustment Reason** – Select “IMPRECISE MEASURE OF EXTRACTION”.

Click **“Submit.”**

Retrieve Matching Inv Records
Re

| Lot Number | Expiration Date | Effort                  | Inv level reported on last order request | Last updated inv level | Shots recorded since last order request | Calc Current Qty On Hand | Tx History               |
|------------|-----------------|-------------------------|--|------------------------|---|--------------------------|--------------------------|
| 012L20A    | 02/15/2022      | COVID-19 (not VFC elig) |  | 193<br>10/20/2021      | 11                                      | 182                      | <a href="#">View Txs</a> |

Effective\* Date

Eff. Date Qty OnHand  
 193

Adjust\* Direction

Adjust\* Qty

Resulting Qty  
 196

Adjustment Reason\*

Multi-dose only: more doses were extracted from a vial than indicated when received.

The message (below) is displayed, confirming the transaction was saved.

**VFC Private Provider Inventory Adjustment**

Lookup VFC PIN:

The adjustment transaction has been successfully saved.

## HELP DESK

### FREE TECHNICAL SUPPORT:

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

#### INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials