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**.
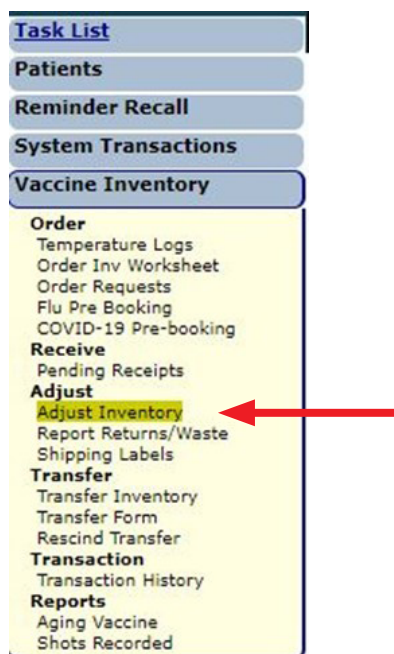
You must complete an inventory adjustment if more doses of the allotted amount in the vial are administered, regardless of whether any were full or half doses OR if not all 10 doses were given from the vial. This short guide provides step-by-step instructions on adjusting Moderna COVID-19 vaccine inventory.
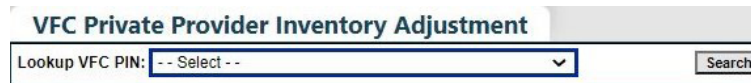
STEP 1

Log into Florida SHOTS.

STEP 2

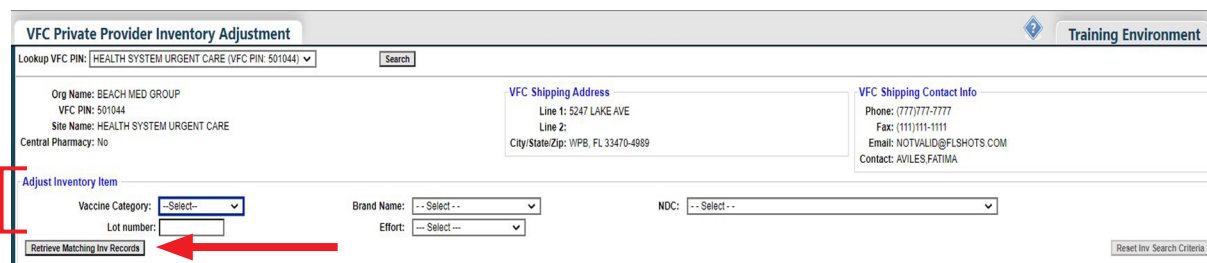From the Florida SHOTS menu, choose "**Vaccine Inventory**" then "**Adjust Inventory**".

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.
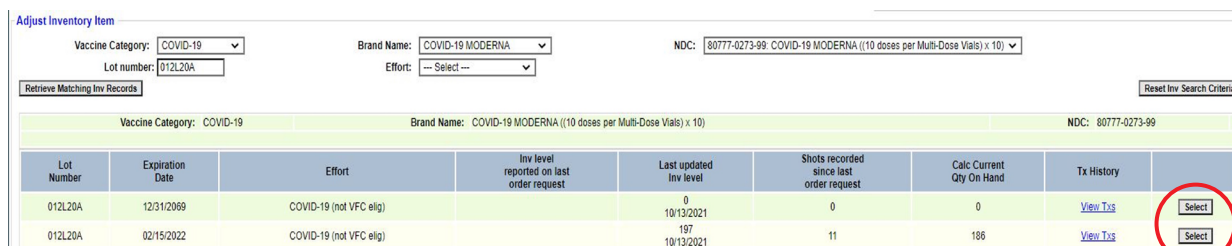
Choose "**Search**" to bring up that PiN's "**VFC Private Provider Inventory Adjustment**" page.

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.

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 MEAUSURE OF EXTRACTION".

Click "**Submit**."

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

HELP DESK

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- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials