

Moderna Covid-19 Vaccine Inventory Adjustments



INTRODUCTION

The Moderna COVID-19 vaccine is available in vials containing either 10 or 14 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 10/14 doses were given from the vial. This short guide provides step-by-step instructions on adjusting Moderna COVID-19 vaccine inventory.

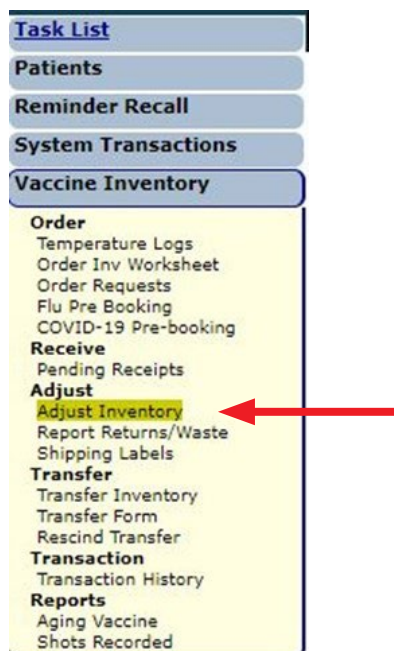
Adjusting Inventory – Adding Extra Doses

STEP 1

Log into Florida SHOTS.

STEP 2

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



STEP 3

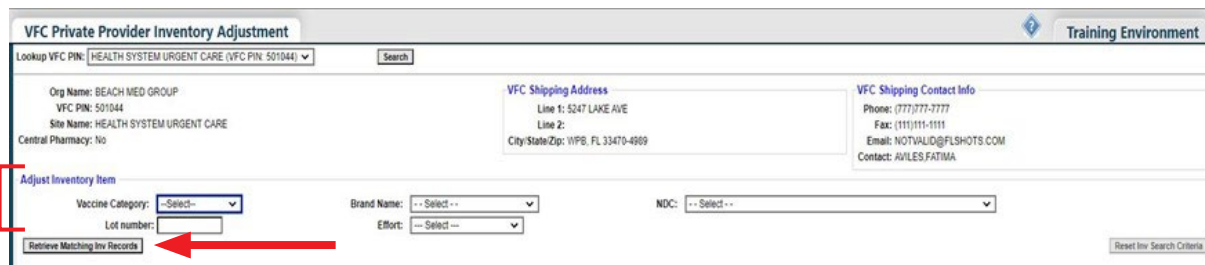
The “**VFC Private Provider Inventory Adjustment**” page displays. Select the VFC site from the “**Lookup VFC PIN:**” drop-down box if you work with multiple VFC sites; or if you work with a **single VFC site**, the site name will automatically appear.

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



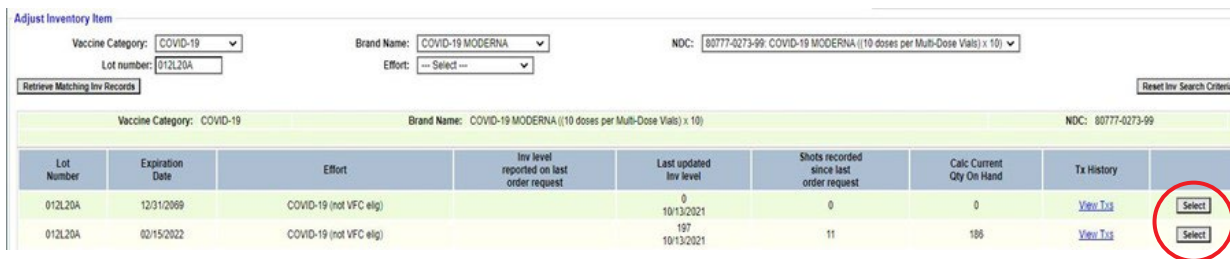
STEP 4

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 MEASURE OF EXTRACTION”.

Click **“Submit.”**

Adjust Inventory Item


Retrieve Matching Inv Records

Vaccine Category: COVID-19 Brand Name: COVID-19 MODERNA ((10 doses per Multi-Dose Vials) x 10)

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
012L20A	02/15/2022	COVID-19 (not VFC elig)		193 10/20/2021	11	182

Effective* Date: 11/03/2021 Eff. Date Qty OnHand: 193 Adjust* Direction: Increase (+) Adjust* Qty: 3 Resulting Qty: 196 Adjustment Reason*: IMPRECISE MEASURE OF EXTRACTION

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: HEALTH SYSTEM URGENT CARE (VFC PIN: 501044)

The adjustment transaction has been successfully saved.

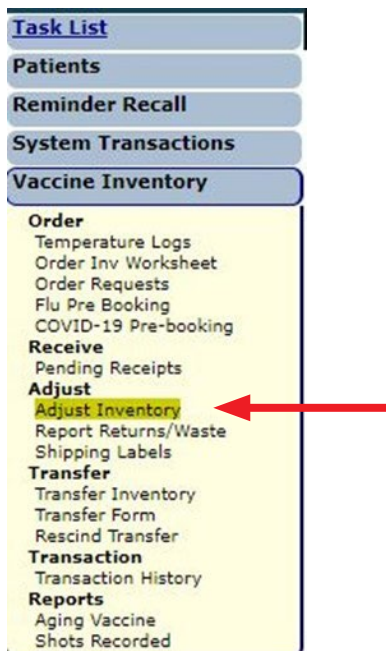
Adjusting Inventory – Wasted Doses


STEP 1

Log into Florida SHOTS.

STEP 2

Select **“Vaccine Inventory,”** then **“Adjust Inventory”** from the Florida SHOTS menu.

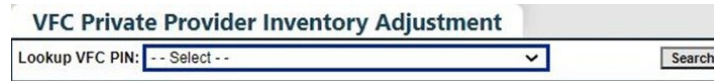


- Task List**
- Patients**
- Reminder Recall**
- System Transactions**
- Vaccine Inventory**
 - Order**
 - Temperature Logs
 - Order Inv Worksheet
 - Order Requests
 - Flu Pre Booking
 - COVID-19 Pre-booking
 - Receive**
 - Pending Receipts
 - Adjust**
 - Adjust Inventory** 
 - Report Returns/Waste
 - Shipping Labels
 - Transfer**
 - Transfer Inventory
 - Transfer Form
 - Rescind Transfer
 - Transaction**
 - Transaction History
 - Reports**
 - Aging Vaccine
 - Shots Recorded

STEP 3

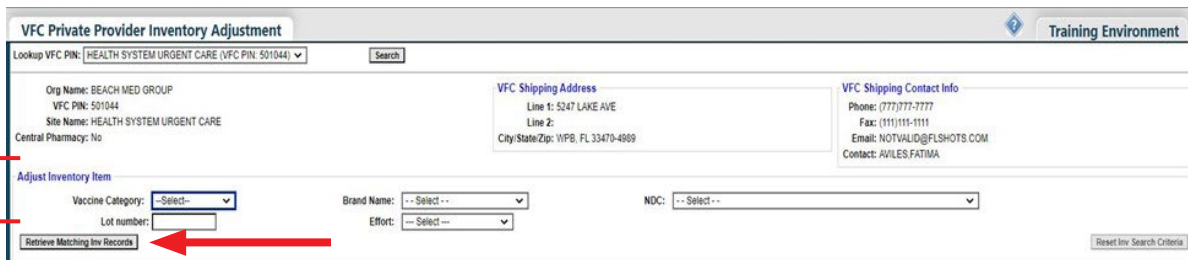
The “**VFC Private Provider Inventory Adjustment**” page displays. From the “**Lookup VFC PIN:**” drop-down box, choose the relevant site (if more than one). If you have one site, that name should appear.

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



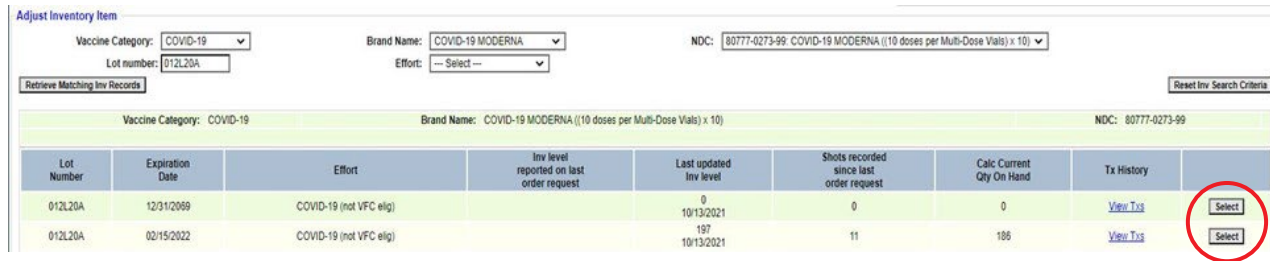
STEP 4

Beneath the heading, “**Adjust Inventory Item,**” select the correct information (i.e., “**Vaccines Category,**” “**Brand Name,**” “**NDC,**” “**Lot Number,**” and/or “**Effort**”) then click “**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 the specific lot number.



STEP 6

For this guide, we are using the example of only administering six Moderna doses from a 10-dose vial. Complete these required fields:

- **Effective Date** – Enter the date of when the vial was punctured.
- **Adjust Direction** – Leave the default of “Decrease”.
- **Adjust Qty** – Enter the quantity of vaccine dose(s) that need to be decreased/wasted.
- **Adjustment Reason** – Select “WASTED”.
- **Explanation/Return Reason** – Select “Drawn up but not administered”.

Click **“Submit.”**

Vaccine Category: COVID-19		Brand Name: COVID-19 MODERNA ((10 doses per Multi-Dose Vials) x 10)				NDC: 80777-0273-99		
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)		197 10/13/2021	11	196	View Tx <input type="button" value="Select"/>	
Effective* Date	Eff. Date Qty OnHand	Adjust* Direction	Adjust* Qty	Resulting Qty	Adjustment Reason*			
19/20/2021	197	Decrease (-) ▾	5	193	WASTED ▾			
<small>Doses that have been wasted due to being drawn and not administered, dropped, etc.</small>								
Explanation / Return Reason * 3 Drawn up but not administered ▾								

The below message confirms the transaction was saved.

VFC Private Provider Inventory Adjustment

Lookup VFC PIN:

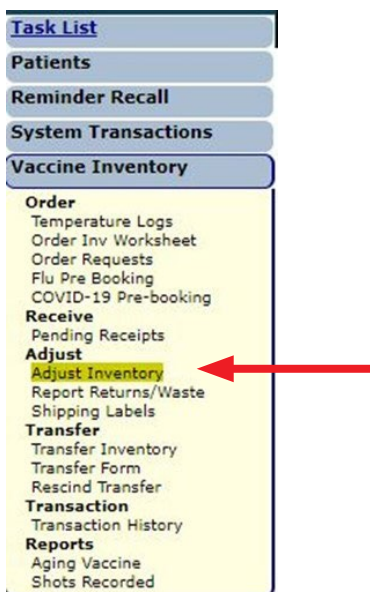
The adjustment transaction has been successfully saved.

After completing the inventory adjustment for the wasted vaccine, you will need to report this adjustment to complete the process. This information is transmitted to the CDC at the end of every business day.

Reporting Waste

STEP 1

Click **“Report Returns/Waste”** under **“Vaccine Inventory”** from the Florida SHOTS menu.



STEP 2

Select the Provider PIN/Site then check the box to include “**Incl?**” items to report.

Click “**Submit.**”

Adj Eff Date	Effort	Vaccine BrandName	NDC Number	Lot Number	Expiration Date	Doses Adj	Reas Code	Repl Rtn	Incl?
10/20/2021	COVID-19 (net VFC elig)	COVID-19 MODERNA COVID-19 MODERNA	80777-0273-99	012L20A	02/15/2022	4	G101	WSTE	<input checked="" type="checkbox"/>

NOTE: After clicking “**Submit**” you will be brought to the “**Shipping Label Request**” page but there is no further action needed here.

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