

# Adjust Covid-19 Inventory Line

An inventory adjustment is used to adjust PAN funded vaccine. **\*PAN funded doses cannot be returned and must be adjusted out as NON-VIABLE/EXPIRED COVID-19 VACCINE.**

1. On the *left-hand menu*, select **Inventory**.
2. The *left-hand menu* will expand, select **Vaccines**.
3. Select **On-Hand**.
4. Select the **Action drop down menu** next to the *Vaccine* that you want to adjust.
5. Select **Adjustment**.
6. Update all **Bold fields**;
  - a. *Date/Time* – **Date/Time**.
  - b. *Reason* – **NON-VIABLE/EXPIRED COVID-19 VACCINE**.
  - c. *Modification* – **Subtract**.
  - d. *Doses Adjusted* – # of doses needed.
  - e. *Comments* – **Detailed explanation of adjustment reason**.
7. Select **Create**.
8. The adjustment will be reflected in the *On-hand Inventory*.

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Action
<b>KS WEBIZ AGGREGATE INVENTORY LOCATION - TESTER (Aggregate Reporter)</b>								
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MIDV))	MOD	80777-0273-99	030L20A	03/16/2022	PAN	20		Action
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MIDV))	MOD	80777-0273-99	030L20A	12/31/2009	PAN	32		Edit
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MIDV))	MOD	80777-0273-99	027L20A	12/31/2009	PAN	40		Adjustment
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MIDV))	MOD	80777-0273-99	240588-A	03/01/2080	PAN	2		Transfer
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MIDV))	MOD	80777-0273-99	1234	03/16/2028	PAN	24		Inquiry
COVID-19 mRNA (MOD) (Moderna COVID-19 (10 x 10 dose 5.0 mL MIDV))	MOD	80777-0273-99						Transactions

Vaccine Inventory Adjustment i

Cancel
Create

**Add**

Date/Time *	03/25/2021	11:34 AM	(HH:MM A/P)
Inventory Location *	KS WEBIZ AGGREGATE INVENTORY LOCATION		
Vaccine   Mfg   NDC *	COVID-19 MRNA (MOD)   MOD   80777-0273-99		
Lot Number *	030L20A		
Expiration Date *	03/16/2022		
Funding Source *	PAN		
Doses On-Hand *	19		
Reason *	NON-VIABLE/EXPIRED COVID-19 VACCINE		
Modification *	SUBTRACT		
Doses Adjusted *	19		
Container Id			
Comments *	DOSES PULLED FOR VACCINATION CLINIC NO LONGER VIABLE, THAWED VACCINE NO LONGER ABLE TO BE ADMINISTERED.		

Clear

# Additional Doses from Multi Dose Vial (MDV)

Covid-19 vaccine comes in a multi dose vial. Providers must use the Adjustment action on the On-Hand screen to add additional doses to inventory.

1. On the *left-hand menu*, select **Inventory**.
2. The *left-hand menu* will expand, select **Vaccines**.
3. Select **On-Hand**.
4. Select the **Action drop down menu** next to the *Vaccine* that you want to adjust.
5. Select **Adjustment**.
6. Update all **Bold fields**;
  - ↳ *Date/Time* – **Date/Time**.
  - ↳ *Reason* – **ADD'L DOSES OF MDV**.
  - ↳ *Modification* – **Add**.
  - ↳ *Doses Adjusted* – **# of doses needed**.
  - ↳ *Comments* - **Adding additional doses from a multi-dose vial**.
7. Select **Create** and then verify that the inventory on the *On-Hand* screen.

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
KS WEBIZ AGGREGATE INVENTORY LOCATION - TESTER (Aggregate Reporter)							
COVID-19 mRNA (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	030L20A	03/10/2022	PAN	20	
COVID-19 mRNA (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	030L20A	12/31/2089	PAN	32	
COVID-19 mRNA (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	027L20A	12/31/2089	PAN	40	
COVID-19 mRNA (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	240888-A	03/01/2080	PAN	2	
COVID-19 mRNA (Moderna COVID-19 (10 x 10 dose 5.0 mL MDV))	MOD	80777-0273-99	1234	03/15/2028	PAN	24	

Vaccine Inventory Adjustment

Cancel Create

**Add**

Date/Time \* 03/25/2021 11:34 AM (HH:MM A/P)

Inventory Location \* KS WEBIZ AGGREGATE INVENTORY LOCATION

Vaccine | Mfg | NDC \* COVID-19 MRNA (MOD) | MOD | 80777-0273-99

Lot Number \* 030L20A

Expiration Date \* 03/16/2022

Funding Source \* PAN

Doses On-Hand \* 19

Reason \* ADD'L DOSES OF MDV

Modification \* ADD

Doses Adjusted \* 1

Container Id

Comments \* ADDING ADDITIONAL DOSES FROM A MULTI-DOSE VIAL

Clear