

## How to Increase COVID vaccine inventory in VOMS to account for additional doses in Vial(s)

These instructions should be utilized for providers that are reporting COVID-19 doses administered *directly into VOMS*.

Providers that are utilizing an electronic medical record (EMR) system to report dose administration do not need to use this activity to increase their inventory.

### A. In VOMS 2.0, select Inventory, then Reconciliation.

The screenshot displays the VOMS 2.0 web application interface. At the top left is the VOMS logo, a colorful circular icon. To its right is a search bar containing the text "ODH OUTBREAK VACCINATION TEAM" and "ODH OUTBREAK VACCINAT". Below the search bar is a navigation menu on the left side. The menu items are: Home, Inventory (with a dropdown arrow), Reconciliation (highlighted in yellow), Search/Add Inventory, Correct Decrementing, Orders & Returns (with a right arrow), Cold Storage, Pandemic Agreement, Reports, and Admin & Settings. The main content area on the right is divided into two sections. The top section is titled "NOTIFICATIONS" and contains a light blue box with the text "There Are No Notifications To Display". The bottom section is titled "FACILITY STATISTICS" and contains a table with the following data:

| TOTAL PUBLIC INVENTORY |     |
|------------------------|-----|
| Quantity: 0            | \$0 |

Below the table is a section titled "3 MONTH PUBLIC WASTAGE SUMMARY".

**B. Step 1**

In the **Physical Counts** box, enter the *sum of the quantity on hand PLUS the number of number of doses that are in excess of the amount initially received* (the extra doses in the vial).

In this example, the inventory needs to increase by 10 doses.

(0 dose on hand + 10 additional doses that were available in the vials = need a Physical Count of 10)

**Step 2**

Click **ADJUST** to account for this difference.

| Vaccine   | Lot#    | Exp Date   | Funding Source | Lot History          | Quantity On Hand | Physical Counts | Discrepancy | Adjustments            | Inactivate               |
|---|---------|------------|----------------|----------------------|------------------|-----------------|-------------|------------------------|--------------------------|
| Coronavirus (SARS-CoV-2)(COVID-19)  |         |            |                |                      |                  |                 |             |                        |                          |
| Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/ 0.5 MI Dose<br>Covid-19 Moderna MOD<br>100 pack - VIALS<br>NDC: 80777-0273-99 | 011J20A | 05/11/2021 | PAN            | <a href="#">VIEW</a> | 500              |                 |             |                        | <input type="checkbox"/> |
|   | 039K20A | 12/31/2069 | PAN            | <a href="#">VIEW</a> | 0                |                 |             |                        | <input type="checkbox"/> |
|   | 012L20A | 07/06/2021 | PAN            | <a href="#">VIEW</a> | 0                | 10              | 10          | <a href="#">ADJUST</a> | <input type="checkbox"/> |
|   | 013L20A | 07/08/2021 | PAN            | <a href="#">VIEW</a> | 200              |                 |             |                        | <input type="checkbox"/> |

**C. To account for these extra doses in the vials, enter the additional quantity in the DOSE(S) box.**

In the **ADJUST** column, use the drop-down menu in the **Select Adjustment Category** box to identify this transaction as **Order Received**.

### ADJUST QUANTITY

COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - COVID-19 Moderna | Lot#: 012L20A  
Exp Date: 2021-07-06 | Funding Source: PAN Total Doses Off: 0

DOSE(S):

ADJUST: Order Received Select Adjustment Reason

ADD ANOTHER REAS CORRECTION ORDER RECEIVED TRANSFER CANCEL SAVE

1 PAN [VIEW](#) 500

D. Use the drop-down menu in the **Select Adjustment Reason** box to identify this transaction as a **Dose Count Variance Multi-dose Vial**.



## ADJUST QUANTITY

COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - COVID-19 Moderna | Lot#: 012L20A  
Exp Date: 2021-07-06 | Funding Source: PAN Total Doses Off: 0

DOSE(S):

10

ADJUST:

Order Received

Select Adjustment Reason

ADD ANOTHER REASON

- Received from VFC program
- Received directly from vendor, not VFC supplied
- Dose Count Variance Multi-dose Vial**
- Received from CDC, not VFC supplied
- Received from depot
- Order Received

|  |         |            |     |
|--|---------|------------|-----|
| Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/ 0.5 MI Dose Covid-19 Moderna | 011J20A | 05/11/2021 | PAN |
|  | 039K20A | 12/31/2069 | PAN |

E. Click **SAVE**.

## ADJUST QUANTITY

COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - COVID-19 Moderna | Lot#: 012L20A  
Exp Date: 2021-07-06 | Funding Source: PAN Total Doses Off: 0

DOSE(S):

10

ADJUST:

Order Received

Dose Count Variance Multi-dose


ADD ANOTHER REASON


CANCEL **SAVE**

F. When the **Reconciliation** page is viewed, the correction to add the additional doses to the inventory is visible. Click **SUBMIT INVENTORY** to finalize this transaction.

RECONCILE INVENTORY - 📅 Next Report Due: 01/16/2021 📅 Last Submitted Report: 01/11/2021 ⚠️ Expired 🕒 Expires < 90 Days

Public  Private

Date Range: 01/11/2021 - 01/16/2021 

| Vaccine   | Lot#    | Exp Date   | Funding Source | Lot History          | Quantity On Hand | Physical Counts                 | Discrepancy | Adjustments  | Inactivate               |
|---|---------|------------|----------------|----------------------|------------------|---------------------------------|-------------|--|--------------------------|
| Coronavirus (SARS-CoV-2)(COVID-19)  |         |            |                |                      |                  |                                 |             |  |                          |
| Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/ 0.5 MI Dose<br>Covid-19 Moderna MOD<br>100 pack - VIALS<br>NDC: 80777-0273-99 | 011J20A | 05/11/2021 | PAN            | <a href="#">VIEW</a> | 500              | <input type="text"/>            |             |  | <input type="checkbox"/> |
|   | 039K20A | 12/31/2069 | PAN            | <a href="#">VIEW</a> | 0                | <input type="text"/>            |             |  | <input type="checkbox"/> |
|   | 012L20A | 07/06/2021 | PAN            | <a href="#">VIEW</a> | 0                | <input type="text" value="10"/> | 0           | • 10 - Dose<br>Count Variance<br>Multi-dose Vial  | <input type="checkbox"/> |
|   | 013L20A | 07/08/2021 | PAN            | <a href="#">VIEW</a> | 200              | <input type="text"/>            |             |  | <input type="checkbox"/> |

G. The **Physical Count** for that **Lot #** now shows the increased inventory.

| Vaccine   | Lot#    | Exp Date   | Funding Source | Lot History          | Quantity On Hand | Physical Counts      | Discrepancy | Adjustments | Inactivate               |
|---|---------|------------|----------------|----------------------|------------------|----------------------|-------------|-------------|--------------------------|
| Coronavirus (SARS-CoV-2)(COVID-19)  |         |            |                |                      |                  |                      |             |             |                          |
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|   | 039K20A | 12/31/2069 | PAN            | <a href="#">VIEW</a> | 0                | <input type="text"/> |             |             | <input type="checkbox"/> |
|   | 012L20A | 07/06/2021 | PAN            | <a href="#">VIEW</a> | 10               | <input type="text"/> |             |             | <input type="checkbox"/> |
|   | 013L20A | 07/08/2021 | PAN            | <a href="#">VIEW</a> | 200              | <input type="text"/> |             |             | <input type="checkbox"/> |