

Recording Vaccine Transferred OUT of a Facility's Inventory



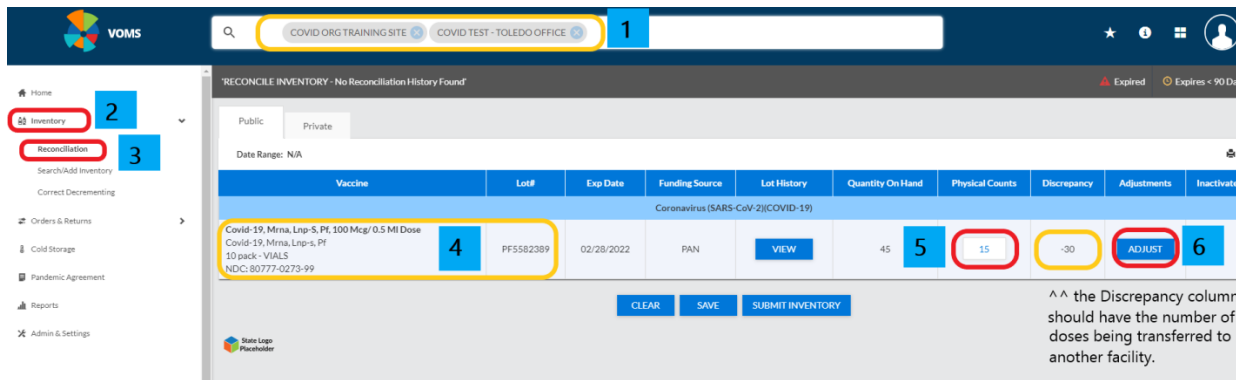
Log into VOMS using your impactSIIS username and password by –

- Using the direct link to VOMS - <https://voms.ohioimpactsiis.org/>

OR

- Log into Impact -> click on the **Inventory Management** tab -> click **VOMS 2.0** from the dropdown.

After logging into VOMS –



1. Confirm that you are in the correct facility. There should be two text-bubbles in the search bar. The name of the facility you are removing vaccines from should be listed in the text-bubble to the right.
  - If there is only one text bubble, click on the search bar and enter the office's 5-digit PIN or part of the office name and click Enter to search, then select your office from the list.
2. Click the **Inventory** drop-down from the left.
3. Click **Reconciliation** from the drop-down.
4. Identify the vaccine lot, from which the vaccine doses are being removed/transferred.
5. Enter in the **DIFFERENCE** into the **Physical Counts** box: the **Quantity on Hand** minus the number of doses being transferred.
  - From the screenshot example to the left.
  - 45 doses are on hand, and 30 doses are being transferred to another facility. So in the physical counts box, enter 15 doses (the number of doses left at the original facility)
6. Click **Adjust**.

ADJUST QUANTITY

COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose - COVID-19, mRNA, LNP-S, PF | Lot#: PF5582389  
Exp Date: 2022-02-28 | Funding Source: PAN

Total Doses Off: 0

DOSE(S): 30

ADJUST: Transfer

Transferred to another provider

ADD ANOTHER REASON CANCEL SAVE

You will see an Adjust Quantity pop-up –

1. In the **Dose(s):** box, enter in the number of doses being transferred to another facility.
  - Your **Total Doses Off** count should now be at zero (yellow circle from screencap) if this is not at zero, the quantity on hand number is incorrect – *step 5 from previous page* –
2. Enter the middle adjustment box as **Transfer**.
3. Enter the right adjustment box as **Transferred to another provider**.
4. Click **Save**.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
Covid-19, Mrna, Lnp-S, Pf, 100 Mcg/ 0.5 MI Dose Covid-19, Mrna, Lnp-s, Pf 10 pack - VIALS NDC: 80777-0273-99	PF5582389	02/28/2022	PAN	VIEW	45	15	0	30 - Transferred to another provider	<input type="checkbox"/>

CLEAR SAVE SUBMIT INVENTORY

After saving the adjustment pop-up –

1. Click the Save button on the inventory screen.
  - There will be a pop-up stating that your inventory has been saved.

You have now accounted for the vaccine transfer of doses leaving your facility.

## Recording Vaccine Transferred INTO a Facility's Inventory



Log into VOMS using your impactSIIS username and password by –

- Using the direct link to VOMS - <https://voms.ohioimpactsiis.org/>

**OR**

- Log into Impact -> click on the **Inventory Management** tab -> click **VOMS 2.0** from the dropdown.

VOMS

COVID ORG TRAINING SITE COVID TEST - AKRON OFFICE 1

Home

**Inventory** 2

Reconciliation

**Search/Add Inventory** 3

Correct Decrementing

Orders & Returns

Cold Storage

Pandemic Agreement

Reports

Admin & Settings

Search / Add Inventory

Expired Expires < 90 Days

Search: Search by Vaccine/Facility/Lot #

Vaccine: Select Vaccine Facility: Covid Test - Toledo Office

Lot #: Type a Lot # Funding Source: All Funding Sources Product Name: Select Product Name

Status:  All  Active  Inactive Inactive Reason: Select Inactive Reason

SEARCH CLEAR

Search Results

Vaccine	Lot #	Expiration Date	Funding Source	Facility	Inactive
Covid-19, Mrna, Lnp-s, Pf, 100 Mcg/0.5 Ml Dose Covid-19, Mrna, Lnp-s, Pf 10 pack - VIALS NDC: 80777-0273-99	PF5582389	02/28/2022	PAN	Covid Test - Akron Office	

Viewing 1 - 1 out of 1 Entries

Displaying 10 Results per Page

Version: 2.31.0  
Database 5.37  
ImmuCast v5.24.22

**ADD NEW INVENTORY** 4

After logging into VOMS –

1. Confirm that you are in the correct facility. There should be two text-bubbles in the search bar. The name of the facility you are adding vaccines to should be listed in the text-bubble to the right.
  - If there is only one text bubble, click on the search bar and enter the office's 5-digit PIN or part of the office name and click Enter to search, then select your office from the list.
2. Click on the **Inventory** drop-down from the left.
3. Click on **Search/Add Inventory** from the drop-down
4. Click on **Add New Inventory** towards the bottom right.

Lot Number Maintenance

Vaccine: Covid-19, Mrna, Lnp-s, Pf, 100 Mcg/ 0.5 MI Dose (Covid-19, Mrna, Lnp-s, Pf), NDC: 80777-0273-99 - 10 VIALS

Facility: Covid Test - Akron Office

Funding Source: PAN

Lot #: PF5582389

Exp Date: 02/28/2022

Category: Transfer

Reason: Received from another provider

Quantity: 30

Inactivate:

Inactive Reason: Select Inactivation Reason

CANCEL SAVE

Now you will need to add the transferred lot information.

1. Enter in the below information
  - The correct COVID vaccine type from the **Vaccine** drop-down
  - **PAN** as the **Funding Source**
  - **Lot #**
  - **Exp Date**
  - **Category** as **Transfer**
  - **Reason** as **Received from another provider**
  - **Quantity** of doses being added to the inventory
2. Click **Save**.

The vaccine doses have now been added to your inventory and viewable from the **Inventory** -> **Reconciliation** page of VOMS.

**Note:** If the lot number already exists in the inventory but additional doses have been received, click to **View** the correct lot, click on **Edit**, then **Adjust**, and enter in the updated total number of doses and **Save**. The adjustment **Category** and **Reason** are in Step 1 above.