How to Add Private Doses to Your I-CARE Inventory

VIEW YOUR ENTIRE INVENTORY IN ONE PLACE

While it is not a requirement of the Chicago VFC program, some providers opt to add their private inventory to I-CARE in addition to their VFC and 317 vaccine. Having all of their inventory in I-CARE helps some people to have a clearer picture of exactly which vaccines they have in stock. If you feel this would benefit your site, use this guide to add your private vaccine to your I-CARE inventory.

1. Navigate to your I-CARE inventory and click Add Lot

2. Fill in the details of the private vaccine
   - The Vaccine Group cannot be changed once the lot is initially added, so be sure to take extra care when filling this out
   - There are many options to choose from in the Vaccine drop down menu; make sure your vaccine name exactly matches your selection
     - If you also have this vaccine in your VFC or 317 inventory, check that lot number in I-CARE and make sure you select the same vaccine
Any vaccine with [UNK] at the end of it is an unknown, inactive formula; be sure not to select one of these.

- Mark the lot as In Stock and Private

- You don’t need to fill out Default Option, Default Shot Route, or Order ID

- Do not fill out Order Fund

- Select Privately Purchased as the Transaction Type
3. Fill in the details on how many doses you received and when

3. Click **Edit Lot** (shown in red box above)

4. Next to **Lot Status**, click the bubble for **Out of Stock**

5. Click **Save**

All vaccines marked Out of Stock can be found by clicking the **Out of Stock** button above the I-CARE inventory.
CONTACT US

If you have any questions or need any assistance please do not hesitate to contact the CDPH Immunization Program at ChicagoVFC@cityofchicago.org