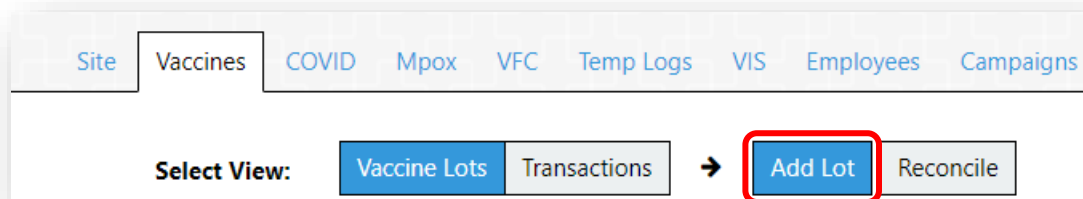


How to Add Private Doses to Your I-CARE Inventory

VIEW YOUR ENTIRE INVENTORY IN ONE PLACE

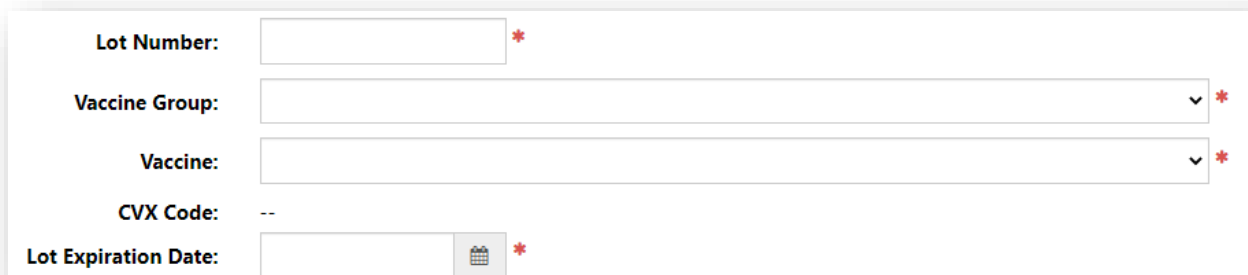
While it is not a requirement of the Chicago VFC program, some providers opt to add their private inventory to I-CARE in addition to their VFC and 317 vaccine. Having all of their inventory in I-CARE helps some people to have a clearer picture of exactly which vaccines they have in stock. If you feel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



The screenshot shows a form with the following fields:

- Lot Number:** A text input field with a red asterisk to its right.
- Vaccine Group:** A dropdown menu with a red asterisk to its right.
- Vaccine:** A dropdown menu with a red asterisk to its right.
- CVX Code:** A text input field containing "--".
- Lot Expiration Date:** A date picker icon with a red asterisk to its right.

- 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 is an unknown, inactive formula; be sure not to select one of these

Vaccine:	<input type="text" value=""/>
VX Code:	Flu > 3yrs, Pfree, IM, quadrivalent [UNK]
Expiration Date:	Flu >3 yrs, IM [UNK]
Lot Status:	Flu >3 yrs, Pfree, IM [UNK]
Lot Type:	Flu Ped 6-35, IM [UNK]
Lot Option:	Flu Ped 6-35, Pfree, IM [UNK]
Lot Route:	Fluad [SEQ]
Shot Site:	FLUAD Quadrivalent [SEQ]
Order ID:	Fluarix [SKB]
Order Fund:	Fluarix, quadrivalent, preservative free [SKB]
Transaction Type:	Flublok [PSC]
	Flublok quadrivalent [PMC]
	Flucelvax [NOV]
	Flucelvax, quadrivalent [SEQ]
	Flucelvax, quadrivalent, with preservative [SEQ]
	FluLaval [IDB]
	Flulaval quadrivalent [IDB]
	Flulaval, preservative free [IDB]
	Flulaval, quadrivalent, preservative free [IDB]
	Flumist quadrivalent [MED]
	Fluvirin [SEQ]

- Mark the lot as **In Stock** and **Private**


Lot Status:	<input checked="" type="radio"/> In Stock	<input type="radio"/> Out of Stock *			
Lot Type:	<input type="radio"/> 317	<input type="radio"/> CHIP	<input checked="" type="radio"/> Private	<input type="radio"/> VFC	<input type="radio"/> VFC/State *

- 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**

To enter the first Transaction for this Vaccine Lot, fill out the following fields.

Transaction Type:

Quantity:

Transaction Date: 

Note/Comment:

* = Required Field

Select an Action:

- 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.

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Select View: →

Filter:



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