

Instructions for Removing Expired Vaccines from Inventory

Objective: Whenever you have expired vaccine in your inventory it is your duty to report it and send it back to the manufacturer. You need to submit a vaccine return form; [here](#) is the link to the form on Chicago HAN. Once processed we will e-mail you a shipping label so you can return vaccine. Then proceed to marking them as expired and out-of-stock in I-CARE.

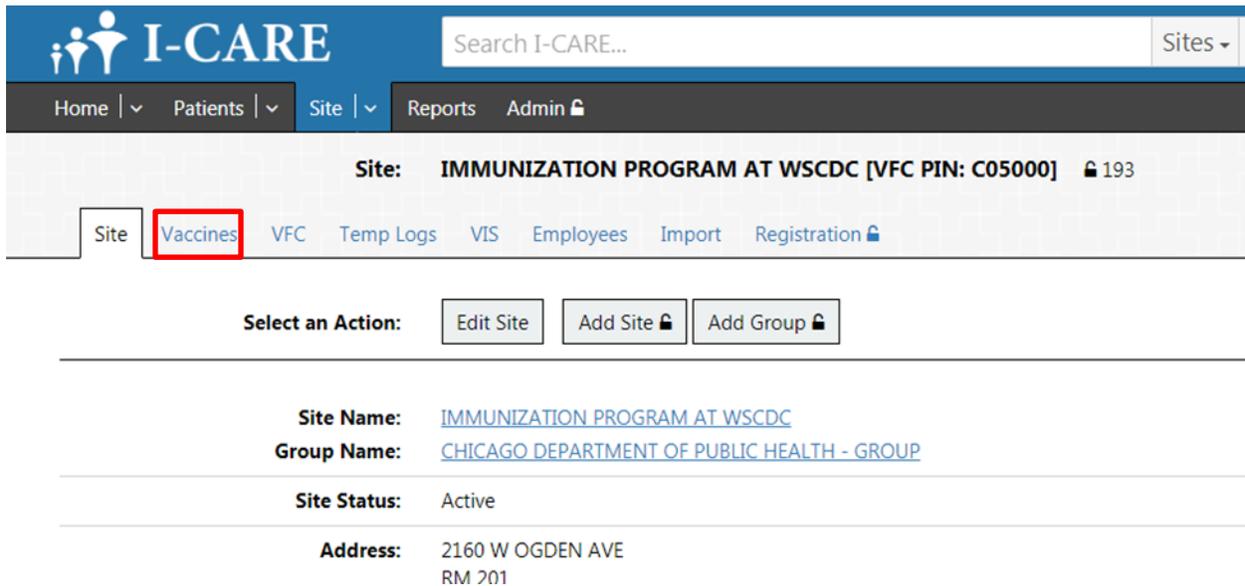
Step 1: Log into I-CARE

Step 2: Select “Site” from the menu at the top of your screen.



The screenshot shows the I-CARE home page. At the top, there is a blue header with the I-CARE logo and a search bar. Below the header is a dark navigation bar with menu items: Home, Patients, Site (highlighted with a red box), Reports, and Admin. The main content area features a large I-CARE logo and a welcome message: "Welcome to I-CARE. The Illinois Comprehensive Automated Immunization Registry Exchange (I-CARE) was developed by the Illinois Department of Public Health to link IDPH's immunization registry to medical practices across the state." There is a green button that says "New users start here >". At the bottom, there is a navigation bar with links: News/Announcements, Site Dashboard, Immunization Schedules, Immunization Links, and Contacts.

Step 3: Select “Vaccines” from the menu under your site’s name.



The screenshot shows the I-CARE site management page. At the top, there is a blue header with the I-CARE logo and a search bar. Below the header is a dark navigation bar with menu items: Home, Patients, Site (highlighted with a red box), Reports, and Admin. The main content area shows the site name: "Site: IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000] 193". Below this, there is a navigation bar with links: Site, Vaccines (highlighted with a red box), VFC, Temp Logs, VIS, Employees, Import, and Registration. Below the navigation bar, there are three buttons: "Select an Action:", "Edit Site", "Add Site", and "Add Group". Below the buttons, there is a table with site information:

Site Name:	IMMUNIZATION PROGRAM AT WSCDC
Group Name:	CHICAGO DEPARTMENT OF PUBLIC HEALTH - GROUP
Site Status:	Active
Address:	2160 W OGDEN AVE RM 201

Step 4: Sort vaccine inventory by selecting "Expire" once.

Site Vaccines VFC Temp Logs VIS Employees Import (3,351) Registration

Select View: Vaccine Lots Transactions → Add Lot Reconcile

Filter: In Stock Out of Stock All VFC VFC/State CHIP 317 Private All

Lot	Vaccine	Type	Status	Expire	Group	Default
N009172	M-M-R II [MSD]	VFC	In Stock	03/20/2019 ▲	MMR	--
N009169	M-M-R II [MSD]	VFC	In Stock	03/20/2019 ▲	MMR	--
N011005	M-M-R II [MSD]	VFC	In Stock	04/05/2019 ▲	MMR	--

Step 5: Click expired dose lot number.

Site Vaccines VFC Temp Logs VIS Employees Import (3,351) Registration

Select View: Vaccine Lots Transactions → Add Lot Reconcile

Filter: In Stock Out of Stock All VFC VFC/State CHIP 317 Private All

Lot	Vaccine	Type	Status	Expire	Group	Default
N009172	M-M-R II [MSD]	VFC	In Stock	03/20/2019 ▲	MMR	--
N009169	M-M-R II [MSD]	VFC	In Stock	03/20/2019 ▲	MMR	--
N011005	M-M-R II [MSD]	VFC	In Stock	04/05/2019 ▲	MMR	--

Step 6: Select "Add Transaction" from the "Select an Action:" menu.

Vaccine Lot: M-M-R II N009172 (VFC) 1050033223

Lot Transactions

Select an Action: Edit Lot **Add Transaction** Return

Site Name: [BCBS CDPH CARE VAN 1](#)

Lot Number: N009172

Vaccine Group: MMR

Vaccine: M-M-R II [MSD]

CVX Code: 03

Lot Expiration Date: 03/20/2019 ▲

Lot Status: In Stock

Lot Type: VFC

NDC Number: 00006-4681-00 M-M-R II; MSD; SDV; 10-pack

Default Option: Not Default

Step 7: From the "Transaction Type:" drop down menu select "Expired/Spoiled (Return)" and "Save"

Lot Transaction: New Transaction

Transaction Add

Site: [BCBS CDPH CARE VAN 1](#)
Vaccine Group: MMR
Vaccine Name: M-M-R II
Lot Number: [N009172 \(VEC\)](#)
Lot Status: In Stock
Expire Date: [03/20/2019](#) ▲
NDC Number: 00006-4681-00 M-M-R II; MSD; SDV; 10-pack

Current Lot Balance: 0

Transaction Type: *

Quantity:

Transaction Date:

Note/Comment:

Expired/Spoiled (Return)
Wasted (No Return)
Adjustment
Borrow
From CDPH
From IDPH
Inventory Correction
Mass Clinic
Payback
Transfer

Select an Action:

Field

Step 8: Complete fields "Quantity:", "Wastage Code", "Transaction Date:". Add "Note/Comment" if necessary. Once complete click "Save"

Lot Transaction: **New Transaction**

Transaction Add

Site: [BCBS CDPH CARE VAN 1](#)
Vaccine Group: MMR
Vaccine Name: M-M-R II
Lot Number: [N009172 \(VFC\)](#)
Lot Status: In Stock
Expire Date: [03/20/2019](#) ▲
NDC Number: 00006-4681-00 M-M-R II; MSD; SDV; 10-pack

Current Lot Balance: 0

Transaction Type: Expired/Spoiled (Return) *

Wastage Code: *

Quantity: *

Transaction Date: *

Note/Comment:

* = Required Field

Select an Action: **Save** Cancel

Step 9: From the "Select an Action" menu select "Edit Lot"

Vaccine Lot: **M-M-R II N009172 (VFC)** 🔒 1050033223

Lot Transactions

Select an Action: **Edit Lot** Add Transaction Return

Site Name: [BCBS CDPH CARE VAN 1](#)

Lot Number: N009172
Vaccine Group: MMR
Vaccine: M-M-R II [MSD]
CVX Code: 03
Lot Expiration Date: [03/20/2019](#) ▲

Lot Status: In Stock
Lot Type: VFC
NDC Number: 00006-4681-00 M-M-R II; MSD; SDV; 10-pack

Step 10: In the "Lot Status" field select "Out of Stock". Once complete select "Save".

Lot Status: In Stock Out of Stock

Lot Type: 317/Adult CHIP Private VFC VFC/State

NDC Number: 00006-4681-00 M-M-R II; MSD; SDV; 10-pack ▼ *

Default Option: Default Lot?

Default Shot Route: ▼

Default Shot Site: ▼

Order ID: 1090920

Order Fund: ▼

Transaction Summary:

Deposits	Withdrawn	Administered	Wastage	Adjustments
30	0	-10	0	-20

Select an Action: