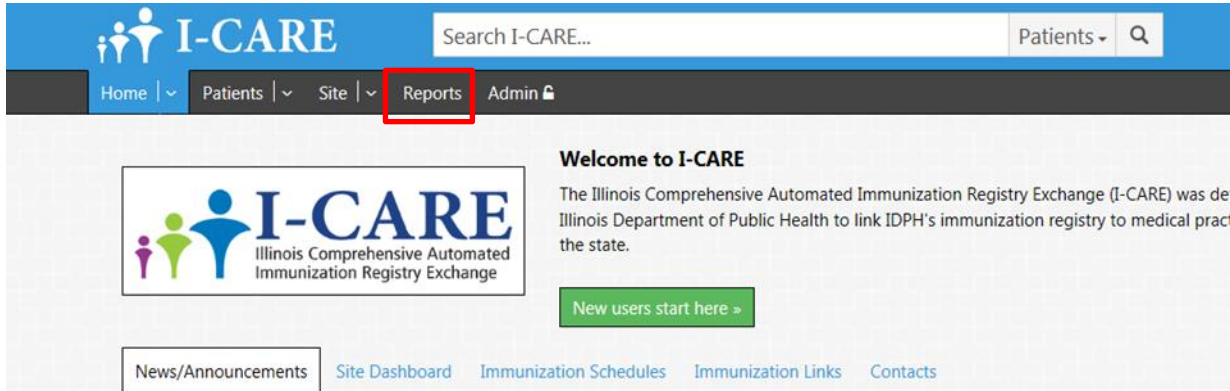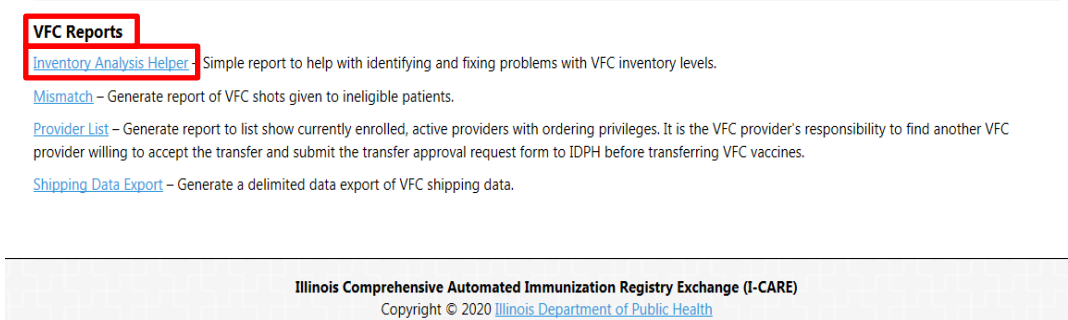# Instruction for Generating Inventory Analysis Helper Report

Step 1: Log into I-CARE.
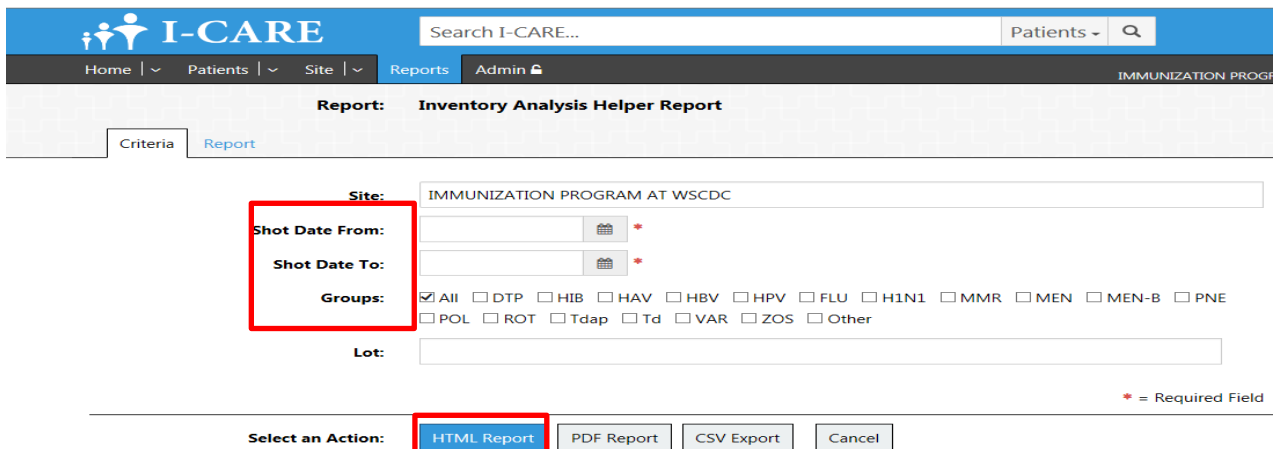
Step 2: Click on "Reports" from the menu at the top of your screen.

Step 3: Scroll down to "VFC Reports" and click "Inventory Analysis Helper"

Step 4: Complete criteria and next to "Select an Action:" click "HTML Report", "PDF Report", or "CSV Export"* to generate "Inventory Analysis Helper Report"*

*HTML generates in the browser, PDF generates an adobe PDF, and CSV generates an excel file

Step 5: The Inventory Analysis Helper Report will generate any errors that have occurred inputting doses into the state of Illinois Immunization registry.

Report: **Inventory Analysis Helper Report**

Criteria | Report

Report Actions:

[PDF Report] [CSV Export]

Inventory Analysis Helper Report
Site: IMMUNIZATION PROGRAM AT WSCDC
VFC Pin: C05000
Shot Date Range: 5/1/2019-1/16/2020
Report Date: 1/16/2020 12:11 PM

I-CARE
Illinois Comprehensive Automated
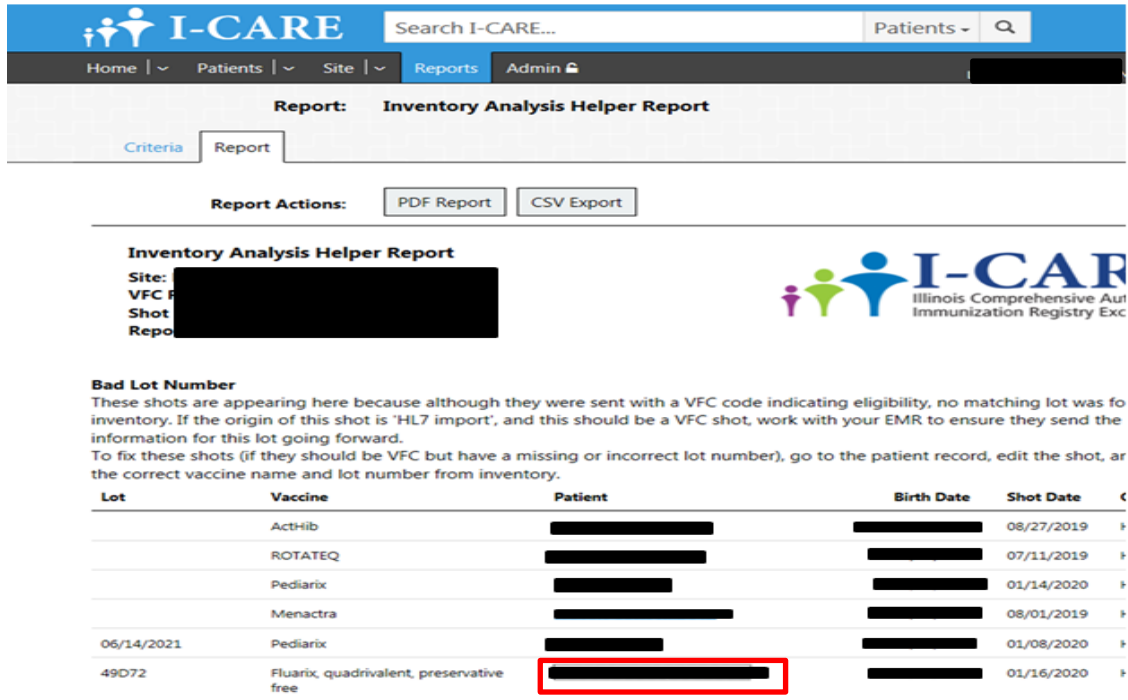Immunization Registry Exchange

Bad Lot Number

These shots are appearing here because although they were sent with a VFC code indicating eligibility, no matching lot was found in inventory. If the origin of this shot is 'HL7 import', and this should be a VFC shot, work with your EMR to ensure they send the correct information for this lot going forward. To fix these shots (if they should be VFC but have a missing or incorrect lot number), go to the patient record, edit the shot, and choose the correct vaccine name and lot number from inventory.

Lot	Vaccine	Patient	Birth Date	Shot Date	Origin_Code

Correcting Inventory Analysis Helper (IAH) Report errors

To fix these shots go to the patient record, edit the shot, and change the dose to reflect the correct name, lot number, and the patients VFC eligibility status.

1. **Click patient name**

2. **Verify Patients "VFC Status"* in the "Patient" tab**

3. Click "Shots" and locate the dose from the IAH report

4. Notice doses with "VFC Inventory" in bold have deducted. Proceed to the dose that appears on the IAH report. Hover the mouse over dose with error and select the edit button.

5. **In order to fix these errors the record must correctly reflect the site vaccine dose**
    1. Accurate vaccine name
    2. Correct Lot number which is selected from drop down
   3. Correct VFC eligibility for this patient

Shot Date:	02/05/2020 📅 *
Vaccine Group:	FLU
Vaccine:	Fluarix, quadrivalent, preservative free [SKB] ▼ *
Lot Number:	9A47X (VFC) ▼
VFC Eligibility:	Eligible-Medicaid/Medicaid Managed Care [V02] ▼

Shot Status:	Group	Dose #	Status	Details
	FLU	5	✔ Valid	--
				☐ Override as INVALID 🔒

6. **Once all these fields are correctly populated the dose will be deducted from the I-CARE inventory and the error removed from the Inventory Analysis Helper report.**

Other Scenarios

What if the doses on my error report pertain to a private dose?

1. **Edit the shot and select "Not VFC Eligible" for just that one dose. Once saved it will no longer appear on the IAH error report.**

Shot Date:	11/19/2019 📅 *
Vaccine Group:	VAR
Vaccine:	Varivax [MSD] ▼ *
Lot Number:	S015462 (Private) ▼
VFC Eligibility:	Not VFC eligible [V01] ▼

Shot Status:	Group	Dose #	Status	Details
	VAR	1	✔ Valid	--
				☐ Override as INVALID 🔒