

# Three Steps to Achieve Inventory Accuracy

## *A Resource for Providers*

Utilize this guide to maintain your I-CARE inventory. These steps need to be completed in order as each step affects the next.

These steps are necessary (at a minimum) prior to order approval and re-enrollment. However, keep up with these steps on a monthly basis to help manage your workload and remain in compliance with VFC guidelines.

### **Three Steps to Complete prior to Reconciliation or Order Approval:**

- Correct/review *Inventory Analysis Helper* errors
- Mark expired/return/spoiled vaccines in I-CARE and submit/process a vaccine return form
- Reconcile inventory with *Vaccine Accountability* or *Vaccine Inventory Report* from I-CARE

Refer to relevant .pdf resource guides (*Instructions for Removing Expired Vaccine from Inventory, Instructions for Using Inventory Analysis Helper Report, Vaccine Return Form, Instructions for Vaccine Ordering*)

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First, address the issues on your Inventory Analysis Helper Report as that can be one of the main reasons inventory is off. Correcting these errors will automatically adjust your ICARE inventory. This step should be completed first:

1. Run an **Inventory Analysis Helper**
  - a. Do not email this in as this has patient info (you may refer to patient ID or encrypt your email)
  - b. Criteria should be going back ~6 months until you start to do it regularly. Once you start to run this every month, you can set the criteria to match the date of the last report.
  - c. Inform Chicago VFC when you have completed this

Next, record any wasted vaccine in I-CARE, return expired doses and remove these from your inventory.

2. Return your **Expired Vaccines**
  - d. Fill out & fax the attached form with the NDC from the box (not vial nor syringe). Be sure to include an email that is monitored so that you can watch for the return label
  - e. Remove these from your I-CARE inventory and mark as wastage/returned/expired
    - i. ONLY mark doses as this if they are in your possession and you will be sending them back. These transactions should match your return form
  - f. If there are still doses unaccounted for after this, our VFC team will reconcile these in the next step

Lastly, complete an inventory to ensure what you have on hand matches I-CARE;

3. Fax in your **Vaccine Accountability Report**

- g. Found under I-CARE reports tab
- h. Print this report and manually correct the doses you currently have *next to the doses on hand column* and send it to us
- i. Move any 0 quantity vaccine to out of stock so that it cannot be incorrectly pulled from your inventory and create a negative balance (do not move vaccine with quantities above 0 to out of stock or it will continue to show up in your reports as wastage)