

Managing Vaccine Inventory in MIIC

MIIC USER GUIDANCE AND TRAINING RESOURCE

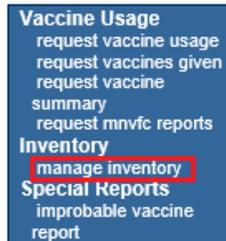
Via the administrator role in MIIC, you can manage your organization’s vaccine inventory. The inventory management feature in MIIC is used to view, add, or modify an organization’s vaccine inventory tracked in MIIC.

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Getting started

1. Log into MIIC using your organization code, username, and password.
2. From the left-hand menu listing on MIIC, under “Inventory,” click “manage inventory.”



Manage inventory

1. Any current inventory that is going to expire or running low will display.

organization MIIC • user MIIC User • role Administrator

Manage Inventory

Show Inventory for Sites... Show Inventory

Show Transactions for Sites... Show Transactions

Return to the Previous Screen... Cancel

Inventory Alerts

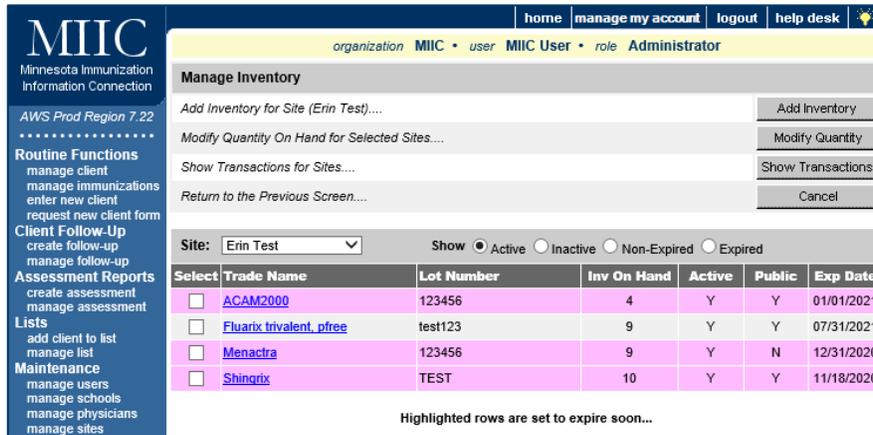
Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	Inv on Hand	Public	Exp Date
Erin Test	ACAM2000	123456	4	Y	01/01/2021
Erin Test	Menactra	123456	9	N	12/31/2020
Erin Test	Shingrix	TEST	10	Y	11/18/2020

Inventory that is Running Low ...

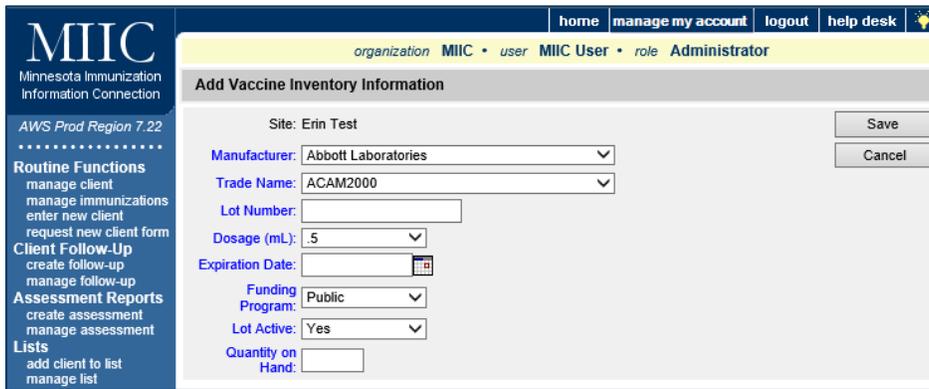
Site Name	Trade Name	Lot Number	Inv on Hand	Public	Exp Date
Erin Test	ACAM2000	123456	4	Y	01/01/2021
Erin Test	Menactra	123456	9	N	12/31/2020
Erin Test	Shingrix	TEST	10	Y	11/18/2020
Erin Test	Fluarix trivalent, pfree	test123	9	Y	07/31/2021

2. Click on the “Show Inventory” button on the upper right-hand side of the screen.
3. The “Show Inventory” screens displays inventory on hand. Any vaccine highlighted in pink is close to expiring.



Adding vaccine inventory

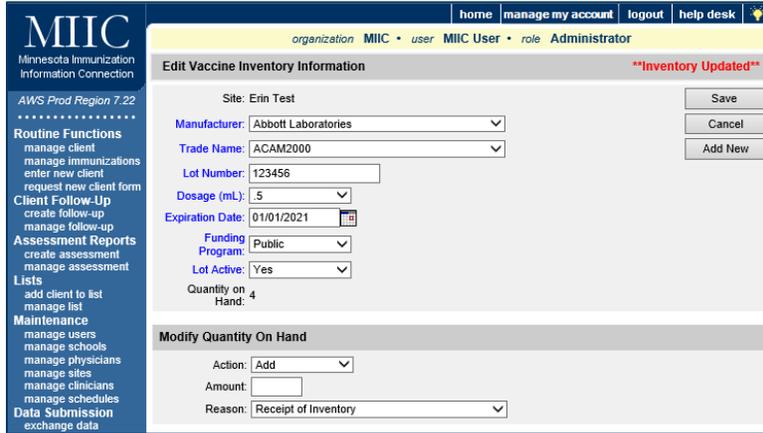
1. When you want to add inventory for the first time, click on the “Add Inventory” button on the upper right-hand side of the screen. That will bring up the vaccine information you need to enter.
2. On the “Add Vaccine Inventory Information” screen, fill in the information by clicking on the drop-down list/arrow or adding the information.



- **Manufacturer, Trade name, Lot number:** Can be both letters and numbers.
- **Dosage:** Enter in mL.
- **Expiration date:** MMDDYYYY (two-digit month, two-digit day, four-digit year). MIIC automatically enters the slashes.
- **Funding program:**
 - Public: Vaccine received from MDH (e.g., MnVFC, UUAV, pandemic vaccines)
 - Private: Purchased on your own
- **Lot active:** Always “Yes.”

- **Quantity on hand:** Number of vaccine doses.

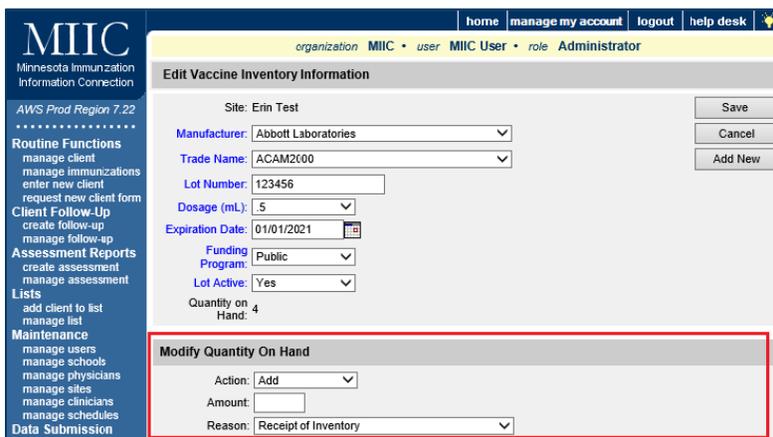
3. After entering the information, click on the “Save” button on the top right. A message will appear in red saying “Inventory Updated” when the save is complete. If you don’t want to save, click on “Cancel.” This will return you to the previous screen.



4. If you have additional vaccines to add in your inventory, click on the “Add New” button on the top right. You will go through the same process as above in step 2 for each vaccine. Remember to save!
5. For entering future vaccine orders into the MIIC inventory, verify that the vaccine lot number is different/not already in MIIC.

Modifying quantity on hand

1. For a totally new vaccine/lot number, you add new inventory. When the lot number is the same, you modify the quantity (instead of adding a totally new listing in the vaccine inventory).
2. To modify the quantity, highlight/click the vaccine/trade name on the vaccine listing. This will bring up the screen showing the specifics (manufacturer, etc.). Then go to the bottom of the screen, with the heading “Modify Quantity on Hand.”



3. You can click in the box in front of the appropriate vaccine/trade name listing, and then choose the “Modify Quantity” button on the upper right-hand part of the screen.

- To modify quantity on hand, under “Action” click on the drop-down choice “Add.” Under “Amount,” add the specific number of vaccine doses. Select “Receipt of Inventory” as the “Reason”.

- Click on “Save” and look for the red message “Inventory Updated.”
- After saving, click on “Cancel” to go back a screen to verify the doses were added to the existing vaccine listing.
- If you need to modify your inventory for a reason such as a wasted dose or doses transferred to another clinic/organization, you also use the “Modify Quantity on Hand” screen.

- The “Action” can be “Add” or “Subtract.” Enter the actual amount of the change next to “Amount” and select the “Reason”, such as “Doses Wasted”.
- Click “Save” and wait for the note “Inventory Updated” in red.
- Go back to the main screen by clicking “Cancel,” and verify the number of doses has been added or subtracted.

Note: When an immunization is entered on a client’s record, MIIC will automatically subtract from inventory based on that entry, which updates the number of doses available in inventory.

MIIC help

For assistance with managing vaccine inventory in MIIC, send an email to the MIIC help desk using the “help desk” button on MIIC for any additional questions or use the light bulb icon to access additional user guidance resources.



Minnesota Department of Health
Minnesota Immunization Information Connection (MIIC)
PO Box 64975
St. Paul, MN 55164-0975
651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/people/immunize/miic

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To obtain this information in a different format, call: 651-201-5207.