### DEPARTMENT OF HEALTH

# **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.

		home	e manage my ac	count logout	help	desk 🏹
MIIC	organization	MIIC • user MIIC Us	er • role Admi	nistrator		
/linnesota Immunization Information Connection	Manage Inventory					
WS Prod Region 7.22	Show Inventory for Sites				Show	v Inventory
	Show Transactions for Sites				Show 1	Transactions
outine Functions manage client	Return to the Previous Screen				(	Cancel
enter new client request new client form	Inventory Alerts					
lient Follow-Up create follow-up	Active Inventory that is Going to E	kpire				
manage follow-up	Site Name	Trade Name	Lot Number	Inv on Hand I	Public	Exp Date
create assessment	Erin Test	ACAM2000	123456	4	Υ	01/01/2021
manage assessment	Erin Test	Menactra	123456	9	Ν	12/31/2020
ISIS add client to list	Erin Test	Shingrix	TEST	10	Υ	11/18/2020
manage list laintenance	Inventory that is Running Low					
manage users manage schools	Site Name	Trade Name	Lot Number	Inv on Hand I	Public	Exp Date
manage physicians	Erin Test	ACAM2000	123456	4	Υ	01/01/2021
manage sitës manage clinicians	Erin Test	Menactra	123456	9	Ν	12/31/2020
manage schedules	Erin Test	Shingrix	TEST	10	Υ	11/18/2020
ata Submission	Erin Test	Fluarix trivalent, pfree	test123	9	Υ	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.

MITC			home r	nanage my acco	xunt logo	ut help	desk 🏹
MIL		organization	MIIC • user MIIC User	<ul> <li>role Adminis</li> </ul>	strator		
Minnesota Immunization Information Connection	Mana	ge Inventory					
AWS Prod Region 7.22	Add In	ventory for Site (Erin Test)				Add	nventory
	Modify	Quantity On Hand for Selected Si	tes			Modif	y Quantity
Routine Functions manage client	Show	Show Transactions for Sites Show Transactions					
manage immunizations enter new client request new client form	Return to the Previous Screen Cancel						
Client Follow-Up create follow-up manage follow-up	Site:	Erin Test 🗸	Show <ul> <li>Active</li> <li>Inact</li> </ul>	ive O Non-Expir	ed O Expi	red	
Assessment Reports	Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
create assessment manage assessment		ACAM2000	123456	4	Y	Y	01/01/2021
Lists		Fluarix trivalent, pfree	test123	9	Y	Y	07/31/2021
manage list		Menactra	123456	9	Y	Ν	12/31/2020
Maintenance manage users		Shingrix	TEST	10	Y	Y	11/18/2020
manage schools manage physicians manage sites		Hi	ghlighted rows are set to e	cpire soon			

#### 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 dropdown list/arrow or adding the information.

	home manage my account logout	help desk 🏺
MIC	organization MIIC • user MIIC User • role Administrator	
Minnesota Immunization Information Connection	Add Vaccine Inventory Information	
AWS Prod Region 7.22	Site: Erin Test	Save
Routine Functions manage client	Manufacturer: Abbott Laboratories	Cancel
manage immunizations enter new client request new client form	Lot Number:	
Client Follow-Up create follow-up	Expiration Date:	
Assessment Reports create assessment	Funding Program:	
manage assessment Lists add client to list	Lot Active: Yes V Quantity on Hand:	

- 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.

	home manage my account	logout	help desk	*
MIL	organization MIIC • user MIIC User • role Administrato	ог		
Minnesota Immunization Information Connection	Edit Vaccine Inventory Information	**Inver	ntory Update	d**
AWS Prod Region 7.22	Site: Erin Test		Save	
	Manufacturer: Abbott Laboratories		Cancel	
manage client	Trade Name: ACAM2000		Add Nev	
enter new client	Lot Number: 123456			
Client Follow-Up	Dosage (mL): .5			
manage follow-up	Expiration Date: 01/01/2021			
Assessment Reports create assessment	Funding Public V			
manage assessment	Lot Active: Yes			
add client to list manage list	Quantity on 4 Hand:			
Maintenance				
manage users manage schools	Modify Quantity On Hand			
manage physicians	Action: Add			
manage clinicians	Amount:			
Data Submission exchange data	Reason: Receipt of Inventory			

- 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."

MITC	home managemy account logout help desk 🌾
MIIC	organization MIIC • user MIIC User • role Administrator
Minnesota Immunzation Information Connection	Edit Vaccine Inventory Information
AWS Prod Region 7.22	Site: Erin Test Save
Routine Functions	Manufacturer: Abbott Laboratories
manage client	Trade Name: ACAM2000 V Add New
enter new client	Lot Number: 123456
request new client form	Dosage (mL): .5
create follow-up	Expiration Date: 01/01/2021
Assessment Reports	Funding Program: Public V
manage assessment	Lot Active: Yes 🗸
LISTS add client to list manage list	Quantity on 4 Hand: 4
Maintenance	
manage users manage schools	Modify Quantity On Hand
manage physicians	Action: Add
manage clinicians	Amount:
manage schedules Data Submission	Reason: Receipt of Inventory

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.

#### MANAGING VACCINE INVENTORY IN MIIC

MITC			home r	manage my acco	ount logo	ut help	desk 🏹
MIIC		organization	MIIC • user MIIC User	<ul> <li>role Adminis</li> </ul>	strator		
Minnesota Immunization Information Connection	Mana	ge Inventory					
AWS Prod Region 7.22	Add In	wentory for Site (Erin Test)				Add	nventory
•••••	Modify	Quantity On Hand for Selected	Sites			Modif	y Quantity
Routine Functions manage client	Show	Show Transactions for Sites S			Show T	ransactions	
manage immunizations enter new client request new client form	Return to the Previous Screen			C	ancel		
Client Follow-Up create follow-up manage follow-up	Site:	Erin Test 🗸	Show  Active  Inact	tive O Non-Expir	red O Expir	red	
Assessment Reports	Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
create assessment manage assessment		ACAM2000	123456	4	Y	Y	01/01/2021
Lists		Fluarix trivalent, pfree	test123	9	Y	Υ	07/31/2021
manage list		Menactra	123456	9	Y	Ν	12/31/2020
Maintenance manage users		Shingrix	TEST	10	Y	Υ	11/18/2020
manage schools manage physicians manage sites			lighlighted rows are set to e	xpire soon			

4. 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".

Modify Quantity On Hand		
Action:	Add 🗸	
Amount:		
Reason:	Receipt of Inventory	

- 5. Click on "Save" and look for the red message "Inventory Updated."
- 6. After saving, click on "Cancel" to go back a screen to verify the doses were added to the existing vaccine listing.
- 7. 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.

Modify Quantity	On Hand
Action:	Subtract V
Amount:	
Reason:	Receipt of Inventory
	Error Correction Doses Wasted
	Doses Returned from Another Site
	Doses Transferred to Another Site

- 8. 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".
- 9. Click "Save" and wait for the note "Inventory Updated" in red.
- 10. 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.

	home manage my account logout thelp desk 👔
MIIC	organization MIIC • user MIIC User • role Typical User
Minnesota Immunization Information Connection	announcements:
Production Region 7.22	NEW ~ MIIC release 7.22 is live
Routine Functions	03/23/2020 ~ COVID-19 help desk phone suspention
manage client manage immunizations	NEW MIC release 7.21 is live

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

12/21/2023

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