

Managing Vaccine Inventory in MIIC

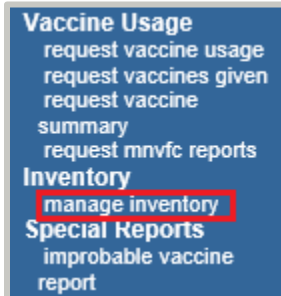
MIIC USER GUIDANCE TRAINING RESOURCE

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.

Getting Started.....	1
Manage Inventory	2
Adding Vaccine Inventory	3
Modifying Quantity On Hand.....	5
MIIC Help	7

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.

The screenshot shows the MIIC Manage Inventory interface. The left sidebar contains navigation menus for Routine Functions, Client Follow-Up, Assessment Reports, Lists, and Maintenance. The main content area is titled 'Manage Inventory' and includes buttons for 'Show Inventory for Sites...', 'Show Transactions for Sites...', and 'Return to the Previous Screen...'. Below this, there is a section for 'Inventory Alerts' with a sub-section 'Active Inventory that is Going to Expire ...' containing a table of inventory items.

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

Below the first table is another section 'Inventory that is Running Low ...' with a similar table:

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.

This screenshot shows a more detailed view of the inventory. It includes a dropdown menu for 'Site:' set to 'Erin Test' and radio buttons for 'Show' with options 'Active', 'Inactive', 'Non-Expired', and 'Expired'. The main table lists inventory items with checkboxes in the 'Select' column. The first row, 'ACAM2000', is highlighted in pink. A note at the bottom states 'Highlighted rows are set to expire soon...'.

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	ACAM2000	123456	4	Y	Y	01/01/2021
<input type="checkbox"/>	Fluarix trivalent, pfree	test123	9	Y	Y	07/31/2021
<input type="checkbox"/>	Menactra	123456	9	Y	N	12/31/2020
<input type="checkbox"/>	Shingrix	TEST	10	Y	Y	11/18/2020

Highlighted rows are set to expire 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 drop-down list/arrow or adding the information.

The screenshot shows the 'Add Vaccine Inventory Information' form in the MIIC system. The form is titled 'Add Vaccine Inventory Information' and is located within a navigation bar that includes 'home', 'manage my account', 'logout', and 'help desk'. The user is identified as 'MIIC User' with the role of 'Administrator'. The form contains the following fields and values:

- Site: Erin Test
- Manufacturer: Abbott Laboratories (dropdown)
- Trade Name: ACAM2000 (dropdown)
- Lot Number: (empty text box)
- Dosage (mL): .5 (dropdown)
- Expiration Date: (calendar icon)
- Funding Program: Public (dropdown)
- Lot Active: Yes (dropdown)
- Quantity on Hand: (empty text box)

Buttons for 'Save' and 'Cancel' are located on the right side of the form.

- **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.

MANAGING VACCINE INVENTORY IN MIIC

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.

The screenshot shows the MIIC web interface. The top navigation bar includes links for home, manage my account, logout, and help desk. The user is logged in as MIIC User, Administrator. The main content area is titled 'Edit Vaccine Inventory Information' and displays a form with the following fields:

- Site: Erin Test
- Manufacturer: Abbott Laboratories
- Trade Name: ACAM2000
- Lot Number: 123456
- Dosage (mL): .5
- Expiration Date: 01/01/2021
- Funding Program: Public
- Lot Active: Yes
- Quantity on Hand: 4

Buttons for Save, Cancel, and Add New are located on the right side of the form. A red message at the top right of the form area reads '**Inventory Updated**'. Below the form is a section titled 'Modify Quantity On Hand' with the following fields:

- Action: Add
- Amount: [empty text box]
- 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.”

MIIC
Minnesota Immunization Information Connection

AWS Prod Region 7.22

Routine Functions
manage client
manage immunizations
enter new client
request new client form

Client Follow-Up
create follow-up
manage follow-up

Assessment Reports
create assessment
manage assessment

Lists
add client to list
manage list

Maintenance
manage users
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

Data Submission

home manage my account logout help desk

organization MIIC • user MIIC User • role Administrator

Edit Vaccine Inventory Information

Site: Erin Test

Manufacturer: Abbott Laboratories

Trade Name: ACAM2000

Lot Number: 123456

Dosage (mL): .5

Expiration Date: 01/01/2021

Funding Program: Public

Lot Active: Yes

Quantity on Hand: 4

Save Cancel Add New

Modify Quantity On Hand

Action: Add

Amount:

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.

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manage users
manage schools
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manage sites

home manage my account logout help desk

organization MIIC • user MIIC User • role Administrator

Manage Inventory

Add Inventory for Site (Erin Test)...

Modify Quantity On Hand for Selected Sites...

Show Transactions for Sites...

Return to the Previous Screen...

Add Inventory Modify Quantity Show Transactions Cancel

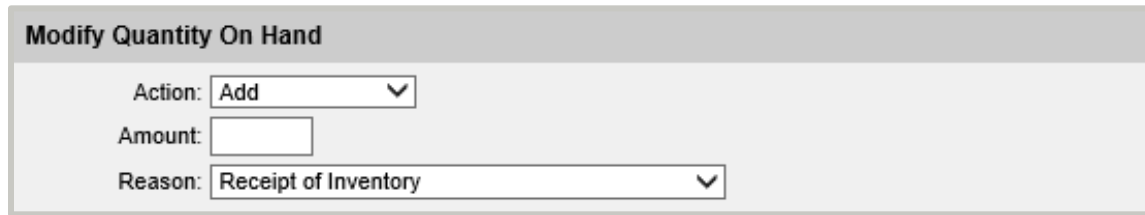
Site: Erin Test Show Active Inactive Non-Expired Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	ACAM2000	123456	4	Y	Y	01/01/2021
<input type="checkbox"/>	Fluarix trivalent, pfree	test123	9	Y	Y	07/31/2021
<input type="checkbox"/>	Menactra	123456	9	Y	N	12/31/2020
<input type="checkbox"/>	Shingrix	TEST	10	Y	Y	11/18/2020

Highlighted rows are set to expire soon...

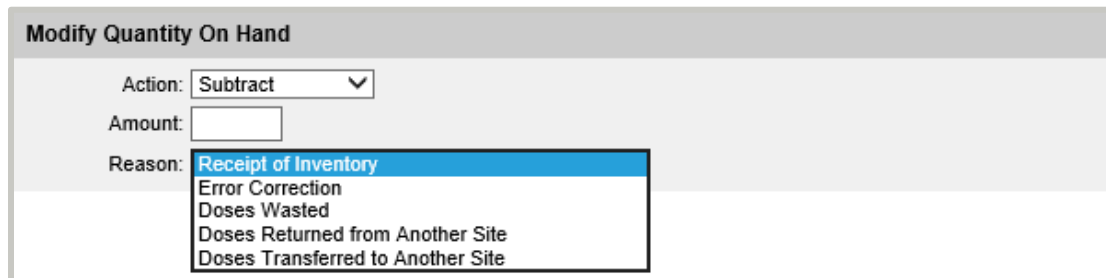
MANAGING VACCINE INVENTORY IN MIIC

- 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”.



The screenshot shows a form titled "Modify Quantity On Hand". It contains three fields: "Action:" with a dropdown menu set to "Add", "Amount:" with an empty text input box, and "Reason:" with a dropdown menu set to "Receipt of Inventory".

- 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 screenshot shows the same "Modify Quantity On Hand" form. The "Action:" dropdown is now set to "Subtract". The "Reason:" dropdown is open, showing a list of options: "Receipt of Inventory", "Error Correction", "Doses Wasted", "Doses Returned from Another Site", and "Doses Transferred to Another Site".

- 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, contact your MIIC regional coordinator. View their contact information at [MIIC Regions and Regional Coordinators](https://www.health.state.mn.us/people/immunize/miic/participate/regions.html) (<https://www.health.state.mn.us/people/immunize/miic/participate/regions.html>).

You can also 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.

The screenshot shows the MIIC web application interface. The top navigation bar includes links for 'home', 'manage my account', 'logout', and 'help desk' (which is circled in red). Below the navigation bar, the user's current session is displayed: 'organization MIIC • user MIIC User • role Typical User'. The main content area features an 'announcements' section with three entries:

Date	Announcement
07/08/2020	NEW ~ MIIC release 7.22 is live
03/23/2020	NEW ~ COVID-19 help desk phone suspension
03/11/2020	NEW ~ MIIC release 7.21 is live

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

11/16/2020

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