

Reconciliation Process – HL7 (Aggregate Reporter) Clinics

- 1. From the main menu, navigate to 'Inventory > Vaccines > Reconciliation'.
- 2. Click 'Add Reconciliation'.

<u>*</u>	Vaccine Inventory Reconciliation 🕄 Learn More
	Search Criteria
Home Patients	Info: When searching for reconciliations, the Begin Date Range applies only to legacy reconciliations. The End/Physical Count Date Range will return legacy reconciliations based on the legacy End Date and new reconciliations based on the new Physical Count Date.
Immunizations Education IZ Quick Add	A There is 1 Pending Inventory Transfer.
Inventory Vaccines	Inventory Location Reconciliation Inventory Location Status Status (ALL) V (ALL) V (ALL) V
On-Hand Electronic Decrementing Reconciliation	Begin Date Range End/Physical Count Date Range From: MM/DD/YYYY Through: MM/DD/YYYY Through: Sort by Audit Date (descending) Inventory Location, Begin Date (descending)
Vaccine Orders Vaccine Returns Flu Prebook	Previous Criteria Clear Search
Vaccine Shipments Locations Clinic Tools	

3. Select your Inventory Location from the drop-down.

Vaccine Inventory Reconciliation 1	
Inventory Locations * LAPAZ VTRCKS CLINIC AGGREGATE INV LOC	Ŧ
LAPAZ INV TYPE 3 LOCATION OTHER LAPAZ INV TYPE 3 LOCATION VTRCKS LAPAZ VTRCKS CLINIC AGGREGATE INV LOC	

- 4. The system will do a "Pre-Check" to make sure that all requirements to create a reconciliation have been met.
- 5. The Pre-Check Results pop-up will list any items that need to be resolved.





6. A Reconciliation cannot be created until all the pre-checks have been met. If a pre-check has not been met, click the 'Resolve' button for the item to complete the required action.

Pre-Che	ck Results	
0	No Open Reconciliation for this inventory location	
\bigcirc	No Returns in Process for this Clinic	
\bigcirc	No Rejected Returns outstanding for this Clinic	
	No Expired Inventory at this inventory location	
	No Vaccines Added but not Administered	
	No Pending Inventory Transfers	
0	No Pending VTrcKs Shipments	
		Cancel Proceed

- 7. Once all pre-checks have been met, the 'Proceed' button is displayed. Click 'Proceed'.
- 8. Enter a description (typically the month and year of the count), the authorizing staff member, and the count date and time.

Vaccine Inventory	Reconciliation 6			Can	cel Create
Inventory Location: IN	V: LUCIA'S TYPE 3 IZ CLINIC				
Description: *		Authorized By:	• •	Status:* OPEN	٣
Count Date: * MM/DD/YYYY	Count Time: * HH:MM AM/PM	Last Count Date/Time: 11/4/2019 1:49:00 PM		Last Order Date 03/20/2019	iiii

- a. Clicking the blue man icon to the right of the 'Authorized By' field will auto-populate your name.
- 9. Click 'Create'.
- 10. Click the 'Links' button and select 'Count Sheet'. Print the Count Sheet.

	Cancel Links Count Sheet Vaccine Inventory Reconciliation Worksheet					
Count Sheet						
Vaccine Inventory Rec		-				

11. Count all doses in your physical inventory and write the number of doses counted in the Physical Count column of the Count Sheet.





- 12. Calculate all doses administered from the previous count date and time through the current count date and time. Write these quantities in the Aggregate Administered column of the Count Sheet.
 - a. Use the report 'Aggregate Administered Doses' to calculate how many doses were administered per line item since your previous count date and time.
- 13. Enter the counts written down on the Count Sheet into the Aggregate Administered and Physical Count columns and click Update.

Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
Σ	-1	2	-3		Action -

- 14. The aggregate doses administered plus physical count should offset the inventory difference.
 - a. If the inventory difference is not within the acceptable range, a red circle is displayed.
 - b. If the inventory difference is within the acceptable range, a green checkmark is displayed.
- 15. Every row must have a green checkmark in order to close the reconciliation.
- 16. By hovering over the Sigma (Σ) button, you will see a summary of the inventory line item's history to help with the inventory reconciliation process.

Inventory by Doses	Inventory Item Summary										Х
		Last Count	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Ret/Exp/Recalled	Inventory Wasted	Inventory Unaccounted	On-Hand Quantity	Auto Adjustments	
	Since Last Count	10							10		
СНІР	Since Item Created		10								
1. Hep A, ped/adol, 2D (Havrix	5-52 • 33333 • 01/	01/2020		Σ	4		-6	0		Action	

17. For each inventory line item, you can click the 'Action' button to:

- a. Create Inventory Adjustment add or subtract doses from on-hand
- b. Transactions view all inventory transactions for the line item







- 18. Click 'Update' as you work through the reconciliation, so you don't lose any changes.
- 19. A green success message is displayed confirming your changes were saved.
- 20. When all rows have a green checkmark, click the 'Update' dropdown and select 'Close Reconciliation'.



- 21. A screen will pop up asking if you are sure you would like to close reconciliation.
- 22. Make sure you are completely done with the page before selecting 'OK'.

Close Reconciliation	×
You are about to close this reconciliation. Automatic inventory adjustments will be created for the appropriate line items once closed, you will not be able to re-open. Do you want to continue?	and
ОК Са	ncel

23. Once you select OK, the reconciliation page becomes read-only.



accine Invento	ory Recond	ciliation 🛛 🕦									Cancel Links	-
-				✓ Success Reconciliation closed. ×								
Inventory Location	n: SUMMER V	ALLEY PEDIATRICS	S - REFRIGER	ATOR								-
Description: *				Authorized By:				Status: *				
RECON TEST				BRADY, MARCIA (RM	N)		* 🛉	CLOSED				۳
Count Date: *		Count Time: *		Last Count Date/Time:				Last Order Date:				
11/05/2019	i	11:39 AM	0	11/4/2019 12:00:00 PI	M			MM/DD/YYYY			iii	i
laura la Dara												
Inventory by Dose	es											
Description					Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action		
State												
1. MCV4P (Menactra) (M	lenactra (0.5 mL x 5 v	rials)) PMC • 49281-0589-05 • 0	CDE345 • 12/31/2019		Σ	-1	2	0	0	Action 👻	3	
					-							

