

Submitting an IRIS Inventory Count

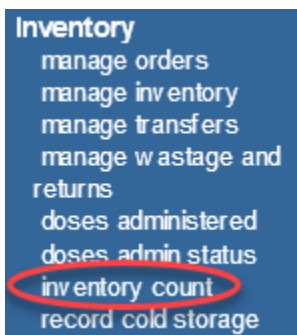
Vaccines supplied by the Idaho Immunization Program (IIP) can be ordered 24 hours a day, seven days a week through Idaho's Immunization Reminder Information System (IRIS).

A physical on-hand vaccine inventory count must be submitted within 13 days of placing a vaccine order in IRIS. Best practice is to conduct and submit inventory counts monthly. Providers that do not report accurate on-hand counts may have vaccine orders reduced and may not be shipped vaccine. In addition, unaccounted for vaccines may have to be replaced by the organization. Keeping an accurate and up-to-date inventory count is important.

How to Submit a Physical Inventory Count

After logging into the clinic's organization in IRIS:



1. Click *inventory count* in the **Inventory** section of the left-side blue menu.



2. On the **Inventory Count Listing** screen, click the *Enter New Count* button.

Inventory Count Listing

Organization: 002 002 - RUSSETT BURBANK PEDIATRICS

[*From Date](#) 11/20/2017  [*To Date](#) 11/19/2018  [Refresh List](#) [Enter New Count](#)

Inventory Count	Entered By	Last Updated By	Last Updated On	Status
11/19/2018	Curly Fry	Curly Fry	11/19/2018 11:14 AM	Submitted
10/15/2018	Curly Fry	Curly Fry	10/15/2018 02:39 PM	Submitted
04/04/2018	Curly Fry	Curly Fry	04/04/2018 09:54 AM	Submitted

Submitting an IRIS Inventory Count

- The **Inventory Count** screen will open. This screen includes tips for submitting an accurate count and shows the State Supplied Vaccine list that indicates which vaccines the organization has on-hand and the respective dose quantities, according to the data entry processed by the clinic; this page can be printed by clicking the *Print Screen* button and can be used to document dose quantities while at the vaccine storage units.

Inventory Count

For accurate inventory reconciliation, please check to make sure all receipt of inventory and wastage has been recorded on the vaccine inventory lot, inbound and outbound inventory transfers are up-to-date, and doses administered to patients since the last inventory count are recorded prior to submitting current inventory counts. You may print this screen to use as a worksheet for gathering counts.

Generate Printable Inventory Count Report... Print Screen

Save Inventory Count and Finish Later... Save

Save Inventory Count and Submit to State... Save & Submit

Return to Inventory Count Listing without Saving Changes... Return to List

Inventory Reconciliation for: 002 002 - RUSSETT BURBANK PEDIATRICS

Inventory Count on: 11/19/2018

The inventory list includes public funded vaccine lots with remaining inventory on hand. Lots that have expired with inventory since the previous inventory count are included. Duplicate lots (Same NDC /Lot Number/ Expiration Date) can be entered as a combined count. Enter your inventory as a whole number (round down) in the physical count field. Highlighted rows are set to expire soon. Rows in red font are lots that are inactive and/or expired.

State Supplied Vaccine Last Inventory Count was on: 10/15/2018

Vaccine	Trade Name	Manufacturer	Package	NDC Number	Lot Number	Exp Date	Doses Given Since Last Count	IRIS Inventory Doses on Hand	Physical Count
9vHPV	Gardasil 9	Merck & Co, Inc (MSD)	HPV9 Gardasil 9; SDV; 10-PACK	00006-4119-03	1261AA	11/11/2019	0	157	<input type="text"/>
Hib-OMP	PedvaxHIB	Merck & Co, Inc (MSD)	PEDVAXHIB; SDV; 10-PACK	00006-4897-00	1189AA	09/12/2019	0	20	<input type="text"/>
Pneumo-Conjugate 13	Prevnar 13	Pfizer, Inc. (PFR)	PREVNAR 13; SYR; 10-PACK	00005-1971-02	F20002	02/28/2019	0	49	<input type="text"/>
Rotavirus, Monovalent	Rotarix	GlaxoSmithKline (SKB)	ROTARIX; SDV; 10-PACK	58160-0854-52	PWA35234	01/01/2019	0	16	<input type="text"/>
Tdap	Adacel	Sanofi Pasteur (PMC)	ADACEL; SYR; 5-PACK	49281-0400-15	U4103BA	11/15/2019	0	29	<input type="text"/>
Tdap	Boostrix	GlaxoSmithKline (SKB)	BOOSTRIX; SDV; 10-PACK	58160-0842-11	B00321	01/01/2019	0	9	<input type="text"/>

- Enter the number of doses the organization has on-hand in the Physical Count field of each respective vaccine; this must be the actual, physical, on-hand count. If there are zero doses on-hand for any vaccine, then an entry is not necessary. **Note: Accuracy is imperative as the count is referenced by IIP staff when processing vaccine orders and can be used by providers as a snapshot in time if future dose quantity discrepancies must be researched.**
- Click the *Save & Submit* button. Clicking the *Save* button will not submit the count to the IIP and will not allow users to place a vaccine order; this button will only save progress if the task may not be completed in one sitting.

Submitting an IRIS Inventory Count

Inventory Count

For accurate inventory reconciliation, please check to make sure all receipt of inventory and wastage has been recorded on the vaccine inventory lot, inbound and outbound inventory transfers are up-to-date, and doses administered to patients since the last inventory count are recorded prior to submitting current inventory counts. You may print this screen to use as a worksheet for gathering counts.

Generate Printable Inventory Count Report...

Save Inventory Count and Finish Later...

Save Inventory Count and Submit to State...

Return to Inventory Count Listing without Saving Changes...

Print Screen

Save

Save & Submit

Return to List

How to View Previous Inventory Count Submissions

Circumstances may arise when an organization would like to view previously submitted inventory counts. For example, when an accountability discrepancy occurs, a provider may want to know at what point in time the discrepancy started. To find this out, a review of previous counts is beneficial.

To view a previously submitted inventory count:

1. Click *inventory count* in the **Inventory** section of the left-side blue menu,
2. Enter the date range to review in the **From Date* and **To Date* fields,
3. Click the *Refresh List* button, and
4. Click the date hyperlink in the Inventory Count column to view the historical inventory count submitted on the specified date.

Inventory Count Listing

Organization: 002 002 - RUSSETT BURBANK PEDIATRICS

Enter New Count

*From Date

11/20/2017



*To Date

11/19/2018



Refresh List

Inventory Count	Entered By	Last Updated By	Last Updated On	Status
11/19/2018	Curly Fry	Curly Fry	11/19/2018 11:14 AM	Submitted
10/15/2018	Curly Fry	Curly Fry	10/15/2018 02:39 PM	Submitted
04/04/2018	Curly Fry	Curly Fry	04/04/2018 09:54 AM	Submitted