



# How do I conduct a Reconciliation?

## Things You Should **Know**

Reconciliation is the process of:

1. Comparing vaccine counts in CT WiZ to the actual number and types vaccines in your clinic.
2. If there are differences between the two, figuring out why.
3. Making adjustments so that the two agree.

**You must do a separate reconciliation for each inventory location.**

# Reconciliation Overview

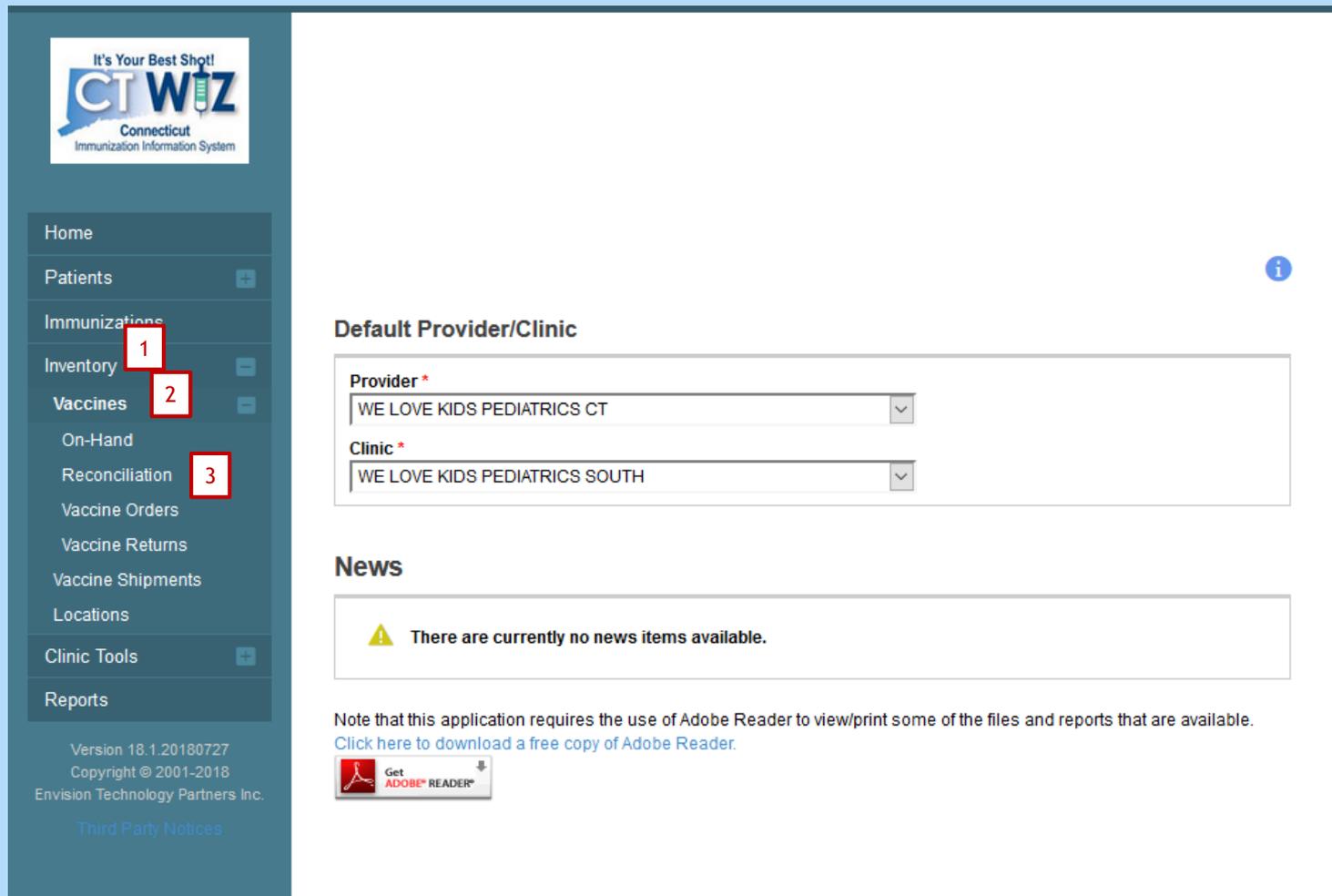
This unit will cover:

- Running a reconciliation report
- Verifying a reconciliation report
- Printing a vaccine reconciliation worksheet, so you can count the doses of vaccine you have in your inventory location (fridge or freezer)
- Closing a reconciliation

We suggest that you go through the mini reference called 'How do I prepare for a reconciliation?' before you start this unit.

# Navigating to Vaccine Inventory Reconciliation

1. Click Inventory
2. Click Vaccines
3. Click Reconciliations



The screenshot displays the CT WIZ Immunization Information System interface. On the left is a dark teal sidebar with a menu. The menu items are: Home, Patients, Immunizations, Inventory (marked with a red box and '1'), Vaccines (marked with a red box and '2'), On-Hand, Reconciliation (marked with a red box and '3'), Vaccine Orders, Vaccine Returns, Vaccine Shipments, Locations, Clinic Tools, and Reports. Below the menu, the version number 'Version 18.1.20180727', copyright 'Copyright © 2001-2018 Envision Technology Partners Inc.', and a link for 'Third Party Notices' are visible.

The main content area on the right is titled 'Default Provider/Clinic'. It contains two dropdown menus. The first is labeled 'Provider \*' and has 'WE LOVE KIDS PEDIATRICS CT' selected. The second is labeled 'Clinic \*' and has 'WE LOVE KIDS PEDIATRICS SOUTH' selected. Below this is a 'News' section with a yellow warning icon and the text 'There are currently no news items available.' At the bottom, a note states: 'Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. Click here to download a free copy of Adobe Reader.' Below the note is a small Adobe Reader logo with the text 'Get ADOBE® READER®'.

# Starting a new reconciliation



## Vaccine Inventory Reconciliation [Learn More](#)

Add Reconciliation

### Search Criteria

Inventory Location

(ALL)

Inventory Location

Status

(ALL)

Begin Date Range

From: MM/DD/YYYY

Through: MM/DD/YYYY

End Date Range

From: MM/DD/YYYY

Through: MM/DD/YYYY

Sort by

Audit Date (descending)  Inventory Location, Begin Date (descending)

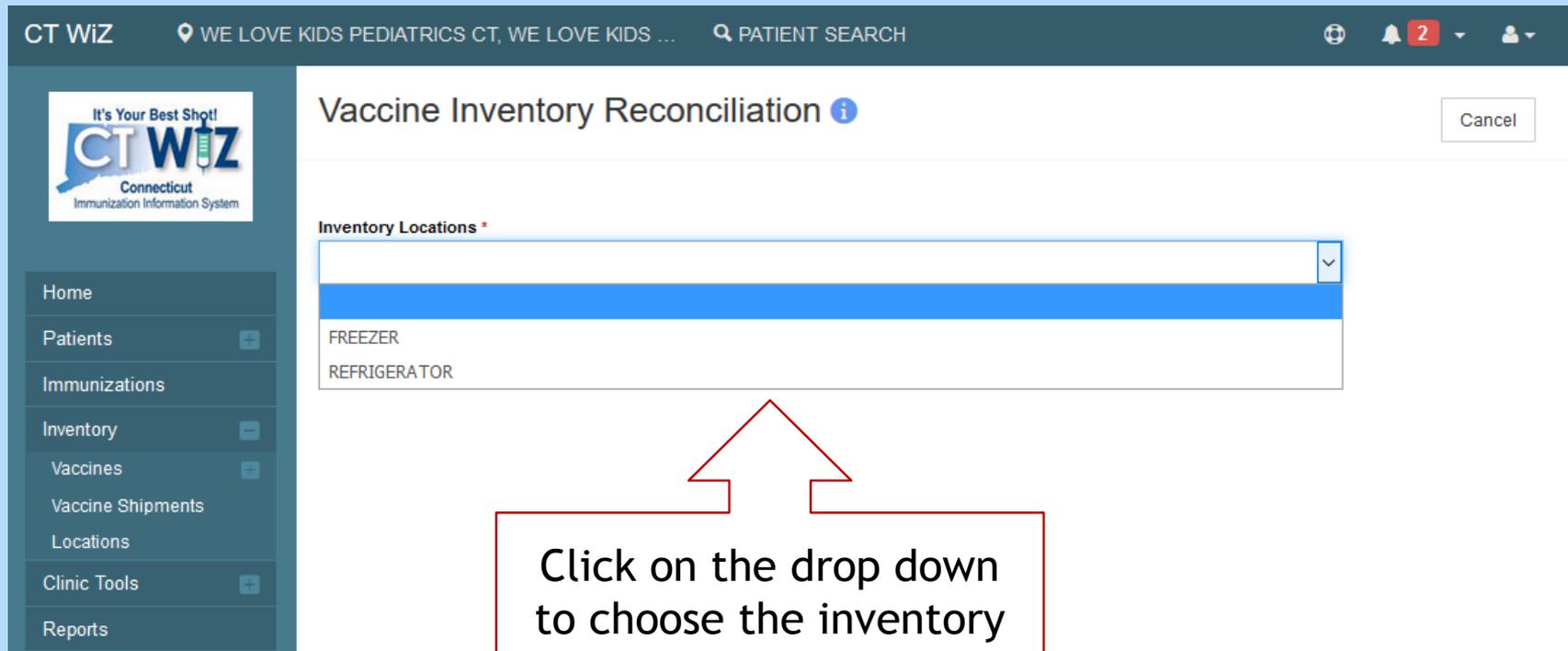
Previous Criteria

Clear

Search

Click here to  
start a  
reconciliation

# Choosing the Inventory Location to be reconciled



The screenshot shows the CT WIZ interface for Vaccine Inventory Reconciliation. The top navigation bar includes the CT WIZ logo, a location indicator for 'WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...', and a 'PATIENT SEARCH' button. The main content area is titled 'Vaccine Inventory Reconciliation' with an information icon and a 'Cancel' button. A dropdown menu labeled 'Inventory Locations \*' is open, showing two options: 'FREEZER' and 'REFRIGERATOR'. The 'FREEZER' option is currently selected and highlighted in blue. A red arrow points from a text box below to the dropdown arrow.

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ... PATIENT SEARCH

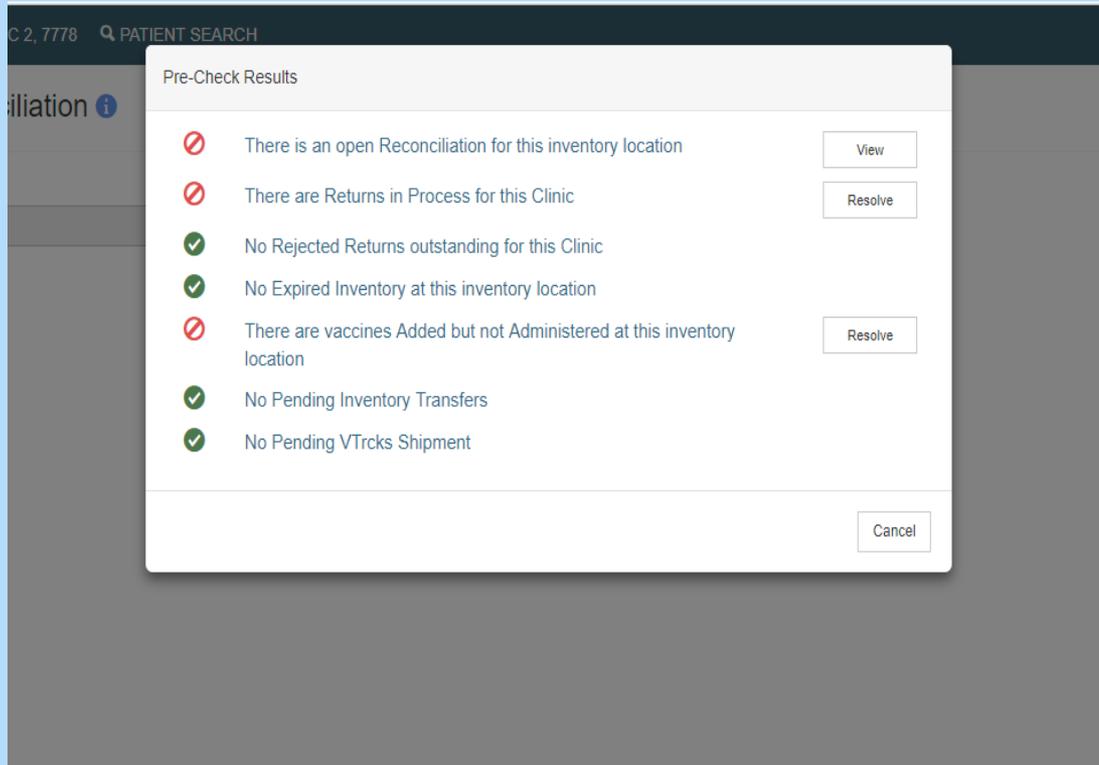
It's Your Best Shot!  
**CT WIZ**  
Connecticut  
Immunization Information System

Vaccine Inventory Reconciliation ⓘ Cancel

Inventory Locations \*

FREEZER  
REFRIGERATOR

Click on the drop down to choose the inventory location being reconciled



CT WiZ will conduct a Pre-Check to determine if you are ready for reconciliation.

If you have any open Reconciliations or pending issues, CT WiZ will not let you proceed.

This pop-up allows you to view and resolve any issues.

For details on how to resolve the issues see the mini reference 'How do I prepare for a reconciliation?'

# Starting/Running the Reconciliation Report

Vaccine Inventory Reconciliation   [Learn More](#) Cancel Create

Inventory Location  
3123 FRIDGE

Description \* 1

Authorized By 2

Status: \*  
OPEN

Begin Date \* 3 MM/DD/YYYY 

End Date \* 4 MM/DD/YYYY 

1. Create reconciliation **Description** (ex. May 2018 fridge)
2. Choose who the reconciliation is **Authorized by**.
3. Enter the **Begin Date**.  
**Begin Date:** The day after your most recent reconciliation was closed. After your initial reconciliation, your date should default.
4. Enter the **End Date**.  
**End Date:** The current day OR the last day you created and administered any vaccine OR made any adjustments and counted your inventory on hand

# Counting Your Inventory

You should physically count your inventory now.

To create a worksheet that you can use when counting:

1. Click the **Links** drop down.
2. Click on **Vaccine Inventory Reconciliation Worksheet**.
3. Print out the worksheet that will pop up in a new window.

*You should not count any expired vaccines.* These should already have been removed from your storage unit upon expiration date, adjusted for in CT WiZ, and returned according to VFC regulations.

Vaccine Inventory Reconciliation ? [Learn More](#) 1 Links Update

2 Vaccine Inventory Reconciliation Worksheet

Inventory Location  
 3123 FRIDGE

Description \*  
 FIRST RECONCILIATION

Authorized By  
 CVP, JOE (--) ?

Status: \*  
 OPEN ?

Begin Date  
 08/01/2018 ?

End Date  
 08/10/2018 ?

### Inventory By Doses

Beginning	Received	Administered	Other Uses
<b>VFC</b>			
1 – <b>Hep A, ped/adol, 2D</b> (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • <b>986986</b> • 10/31/2019 <span>?</span>			
0	0	0	<a href="#">10</a>
2 – <b>Hep B, ped/adol</b> (Recombivax (0.5 mL x 10 vials)) MSD • 00006-4981-00 • <b>1223</b> • 07/31/2019 <span>?</span>			
0	0	0	<a href="#">10</a>
3 – <b>Hib (PRP-T)</b> (Hiberix (10 pack - 1 dose vial)) SKB • 58160-0818-11 • <b>968</b> • 06/30/2019 <span>?</span>			
0	0	0	<a href="#">10</a>
4 – <b>PCV13</b> (Pevnar 13) PFR • 00005-1971-02 • <b>1234</b> • 07/31/2019 <span>?</span>			
0	0	0	<a href="#">10</a>



# Completing the Reconciliation Worksheet



4

Once you have counted the inventory, fill in the number of each vaccine counted under the **Ending** column. Be sure to press enter on your keyboard or it will not tally. (1)

Review the **Differences** column. (2) If there is no discrepancy for a vaccine you will see 0. If there is a discrepancy you will see the number in red.

If you find a discrepancy, recount to ensure no boxes or doses were missed. You will need to locate or otherwise account for the vaccine before closing the reconciliation.

If you are unsure about a specific vaccine discrepancy, you can click on the Reports link which will allow you to run a Transaction History Report which may help you account for vaccine. (3)

When all vaccines are 0, click **Update** to save your work. (4) You can save your work and come back to it later to finish.

Vaccine Inventory Reconciliation ? Learn More

Cancel

Links

Update

Inventory Location

3123 FRIDGE

Description \*

FIRST RECONCILIATION

Authorized By

CVP, JOE (-)

Status: \*

OPEN

Begin Date

08/01/2018

End Date

08/10/2018

## Inventory By Doses

Beginning	Received	Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
<b>VFC</b>						
1 - Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • 986986 • 10/31/2019 ?	0	0	10	0	-10	0
2 - Hep B, ped/adol (Recombivax (0.5 mL x 10 vials)) MSD • 00006-4981-00 • 1223 • 07/31/2019 ?	0	0	10	0	-10	0
3 - Hib (PRP-T) (Hiberix (10 pack - 1 dose vial)) SKB • 58160-0818-11 • 968 • 06/30/2019 ?	0	0	10	0	-10	0
4 - PCV13 (Pevnar 13) PFR • 00005-1971-02 • 1234 • 07/31/2019 ?	0	0	10	0	-10	0

2

1

3

# Closing Reconciliation

Vaccine Inventory Reconciliation ? [Learn More](#) Cancel Links Update 2

Inventory Location  
7779 UPSTAIRS FRIDGE

Description \*  
AUGUST RECONCILIATION

Authorized By  
GIERLA1, KIMBERLY (→)

Status: \*  
CLOSED 1

OPEN  
CLOSED

Inventory By Doses

Beginning	Received	Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
<b>STATE</b>						
1 – <b>DTaP-Hib-IPV (Pentac)</b> (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • <b>LU51312</b> • 10/30/2020 <span>?</span>						
0	20	0	0	0	0	20 <span>Reports</span>
2 – <b>Rotavirus (RotaTeq)</b> (Rotateq (2.0 mL x 10 pouches)) MSD • 00006-4047-41 • <b>R564654</b> • 03/15/2020 <span>?</span>						
0	10	0	0	0	0	10 <span>Reports</span>
<b>VFC</b>						
3 – <b>HPV9</b> (Gardasil 9 (0.5 mL X 10 vials)) MSD • 00006-4119-03 • <b>J5646</b> • 10/20/2020 <span>?</span>						
0	20	0	0	0	0	20 <span>Reports</span>
4 – <b>MMR</b> (MMR II (0.5 mL x 10 vials)) MSD • 00006-4681-00 • <b>M21464</b> • 02/20/2020 <span>?</span>						
0	20	-1	0	0	0	19 <span>Reports</span>
5 – <b>PCV13</b> (Prevnar 13) PFR • 00005-1971-02 • <b>P654</b> • 01/25/2019 <span>?</span>						
0	20	-1	0	0	0	19 <span>Reports</span>

Once your inventory is balanced:

1. Choose CLOSED from the drop down.
2. Click update to complete the reconciliation.

Once your reconciliation is Closed and you click Update, your inventory will be adjusted. You will NOT be able to make any corrections.