



# How do I prepare for a Reconciliation?

## Things You Should Know

Reconciliation is the process of:

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

# Things You Should Know

Reconciliation is done by inventory location (refrigerator or freezer). If both CVP and private vaccine are stored in the same inventory location, both will have to be reconciled.

You must do a separate reconciliation for each inventory location.

Reconciliation of vaccines are done by lot number.

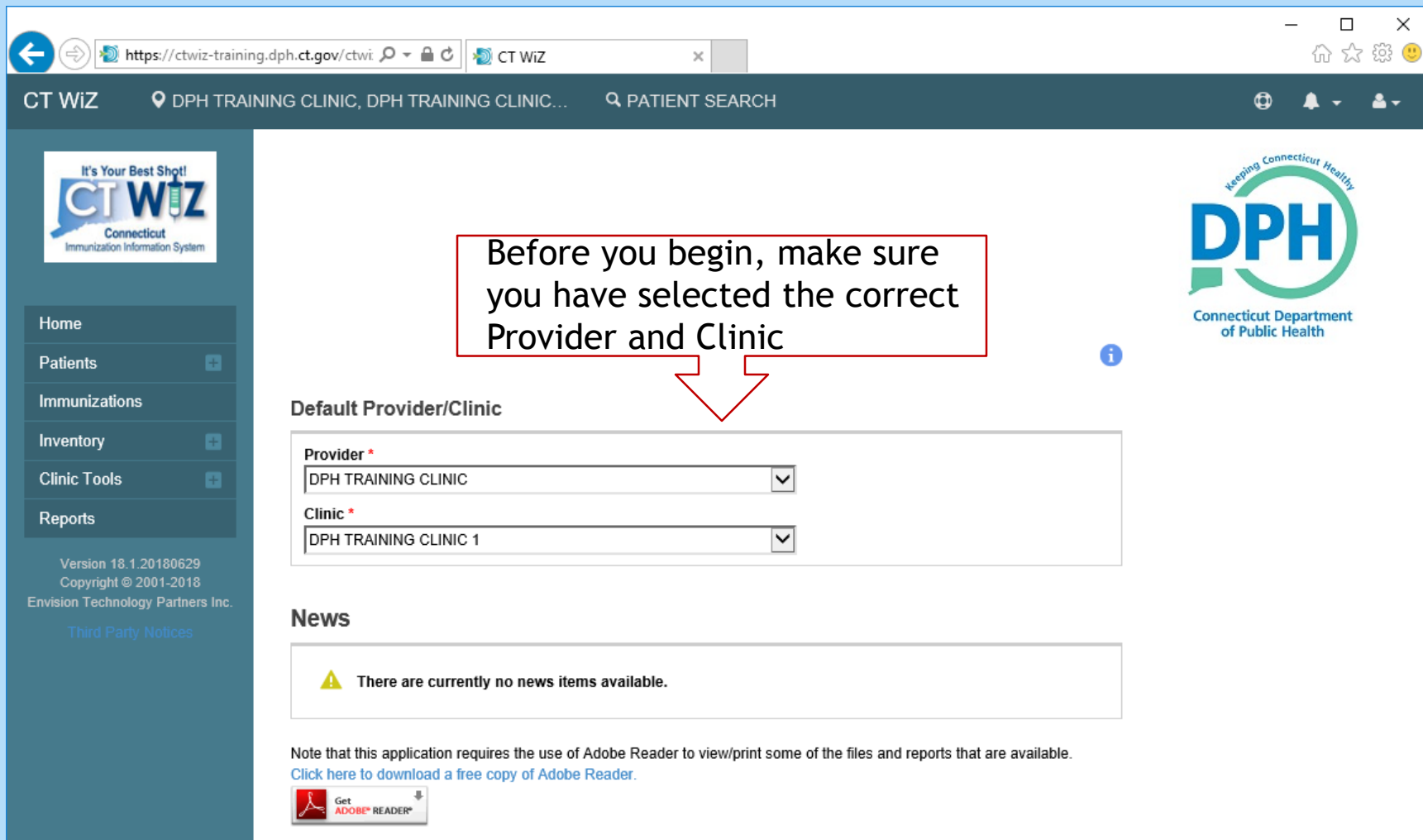
# Reconciliation Preparation

Doing the following things ahead of time will make the reconciliation process go more smoothly:

1. Resolving any immunizations added but not administered.
2. Resolving any pending transfers or shipments.
3. Accounting for any wastage.
4. Returning any expired inventory.
5. Making sure any past reconciliations are closed

This slide set will go through each task.

# Home Screen - Begin Here



The screenshot shows the CT WIZ Home Screen in a web browser. The browser address bar shows the URL <https://ctwiz-training.dph.ct.gov/ctwiz>. The page header includes the CT WIZ logo, a location pin icon, the text "DPH TRAINING CLINIC, DPH TRAINING CLINIC...", a search icon, and the text "PATIENT SEARCH". The left sidebar contains a menu with the following items: Home, Patients (+), Immunizations, Inventory (+), Clinic Tools (+), and Reports. The main content area features a large red-bordered box with the text "Before you begin, make sure you have selected the correct Provider and Clinic" and a red arrow pointing down to the "Default Provider/Clinic" section. This section contains two dropdown menus: "Provider \*" with "DPH TRAINING CLINIC" selected, and "Clinic \*" with "DPH TRAINING CLINIC 1" 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.](#)" followed by a "Get ADOBE® READER" button.

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Connecticut  
Immunization Information System

Home  
Patients +  
Immunizations  
Inventory +  
Clinic Tools +  
Reports

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Before you begin, make sure  
you have selected the correct  
Provider and Clinic

**Default Provider/Clinic**

**Provider \***  
DPH TRAINING CLINIC

**Clinic \***  
DPH TRAINING CLINIC 1

**News**

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# 1. Resolving any immunizations added but not administered

CT WIZ

WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...


PATIENT SEARCH



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Connecticut  
Immunization Information System

- Home
- Patients
- Immunizations
- Inventory
- Clinic Tools
- Reports

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Keeping Connecticut Healthy  
**DPH**  
Connecticut Department  
of Public Health

### Default Provider/Clinic


**Provider \***

WE LOVE KIDS PEDIATRICS CT


**Clinic \***

WE LOVE KIDS PEDIATRICS SOUTH

### News

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Click on  
Reports

# Navigating to the Vaccines Added by not Administer Report

On the Reports page:

1. *Navigate down to the Data Quality - User Section.*
2. Click on the **Vaccines Added but not Administered**

1

## Data Quality - User

- Data Quality - Statistics - Scheduled
- Data Quality - Statistics
- Data Quality - Patient Exceptions
- Patients with Possible Duplicate Vaccinations - Datamart
- Data Quality - Patient Immunization Exceptions
- Patients with Possible Duplicate Vaccinations
- Possible Patient Duplicates
- Shots Before Birth
- User Vaccination Details
- Vaccines Added but not Administered

2

## Inventory Management - Vaccine

- Daily Vaccinations Report
- Aggregate Administered Doses
- Inventory Adjustment Inquiry
- Inventory On-Hand
- Inventory Pending Transfers
- Inventory Reconciliation Worksheet
- Inventory Summary By Funding Source
- Inventory Transaction Inquiry
- Inventory Transfer Inquiry
- Monthly Immunization Report (VFC and State)
- Possible Duplicate Inventory Report
- Unaccounted For Doses



# Running the Vaccines Added But Not Administered Report

This report will assist you in your inventory counts by identifying unaccounted doses.

## Vaccines Added but not Administered

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.



### Report Selection Criteria

Provider \*

WE LOVE KIDS PEDIATRICS CT

1

Clinic \*

WE LOVE KIDS NORTH

Clinic County

Vaccination Date Range \*

From: 08/01/2018



Through: 08/10/2018



2

Output Type ☒ PDF ☐ EXTRACT - Delimiter: |

3

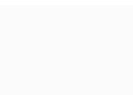
Run Report

Cancel

1. Make sure you have the right **Provider & Clinic**.
2. Specify a **Vaccination Date Range**. The date range should match the reconciliation dates.
3. The report will automatically generated as a .pdf file. If you would like the report in Excel, select the Extract option and enter a comma (,) into the delimiter field.



## Example of Report in PDF

	<div> <div>Connecticut WebIZ</div> <div>Vaccines Added but not Administered</div> </div> <div>August 10, 2018</div>
Provider = WE LOVE KIDS PEDIATRICS CT, Clinic = WE LOVE KIDS NORTH, Vaccination Date From = 08/01/2018, Vaccination Date Through = 08/10/2018	

### Example of same Report in Excel with , delimiter

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Patient ID	First Name	Middle Name	Last Name	DOB	Age	Vaccination	Vaccination Date	Dose Number	Clinic ID	Clinic Code	Clinic	Provider ID	Provider	Created By	
2	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	DTaP	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
3	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	Hep A per	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
4	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	Hep B per	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
5	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	Hib (PRP-	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
6	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	Influenza	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
7	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	MMR	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
8	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	PCV13	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
9	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	Polio-IPV	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	
10	854428	JOHNNY		POLIO	8/6/2016	2Y 0M 4D	Varicella	8/10/2018	1	3137	C5556P77	WE LOVE I	882	WE LOVE I	KIMBERLY GIERLA1	

# Were the vaccines actually Administered to the Patient?

POLIO, JOHNNY ID: 854428 DOB: 08/06/2016 AGE: 2Y 0M 4D GENDER: M

Immunizations Home Learn More

Links Select Action

Add Vaccines  
Administer Vaccines  
Add History

View

DOB: 08/06/2016 Age: 2Y 0M 4D History of Varicella?: NO Date of Varicella: MM/DD/YYYY

Recommended Immunizations for today, 8/10/2018 (2Y 0M 4D)

**This patient does not have any recommended immunizations**

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Vaccine	Dose	Date	Age	Clinic			
<b>DTaP / TD / Tdap</b>							
DTaP	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Polio</b>							
Polio-IPV	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Hib</b>							
Hib (PRP-T)	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Pneumococcal</b>							
PCV13	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Hep A</b>							
Hep A, ped/adol, 2D	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Hep B</b>							
Hep B, ped/adol	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>MMR</b>							
MMR	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Varicella (CPOX)</b>							
Varicella	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete
<b>Influenza</b>							
Influenza Quad Inj P	1	08/10/2018	2Y 0M 4D	C5556P7778		?	Delete

Recommend

☒ Auto-Populate Add Vaccines Screen

For any vaccines that appear on this report:

Navigate to the patient's Immunization Home.

- If the vaccine(s) were not administered, click Delete at the end of the vaccine line. **1**
- If the vaccine(s) were administered, click Administer Vaccines and complete the immunization. **2**

Only the nurse or doctor who is listed in the Administrated By box on the Administer Vaccine screen can delete or administer a vaccine.



Make sure the administration date is correct.




## 2. Resolving any pending transfers and shipments





# Navigate to Vaccines On Hand

1. Click on Inventory
2. Click on Vaccines
3. Click on Vaccine Orders

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- Home
- Patients 
- Immunizations
- Inventory **1** 
- Vaccines **2** 
  - On-Hand
  - Reconciliation
  - Vaccine Orders **3**
  - Vaccine Returns
  - Vaccine Shipments
  - Locations
- Clinic Tools 
- Reports

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**Clinic \***

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# Viewing Pending Transfers

Vaccine Inventory On-Hand [Learn More](#)

Links ▾

Add New Inventory

## On-Hand Inventory

⚠ There are 4 Pending Inventory Transfers.

Click here to  
view pending  
transfers

Inventory Location

(ALL) ▾

ON-HAND ▾

Vaccine

(ALL) ▾

Funding Source

(ALL) ▾

⚠ There is no inventory that matches the specified criteria.

Clear Filters

# Accepting a Transfer


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

### Pending Incoming Inventory Transfers

Vaccine	Doses	NDC	Transfer Date	Lot	Funding Source	Mfg	Source Location	
Receiving Location: 3123 FRIDGE								
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))	10	58160-0825-11	08/09/2018	986986	VFC	SKB	REFRIGERATOR	<a href="#">?</a> <a href="#">Received</a>
Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))	10	00006-4981-00	08/09/2018	1223	VFC	MSD	REFRIGERATOR	<a href="#">?</a> <a href="#">Received</a>
Hib (PRP-T) (Hiberix (10 pack - 1 dose vial))	10	58160-0818-11	08/08/2018	968	VFC	SKB	REFRIGERATOR	<a href="#">?</a> <a href="#">Received</a>
PCV13 (Prevnar 13)	10	00005-1971-02	08/09/2018	1234	VFC	PFR	REFRIGERATOR	<a href="#">?</a> <a href="#">Received</a>

Click on the  
received button  
to accept

### Pending Outgoing Inventory Transfers

 There are no Pending Outgoing Transfer(s) available.

### Reports


[Pending Incoming Inventory Transfers](#)

# Viewing Pending Shipments

Click here to view  
pending VTrckS  
shipments


Vaccine Inventory On-Hand [Learn More](#) [Links](#) [Add New Inventory](#)

### On-Hand Inventory

 There is 1 Pending VTrckS Shipment.

Inventory Location	Status
(ALL) ▼	ON-HAND ▼

Vaccine	Funding Source
(ALL) ▼	(ALL) ▼

 There is no inventory that matches the specified criteria.

[Clear Filters](#)



# Receiving an Order - Receiving Pending Shipments

## Pending VTrckS Shipments

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped				
2014102965432201 / 1	10/29/2014	Influenza Ped Quad P	49281-0514-25	05DG05879	40	Details	Receive	Dismiss	?
						1		2	
2014102965432201 / 2	10/29/2014	Influenza Quad Inj P	58160-0901-52	75FG45879	10	Details	Receive	Dismiss	?
2014102965432201 / 3	10/29/2014	Influenza- LAIV Quad	66019-0301-10	56JH54874	30	Details	Receive	Dismiss	?

1. Click to view shipment **Details** for the line item.
2. Click to **Receive** the line item into inventory on-hand.

**OR**

Click to **Dismiss** the shipment (e.g., line item was never shipped and received).



You can also get to this screen by clicking on the + sign next to Inventory on the left sidebar, then Vaccine Shipments and searching.




# 3. Accounting for any wastage


# Navigating to Vaccines On Hand

1. Click on Inventory
2. Click on Vaccines
3. Click on On-Hand


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Home

Patients 

Immunizations

Inventory  **1**

Vaccines  **2**

On-Hand  **3**


Reconciliation

Vaccine Orders

Vaccine Returns

Vaccine Shipments

Locations

Clinic Tools 

Reports

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**Provider \***

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**Clinic \***

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**News**

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# Returning Vaccine--Wastage

Vaccine Inventory On-Hand [Learn More](#)

Links ▾

Add New Inventory

## On-Hand Inventory

**⚠ There is 1 Pending Inventory Transfer.**

Inventory Location

(ALL) ▾

Status

ON-HAND ▾

Vaccine

(ALL) ▾

Funding Source

(ALL) ▾

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear Filters
<b>FREEZER - 7777</b>								
Varicella (Varivax (0.5 mL x 10 vials))	MSD	00006-4827-00	369	07/31/2019	VFC	10 ?		Action ▾
<b>REFRIGERATOR - 7777</b>								
MMR (MMR II (0.5 mL x 10 vials))	MSD	00006-4681-00	L185948	12/30/2020	PRIVATE	30 ?		Action ▾
DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials))	SKB	58160-0812-11	6325	03/27/2019	VFC	24 ?		Action ▾
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))	SKB	58160-0825-11	986986	10/31/2019	VFC	19 ?		Action ▾
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))	SKB	58160-0825-11	UI8947465	02/20/2020	VFC	50 ?		Action ▾
Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))	MSD	00006-4981-00	JG15641	08/20/2020	VFC	50 ?		Action ▾
Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))	MSD	00006-4981-00	1223	07/31/2019	VFC	19 ?		Action ▾
Influenza Ped Quad P-Free (Fluzone Quad Ped 2017-2018 (10 x 1 syr))	PMC	49281-0518-25	879	06/15/2019	VFC	20 ?		Action ▾
MMR (MMR II (0.5 mL x 10 vials))	MSD	00006-4681-00	123456	01/15/2019	VFC	27 ?		Action ▾
PCV13 (Pprevnar 13)	PFR	00005-1971-02	1234	07/31/2019	VFC	9 ?		Action ▾

Edit  
Adjustment  
Transfer  
Inquiry  
Transactions

Click on the **Action** button for the wasted Vaccine. Then, click on **Adjustment**.

# Information on Wastage

## Vaccine Inventory Adjustment i

Cancel

Create

6

### Add

1

Date/Time 08/08/2018 12:00 AM (HH:MM A/P)

Inventory Location REFRIGERATOR

Vaccine | Mfg | NDC HEP B, PED/ADOL | MSD | 00006-4981-00

Lot Number 1223

Expiration Date 07/31/2019

Funding Source VFC

Doses On-Hand 30

Reason VTRCKS - BROKEN VIAL/SYRINGE

2

Modification SUBTRACT

3

Doses Adjusted 1

4

Container Id

Comments FUSSY PATIENT

5

Clear

1. Enter the **Date** and **Time** of the wastage.
2. Select the **Reason** for the wastage from the drop down
3. Under **Modification**, select subtract.
4. Enter the number of wasted under **Doses Adjusted**.
5. Enter a **Comment** describing why the vaccine was wasted
6. When finished, click **Create**.

This removes the vaccine from your on-hand inventory.



## 4. Returning any expired inventory

# Things You Should Know

According to VFC regulations, all expired vaccines should be removed from your storage unit upon expiration date, adjusted for in CT WiZ, and returned according to VFC regulations.

# Starting a New Return

Click Here to  
start a return



Home

Patients

Immunizations

Inventory

Vaccines

On-Hand

Reconciliation

Vaccine Orders

Vaccine Returns

Vaccine Shipments

Locations

Clinic Tools

Reports

## Vaccine Returns [Learn More](#)

Add New Vaccine Return

### Search

Clinic

(ALL)

Return Status

(ALL)

Return Reason

Return Type

Return Date Range

From: 05/31/2018

Through: 08/31/2018

Date Submitted to VTrckS Date Range

From: MM/DD/YYYY

Through: MM/DD/YYYY

Previous Criteria

Clear

Search

Start  
Here



# Starting a New Return - Select Your Clinic

Click Here

Vaccine Order [i Learn More](#)

Cancel

Next

## Add - Select Clinic

**Clinic \***

WE LOVE KIDS PEDIATRICS SOUTH


Will this be an Influenza order? ☐

Click this  
drop down  
to select  
your clinic



# Starting a New Return - Confirm Shipping and Deliver Information



Add Vaccine Order Creation Process 

Cancel

Next

2

Review the shipping and delivery information for your clinic. If it is all correct:

1. Click the check box
2. Click **Next**

## Add

Clinic:DPH TRAINING CLINIC 2

### Primary Shipping Contact

Name:  
Phone:  
Fax:  
Email:

### Shipping Address

450 CAPITOL AVE  
HARTFORD, CT 06106

### Delivery Information

	Delivery Time 1		Delivery Time 2	
	From	To	From	To
Monday	08:30	12:00	13:00	17:00
Tuesday	08:30	12:00	13:00	17:00
Wednesday	08:30	12:00	13:00	17:00
Thursday	08:30	12:00	13:00	17:00
Friday	08:30	12:00	13:00	17:00
Saturday				
Sunday				

Special Instructions:NO SPECIAL INSTRUCTIONS

I have reviewed the above shipping information and I certify the information is correct. ☐

1

If your clinic information is incorrect, view the mini reference called 'How do I change my clinic information?'

# Entering Return Information

Vaccine Returns [?](#) [Learn More](#) Cancel Links Update 9

**Edit**

Clinic: DPH TRAINING CLINIC 2 Last Approved Return Date: MM/DD/YYYY 1

Return Number: R08032018777800 Return Status: IN WORK 2 Return Type: RETURN ONLY 3 Return Reason: EXPIRED VACCINE 4 Date Submitted to VTrckS: MM/DD/YYYY

Return Created Date: 08/03/2018 Number of Shipping Labels: 1 5 Label Shipping Method: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS 6 Description:

Clinic Comments: EXPIRED FLU 7

VFC Program Comments:

8 Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining 9 Doses Returning 10 Add Return 11

BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE

**Vaccines To Return**

Vaccination	Mfg NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
Influenza Quad Inj P	IDB 19515-0909-52	FluLaval Quad P-Free 2017-2018 (10 x 1 syr)	STATE	123894	06/30/2018	10	10

1. Choose RETURN ONLY
  2. Select a return reason
  3. Enter the number of shipping labels needed
  4. Choose whether the labels should be email or sent by mail
  5. Enter any comments you may want to include to the VFC program
  6. Choose vaccine to be returned - Begin typing Vaccine, NDC, Brand, or Lot Number. **Make sure you choose the correct lot number.**
  7. Enter the number of doses being returned
  8. Click Add Return
- Repeat steps 6-8 to add other vaccines
9. Click Update to review return

OR

Click down arrow next to update and then select Submit to VFC Program

# Example of a Successfully Submitted Return

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

Home Patients Immunizations Inventory Vaccines On-Hand Reconciliation Vaccine Orders Vaccine Returns Vaccine Shipments Locations Clinic Tools Reports

Vaccine Returns

Cancel Links

**Return Status has changed to SUBMITTED FOR APPROVAL**

Add

Clinic WE LOVE KIDS PEDIATRICS SOUTH Last Approved Return Date MM/DD/YYYY

Return Number R08312018777700 Return Status SUBMITTED FOR APPROVAL Return Type RETURN ONLY Return Reason EXPIRED VACCINE Date Submitted to VTrckS MM/DD/YYYY

Return Created Date 08/31/2018 Number of Shipping Labels 1 Label Shipping Method EMAILED TO PROVIDER EMAIL STORED IN VTRCKS Description

Clinic Comments

VFC Program Comments

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining Doses Returning Add Return

BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE


Vaccines To Return

Vaccination	Mfg	NDC	Brand/Packaging	Funding	Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
1 Influenza Ped Quad P-Free	PMC	49281-0518-25	Fluzone Quad Ped 2017-2018 (10 x 1 syr)	VFC		879	06/15/2019	20	10

# Navigating to Vaccine Returns to Check on the Return Status

1. Click on Inventory
2. Click on Vaccines
3. Click on Vaccine Returns

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- Home
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- On-Hand
- Reconciliation
- Vaccine Orders
- Vaccine Returns
- Vaccine Shipments
- Locations
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**Clinic \***  
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# Checking Return Status - Getting Started

Vaccine Returns [Learn More](#) [Add New Vaccine Return](#)

Search

1 Clinic (ALL) 2 Return Status (ALL)

3 Return Reason 4 Return Type

Return Date Range From: 05/03/2018 Through: 08/03/2018 Date Submitted to VTrckS Date Range From: MM/DD/YYYY Through: MM/DD/YYYY

5 Previous Criteria 6 Clear Search

You can select the following fields to narrow the search for returns by:

1. Clinic
2. Order status: In Work (not submitted for approval), Submitted for Approval, Rejected, Approved.
3. Return reason
4. Return date range - Date ordered
5. Submitted to VTrckS date range - Date order was submitted to VTrckS

# An example of Approved Returns

CT WIZ WE LOVE KIDS PEDIATRICS CT, DPH TRAINING CLINIC 2, 7778 PATIENT SEARCH



## Vaccine Returns [Learn More](#)

[Add New Vaccine Return](#)

### Search

Clinic

WE LOVE KIDS PEDIATRICS SOUTH

Return Status

(ALL)

Return Reason

Return Type

Return Date Range

From: 05/31/2018

Through: 08/31/2018

Date Submitted to VTrckS Date Range





From: MM/DD/YYYY

Through: MM/DD/YYYY

[Previous Criteria](#)

[Clear](#)

[Search](#)

Return Number	Return Date	Return Status	Return Type	Return Reason	Date Submitted to VTrckS	Return Detail
WE LOVE KIDS PEDIATRICS SOUTH - 7777						
R08152018777700	08/15/2018	APPROVED	RETURN ONLY	NATURAL DISASTER/POWER OUTAGE		  <a href="#">View</a>
R08312018777700	08/31/2018	APPROVED	RETURN ONLY	EXPIRED VACCINE		  <a href="#">View</a>

[Home](#)

[Patients](#)

[Immunizations](#)

[Education](#)

[IZ Quick Add](#)

[Inventory](#)

[Vaccines](#)

[On-Hand](#)

[Reconciliation](#)

[Vaccine Orders](#)

[Vaccine Returns](#)

[Vaccine Shipments](#)

[Locations](#)

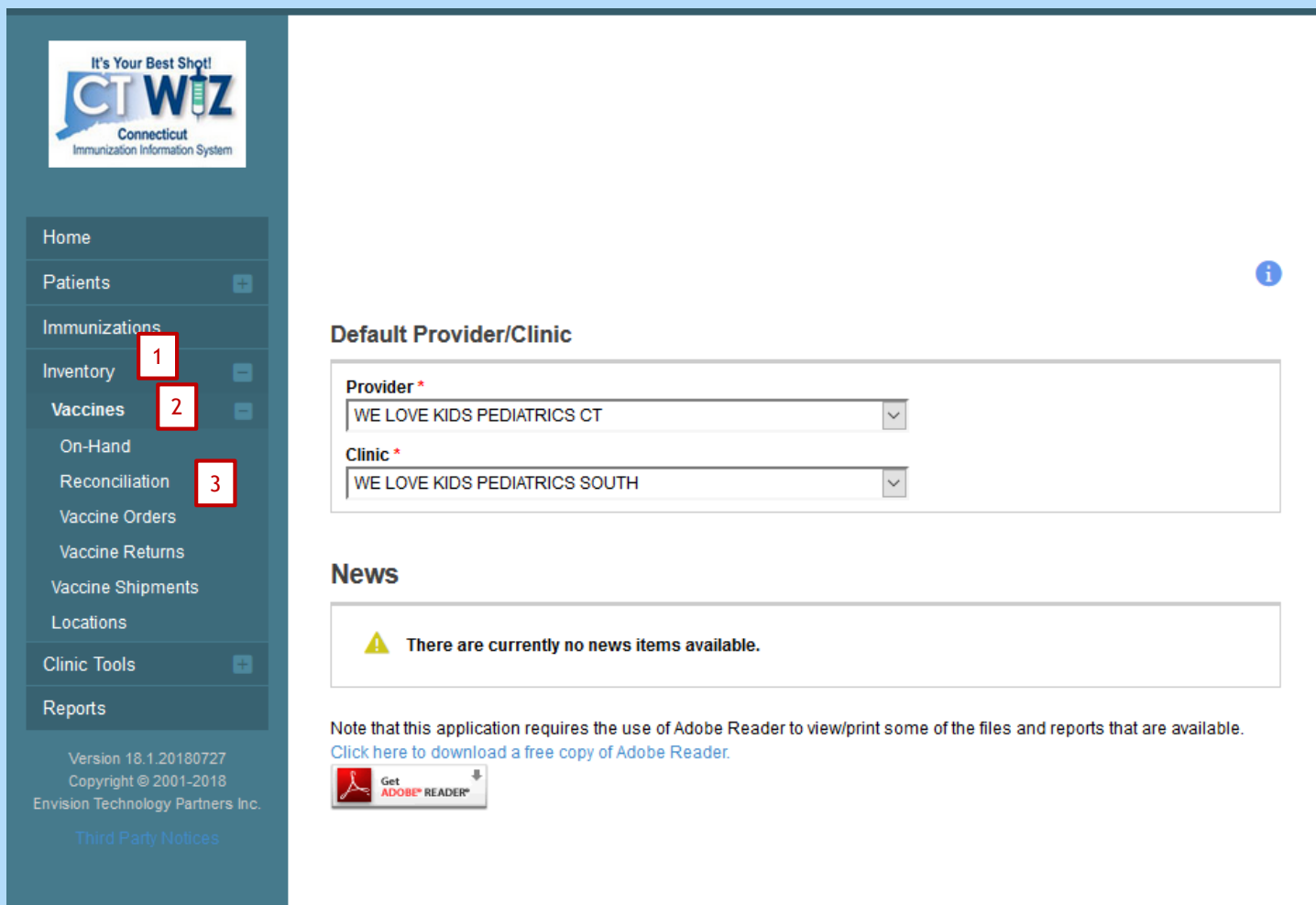


## 5. Making sure any past reconciliations are closed



# Navigating to Vaccine Inventory Reconciliation

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



The screenshot shows 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 (highlighted with a red box and the number 1), Vaccines (highlighted with a red box and the number 2), On-Hand, Reconciliation (highlighted with a red box and the number 3), Vaccine Orders, Vaccine Returns, Vaccine Shipments, Locations, Clinic Tools, and Reports. At the bottom of the sidebar, it says "Version 18.1.20180727", "Copyright © 2001-2018", "Envision Technology Partners Inc.", and a link for "Third Party Notices".

The main content area has a white background. At the top left of this area is the "It's Your Best Shot! CT WIZ Connecticut Immunization Information System" logo. On the top right is a small blue information icon (i). Below the logo is the section "Default Provider/Clinic". It contains two dropdown menus: "Provider \*" with the selected value "WE LOVE KIDS PEDIATRICS CT", and "Clinic \*" with the selected value "WE LOVE KIDS PEDIATRICS SOUTH".

Below this is a section titled "News". It contains a yellow warning triangle icon and the text "There are currently no news items available."

At the bottom of the main content area, there is a note: "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 button that says "Get ADOBE® READER®" with a download icon.

# Searching for Open Reconciliations

Vaccine Inventory Reconciliation [Learn More](#)

Add Reconciliation

## Search Criteria

Inventory Location	Inventory Location Status	Reconciliation Status
(ALL)	(ALL)	OPEN
Begin Date Range		End Date Range
From: MM/DD/YYYY	Through: MM/DD/YYYY	From: MM/DD/YYYY Through: MM/DD/YYYY
Sort by		
<input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
Previous Criteria		Clear Search

Select Open from the Reconciliation Status

Click Search

# Viewing the Open Reconciliation

Vaccine Inventory Reconciliation [Learn More](#)

Add Reconciliation

## Search Criteria

Inventory Location (ALL) ▼	Inventory Location Status (ALL) ▼	Reconciliation 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 <input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
Previous Criteria	Clear	Search

## Reconciliation Search Results - 2 record(s)

Status	Description	Begin Date	End Date	Authorized By		
FREEZER - 7777						
Open	FIRST RECONCILIATION FREEZER	08/01/2018	08/13/2018		?	View Report View
REFRIGERATOR - 7777						
Open	FIRST RECONCILIATION	08/01/2018	08/10/2018	KIMBERLY GIERLA1	?	View Report View

Click here to View the open reconciliation

# Closing Open Reconciliations

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

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

Home  
 Patients  
 Immunizations  
 Inventory  
**Vaccines**  
 On-Hand  
 Reconciliation  
 Vaccine Orders  
 Vaccine Returns  
 Vaccine Shipments  
 Locations  
 Clinic Tools  
 Reports

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Vaccine Inventory Reconciliation ? Learn More

Cancel Links Update **2**

Inventory Location  
 FREEZER

Description \*  
 FIRST RECONCILIATION FREEZER

Authorized By  
 [User Icon]

Status: \*  
 OPEN  
 Open  
**Closed** **1**

Inventory By Doses

Beginning	Received	Administe...	Other Uses	Unaccoun...	Difference (+/-)	Ending
VFC						
1 - <b>Varicella</b> (Varivax (0.5 mL x 10 vials)) MSD • 00006-4827-00 • <b>369</b> • 07/31/2019 ?						
0	10	0	-10	0	0	0

Review and finalized the open reconciliation.

- Once this is complete:
1. Choose **Closed** from the Status drop-down.
  2. Click on **Update**.

If you have multiple reconciliations open, you must close them in chronological order.