



Reconciliation for HL7 Clinics

This is the Reconciliation process for clinics that have their EHR electronically sending data to CT WiZ through HL7 messages.

Things You Should Know

Reconciliation is the process of:

- Comparing all vaccine transactions entered in CT WiZ to the physical inventory on-hand in your clinic.
 - ✓ If there are differences between the two, they must agree before you can close the reconciliation.
 - ✓ Make adjustments in the transactions so the two agree.
- You must do a separate reconciliation for each inventory location (refrigerator, freezer, *private-optional*).
- Review 'How do I prepare for a reconciliation?', Reconciliation Check List & Schedule before you start this unit.

Reconciliation Overview

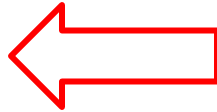
This unit will cover:

- Creating a reconciliation report
- Verifying a reconciliation report
- Printing a vaccine reconciliation worksheet, which will guide you as you count your inventory in each location (refrigerator, freezer or private)
- Closing a reconciliation

Find your Aggregate Administered Doses

Inventory Management - Vaccine

- Count Sheet
- Inventory Transactions By Reconciliation Bucket
- 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



To begin, you will need to run a report to show all doses administered in your EHR for your reconciliation period. To do this:

1. Go to the **Reports** module.
2. Scroll down to the **Inventory Management- Vaccine** section.
3. Click on **Aggregate Administered Doses**.



Run the Aggregated Administered Doses Report



Aggregate Administered Doses

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



Report Selection Criteria

Provider/Clinic : DPH TRAINING, DPH TRAINING (1000)

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE



Vaccination Date Range *

From: 03/01/2019



Through:

03/28/2019



Funding Source

(ALL)

Vaccine

(ALL)

Output Type ☒ PDF ☐ EXTRACT - Delimiter:

|

Run Report

Cancel

Select a Vaccination Date Range:


The **From Date** = the last count date you reconciled in CT WiZ.

The **Through Date** = the date you are counting your vaccines for this reconciliation.

Different Output Types:

- PDF will give you an overview of all the administered doses (see next slide).
- Extract the data and enter a “,” in the Delimiter field. The data will export to an Excel spreadsheet. This spreadsheet will give you more information than the PDF such as the patient ID and the individual who administered the vaccines. You can also use Excel to filter the information to find specific information.

Aggregated Administered Doses Report PDF Sample

<div>  <div> Connecticut WebZ Aggregate Administered Doses </div> <div>March 28, 2019</div> </div>						
Provider = DPH TRAINING, Clinic = DPH TRAINING, Dose Administered From Date = 03/01/2019, Dose Administered Through Date = 03/28/2019, Funding Source = (ALL), Vaccine = (ALL)						
C1000P1000 - DPH TRAINING - 1000						
Vaccination	Manufacturer	NDC Number	Lot Number	Expiration Date	Funding Source	Doses
DTaP	SKB	58160-0810-11	779X3	03/08/2020	BLENDED PUBLIC CVP	5
Hep A, ped/adol, 2D	SKB	58160-0825-52	5C2CZ	10/20/2020	BLENDED PUBLIC CVP	3
Hib (PRP-T)	PMC	49281-0545-03	UI957AAA	03/02/2020	BLENDED PUBLIC CVP	4
HPV9	MSD	00006-4119-03	R020947	05/04/2021	BLENDED PUBLIC CVP	1
Influenza Quad Inj P	IDB	19515-0909-52	JY2156	06/30/2019	PRIVATE	1
MCV4 (Menactra)	PMC	49281-0589-05	U6153AA	03/27/2020	BLENDED PUBLIC CVP	1
MMR	MSD	00006-4681-00	R010474	04/10/2020	BLENDED PUBLIC CVP	3
PCV13	PFR	00005-1971-02	W81743	09/30/2020	BLENDED PUBLIC CVP	4
Polio-IPV	PMC	49281-0860-10	P1A43M	04/28/2020	BLENDED PUBLIC CVP	6
Tdap, Adsorbed	SKB	58160-0842-11	X5R7Y	11/14/2020	BLENDED PUBLIC CVP	1
Varicella	MSD	00006-4827-00	R017640	06/20/2020	BLENDED PUBLIC CVP	3

It is important that the correct Lot Numbers and Funding Source are listed. If the Lot Numbers on this report do not match your on-hand inventory or the Funding Source is incorrect or blank, **you must make the corrections in your EMR/EHR.**

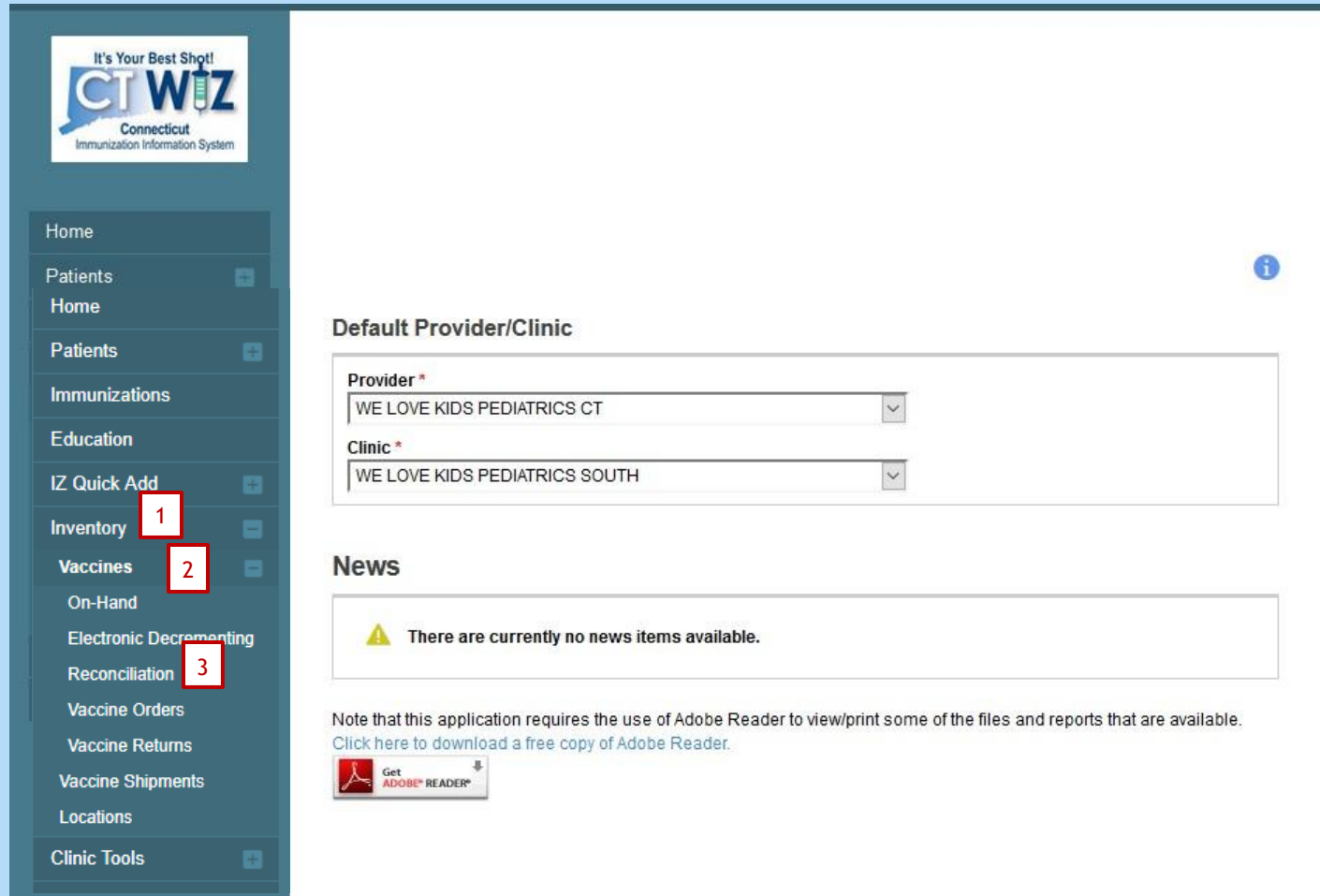
An updated vaccination transaction will get submitted with the correct information.

The Doses column indicates the number of doses of that vaccine recorded in your EMR/EHR.

Navigate to Vaccine Inventory Reconciliation

Once you have all your aggregate administered totals, go to:

1. Inventory
2. Click Vaccines
3. Click Reconciliation



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

Home
Patients
Home
Patients
Immunizations
Education
IZ Quick Add
Inventory **1**
Vaccines **2**
On-Hand
Electronic Decrementing
Reconciliation **3**
Vaccine Orders
Vaccine Returns
Vaccine Shipments
Locations
Clinic Tools

Default Provider/Clinic

Provider *
WE LOVE KIDS PEDIATRICS CT

Clinic *
WE LOVE KIDS PEDIATRICS SOUTH


News

⚠ There are currently no news items available.

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.](#)

Get ADOBE READER

Start a new Reconciliation



- Home
- Patients
- Immunizations
- Education
- IZ Quick Add
- Inventory
- Vaccines
- On-Hand
- Electronic Decrementing
- Reconciliation
- Vaccine Orders
- Vaccine Returns
- Vaccine Shipments
- Locations

Vaccine Inventory Reconciliation i

Click here to create a new reconciliation

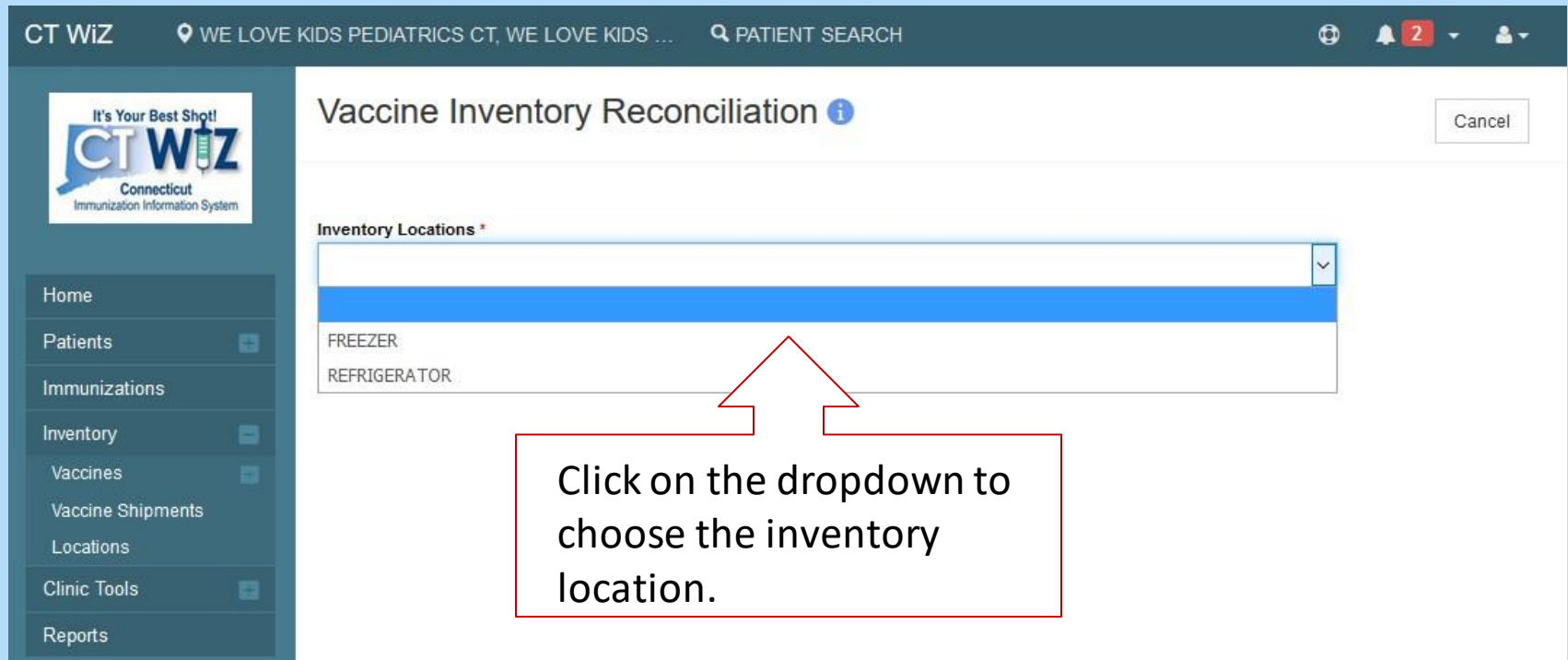
Add Reconciliation

Search Criteria

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**.

Inventory Location <div style="border: 1px solid #ccc; padding: 2px;">(ALL)</div>	Inventory Location Status <div style="border: 1px solid #ccc; padding: 2px;">(ALL)</div>	Reconciliation Status <div style="border: 1px solid #ccc; padding: 2px;">(ALL)</div>
Begin Date Range From: <input style="width: 100px;" type="text" value="MM/DD/YYYY"/> Through: <input style="width: 100px;" type="text" value="MM/DD/YYYY"/>		
End/Physical Count Date Range From: <input style="width: 100px;" type="text" value="MM/DD/YYYY"/> Through: <input style="width: 100px;" type="text" value="MM/DD/YYYY"/>		
Sort by <input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Previous Criteria</div>		<div style="display: inline-block; border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Clear</div> <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 10px; background-color: #003366; color: white; margin-left: 10px;">Search</div>

Choose the Inventory Location



The screenshot shows the 'Vaccine Inventory Reconciliation' page in the CT WIZ system. The left sidebar contains navigation links: Home, Patients, Immunizations, Inventory (highlighted), Vaccines, Vaccine Shipments, Locations, Clinic Tools, and Reports. The main content area has a header 'Vaccine Inventory Reconciliation' with an information icon and a 'Cancel' button. Below the header is a section titled 'Inventory Locations *' containing a dropdown menu. The dropdown is open, showing two options: 'FREEZER' and 'REFRIGERATOR'. A red arrow points from a text box to the dropdown menu.

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
Vaccine Shipments
Locations
Clinic Tools
Reports

Vaccine Inventory Reconciliation ⓘ

Cancel

Inventory Locations *

FREEZER
REFRIGERATOR

Click on the dropdown to choose the inventory location.

Remember: You can only reconcile one location at a time.

Pre-Check Results

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Pre-Check Results

- ⊘ There is an open Reconciliation for this inventory location View
- ⊘ There are Returns in Process for this Clinic Resolve
- ✓ No Rejected Returns outstanding for this Clinic
- ✓ No Expired Inventory at this inventory location
- ⊘ There are vaccines Added but not Administered at this inventory location Resolve
- ✓ No Pending Inventory Transfers
- ✓ No Pending VTrcks Shipment

Cancel

CT WiZ will conduct a Pre-Check to determine if you are ready to reconcile the inventory location.

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

If you have an open Reconciliation or unresolved actions, CT WiZ will not let you proceed.

Click on **View** or **Resolve**. CT WiZ will redirect you to the appropriate screen to take action.

Start the Reconciliation Report

Vaccine Inventory Reconciliation ⓘ

Cancel Create 4

Inventory Location: FRIDGE 1

Description: * 1 Authorized By: 2 Status: * OPEN

Count Date: * 3 Count Time: * Last Count Date/Time: Last Order Date:

MM/DD/YYYY HH:MM AM/PM MM/DD/YYYY

1. Enter a reconciliation **Description** (ex. May 2018 fridge).
2. Select from the dropdown who the reconciliation is **Authorized by**.
3. Enter the **Count Date** and **Count Time**.
 - The Count Date is the day you physically count the on-hand inventory.
 - The Count Time is the actual time you count the on-hand inventory. This should be first thing in the morning before any vaccinations are given or at the end of the day after all vaccinations are given.
 - If you have a closed reconciliation already for this location, the Last Count Date/Time will show this.
 - Reconciliations should occur on a regular schedule at the same time (weekly, bi-weekly, monthly etc).
 - The reconciliation covers only transactions prior to this Count Date and Time, not future transactions.
4. Click **Create**.



Count Your Inventory



Vaccine Inventory Reconciliation

Inventory Location: FRIDGE 1

Description: *
APRIL 2019

Authorized By: *

Status: *
OPEN

Count Date: *
03/25/2019

Count Time: *
10:45 AM

Last Count Date/Time:

Last Order Date:
MM/DD/YYYY

Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
BLENDED PUBLIC CVP						
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 04/24/2019	Σ			-12		Action
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • KZ4TM • 10/02/2020	Σ			-66		Action
3. DTaP-Hib-IPV (Pentac (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019	Σ			-18		Action
4. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 27D9A • 06/16/2020	Σ			-1		Action
5. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • G9P35 • 09/15/2020	Σ			-50		Action
6. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 2F254 • 10/17/2020	Σ			-20		Action
7. Hep A, pedi/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • R018935 • 09/05/2019	Σ			-12		Action
8. Hep B, pedi/adol (Recombivax (0.5 mL x 10 syrt)) MSD • 00006-4093-02 • R001529 • 11/07/2020	Σ			-30		Action
9. Hep B, pedi/adol (Recombivax (0.5 mL x 10 vials)) MSD • 00006-4981-00 • R006746 • 11/09/2020	Σ			-3		Action

All on-hand vaccines in the inventory location as of the Count Date appear.

To help with the physical inventory count, print out a Count Sheet:

1. Click the **Links** drop down.
2. Click on **Count Sheet**.
3. Print out the worksheet that will pop up in a new window.

Count Your Inventory

Vaccine Inventory Reconciliation ? i

Cancel Links **Update**

Inventory Location: FRIDGE 1

Description: *

APRIL 2019

Authorized By: ▼ 👤

Status: *

OPEN ▼

Count Date: *

03/25/2019 📅

Count Time: *

10:45 AM 🕒

Last Count Date/Time:

Last Order Date:

MM/DD/YYYY 📅

Count Sheet

Vaccine Inventory Reconciliation Worksheet

Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
BLENDED PUBLIC CVP						
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 04/24/2019	Σ	<input type="text"/>	<input type="text"/>	-12		Action ▼ ?
2. DTaP-HepB-IPV (Pediatrix) (Pediatrix (0.5 mL x 10 syr) SKB • 58160-0811-52 • KZ4TM • 10/02/2020	Σ	<input type="text"/>	<input type="text"/>	-66		Action ▼ ?
3. DTaP-Hib-IPV (Pentacel) (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019	Σ	<input type="text"/>	<input type="text"/>	-18		Action ▼ ?
4. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • Z7D9A • 06/16/2020	Σ	<input type="text"/>	<input type="text"/>	-1		Action ▼ ?
5. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • G9P35 • 09/15/2020	Σ	<input type="text"/>	<input type="text"/>	-50		Action ▼ ?
6. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • ZF254 • 10/17/2020	Σ	<input type="text"/>	<input type="text"/>	-20		Action ▼ ?
7. Hep A, pedi/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4931-41 • R018935 • 09/05/2019	Σ	<input type="text"/>	<input type="text"/>	-12		Action ▼ ?
8. Hep B, pedi/adol (Recombivax (0.5 mL x 10 syrt)) MSD • 00006-4093-02 • R001529 • 11/07/2020	Σ	<input type="text"/>	<input type="text"/>	-30		Action ▼ ?
9. Hep B, pedi/adol (Recombivax (0.5 mL x 10 vials)) MSD • 00006-4981-00 • R006746 • 11/09/2020	Σ	<input type="text"/>	<input type="text"/>	-3		Action ▼ ?

Another tool to help you in the Reconciliation process is the **Vaccine Inventory Reconciliation Worksheet**.

This worksheet will break down the doses by lot number and funding type (State vs. Private).

Remember: If there are differences between your physical count and CT WiZ, you need to figure out the reason and update CT WiZ before you close the reconciliation.

Count Your Inventory

Inventory by Doses										
Description	Inventory Item Summary									
	Last Count	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Ret/Exp/Recalled	Inventory Wasted	Inventory Unaccounted	On-Hand Quantity	Auto Adjustments	
	Since Last Count	Since Item Created								
BLENDEN PUBLIC CVP		21	-4			-5		12		
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 04/24/2019				Σ				-12		Action ?
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • KZ4TM • 10/02/2020				Σ				-66		Action ?
3. DTaP-Hib-IPV (Pentacel (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019				Σ				-18		Action ?
4. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 27D9A • 06/16/2020				Σ				-1		Action ?
5. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • G9P35 • 09/15/2020				Σ				-50		Action ?
6. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 2F254 • 10/17/2020				Σ				-20		Action ?

You can also hover your cursor over the Σ to have a quick **Inventory Item Summary** for each vaccine.

- **Since Last Count**-Numbers appear only for transactions that take place after the Last Count Date of a prior reconciliation.
- **Since Item Created**- Numbers appear only for transactions that occur after the vaccine was added to the inventory and before the Count Date.

Complete the Reconciliation

Inventory by Doses						
Description	Summary	1 Aggregate Administered	2 Physical Count	3 Inventory Difference	4 Acceptable Inv. Difference	5 Action
BLENDED PUBLIC CVP						
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 04/24/2019	Σ	-4	8	0	✓	Action
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • KZ4TM • 10/02/2020	Σ	-5	60	-11	✗	Action
3. DTaP-Hib-IPV (Pentac (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019	Σ			-18		Action
4. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 27D9A • 06/16/2020	Σ			-1		Action
5. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • G9P35 • 09/15/2020	Σ			-50		Action
6. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 2F254 • 10/17/2020	Σ			-20		Action

Create Inventory Adjustment Transactions

Once you have reviewed all your worksheets/reports:

1. Enter all the totals from the Aggregate Administered Report under the Aggregate Administered column. Click **Update** in the upper righthand corner to update the reconciliation and save all your work.
2. Enter the physical count of your inventory for each vaccine in the **Physical Count** column. Click **Update**.
3. The **Inventory Difference** column reflects the update. A zero (0) appears when everything matches.
 - If there are any discrepancies in your inventory (a number other than 0 appears), then you must figure out why there is a difference and make the appropriate change(s).
4. A green check mark in the **Acceptable Inv. Difference** column indicates that everything balances. A red circle with a line through it indicates something doesn't match.
5. For the items that do not match, click the **Action** down arrow and click **Transactions**. This will pull up a list of all the transactions that occurred with that specific vaccine. If you see a transaction is missing such as a wastage, click on **Create Inventory Adjustment** to correct the discrepancy.

When all discrepancies are accounted for and all green check marks appear, click the down arrow next to **Update** and click **Close Reconciliation** to save and process.

You will not be able to close the Reconciliation until all vaccines have 0 inventory differences.