



Reconciliation for HL7 Clinics

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



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, COVID (*if applicable*) or private)
- Closing a reconciliation

Aggregate Administered Doses Report

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 Aggregate 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.



Aggregate Administered Doses Report



Connecticut WebIZ
Aggregate Administered Doses

March 28, 2019

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)

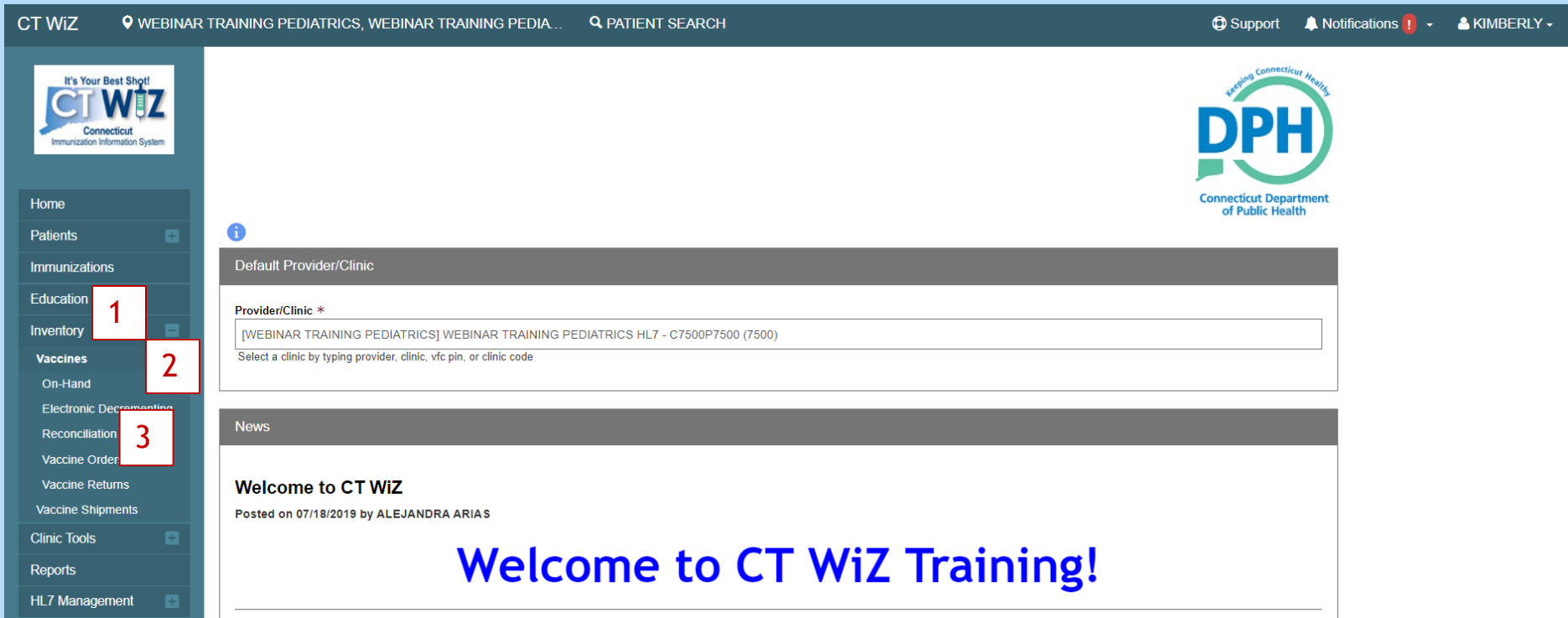
C1000P1000 - DPH TRAINING - 1000

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.


Reconciliations



The screenshot shows the CT WIZ web application interface. The top navigation bar includes 'CT WIZ', a location filter for 'WEBINAR TRAINING PEDIATRICS', a search bar for 'PATIENT SEARCH', and user options for 'Support', 'Notifications', and 'KIMBERLY'. The left sidebar contains a menu with items: Home, Patients, Immunizations, Education, Inventory (marked with a red box and '1'), Vaccines (marked with a red box and '2'), Electronic Decrementation, Reconciliation (marked with a red box and '3'), Vaccine Order, Vaccine Returns, Vaccine Shipments, Clinic Tools, Reports, and HL7 Management. The main content area features the DPH logo and a 'Default Provider/Clinic' section with a dropdown menu showing '[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)'. Below this is a 'News' section with a 'Welcome to CT WiZ' announcement posted on 07/18/2019 by ALEJANDRA ARIAS, and a large blue heading 'Welcome to CT WiZ Training!'.

1. Click on Inventory
2. Click on Vaccines
3. Click on Reconciliation

Start a new Reconciliation

Vaccine Inventory Reconciliation 

Click here to create a new reconciliation

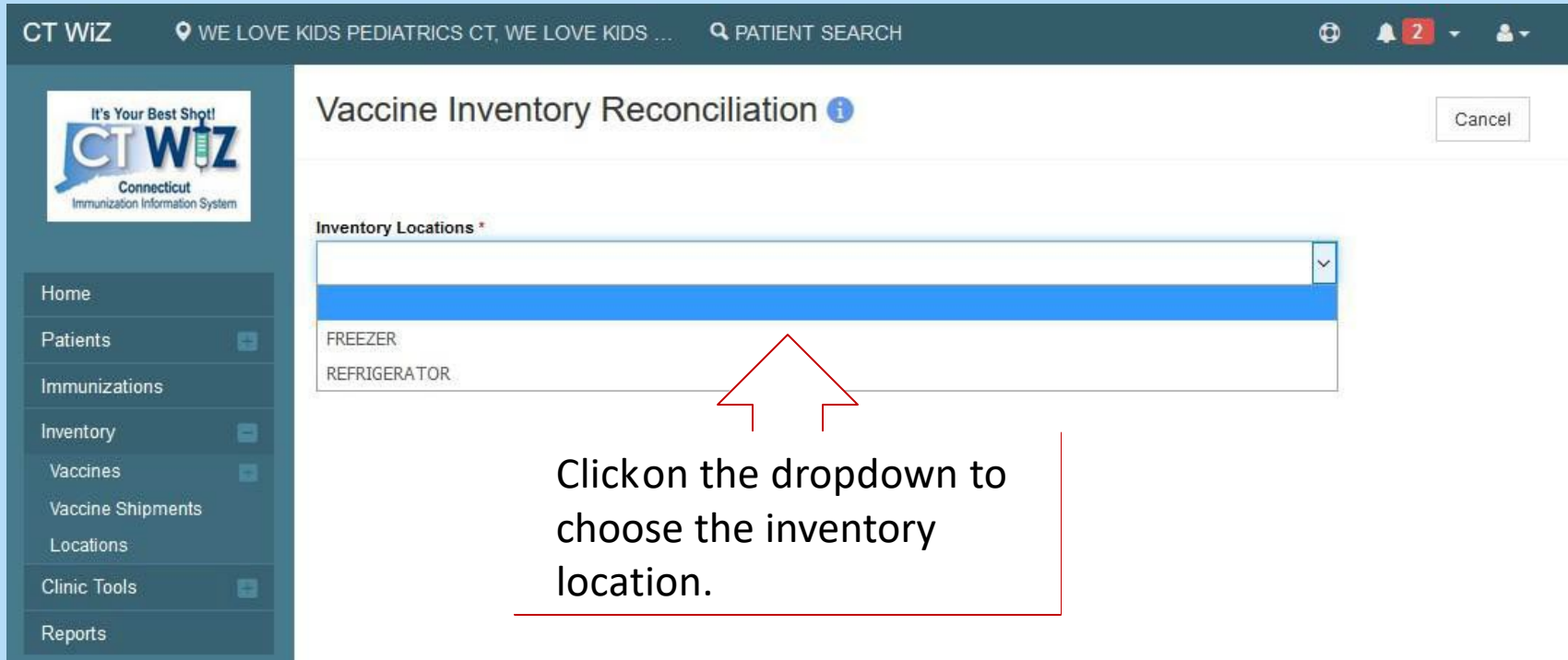
Add Reconciliation

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	Inventory Location Status	Reconciliation Status
(ALL) ▼	(ALL) ▼	(ALL) ▼
Begin Date Range	End/Physical Count 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)		
<input type="button" value="Previous Criteria"/>	<input type="button" value="Clear"/>	<input type="button" value="Search"/>

Choose the Inventory Location



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

Vaccine Inventory Reconciliation Cancel

Inventory Locations *

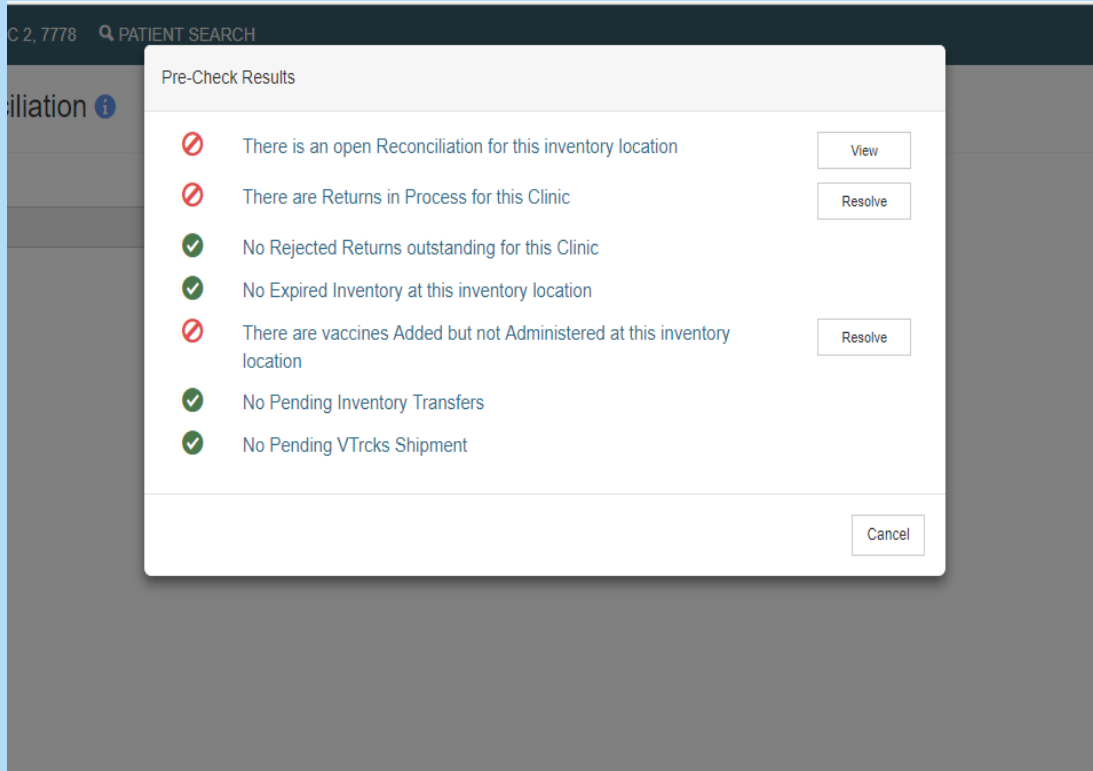
FREEZER

REFRIGERATOR

Click on the dropdown to choose the inventory location.

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

Pre-Check Results



The screenshot shows a web application interface with a dark header containing 'C 2, 778' and 'PATIENT SEARCH'. A sidebar on the left has a 'iliation' link with an information icon. A white pop-up window titled 'Pre-Check Results' is centered on the screen. It contains a list of seven items, each with a status icon (red circle with slash or green checkmark) and a corresponding button (View or Resolve). The items are: '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' (checkmark), 'No Expired Inventory at this inventory location' (checkmark), 'There are vaccines Added but not Administered at this inventory location' (Resolve), 'No Pending Inventory Transfers' (checkmark), and 'No Pending VTrcks Shipment' (checkmark). A 'Cancel' button is at the bottom right of the pop-up.

Status	Issue	Action
⊘	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	

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

Inventory Location: FRIDGE 1

Description: * 1

Authorized By: 2

Status: * OPEN

Count Date: * 3

Count Time: *

Last Count Date/Time:

Last Order Date:

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 reflect this.
 - Reconciliations should occur on a regular schedule at the same time (weekly, bi-weekly, monthly etc). You must have a closed reconciliation within the last 14 days in order to place a vaccine order.
 - This reconciliation covers only transactions prior to the Count Date and Time, not future transactions.
4. Click Create



Count Your Inventory



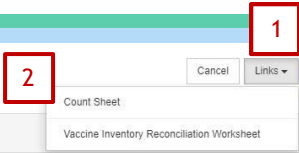
Vaccine Inventory Reconciliation ? i

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)) FMC • 49281-0286-10 • C5190AA • 04/24/2019	Σ	<input type="text"/>	<input type="text"/>	-12		Action ?
2. DTaP-HepB-IPV (Pediarix (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 (Pentac (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 • 27D9A • 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 • 2F254 • 10/17/2020	Σ	<input type="text"/>	<input type="text"/>	-20		Action ?
7. Hep A, ped/adol, 2D (Vaqta (0.5 mL x 10 vials)) MSD • 00006-4831-41 • R018935 • 09/05/2019	Σ	<input type="text"/>	<input type="text"/>	-12		Action ?
8. Hep B, ped/adol (Recombivax (0.5 mL x 10 syri)) MSD • 00006-4093-02 • R001529 • 11/07/2020	Σ	<input type="text"/>	<input type="text"/>	-30		Action ?
9. Hep B, ped/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 ?



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



1

2

Count Sheet
Vaccine Inventory Reconciliation Worksheet

Cancel Links Update

Vaccine Inventory Reconciliation

Inventory Location: FRIDGE 1

Description: * APRIL 2019

Authorized By: [User Icon]

Status: * OPEN

Count Date: * 03/25/2019

Count Time: * 10:45 AM

Last Count Date/Time: [Empty]

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 (Daptace) (Daptace) (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 (Pediarix (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 (Pentac (Pentac) (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, ped/adol, 2D (Vaqa (0.5 mL x 10 vials) MSD • 00006-4831-41 • R018935 • 09/05/2019	Σ	<input type="text"/>	<input type="text"/>	-12		Action
8. Hep B, ped/adol (Recombivax (0.5 mL x 10 syr) MSD • 00006-4093-02 • R001529 • 11/07/2020	Σ	<input type="text"/>	<input type="text"/>	-30		Action
9. Hep B, ped/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 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										
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 04/24/2019		21	-4			-5		12		
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • KZ4TM • 10/02/2020								-66		
3. DTaP-Hib-IPV (Pentac (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019								-18		
4. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 27D9A • 06/16/2020								-1		
5. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • G9P35 • 09/15/2020								-50		
6. DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vials)) SKB • 58160-0812-11 • 2F254 • 10/17/2020								-20		

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

Once you have reviewed all your worksheets/reports:

1. Enter all the totals from the Aggregate Administered Doses 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

Closing Your Reconciliation

Vaccine Inventory Reconciliation ? i

Cancel Links **Update** ▼
Close Reconciliation

Inventory Location: 7500 FREEZER 1

Description: *	Authorized By:	Status: *	
TEST	▼ 	OPEN ▼	
Count Date: *	Count Time: *	Last Count Date/Time:	Last Order Date:
03/05/2024 ☰	02:18 PM 🕒	1/9/2020 10:37:00 AM	02/24/2021 ☰


Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
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Once you have all green checks and zero inventory differences, click the down arrow next to Update and then Close Reconciliation.

A reconciliation must be closed for all storage locations containing state supplied vaccines. You must have reconciled in the last 14 days to place a vaccine order.

How to get help

- Click on the  located at the top of the page to get a description of whichever screen you are on.
- Some pages have a [Learn More](#) link. Click on this to see short "How To" videos. These appear on a separate page so you can play videos while navigating through CT WiZ.
- Visit the CT WiZ training page [here](#). The training page has numerous documents and step by step videos to help you.
- Still can't find an answer to your question? After you exhausted all of the above options, submit a help desk ticket to get the quickest answer. You may do so by clicking [here](#).

