



How do I prepare for a Reconciliation?

Things You Should Know

- Reconciliation is done by inventory location (refrigerator, freezer, COVID or private-optional). If both CVP and private vaccine are stored in the same inventory storage unit, both will have to be reconciled.
- Reconciliation of vaccines are done by vaccine, lot number, expiration date, CVX code, and Blended Public CVP (Funding Source).

Reconciliation Preparation

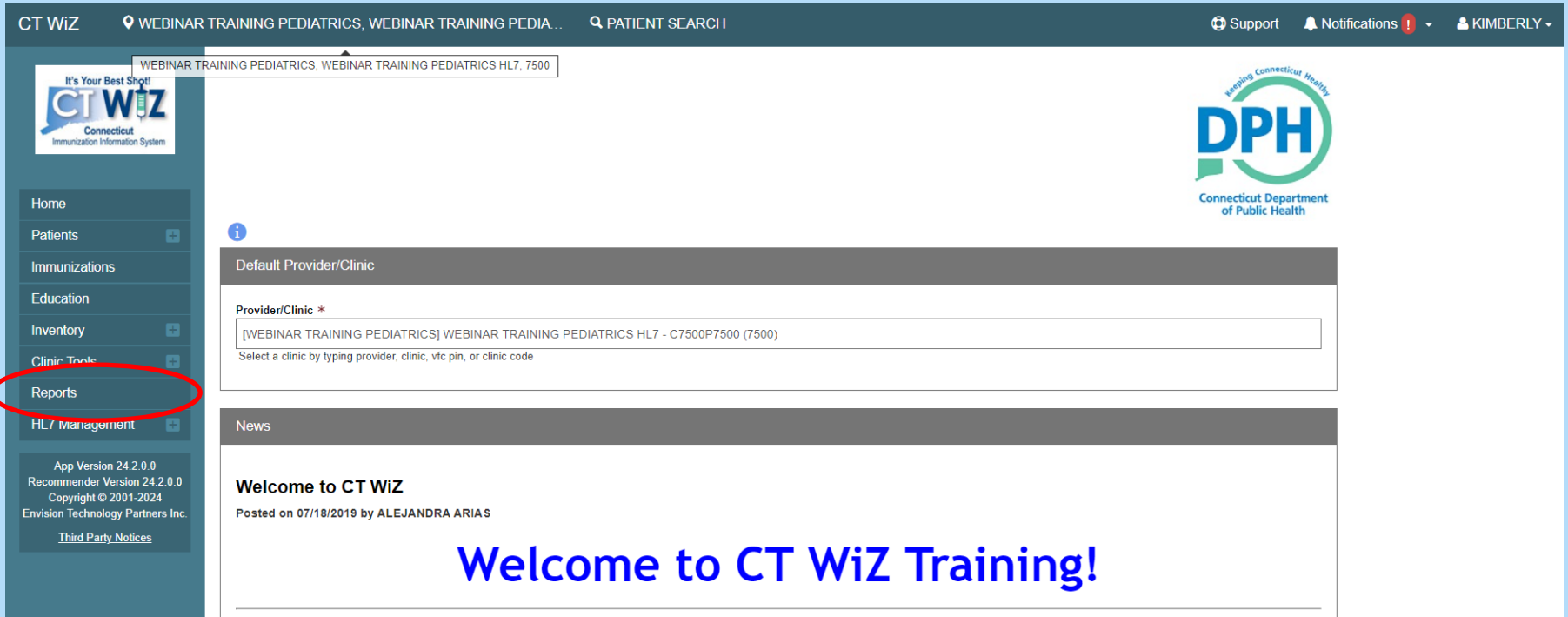
The following things should occur prior to the reconciliation to ensure a smooth process:

- Resolve any immunizations added but not administered (UI clinics)
- Resolve any pending transfers or shipments
- Document properly any wastage
- Return any expired inventory
- Make sure any past reconciliations are marked as "closed".



Resolve any immunizations added but not administered

Navigate to Reports



The screenshot displays the CT WIZ web application interface. The top navigation bar includes the CT WIZ logo, a location indicator for 'WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA...', and a search bar for 'PATIENT SEARCH'. On the right side of the navigation bar, there are links for 'Support', 'Notifications', and a user profile for 'KIMBERLY'. The left sidebar contains a navigation menu with the following items: Home, Patients, Immunizations, Education, Inventory, Clinic Tools, Reports (highlighted with a red circle), and HL / Management. Below the navigation menu, the sidebar shows the app version (24.2.0.0), the recommender version (24.2.0.0), copyright information (© 2001-2024), and the name of the technology partners (Envision Technology Partners Inc.), along with a link to 'Third Party Notices'. 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' message posted on 07/18/2019 by ALEJANDRA ARIAS. The main heading in the news section reads 'Welcome to CT WiZ Training!'.

Navigate to the "Vaccines Added by not Administered" Report

1. Navigate to the **Data Quality – User** Section.
2. Click on **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

Run 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

Clinic *

WE LOVE KIDS NORTH

Clinic County

Vaccination Date Range *

From: 08/01/2018



Through: 08/10/2018



Output Type PDF EXTRACT - Delimiter: |

Run Report

Cancel

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

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

View Links Select Action

- Add Vaccines
- Administer Vaccines 2
- Add History

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

Auto-Populate Add Vaccines Screen

For any vaccines that appear on this report:

Navigate to the patient's Immunization Home screen by clicking on **Patients, Search** (type 2 letters in both the Last Name and First Name boxes and include the birth date). Once the patient has been located, click the down arrow key next to Demographics and select **Immunizations** to bring up the Immunization Home screen.

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

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

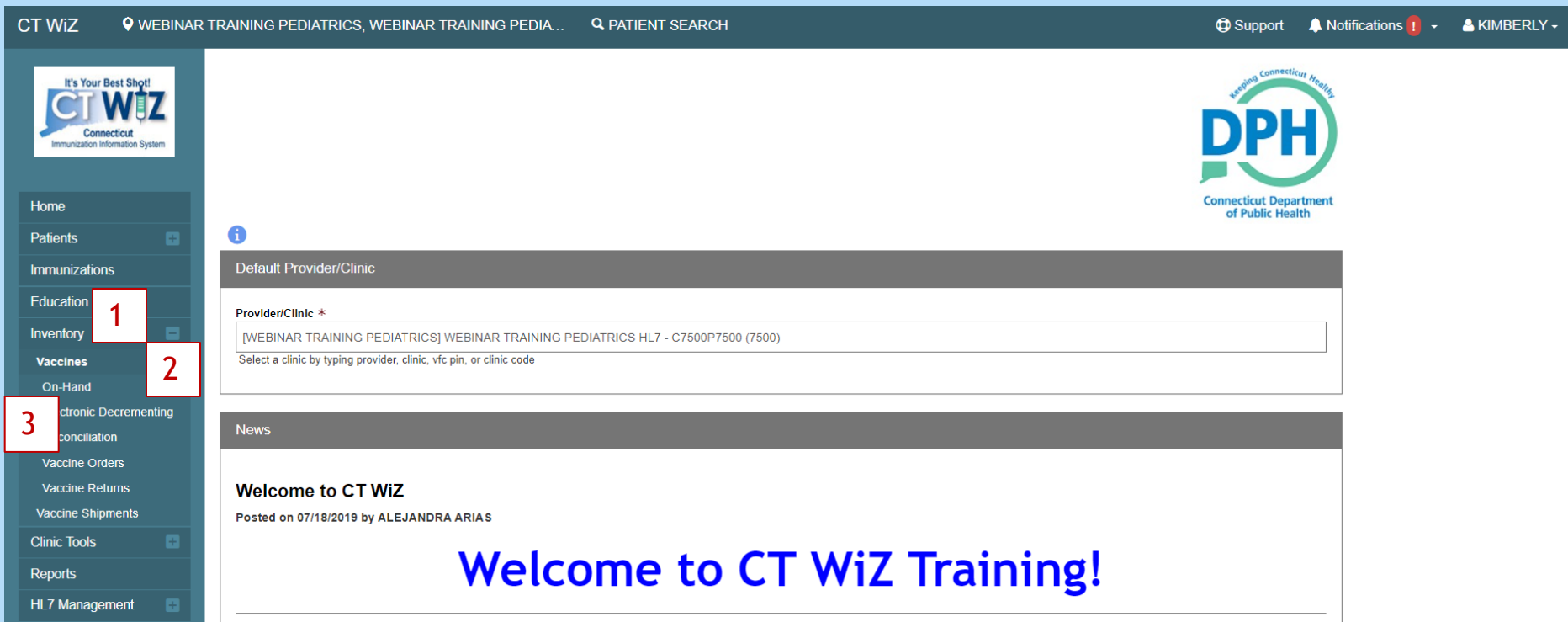
Make sure the administration date is the actual date given.



Resolve any pending transfers and shipments

View Pending Transfers

CT WIZ WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA... PATIENT SEARCH Support Notifications ! KIMBERLY



Home
Patients
Immunizations
Education
Inventory 1
Vaccines 2
On-Hand 3
Electronic Decrementing
Reconciliation
Vaccine Orders
Vaccine Returns
Vaccine Shipments
Clinic Tools
Reports
HL7 Management

Default Provider/Clinic

Provider/Clinic *

[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)

Select a clinic by typing provider, clinic, vfc pin, or clinic code

News

Welcome to CT WIZ
Posted on 07/18/2019 by ALEJANDRA ARIAS

Welcome to CT WiZ Training!

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

View 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

Accept the 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	? Received
Hep B, ped/adol (Recombivax (0.5 mL x 10 vials))	10	00006-4981-00	08/09/2018	1223	VFC	MSD	REFRIGERATOR	? Received
Hib (PRP-T) (Hiberix (10 pack - 1 dose vial))	10	58160-0818-11	08/08/2018	968	VFC	SKB	REFRIGERATOR	? Received
PCV13 (Prevnar 13)	10	00005-1971-02	08/09/2018	1234	VFC	PFR	REFRIGERATOR	? Received

Click on
Received to accept
the transfer

Pending Outgoing Inventory Transfers

There are no Pending Outgoing Transfer(s) available.

Reports


[Pending Incoming Inventory Transfers](#)

View Pending Shipments


Click on the blue link 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

Receive the Shipment/Order

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 **Details** to view the shipment information.
2. Click **Receive** for each vaccine to add to your inventory on-hand.

OR

Click **Dismiss** to indicate the line item was never shipped and received.

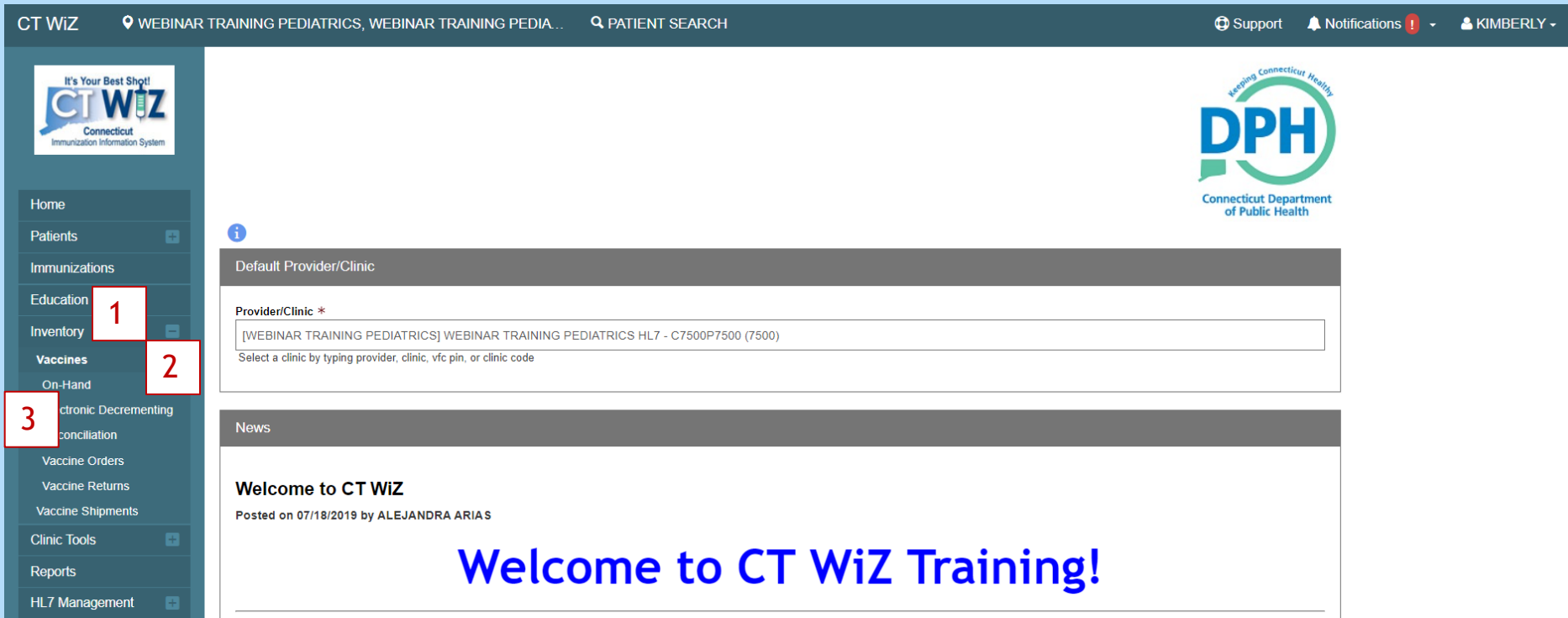


Account for any wastage

Examples:

- Spoiled
- Partial multi-dose vial
- Lost vaccine
- Broken vial or syringe
- Drawn up dose not administered

Return Vaccine



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

Return 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	
FREEZER - 7777								
Varicella (Varivax (0.5 mL x 10 vials))	MSD	00006-4827-00	369	07/31/2019	VFC	10	?	Action ▾
REFRIGERATOR - 7777								
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 (Pevnar 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 Cancel Create

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 **4**: 1

Container Id:

Comments **5**: FUSSY PATIENT

Clear

1. Enter the **Date/Time** of the wastage (double click for current date and time).
2. Select the **Reason** for the wastage from the drop down.
3. Under **Modification**, select Subtract.
4. Enter the number of wasted doses under **Doses Adjusted**.
5. In the **Comments** box, note why the vaccine was wasted.
6. When finished, click **Create**.

This removes the vaccine from your on-hand inventory.



Return expired and spoiled inventory

Things You Should Know

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

Starting a New Return

2. Click here to
create a return



Home

Patients +

Immunizations

Inventory -

Vaccines -

On-Hand

Reconciliation

Vaccine Orders

Vaccine Returns

Vaccine Shipments

Locations

Clinic Tools +

Reports

1.
Start
Here

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 VTckS Date Range

From: MM/DD/YYYY



Through: MM/DD/YYYY



Previous Criteria

Clear

Search

Starting a New Return - Select Your Clinic

Vaccine Returns [Learn More](#)

Cancel

Next

2

Add - Select Clinic

Clinic *

1

1. Click the drop down to choose your clinic, this is important if linked to multiple clinics.
2. Click on Next.

The dropdown list will include all the clinics you are associated with



Starting a New Return - Confirm Shipping and Delivery Information



Add Vaccine Order Creation Process i

Cancel

Next

2

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

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

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

If your clinic information is incorrect, view "How do I update my clinic information?" training material.

Enter Return Information

Vaccine Returns [Learn More](#) Cancel Create 9

Add

Clinic: WEBINAR TRAINING PEDIATRICS HL7
 Return Number: R03062024750000
 Return Status: IN WORK
 Return Created Date: 03/06/2024
 Label Shipping Method: EMAILED TO PROVIDER EMAIL STORED IN VTRCKS
 Clinic Comments: 5

Last Approved Return Date: 1
 Return Type: RETURN ONLY
 Date Submitted to Program: 4
 Description: 3

Return Reason: OTHER 2

Vaccine: 6 7 Add Return 8

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
Hib (PRP-T)	PMC	49281-0545-03	ActHIB (5 pack - 1 dose vial)	BLENDED PUBLIC CVP	U029145	03/29/2024	25	25

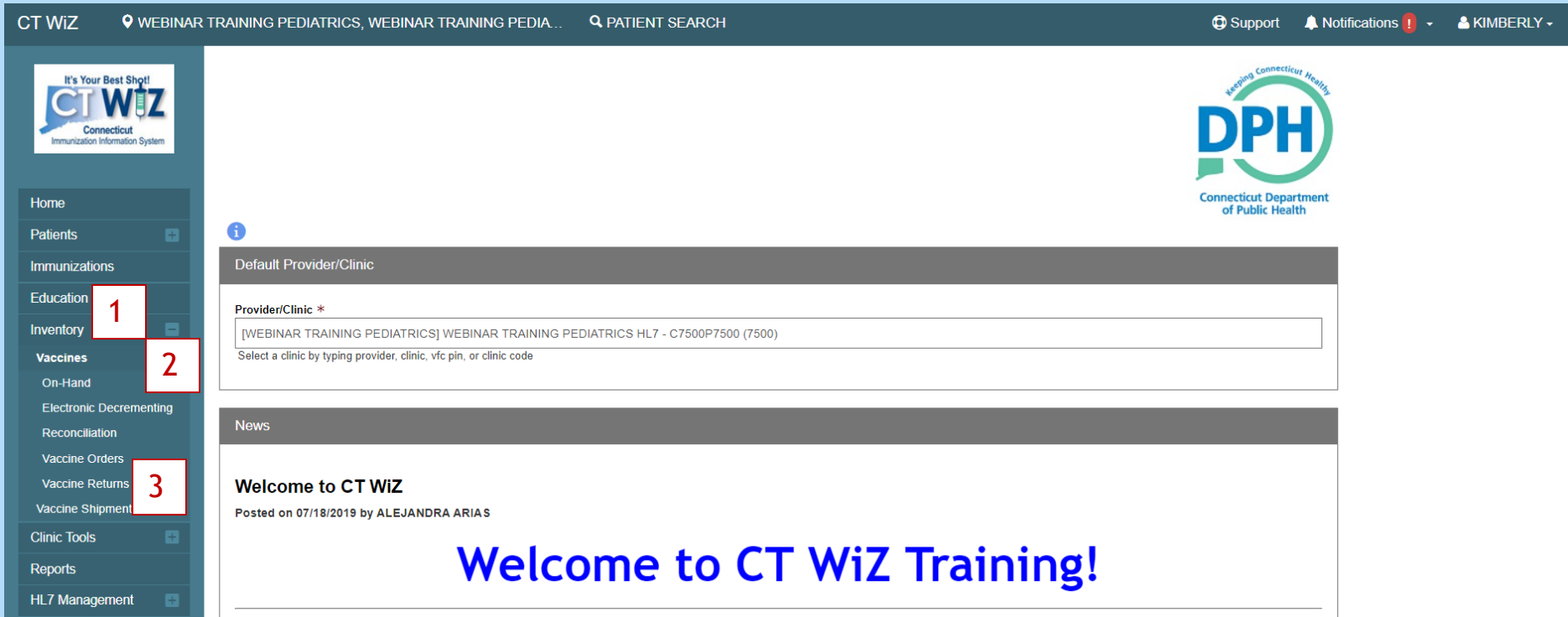
1. Choose **RETURN ONLY**.
2. Select a **Return Reason**.
3. Enter the number of shipping labels needed (usually 1 label is enough).
4. Choose email for your method of receiving the return label.
5. Enter your spoilage letter under the **Clinic Comments** section. This is reviewed by the VFC Coordinator.
6. Choose the **Vaccine to Return** - 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.
9. Click Create to **save the work**.

Vaccine Returns [Learn More](#)

Cancel Links Submit To VFC Program Update

Once you click on Create, you will then see an option to Submit to VFC Program. Your return will not be submitted until you click this.

Navigate to Vaccine Returns



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

Checking Return Status - Getting Started

Vaccine Returns [Learn More](#)

Add New Vaccine Return

Search

1 Clinic (ALL) 2 Return Status (ALL)

3 Return Reason Return Type 4

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 orders by:

1. Clinic
2. Return 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
6. Click Search

An example of Approved Returns

Vaccine Returns [i Learn More](#)

[Add New Vaccine Return](#)

Search

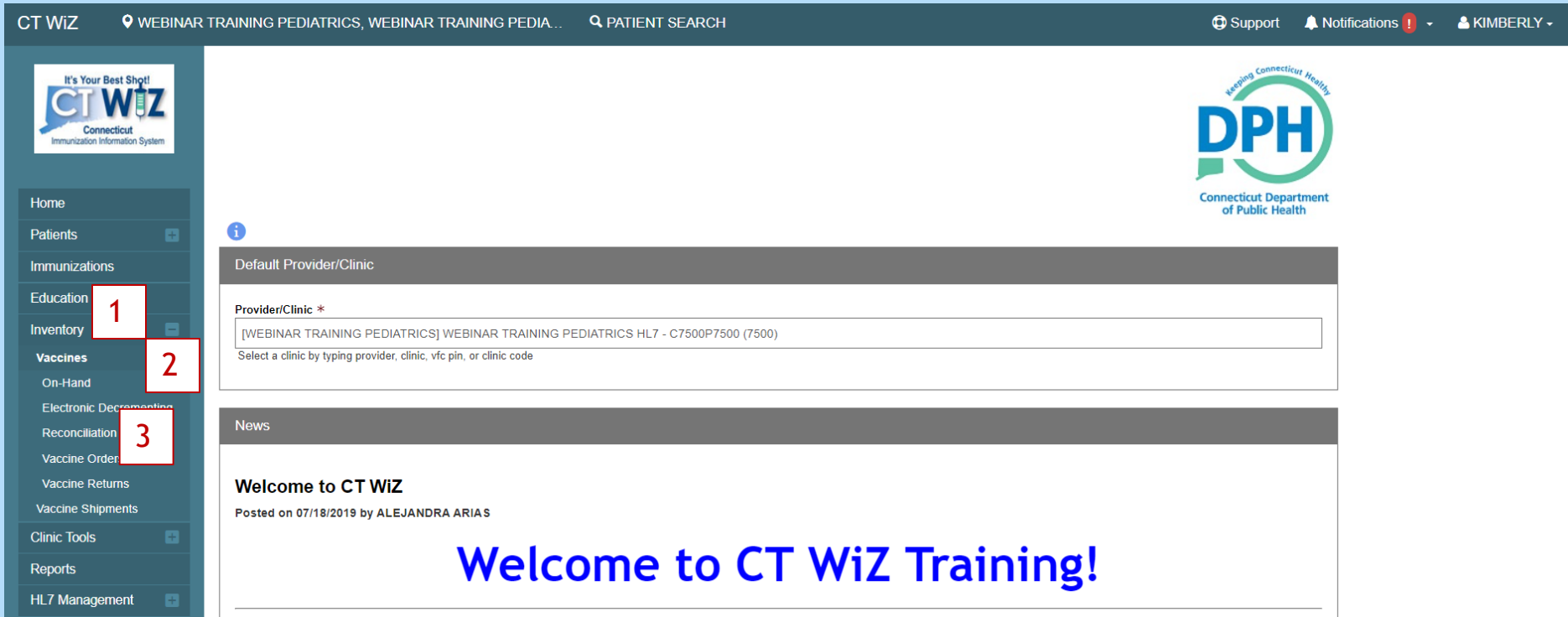
Clinic: (ALL) Return Status: (ALL)
 Return Reason: Return Type:
 Return Date Range: From: 12/12/2023 Through: 03/12/2024
 Date Submitted to VTrckS Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY
 Date Submitted to Program Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Return Number	Return Date	Return Status	Return Type	Return Reason	Date Submitted to Program	Date Submitted to VTrckS	Return Detail
WEBINAR TRAINING PEDIATRICS HL7 - 7500							
R03122024750000	03/12/2024	APPROVED	RETURN ONLY	FAILURE TO STORE PROPERLY UPON RECEIPT	03/12/2024		<input type="button" value="View"/>



Make sure any past reconciliations are closed

Reconciliations



The screenshot shows the CT WIZ web application interface. At the top, there is a navigation bar with 'CT WIZ', a location indicator, 'WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA...', and a search icon labeled 'PATIENT SEARCH'. On the right side of the navigation bar are links for 'Support', 'Notifications', and a user profile for 'KIMBERLY'. The main content area features the DPH logo and a sidebar menu on the left. The sidebar menu includes 'Home', 'Patients', 'Immunizations', 'Education', 'Inventory', 'Vaccines', 'Electronic Decrementation', 'Reconciliation', 'Vaccine Order', 'Vaccine Returns', 'Vaccine Shipments', 'Clinic Tools', 'Reports', and 'HL7 Management'. Three red boxes with numbers 1, 2, and 3 are overlaid on the sidebar menu, highlighting 'Inventory', 'Vaccines', and 'Reconciliation' respectively. The main content area displays 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. A large blue text overlay reads 'Welcome to CT WiZ Training!'.

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

Search Open Reconciliations

Vaccine Inventory Reconciliation [Learn More](#)

Add Reconciliation

Search Criteria

Inventory Location	Inventory Location Status	Reconciliation Status
(ALL) <input type="button" value="v"/>	(ALL) <input type="button" value="v"/>	OPEN <input type="button" value="v"/>
Begin Date Range	End Date Range	(ALL) <input type="button" value="v"/>
From: <input type="text" value="MM/DD/YYYY"/> <input type="button" value="c"/> Through: <input type="text" value="MM/DD/YYYY"/> <input type="button" value="c"/>	From: <input type="text" value="MM/DD/YYYY"/> <input type="button" value="c"/> Through: <input type="text" value="MM/DD/YYYY"/> <input type="button" value="c"/>	Open <input type="button" value="v"/>
Sort by		Closed <input type="button" value="v"/>
<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"/>

Close Open Reconciliations

Vaccine Inventory Reconciliation ? i

Cancel

Links ▾

Update ▾

Close Reconciliation

Inventory Location: 7500 FREEZER 1

Description: *

TEST

Authorized By:



Status: *

OPEN

Count Date: *

03/05/2024



Count Time: *

02:18 PM



Last Count Date/Time:

1/9/2020 10:37:00 AM

Last Order Date:

02/24/2021




Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
-------------	---------	------------------------	----------------	----------------------	----------------------------	--------	-------

Make any changes needed. If the reconciliation is ready to be closed, click the down arrow next to Update and then Close Reconciliation.

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](#).

