View, Adjust and Add to Inventory in CT WiZ

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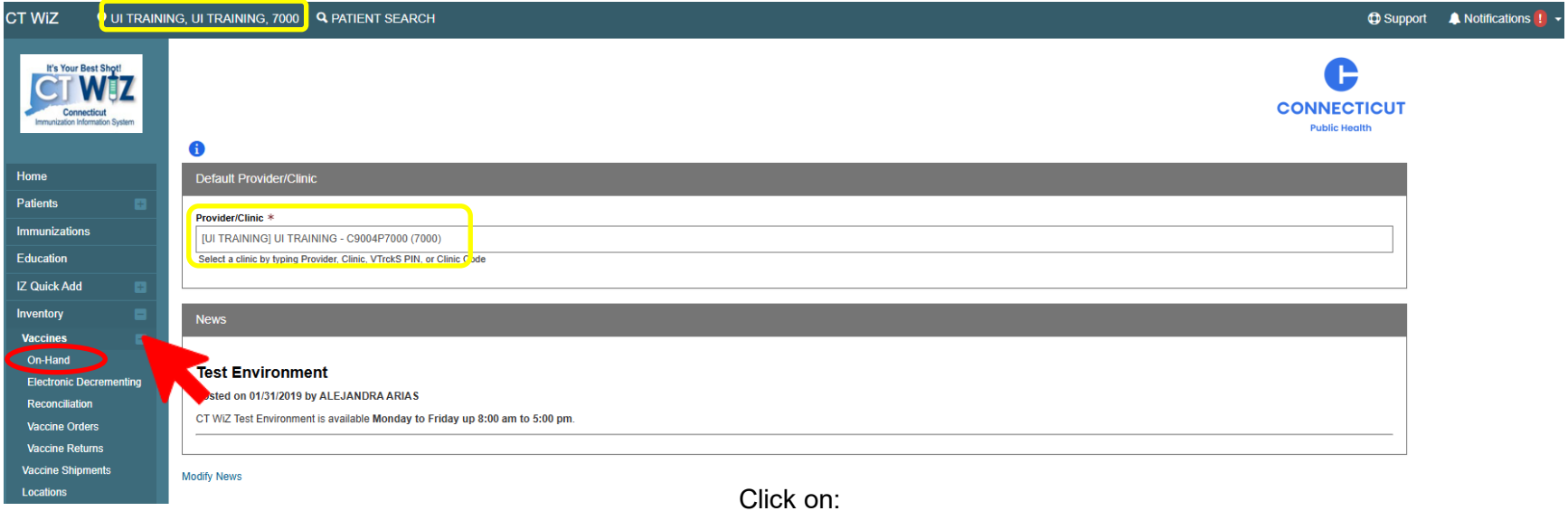
View and Filter Inventory On-Hand

View and Filter Inventory On-Hand

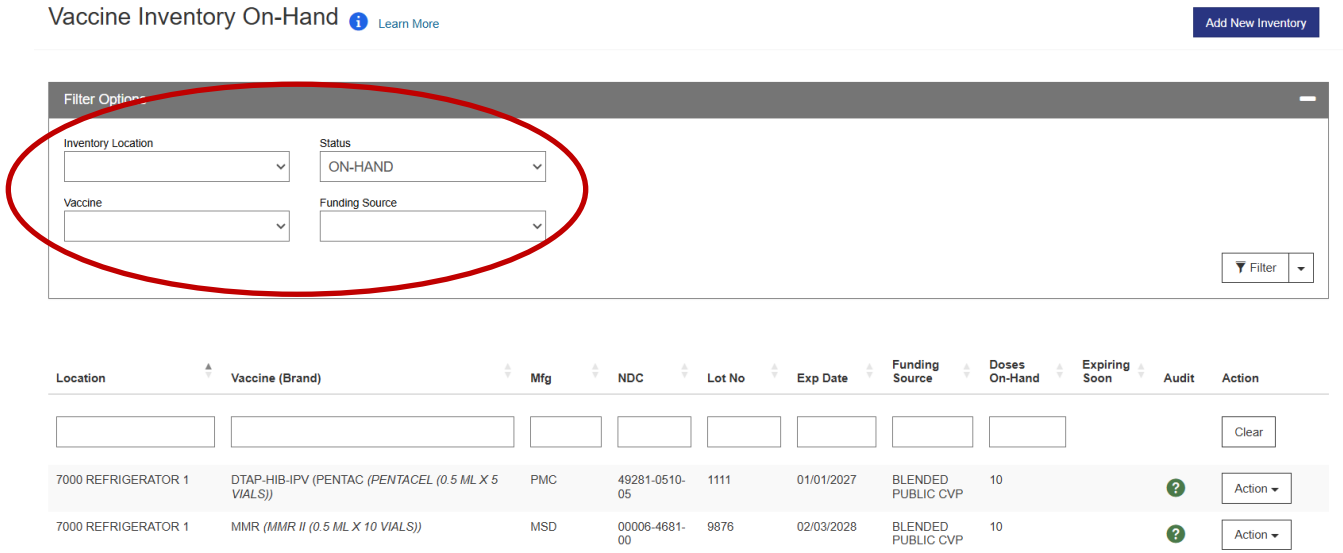


Click on:
Inventory
Vaccines
On-Hand

Only the Primary Vaccine Coordinator and Backup Vaccine Coordinator have access to the inventory module.
Clinic Staff do not have access to this inventory module.

If you are associated to multiple clinics, check the provider/clinic search bar and blue banner at the top of the page to ensure you are in the correct clinic.

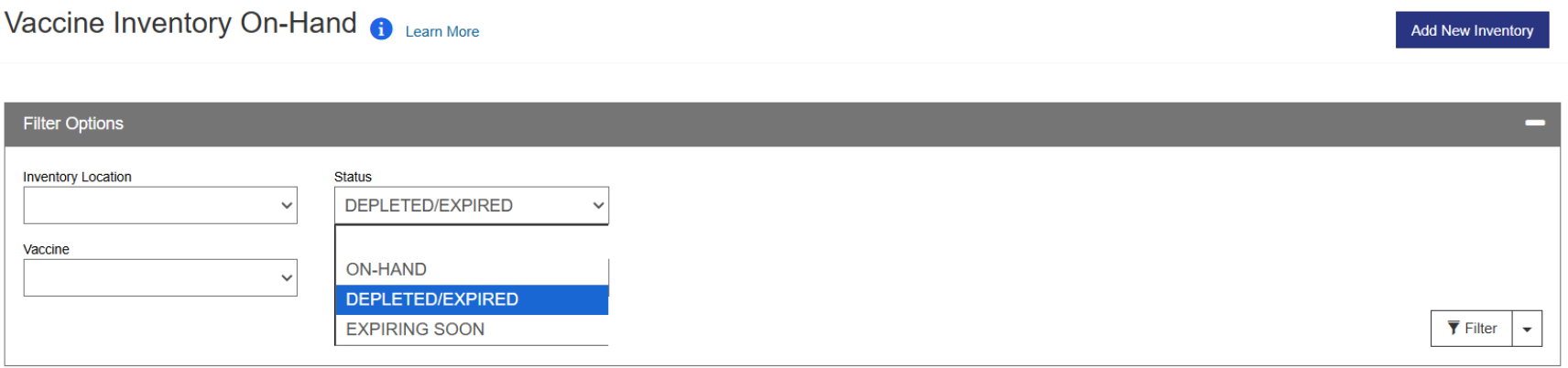
View and Filter Inventory On-Hand



Vaccine Inventory defaults to **On-Hand** inventory. You can choose to filter by the following criteria:

- On-Hand
- Depleted/Expired
- Expiring Soon

View and Filter Inventory On-Hand

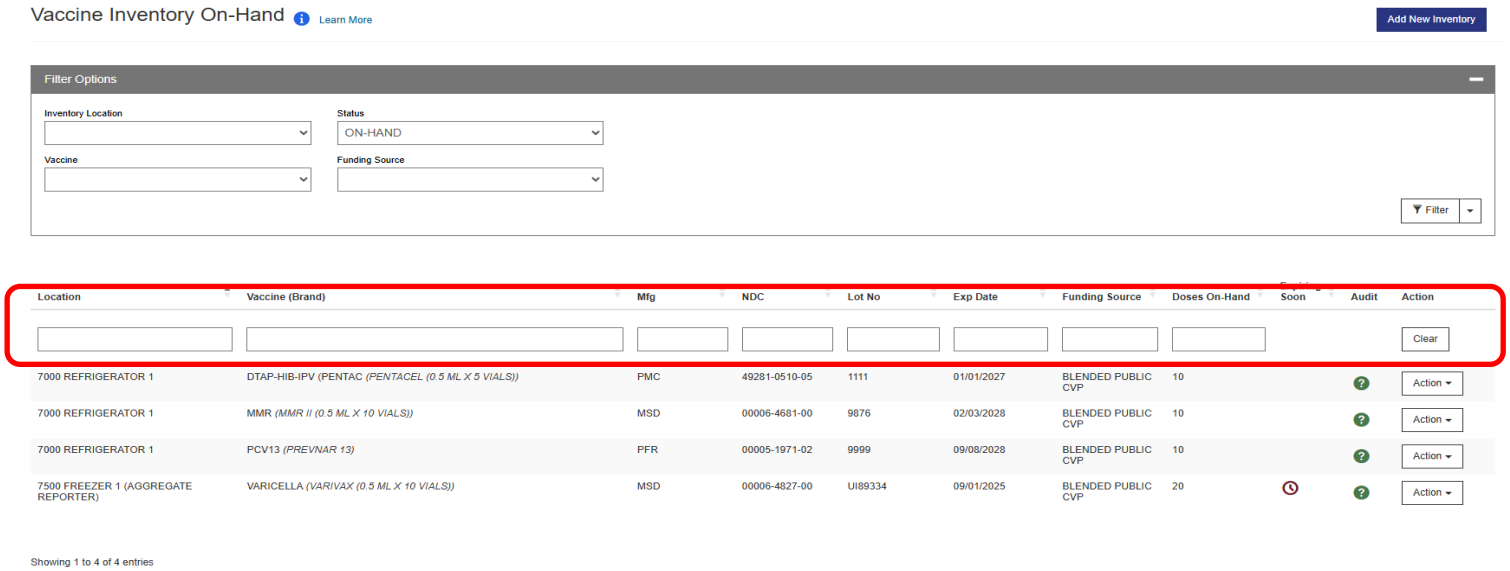


Expired vaccine fall under the depleted/expired view.

The reconciliation precheck will prevent you from proceeding if expired doses are still in your depleted/expired inventory on-hand.

Select depleted/expired **Status** to see which vaccines haven't been returned.

View and Filter Inventory On-Hand



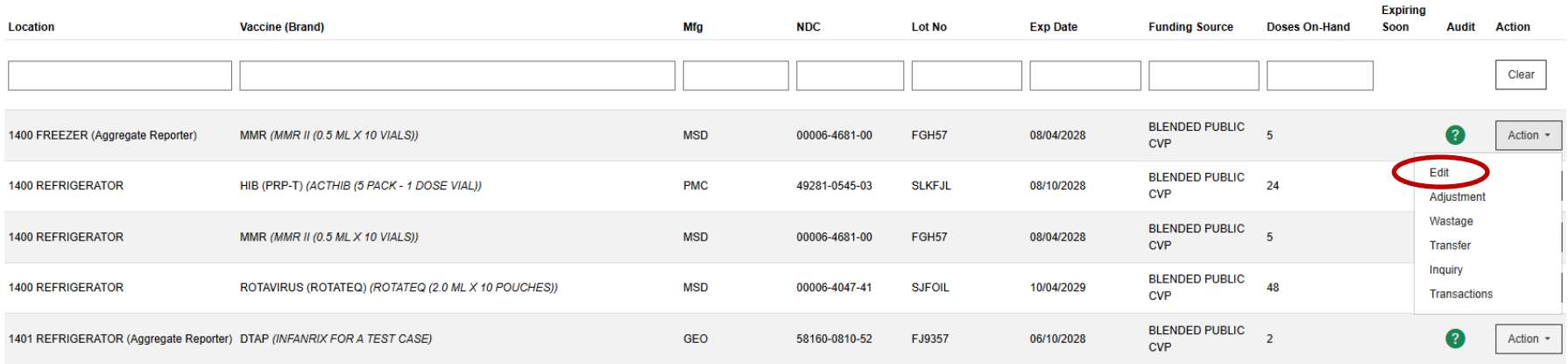
You can filter your inventory by typing in any of the search boxes.

If you “hover” over the , it will display an audit trail that indicates who last modified the inventory and the date.

The clock icon indicates a vaccine is expiring soon (within 4 months).

Modify Inventory Information

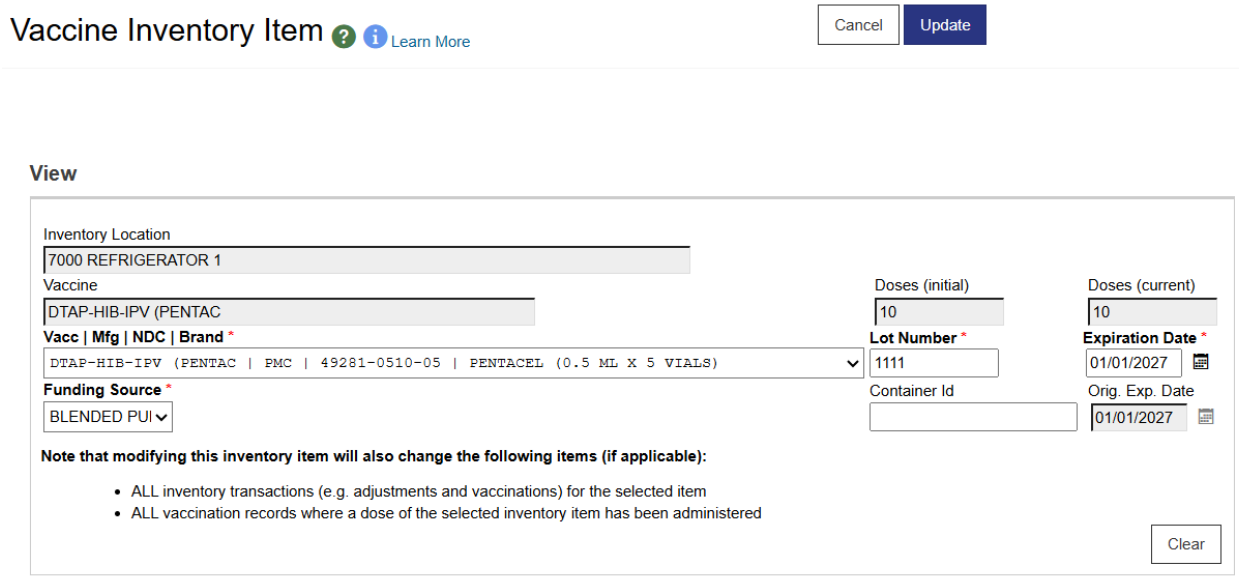
Modify Inventory Information



Click on:

- **Action** next to the vaccine you would like to edit
- **Edit**

Modify Inventory Information



Note: modifying data in the edit screen will change all inventory transactions and all vaccination records.

i.e. If you administered this vaccine to a patient already, their record will be updated with whichever changes you make.

You can make a change to the following:

- Vaccine Manufacturer/Brand Name
- Funding Source
- Lot Number
- Expiration Date

Modify Inventory Information

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
1400 FREEZER (Aggregate Reporter)	MMR *(MMR II (0.5 ML X 10 VIALS))*	MSD	00006-4681-00	FGH57	08/04/2028	BLENDED PUBLIC CVP	5		?	Action
1400 REFRIGERATOR	HIB (PRP-T) *(ACTHIB (5 PACK - 1 DOSE VIAL))*	PMC	49281-0545-03	SLKFJL	08/10/2028	BLENDED PUBLIC CVP	24			
1400 REFRIGERATOR	MMR *(MMR II (0.5 ML X 10 VIALS))*	MSD	00006-4681-00	FGH57	08/04/2028	BLENDED PUBLIC CVP	5			
1400 REFRIGERATOR	ROTAVIRUS (ROTATEQ) *(ROTATEQ (2.0 ML X 10 POUCHES))*	MSD	00006-4047-41	SJFOIL	10/04/2029	BLENDED PUBLIC CVP	48			
1401 REFRIGERATOR (Aggregate Reporter)	DTAP *(INFANRIX FOR A TEST CASE)*	GEO	58160-0810-52	FJ9357	06/10/2028	BLENDED PUBLIC CVP	2		?	Action

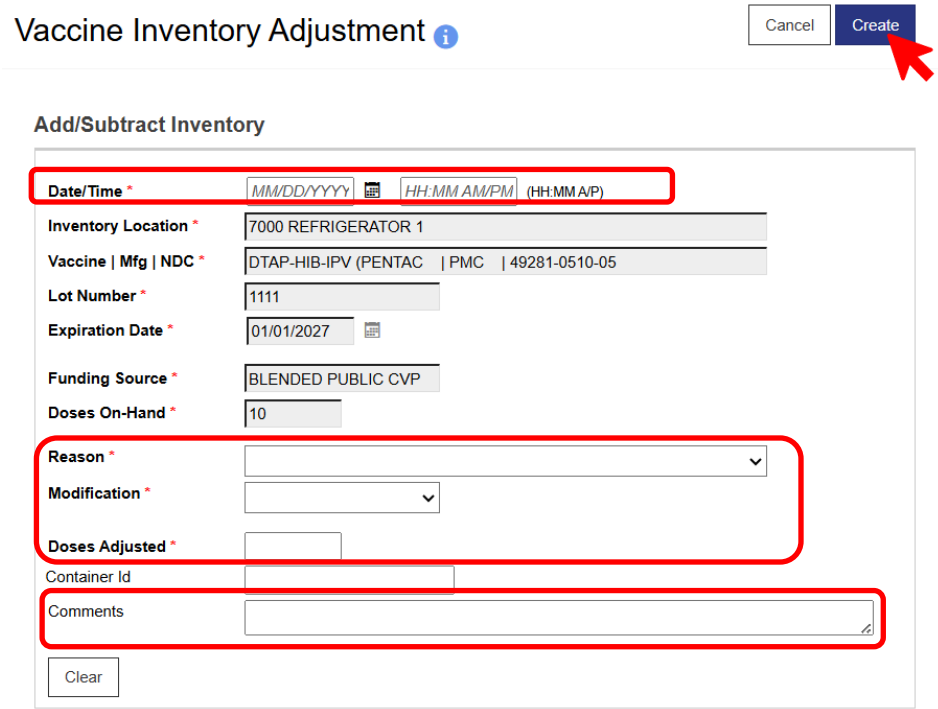
Edit
Adjustment
Wastage
Transfer
Inquiry
Transactions

Adjustments are used to add or subtract doses from your inventory on hand. Adjustment reasons are the following:

- Doses given to opted out patients
- Vaccine borrowing
- Inventory corrections
- Adding inventory

Doses administered, doses needing to be returned or wasted should **not** be adjusted out of your inventory.

Modify Inventory Information



To make an adjustment complete the following required fields:

Date and Time:
Enter the actual date/time on which the inventory needs to be adjusted.

Reason:
Select from drop-down.

Modification:
If a value does not default, select Add or Subtract to make the corresponding adjustment to the vaccine.

Doses Adjusted:
Enter the number of doses needing adjustment for the selected reason.

Comments:
Describe what happened.

Click **Create** when finished.
Click the **On-Hand** menu item to return to the Vaccine Inventory On-Hand screen, where you can verify the inventory was adjusted correctly.

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										Clear
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1401 REFRIGERATOR (Aggregate Reporter)	DTAP *(INFANRIX FOR A TEST CASE)*	GEO	58160-0810-52	FJ9357	06/10/2028	BLENDED PUBLIC CVP	2		?	Action

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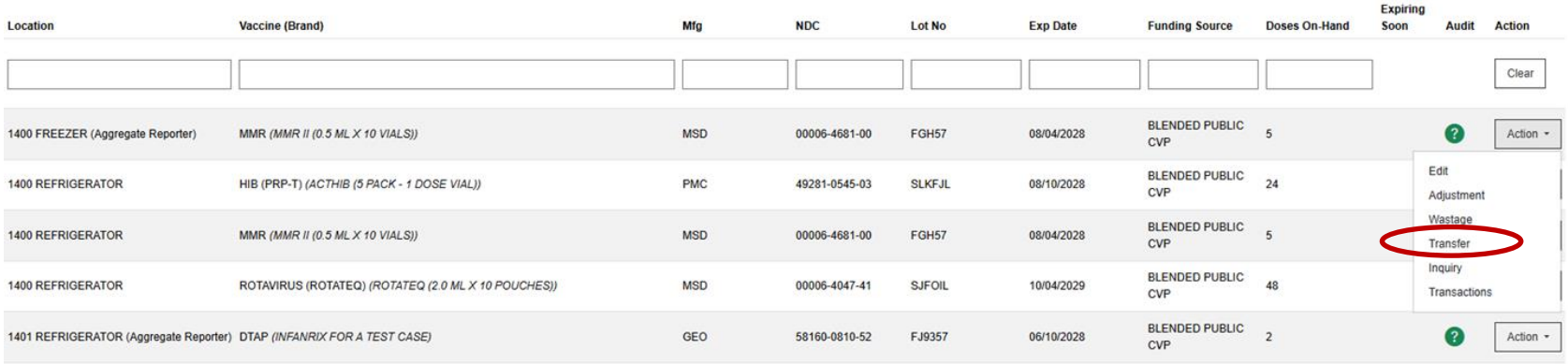
Wastage is used to subtract doses from your inventory on hand that cannot be returned. Wastage reasons are the following:

- Broken vial/syringe
- Doses drawn but not administered
- Partial vials

Doses that have expired or are no longer viable due to a temperature excursion should be **returned**. Do not adjust/waste out these doses.

Create Inventory Reports

Create Inventory Reports



Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
1400 FREEZER (Aggregate Reporter)	MMR *(MMR II (0.5 ML X 10 VIALS))*	MSD	00006-4681-00	FGH57	08/04/2028	BLENDED PUBLIC CVP	5			Action
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1401 REFRIGERATOR (Aggregate Reporter)	DTAP *(INFANRIX FOR A TEST CASE)*	GEO	58160-0810-52	FJ9357	06/10/2028	BLENDED PUBLIC CVP	2			Action

Edit
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The **Transfer** action is used for when transferring out doses to another provider.
Please see the transfer vaccine training guide on our website for step-by-step directions.

Create Inventory Reports

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
										Clear
1400 FREEZER (Aggregate Reporter)	MMR *(MMR II (0.5 ML X 10 VIALS))*	MSD	00006-4681-00	FGH57	08/04/2028	BLENDED PUBLIC CVP	5		?	Action
1400 REFRIGERATOR	HIB (PRP-T) *(ACTHIB (5 PACK - 1 DOSE VIAL))*	PMC	49281-0545-03	SLKFJL	08/10/2028	BLENDED PUBLIC CVP	24			
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1400 REFRIGERATOR	ROTAVIRUS (ROTATEQ) *(ROTATEQ (2.0 ML X 10 POUCHES))*	MSD	00006-4047-41	SJFOIL	10/04/2029	BLENDED PUBLIC CVP	48			
1401 REFRIGERATOR (Aggregate Reporter)	DTAP *(INFANRIX FOR A TEST CASE)*	GEO	58160-0810-52	FJ9357	06/10/2028	BLENDED PUBLIC CVP	2		?	Action

Edit
Adjustment
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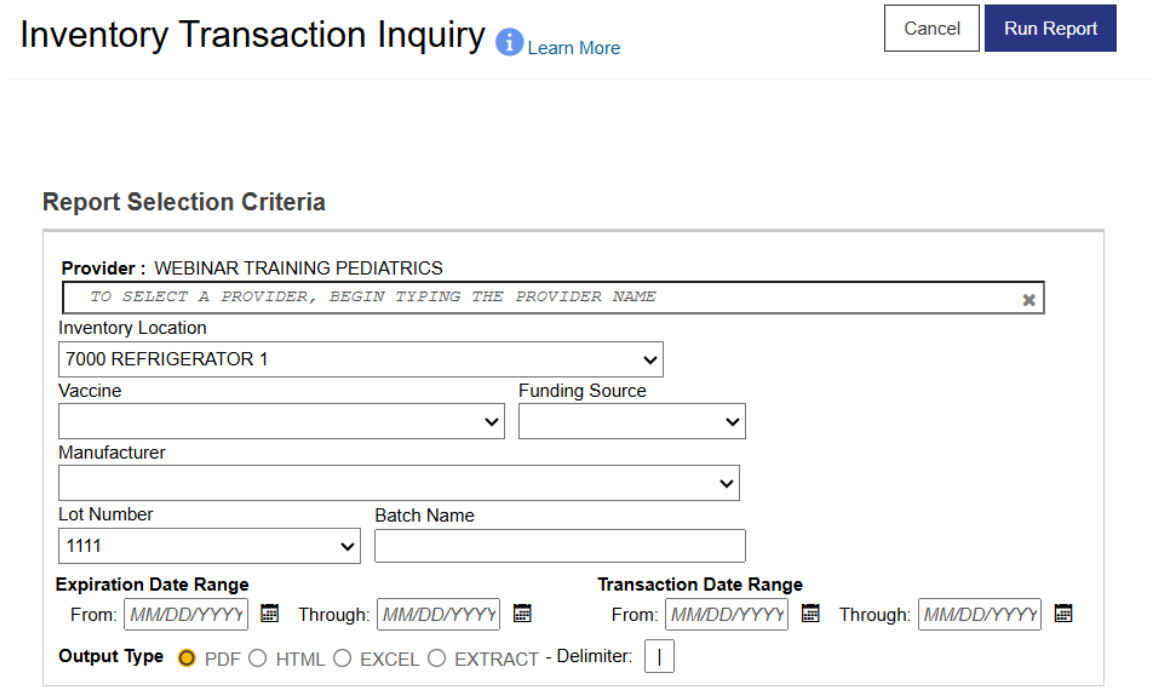
Transactions

Inquiry and **Transactions** are used to run reports on all inventory transactions. Transactions can include doses administered, adjustments, and transfers.

These reports can be helpful to determine a timeline and reason for dose net changes.

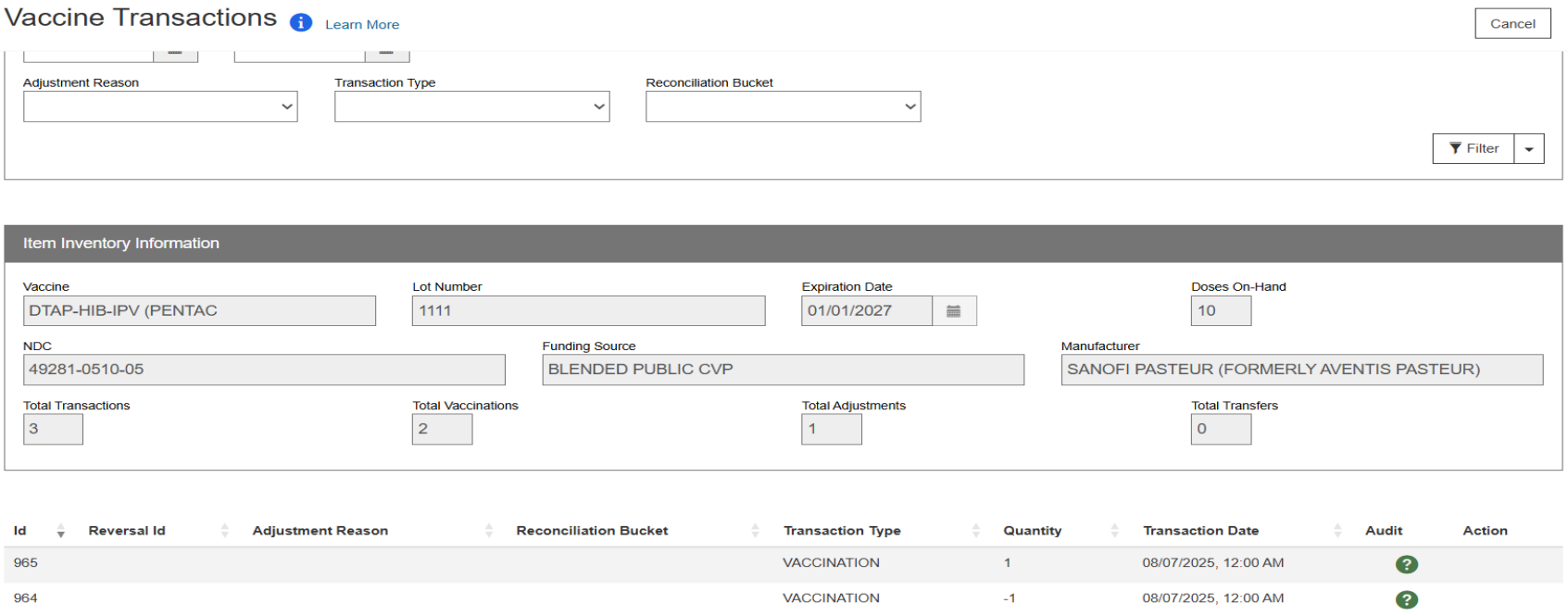
Create Inventory Reports



You can run an inquiry report for every action that has taken place on the vaccines.

Select different outputs for what fits your search needs best.

Create Inventory Reports



The transaction screen lists all the transactions that have taken place for the specific lot number. You can filter by adjustment reason, transaction type and reconciliation bucket to narrow your results.

Manually Add Vaccines to Your Inventory

Please Read Prior to Manually Adding Vaccines to Your Inventory

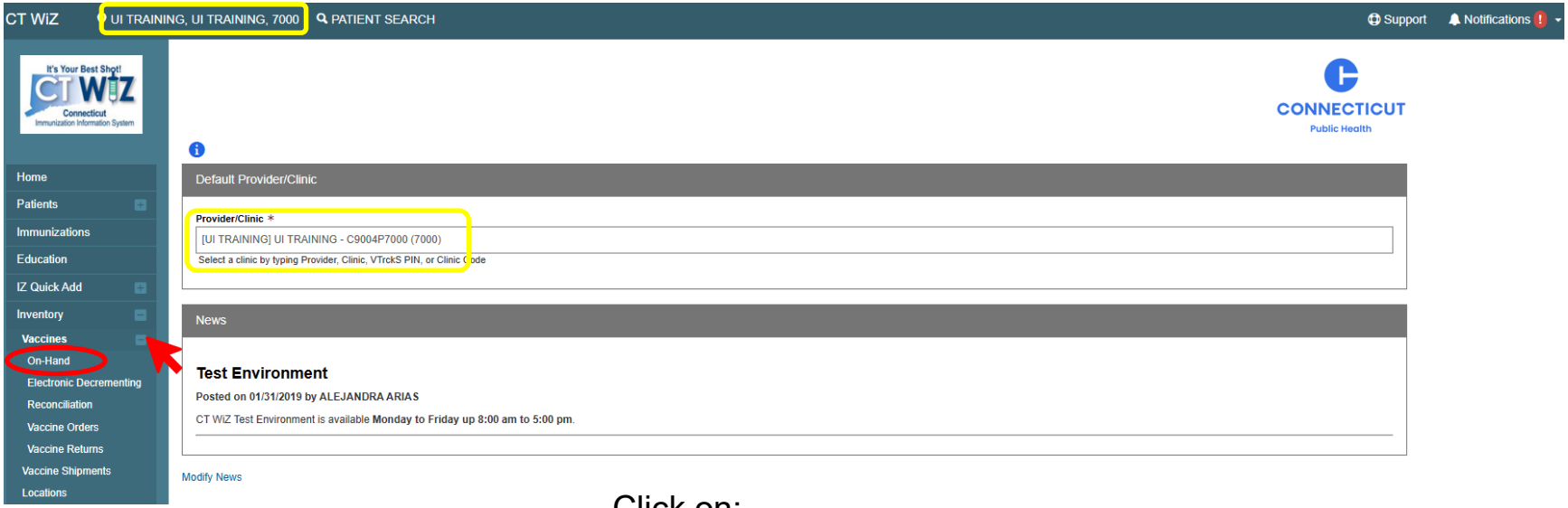
You may need to manually add vaccine into CT WiZ Inventory to:

- Add your private vaccine inventory:
  - User Interface clinics are required to add these doses in order to add immunizations to patient records.
  - HL7 clinics can use CT WiZ to manage their private inventory but it is not required.
  - All private inventory will not be reviewed by DPH.
- Add new inventory due to vaccine restitution.
- Add a replacement vaccine order shipped due to previous shipping issues.

All vaccines ordered or transferred through CT WiZ do not need to be manually added.

These doses need to be **received** into your inventory by clicking on the blue pending vaccine VTrckS shipment link or pending vaccine transfer link.

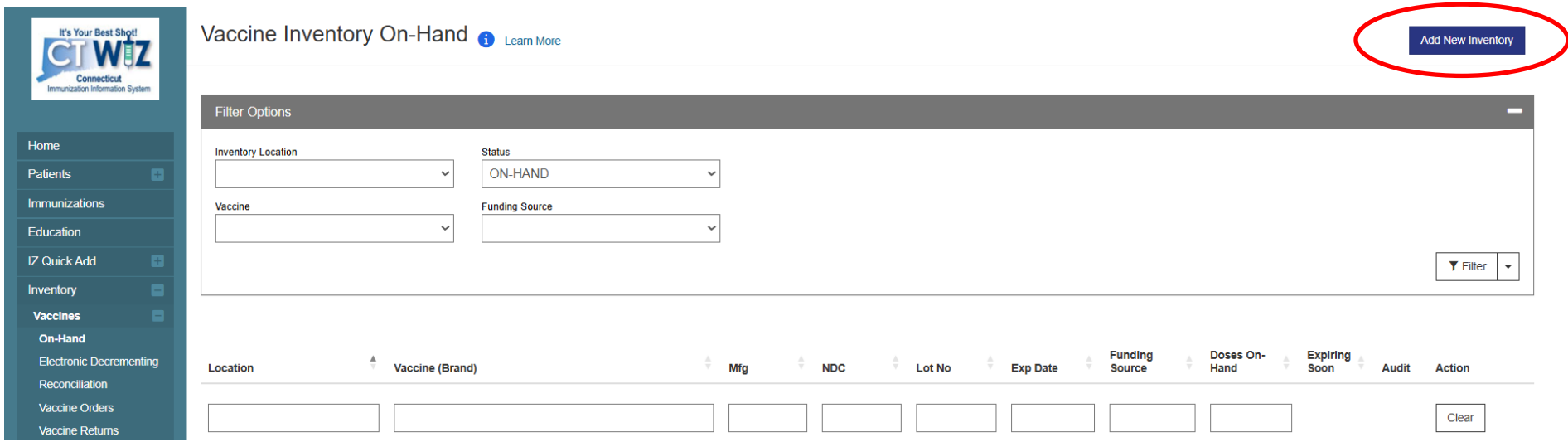
Manually Add Vaccines to Your Inventory



Click on:

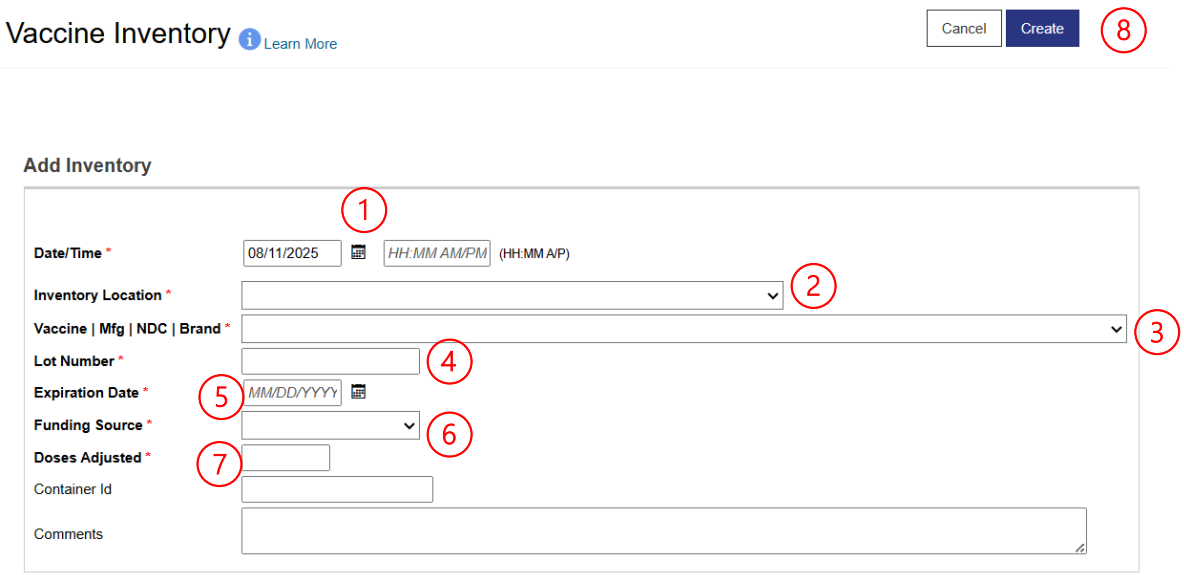
- **Inventory**
- **Vaccines**
- **On-Hand**

Manually Add Vaccines to Your Inventory



Click on **Add New Inventory** to manually add doses to your Vaccine Inventory on screen.

Manually Add Vaccines to Your Inventory



1. Enter the **Date** and **Time** you received the inventory in your clinic. The date and time affect the doses administered and reconciliations.
2. Select the **Inventory Location**.
3. Select the **Vaccine** – choose the correct antigen(s), manufacturer, NDC and formulation.
4. Enter the **Lot Number**. This needs to be exact for doses administered and reconciliation.
5. Enter the **Expiration Date**.
6. Choose the **Funding Source**.
7. Enter the number of **Doses Adjusted** that are being added to your inventory.
8. Click on **Create**.

How to Get Help

How to Get Help

- Visit the CT WiZ Training webpage for numerous trainings.
- Click on the "i" icon located at the top of CT WiZ pages to get a description of the screens.
- Click on the "Learn More" on top of some pages in CT WiZ to see short "How To" videos.
- Submit a help desk ticket at: https://dph-cthelpdesk.ct.gov/ select Immunizations (CT WiZ) and the applicable category, topic, and sub-topic.