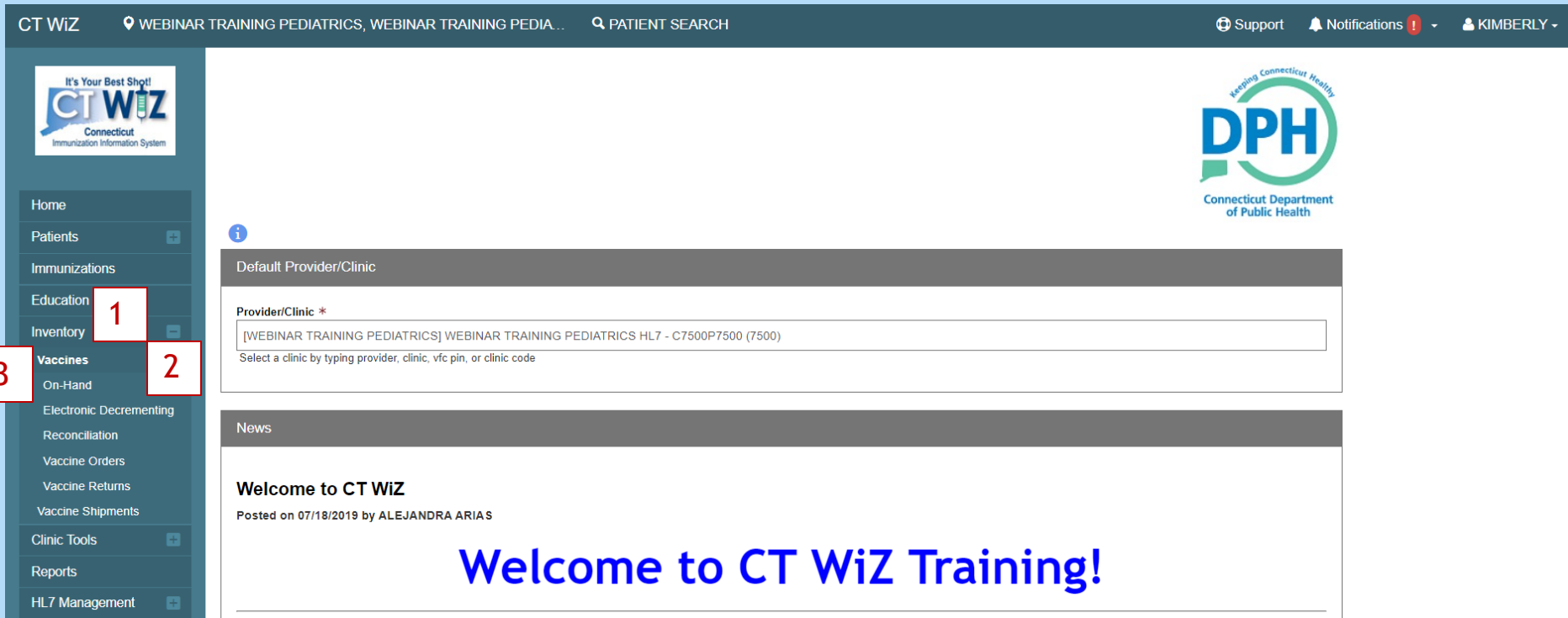




Adding Privately Supplied Inventory to CT WiZ

Adding Private Inventory



The screenshot shows the CT WIZ web application interface. The top navigation bar includes 'CT WIZ', a location dropdown, a search bar, and user information. The left sidebar contains a navigation menu with items: Home, Patients, Immunizations, Education, Inventory (highlighted with a red box and the number 1), Vaccines (highlighted with a red box and the number 2), On-Hand (highlighted with a red box and the number 3), Electronic Decrementing, Reconciliation, Vaccine Orders, Vaccine Returns, Vaccine Shipments, Clinic Tools, Reports, and HL7 Management. The main content area displays the 'Default Provider/Clinic' form, which has a text input field containing '[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)'. Below the form is a 'News' section with a 'Welcome to CT WiZ' message posted on 07/18/2019 by ALEJANDRA ARIAS. A large blue banner at the bottom of the main content area reads 'Welcome to CT WiZ Training!'.

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

Adding Private Inventory

Vaccine Inventory [Learn More](#) Cancel Create 8

View

1 Date/Time * 08/03/2018 HH:MM AM/PM (HH:MM A/P)

Inventory Location * 2

Vaccine | Mfg | NDC | Brand * 3

Lot Number * 4

5 Expiration Date * MM/DD/YYYY 6

Funding Source * 7

Doses Adjusted *

Container Id

Comments

1. Enter the Date and Time you received the inventory in your clinic.
2. Select the vaccine destination – the clinic name and the inventory location (PRIVATE).
3. Select the vaccine. – Be sure to choose the correct antigen(s), manufacturer, NDC and formulation.
4. Enter the lot number. - This needs to be exact for doses administered .
5. Enter the expiration date.
6. Choose the funding source (PRIVATE)
7. Enter the number of doses that is being added to the inventory.
8. Click on Create.

All User Interface (UI) clinics MUST add their private inventory to CT WIZ. The inventory on hand screen populates dropdowns in the patient vaccine administration screens.

Adding Private Inventory

Vaccine

Funding Source

Filter

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear
7500 REFRIGERATOR 1 (AGGREGATE REPORTER)	HEPA, PED/ADOL, 2D (HAVRIX (0.5 ML X 10 SYR))	SKB	58160-0825-52	BZJH7	11/18/2025	BLENDED PUBLIC CVP	1			Action
7500 REFRIGERATOR 1 (AGGREGATE REPORTER)	HIB (PRP-T) (ACTHIB (5 PACK - 1 DOSE VIAL))	PMC	49281-0545-03	U029145	03/29/2024	BLENDED PUBLIC CVP	50	🕒		<div style="border: 1px solid #ccc; padding: 5px; width: 100px;"> <p>EDIT</p> <p>ADJUSTMENT</p> <p>TRANSFER</p> <p>INQUIRY</p> <p>TRANSACTIONS</p> </div>

Showing 1 to 2 of 2 entries

Adjustments are used to add or subtract doses from your inventory on hand. **For private inventory, you are not required to adjust or reconcile your inventory**, but you may find it beneficial. Adjustments are made for many different reasons such as:

- Broken vials/syringes
- Partial vials of vaccines
- Vaccines drawn but not administered
- Doses given to opt out patients

Doses administered should NOT be adjusted out. If you are a UI clinic, your inventory on hand will deduct as you add and administer doses to patient's records.

Modifying Inventory Information - Adjustment

Vaccine Inventory Adjustment Cancel Create

Add

Date/Time *	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="HH:MM AM/PM"/> (HH:MM A/P)
Inventory Location *	<input type="text" value="FREEZER"/>
Vaccine Mfg NDC *	<input type="text" value="VARICELLA MSD 00006-4827-00"/>
Lot Number *	<input type="text" value="W012165"/>
Expiration Date *	<input type="text" value="04/12/2024"/>
Funding Source *	<input type="text" value="BLENDED PUBLIC CVP"/>
Doses On-Hand *	<input type="text" value="6"/>
Reason *	<input type="text"/>
Modification *	<ul style="list-style-type: none"> CVP - BROKEN VIAL/SYRINGE CVP - VACCINE DRAWN INTO SYRINGE BUT NOT ADMIN CVP - LOST OR UNACCOUNTED FOR VACCINE CVP - OPEN VIAL BUT ALL DOSES NOT ADMINISTERED ADD INITIAL INVENTORY CVP - BORROWING VACCINE CVP - OPTED OUT PATIENTS CVP - TRANSFER TO OFFLINE CLINIC CVP - INVENTORY CORRECTION PRIVATE - EXPIRED PRIVATE - OPTED OUT VACCINATIONS PRIVATE - WASTED
Doses Adjusted *	<input type="text"/>
Container Id	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Clear"/>	

To make an adjustment, complete the following required fields:

Date and Time - Enter the actual date/time on which the inventory was wasted or added.

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 wasted 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.

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](#). Select Immunizations (CT WiZ).

