



# Reconciliation for Direct Entry Clinics

This is the Reconciliation process for Direct Entry/UI Clinics only



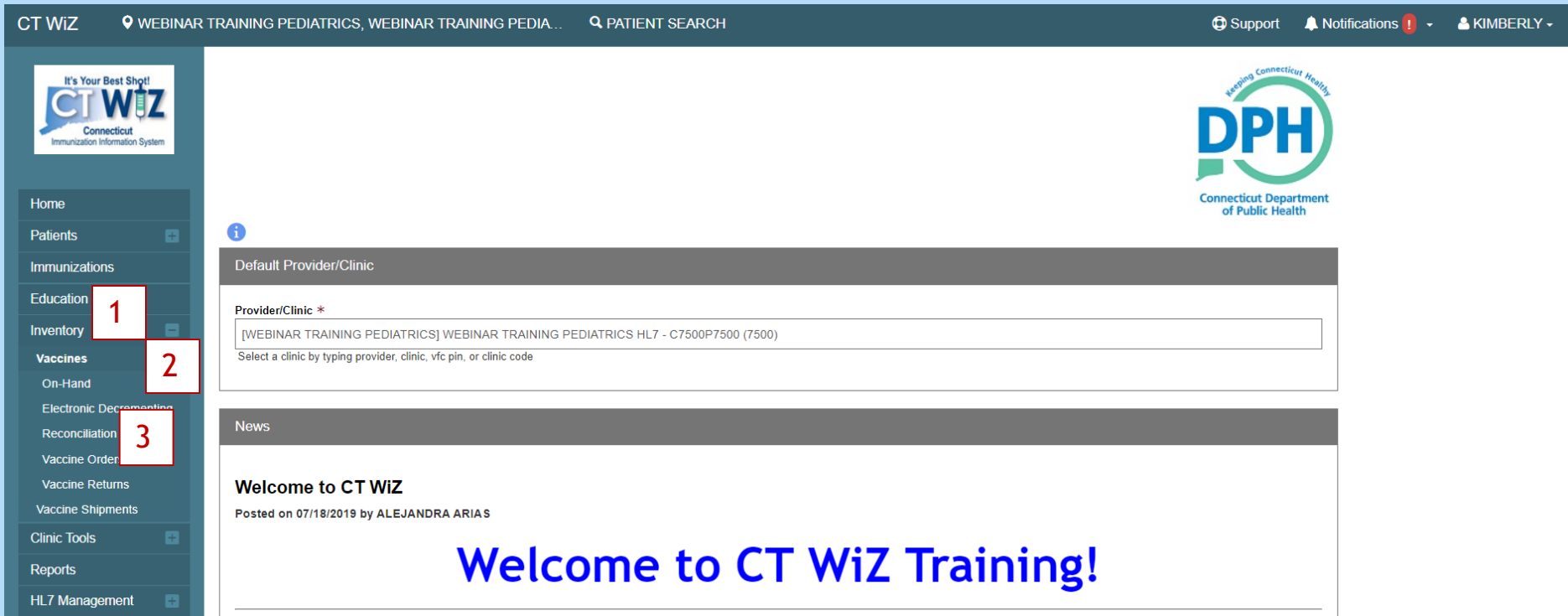
# Reconciliation Overview



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

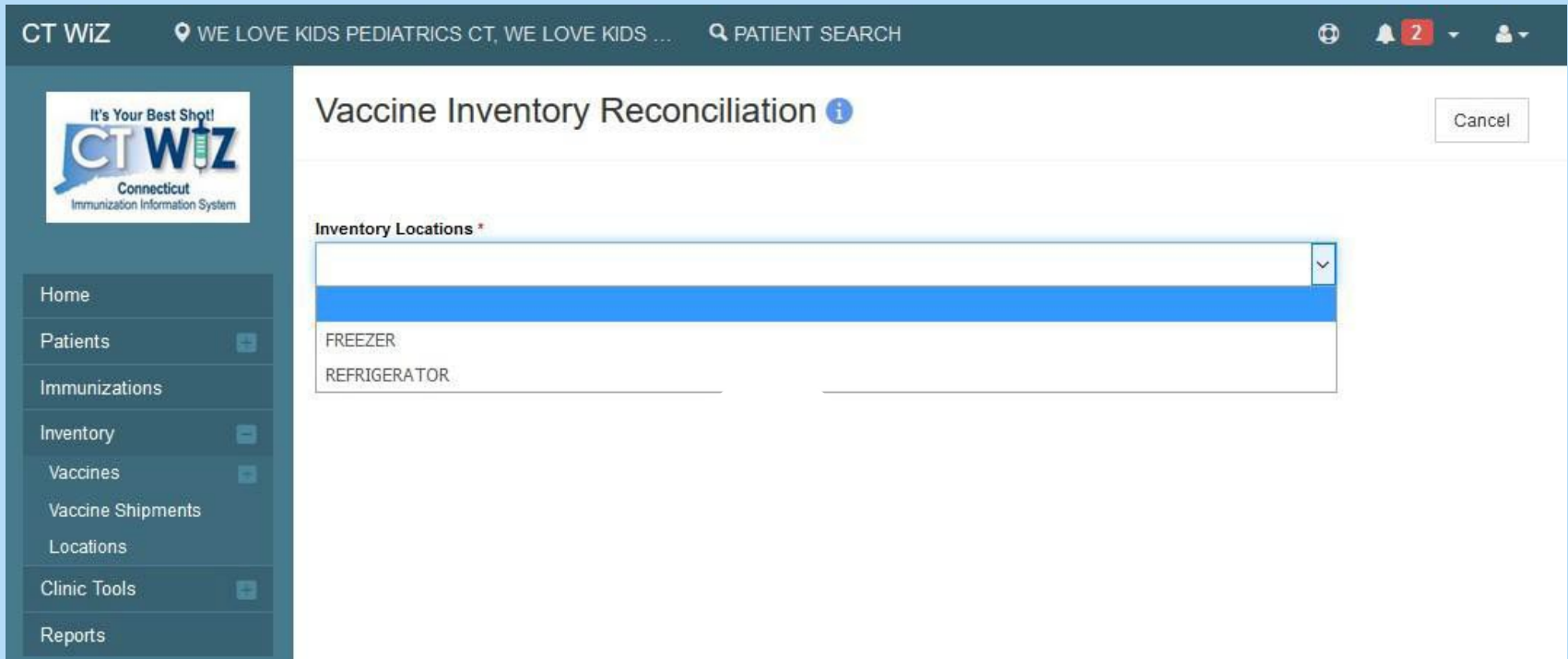
# Reconciliations



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'), On-Hand, Electronic Documentation, 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. A large blue text overlay reads 'Welcome to CT WiZ Training!'.

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

# Choose the Inventory Location

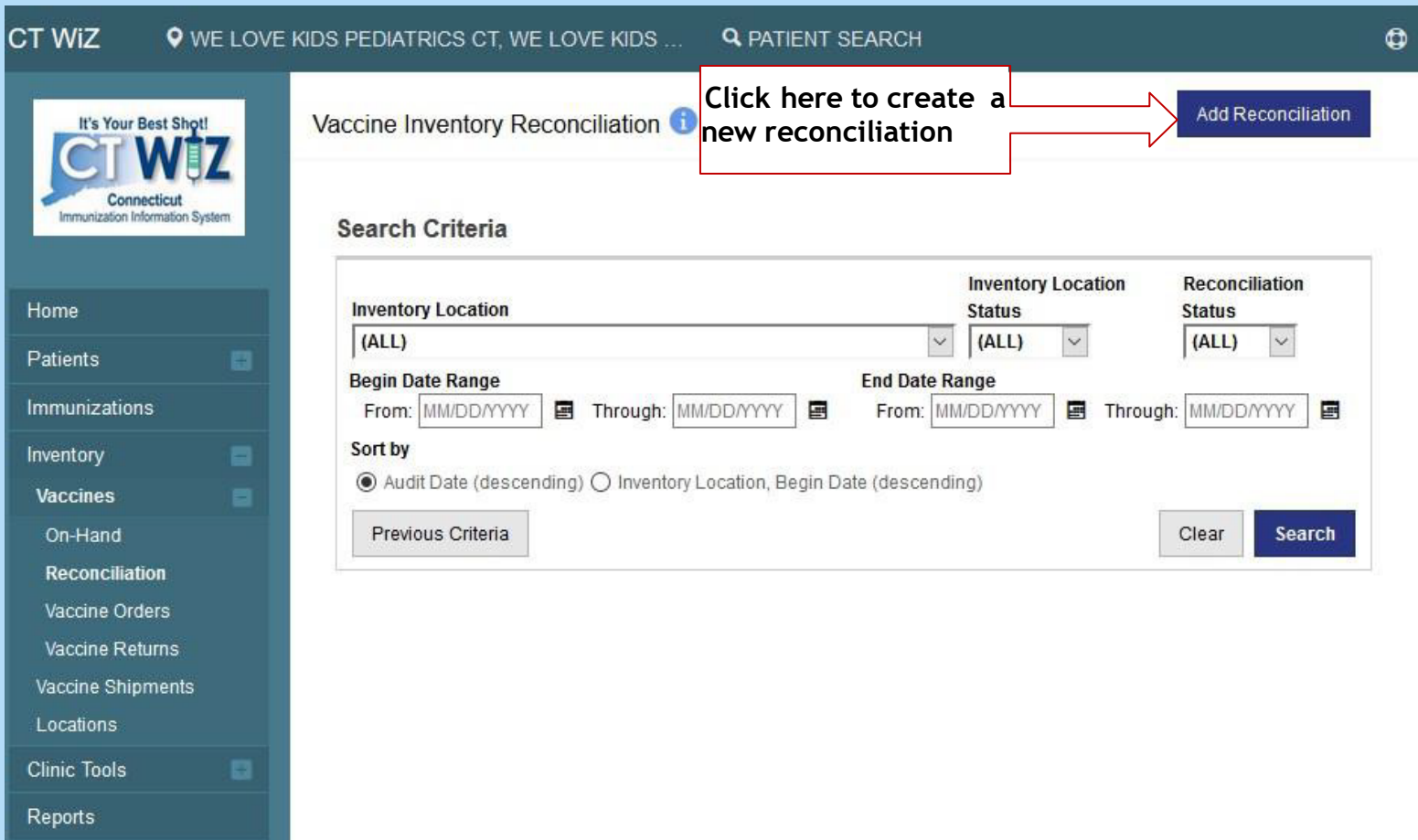


The screenshot shows the 'Vaccine Inventory Reconciliation' page in the CT WIZ system. The page has a dark header with 'CT WIZ', a location indicator 'WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...', and a search bar 'PATIENT SEARCH'. On the right side of the header, there are icons for help, notifications (with a red '2'), and user profile. A 'Cancel' button is located in the top right corner of the main content area. On the left, there is a sidebar menu with options: Home, Patients, Immunizations, Inventory, Vaccines, Vaccine Shipments, Locations, Clinic Tools, and Reports. The main content area features a section titled 'Inventory Locations \*' with a dropdown menu. The dropdown is open, showing two options: 'FREEZER' and 'REFRIGERATOR'. The 'FREEZER' option is currently selected and highlighted in blue.

Click on the drop down to choose the inventory location you would like to reconcile. You can only reconcile one location at a time.

All locations storing state supplied vaccine must be reconciled before you can order.

# Start a new Reconciliation

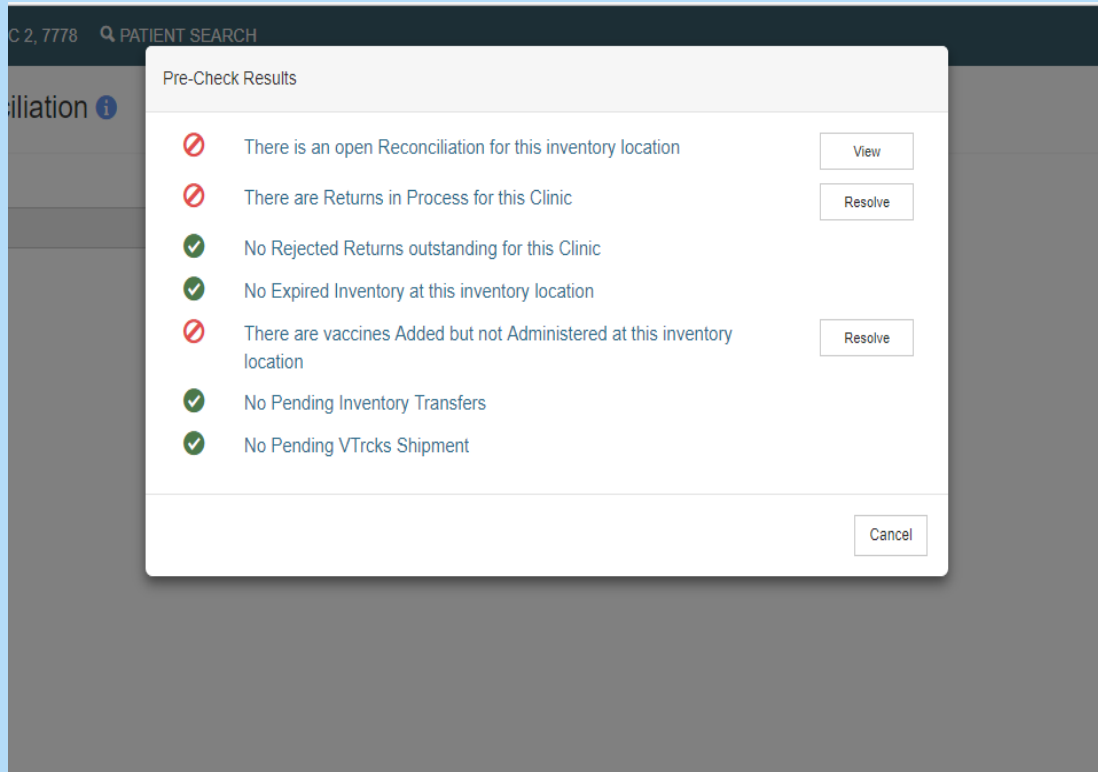


The screenshot shows the CT WIZ interface for Vaccine Inventory Reconciliation. The top navigation bar includes 'CT WIZ', a location indicator 'WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...', and a search bar 'PATIENT SEARCH'. The main header area displays 'Vaccine Inventory Reconciliation' with an information icon and a callout box that says 'Click here to create a new reconciliation' with arrows pointing to the 'Add Reconciliation' button. Below this is the 'Search Criteria' section, which includes dropdown menus for 'Inventory Location' (set to '(ALL)'), 'Inventory Location Status' (set to '(ALL)'), and 'Reconciliation Status' (set to '(ALL)'). There are also date range fields for 'Begin Date Range' and 'End Date Range', each with 'From' and 'Through' inputs. A 'Sort by' section has radio buttons for 'Audit Date (descending)' (selected) and 'Inventory Location, Begin Date (descending)'. At the bottom of the search criteria are 'Previous Criteria', 'Clear', and 'Search' buttons. A left sidebar contains navigation links: Home, Patients, Immunizations, Inventory, Vaccines, On-Hand, Reconciliation, Vaccine Orders, Vaccine Returns, Vaccine Shipments, Locations, Clinic Tools, and Reports.

You will be able to search for all open and closed Reconciliations on this screen.

- Enter in a date range and click **Search** to find a specific one.
- Leave the fields blank and click **Search** to bring up all Reconciliations.

# Pre-Check Results



The screenshot shows a web application interface with a dark header containing 'C 2, 778' and 'PATIENT SEARCH'. A white pop-up window titled 'Pre-Check Results' is centered on the screen. The pop-up 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 located at the bottom right of the pop-up.

Status	Message	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 2024 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

Cancel Links Update













- Count Sheet
- Vaccine Inventory Reconciliation Worksheet

Inventory Location: 4149 REFRIGERATOR

Description: \* FRDIGE 1  
Authorized By:    
Status: \* OPEN

Count Date: \* 05/30/2019  Count Time: \* 09:40 AM   
Last Count Date/Time:  Last Order Date: MM/DD/YYYY 

### Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
<b>BLENDED PUBLIC CVP</b>					
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 08/01/2020		<input type="text"/>	-12		Action  
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • KZ4TM • 10/02/2020		<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		<input type="text"/>	-18		Action  
4. Influenza, P-Free (Fluarix Quad P-Free 2017-2018 (10 x 1 syr) SKB • 58160-0898-52 • 25413 • 04/23/2020		<input type="text"/>	-17		Action  

This screen shows all on-hand vaccines in the inventory location.

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: 4149 REFRIGERATOR

Description: \* FRDIGE 1 Authorized By: Status: \* OPEN

Count Date: \* 05/30/2019 Count Time: \* 09:40 AM Last Count Date/Time: Last Order Date: MM/DD/YYYY

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
<b>BLENDED PUBLIC CVP</b>					
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 08/01/2020	Σ	<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"/>	-66		Action ?
3. DTaP-Hib-IPV (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019	Σ	<input type="text"/>	-18		Action ?
4. Influenza, P-Free (Fluarix Quad P-Free 2017-2018 (10 x 1 syr)) SKB • 58160-0898-52 • 25413 • 04/23/2020	Σ	<input type="text"/>	-17		Action ?

Another tool to help you with the Reconciliation process is the Vaccine Inventory Reconciliation worksheet.

1. Click on **Links**.
2. Choose **Vaccine Inventory Reconciliation Worksheet**.

This worksheet breaks 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 why before you close the reconciliation.

# Complete the Reconciliation

## Inventory by Doses

Description	Summary	1 Physical Count	2 Inventory Difference	3 Acceptable Inv. Difference	4 Action	
<b>BLENDED PUBLIC CVP</b>						
1. DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC • 49281-0286-10 • C5190AA • 08/01/2020	Σ	12	0	✓	Action ▾	?
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr)) SKB • 58160-0811-52 • KZ4TM • 10/02/2020	Σ	5	-61	⊘	Action ▾	?
3. DTaP-Hib-IPV (Pentac (Pentacel (0.5 mL x 5 vials)) PMC • 49281-0510-05 • C5575AA • 10/13/2019	Σ	18	0			?
4. Influenza, P-Free (Fluarix Quad P-Free 2017-2018 (10 x 1 syr)) SKB • 58160-0898-52 • 25413 • 04/23/2020	Σ		-17		Action ▾	?

Once you have reviewed all your worksheets/reports:

1. Enter the physical count of your inventory for each vaccine in the **Physical Count** column. Click **Update**.
2. 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).
3. A green check mark in the **Acceptable Inv. Difference** column indicates that everything balances. A red circle with a line through it indicates something does not match.
4. 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**

# Close Open Reconciliations

Vaccine Inventory Reconciliation ? i

Cancel Links **Update** ▼  
Close Reconciliation

Inventory Location: 7500 FREEZER 1

<b>Description: *</b> TEST	<b>Authorized By:</b> [User Icon]	<b>Status: *</b> OPEN
<b>Count Date: *</b> 03/05/2024	<b>Count Time: *</b> 02:18 PM	<b>Last Count Date/Time:</b> 1/9/2020 10:37:00 AM
		<b>Last Order Date:</b> 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 reconcile 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](#).

