

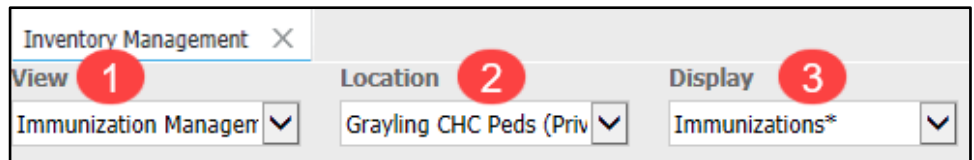
Immunization Reconciliation for Immunization Champions

Weekly reconciliation of the immunization inventory helps maintain accurate records for safety and tracking purposes.

Immunization Reconciliation

Within PowerChart, navigate to Inventory Management  on the top toolbar.

1. Click the drop-down under View and select Immunization Management.
2. Click the drop-down under Location and select the appropriate location.
3. Click the Display drop-down and select Immunizations.



Reconcile clinic immunizations weekly by counting and updating the Inventory Manager.

Item Information	Lot Number Information	Manufacturer Info	Quantity	Item Control
Varicella Virus (Live) 0.5mL Inject Varicella Virus (Live)	u025202 13-Aug-2023 Active	MANFVaricella Virus (Live... Merck & Company Inc 00006-4827-00	6 Each	Each SUPP-SUPP Perpetual Tracking
Influenza QUAD (pts 6 months and greater) Vac... Influenza Quadrivalent Vaccine	75FZ7 30-Jun-2022 Active	MANInfluenza virus vac... GlaxoSmithKline 58160-0887-52	0 Each	Each SUPP-SUPP Perpetual Tracking

Search for the immunization using the 11-digit NDC code **with dashes**.

11-Digit Format	11-Digit Format Example	Actual 10-digit NDC Example	11-Digit Conversion of Example
5-4-2	<u>0</u> 9999-9999-99	0002-7597-01	<u>0</u> 0002-7597-01

When searching Inventory the NDC **must** include the dashes

Quick Tips for Reconciliation

- If both the inventory and immunization count are zero, remove the immunization from the inventory manager.
- If the inventory has a negative (-) amount, determine if the count is accurate or if an error occurred. A waste or transfer of immunizations may have to occur to get a zero count to remain. Then remove it from the inventory.
- If the inventory is expired, document waste until the count is zero. Then remove from the inventory manager.
- If an immunization is counted, but not listed on the inventory report, add the immunization to the inventory and document any doses given.

For more information on Immunizations please see the Ambulatory Immunization Manual on the [Clinical EHR Education Website](#).