

## **NCIR Inventory Discrepancies:**

### **Initial Inventory:**

- Initially mis-keying inventory into the NCIR
  - ◆ Were all refrigerators counted?
  - ◆ Were frozen vaccines included?
  - ◆ Were state-supplied and private vaccine supplies clearly distinguished?
  
- Giving immunizations after physical count is completed and before going “live” with the NCIR
  - ◆ Ensure that nurses notify you of any doses administered after you have completed your physical count. These will need to be subtracted from your initial count prior to entry of your inventory, or entered for the patients as new doses from inventory.

### **Keying Errors:**

- Doses keyed as historical (which *does not* subtract from your inventory) instead of as doses keyed as new immunizations given (which *does* subtract from your inventory)
  
- Trouble with data entry of combination drugs (i.e. Pediarix)
  - ◆ Entering single antigen vaccines (DTaP, IPV, Hep B) when combination vaccines were actually administered
  
- Certain nurses not entering all shots that were administered
  - ◆ Not entering all doses during a visit (i.e. on the twelve month visit, only entering Hep B and MMR, instead of Hep B, Hib, IPV, MMR, Varicella and PCV13)
  
- Clicking the “back” button when administering shots
  - ◆ Creates duplicate shots in the patient record
  - ◆ It subtracts doses from inventory two times or more
  
- Picking the wrong site from the site drop-down box or not changing the site when entering shots from inventory
  - ◆ This is just for organizations with more than one site – if you only have one site, it will default to the correct location
  
- Mixing up Public (state-supplied) and Private doses
  - ◆ Administering public doses, when private doses should have been given (i.e. PCV13)
  - ◆ Keep track of inventory if you replace doses

- Clicking 'Remove' button when entering doses from inventory (the box should be blank if you are adding the doses)

Remove	Immunization	* Trade Name-Lot	* Administered By	* Body Site	Route
<input type="checkbox"/>	DTP/aP		DOCTOR, IMA		intramuscular
<input type="checkbox"/>	HepB		DOCTOR, IMA		intramuscular

- Not entering data in a timely manner
- ◆ Doses should be keyed by the close of business on the day the vaccine was administered.
- Reporting on Vaccine Administered Logs and not in the NCIR
- Server problems at the provider's office – not able to key immunizations or order vaccines (have contingency plan in place)

### **Managing Orders, Transfers, Wastage:**

- Calling to place a vaccine order after going live with the NCIR instead of placing the vaccine order through the NCIR
- Manually entering inventory instead of accepting transfers (i.e. orders) prior to it being mandatory to accept transfers from the State.
- Not reporting wastage
- ◆ Drawn and not administered (disposed of in the sharps container – must still be reported as wastage)
  - ◆ Expired must be returned to the Vaccine Distribution Organization through the manage inventory functions
- Not reporting transfers in NCIR
- ◆ To other providers using the NCIR
  - ◆ To other providers not using the NCIR

### **What can you do?**

- Compare billing records (superbill) to the appointment book and then to the NCIR Transaction Report (Manage Inventory, Show Transactions) to search for missing patients and immunizations.