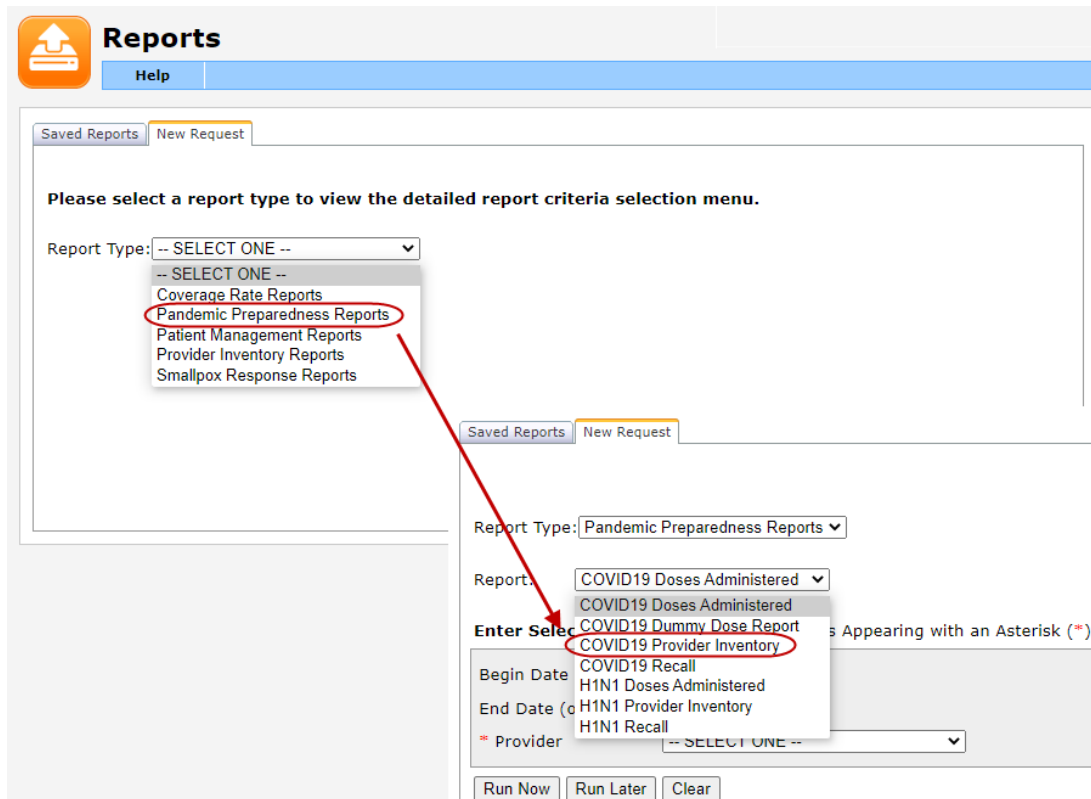


## North Dakota Immunization Information System: COVID-19 Provider Inventory Report

The COVID-19 Provider Inventory Report provides a printable PDF document of all doses of COVID-19 vaccine on hand for your provider site. The report will sort vaccine on hand by vaccine brand and lot number.

### How To Run a Provider Inventory Report:

1.) The COVID-19 Provider Inventory Report is located under the Pandemic Preparedness Reports report type in the NDIIS reports module



The screenshot shows the 'Reports' module interface. At the top, there is a 'Reports' header with a 'Help' button. Below this, there are tabs for 'Saved Reports' and 'New Request'. A message prompts the user to 'Please select a report type to view the detailed report criteria selection menu.' A dropdown menu for 'Report Type' is open, showing options: 'Coverage Rate Reports', 'Pandemic Preparedness Reports' (circled in red), 'Patient Management Reports', 'Provider Inventory Reports', and 'Smallpox Response Reports'. A red arrow points from the circled 'Pandemic Preparedness Reports' to a second dropdown menu. This second menu is also open, showing options: 'COVID19 Doses Administered', 'COVID19 Doses Administered', 'COVID19 Dummy Dose Report', 'COVID19 Provider Inventory' (circled in red), 'COVID19 Recall', 'H1N1 Doses Administered', 'H1N1 Provider Inventory', and 'H1N1 Recall'. Below the second dropdown, there are fields for 'Begin Date', 'End Date', and 'Provider' (with a dropdown menu). At the bottom, there are buttons for 'Run Now', 'Run Later', and 'Clear'.

2.) Select your provider site from the **Provider** drop down menu.

a.) The report can only be run for one provider site at a time.

b.) Users will only be able to run the report for the provider site they are currently logged in under. To run the report for a different provider site, the user will need to change their provider site on their NDIIS home page.

**Enter Selection Criteria & Values** | Fields Appearing with an Asterisk (\*) Are Required.

\* Provider

3.) Select "Yes" or "No" from the **Include Expired Vaccines** drop-down menu.

Include Expired Vaccines

4.) After all fields have been selected, click **Run Now** or **Run Later** to run the report.

5.) Return to the Saved Reports tab to check the status of your report. You may need to hit the **Refresh** button to update the Reports listed. When the status column lists your report as Completed, click the **View** button to open your report PDF.

The screenshot shows the 'Reports' section of a web application. At the top, there is a 'Help' button. Below it, there are two tabs: 'Saved Reports' (selected) and 'New Request'. A table lists saved reports with columns for report name, status, date, user, and provider ID. The first row is 'COVID-19 Provider Inventory Report' with status 'Completed', date '12/14/2020', user 'R. Goebel', and provider ID '00004'. A red arrow points from the 'Completed' status to the 'View' button at the bottom right of the table. Below the table is a 'Refresh' button. At the bottom, there is a table for 'Selection Criteria' with columns for 'Selection Criteria' and 'Value(s)'. The first row is 'Provider' with value '9990 - TEST'. The second row is 'Include Expired Vaccines' with value 'NO'. At the bottom right of this table are 'View' and 'Delete' buttons.

Selection Criteria	Value(s)
Provider	9990 - TEST
Include Expired Vaccines	NO

## Sample COVID-19 Provider Inventory Report

The report output will be organized alphabetically by vaccine name and each lot number for the vaccine type will be listed in alpha/numeric order.

### COVID19 Provider Inventory Report

Printed on 12/14/2020 3:30:33 PM

Provider: 0000 - TEST PROVIDER

Include Expired Vaccines: NO

#### COVID19 (Pfizer)

Lot Number	Expiration Date	Doses On Hand
EH9899	12/31/2069	2925
		Total 2925