Vaccine Ordering, Returns and Wastage Module

Help Manual
Table of Contents

VFC Vaccine .................................................................................................................. - 3 -
Vaccine Ordering, Returns and Wastages ................................................................. - 3 -
Provider Information .................................................................................................. - 3 -
  Field Descriptions .................................................................................................. - 4 -
Information Certification ............................................................................................. - 6 -
Save Changes .............................................................................................................. - 7 -
Provider Vaccine Order .............................................................................................. - 8 -
  Order History ......................................................................................................... - 8 -
  Review Orders ....................................................................................................... - 9 -
  Print Orders .......................................................................................................... - 9 -
  New Order ............................................................................................................. - 10 -
    Field Descriptions ............................................................................................... - 10 -
Ordering Vaccine ......................................................................................................... - 12 -
  Temperature Logs ................................................................................................. - 13 -
Order Processing Functions ....................................................................................... - 13 -
  Functions .............................................................................................................. - 14 -
Order Shipment Tracking ......................................................................................... - 15 -
Provider Vaccine Return .......................................................................................... - 16 -
  Return History ..................................................................................................... - 16 -
  Review Returns .................................................................................................... - 17 -
  Print Returns ....................................................................................................... - 17 -
  New Return .......................................................................................................... - 18 -
    Field Descriptions ............................................................................................... - 18 -
Returning Vaccine ..................................................................................................... - 19 -
  Shipping Packages ............................................................................................... - 20 -
  Shipping Label Type ............................................................................................. - 21 -
Return Processing Functions ..................................................................................... - 21 -
  Functions .............................................................................................................. - 21 -
Printing Return Packing Slip ..................................................................................... - 23 -
Provider Vaccine Wastage ........................................................................................................ - 24 -
Wastage History ..................................................................................................................... - 24 -
Review Wastages .................................................................................................................... - 25 -
Print Wastage......................................................................................................................... - 25 -
New Wastage .......................................................................................................................... - 26 -
Field Descriptions.................................................................................................................. - 26 -
Wasting Vaccine ....................................................................................................................... - 27 -
Wastage Processing Functions ............................................................................................... - 28 -
Functions.................................................................................................................................... - 28 -
WastageReturn Report ............................................................................................................. - 30 -
Selection Criteria...................................................................................................................... - 30 -
Sample Report.......................................................................................................................... - 31 -
VFC Vaccine

Vaccine Ordering, Returns and Wastages

Providers enrolled in the state’s VFC program will be able to place vaccine orders, review previous orders, return vaccine, review previous vaccine returns, print packing slips, waste vaccine and review previous vaccine wastages within the Vaccine Orders, Returns and Wastages application. The application is accessed from the NDIIS home screen.

Provider Information

This folder contains all of the provider facility information. Information with an * is required and must be filled in before any orders can be placed. All provider information must also be certified as correct each time the vaccine ordering function is accessed.

Users with access to order vaccines for more than one provider will need to change the provider number using the drop-down box in the Provider field.
Field Descriptions

Provider

- **Provider ID** – is populated from provider information section of the NDIIS and cannot be edited in this screen
- **Facility Name** - is populated from provider information section of the NDIIS and cannot be edited in this screen

Address Information – can be edited from this screen

- **Address** – street address is initially populated from provider information section of the NDIIS.
  - Required
- **City** - is initially populated from provider information section of the NDIIS.
  - Required
- **State** - is initially populated from provider information section of the NDIIS.
  - Required
- **Zip** - is initially populated from provider information section of the NDIIS.
  - Required
Primary Contact Information – can be edited from this screen

- **Phone** – is initially populated from provider information section of the NDIIS.
  - Required
- **Fax** - is initially populated from provider information section of the NDIIS.
  - Required
- **Email** - is initially populated from provider information section of the NDIIS.
  - Required

Backup Contact Information – can be edited from this screen

- **Phone** – is initially populated from provider information section of the NDIIS.
  - Required
- **Fax** - is initially populated from provider information section of the NDIIS.
  - Required
- **Email** - is initially populated from provider information section of the NDIIS.
  - Required

Business Hours

- Required for each day of the week
- Must indicate if office is open or closed for each day of the week.
- For “From” and “To” times, AM and PM must be selected

Shipping Instructions

- Optional
• Free text field for providers to enter any special shipping instructions necessary for vaccines orders to be delivered properly
• Field has a maximum of 35 characters (including letters, spaces and punctuation)

![Shipping Instructions: (35 Char Max)](image)
deliver to back door

**VFC Date**

• *Original Date Enrolled in the VFC Program* – will be pre-populated from previous ordering system and cannot be edited
• *VFC Renewal Certification Date* – will be updated by NDDoH when provider re-enrolls in the program each year

![VFC Date](image)

**Original Date Enrolled In VFC Program:** 09/02/2007  
**VFC Renewal Certification Date:** 03/29/2011

**Information Certification**

Each time a provider accesses their vaccine ordering function, the provider information needs to be reviewed and certified as accurate and complete.

To certify information:

• Review all provider information
• Make and save any necessary changes if any of the provider information has changed.
• Click the check box next to the certification statement.

![Information Certification](image)

* I certify the provider information provided above is accurate and complete.

If the Provider Information screen is missing required information or if the certification box is not checked, the following warning will appear and the provider cannot move of this tab:
Save Changes

To save any changes to provider information:

- Make necessary changes if any provider information has changed by clicking in the appropriate field and typing in new information
  - Some fields, such as zip code, phone number and fax, all have standard formats that must be followed
  - All other fields are free text and will accept numeric and alpha characters
- Fill in any missing required information by clicking in the appropriate field and typing in new information
  - Some fields, such as zip code, phone number and fax, all have standard formats that must be followed
  - All other fields are free text and will accept numeric and alpha characters
- Click **Save Changes**
- When changes have been saved the following confirmation box will appear:

  ![Confirmation Box](image)

  
  Your data was updated successfully

  ![OK Button](image)

- Click **OK** to move on to the Provider Order screen
  - If you do not save new or updated information before trying to move on to the Provider Order screen, you will get the following warning:

  ![Warning Box](image)

  
  You have unsaved changes. Please click save to continue.

  ![OK Button](image)
Provider Vaccine Order

This folder is where providers will create and submit vaccine orders.

Order History

- All orders that have not yet been submitted to CDC will be listed and can be reviewed
- Only orders with the following status can be still be edited by the provider:
  - SAVED
  - returned to provider
- Orders with the following status can still be viewed in the Order History window but can no longer be edited:
  - Submitted to DOH
  - Approved by NDDOH
- Deleted orders will no longer be visible in the Order History window
Review Orders

To review previous orders:

- Click on the order in the Order History box
- The order information will display below the Order History box
- Review in this screen or click Review
- The Vaccine Order Review window will pop up with all of the order information
- Click Close when finished reviewing

Print Orders

To print orders:

- Open the Vaccine Order Review window
- Click Print and your order will open as a PDF document
- Click Close when finished
New Order

To create a new vaccine order:

- Click on the **New Order** button from the Provider Order screen
  - Vaccines that a provider is able to order will be limited according to their provider type and practice
  - If there is a vaccine that needs to be ordered but is not visible in the Provider Order screen, contact a member of the Immunization Program

- The order screen is defaulted to list vaccines by Brand Name
  - Order screen can be sorted by Brand Name, Vac Name or Manufacturer
  - To change the sort, use the drop-down box below the order window

<table>
<thead>
<tr>
<th>Vac Name</th>
<th>Brand Name</th>
<th>Manufacturer</th>
<th>POS Description</th>
<th>Inventory On Hand</th>
<th>Doses Available</th>
<th>Doses Ordered</th>
<th>Doses Forwarded</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu MPRD</td>
<td>Aventis</td>
<td>SAPOF PASTEUR</td>
<td>3 pack - 1 dose vials</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flu Tdap</td>
<td>Aventis</td>
<td>SAPOF PASTEUR</td>
<td>10 pack - 1 dose vials</td>
<td>54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lst Tdap</td>
<td>Aventis</td>
<td>SAPOF PASTEUR</td>
<td>3 pack - 1 dose vials</td>
<td>54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MchCq</td>
<td>MIRrix</td>
<td>MIRrix</td>
<td>10 dose vials - 1 pack</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MchCq</td>
<td>MIRrix</td>
<td>MIRrix</td>
<td>10 pack - 1 dose vials</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Field Descriptions**

**Vac Name**

- This field includes the descriptive vaccine name as it is listed on the CDC vaccine price list

**Brand Name**

- The brand name is the vaccine name from the associated manufacturer
  - All of the vaccines in the **New Order** screen are alphabetized according to brand name
Manufacturer

- The company that manufactures the particular vaccine

Packaging

- This field describes the type of packaging and quantity of the vaccine
  - Includes:
    - single dose vs. multi dose
    - vials vs. syringes
    - how many

NDIIS Inventory

- This field is populated from the NDIIS lot distribution for the provider
  - Important to keep inventory correct in the NDIIS

Inventory on Hand

- This field needs to be filled in with the number of doses of the vaccine that the provider actually has in their fridge/freezer
  - If Inventory on Hand differs from NDIIS inventory, entering new values in the order screen will not correct the NDIIS inventory – those corrections need to be done in the Provider Lot Distribution

Doses Administered

- This number is calculated from the provider’s doses administered report in the NDIIS.
  - looks for all state-supplied doses administered
  - calculated from the previous calendar month multiplied by 3

Order Min

- This number is the minimum number of doses that should be ordered based on doses administered and inventory on hand to give the provider a 1 month supply of the vaccine

Order Max

- This number is the maximum number of doses that should be ordered based on doses administered and inventory on hand to give the provider a 3 month supply of the vaccine
Doses Ordered

- The boxes in this column are where the provider will need to indicate how many doses they are wanting to order
  - Orders must be in multiples of the vaccine’s package quantity
    - Example – if the package quantity is 10 single dose vials then doses ordered must be in a multiple of 10 (i.e. 10, 20, 30, etc).

Reason for Over Suggested Max

- If ordering more doses than in the suggested order maximum, a comment is required letting the Immunization Program know why you are ordering more than what the system is suggesting for a 3 month supply

Ordering Vaccine

To order a vaccine:

- Click the Edit button next to the vaccine
- Fill in the Inventory on Hand field
  - Once you click away from this box, the Order Min and Max fields will update with the NDDoH suggested order minimum and maximum
Click in the *Doses Ordered* box to enter the number of doses you want to order

- If ordering over the suggested maximum, enter a comment to the NDDoH indicating why you are ordering more vaccine than is suggested
  - If trying to order over the suggested max without entering a comment, the following warning box will appear

![Required!](image)

**Temperature Logs**

Before an order can be submitted, providers must indicate if they have submitted their temperature log to the NDDoH Immunization Program within the last month.

- Required
- Answer the question by using the **Yes** and **No** radio buttons under the new order window
- Information will be verified by the NDDoH before orders are approved and submitted to CDC

I have submitted temperature logs to the NDDoH during the past month. **YES:** ☐  **No:** ☐

**Order Processing Functions**

There are five available functions when processing a new order:

- Clear
- Review
- Save
- Submit
- Delete
Functions

- **Clear** will clear all of the information that has been entered into the provider order screen but will leave the order screen open
- **Review** will open the order review screen, which only displays the vaccines that are being ordered

<table>
<thead>
<tr>
<th>Vaccine Order Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VAC NAME</strong></td>
</tr>
<tr>
<td>DTaP</td>
</tr>
<tr>
<td>Hepatitis B-Adult</td>
</tr>
</tbody>
</table>

- **Save** will save all of the order information and close the order screen
  - Order can be seen in the Order History window to be updated, added to and/or submitted

**Order History**

<table>
<thead>
<tr>
<th>Order ID</th>
<th>Order Date</th>
<th>Status</th>
<th>NDDCH Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>11/08/2012</td>
<td>Submitted to CDC</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>11/08/2012</td>
<td>SAVED</td>
<td></td>
</tr>
</tbody>
</table>

- **Submit** will submit the vaccine order to the NDDoH for approval
  - Blank orders cannot be submitted. The “Doses Ordered” field must be filled in for at least one vaccine before an order can be successfully submitted.
  - If trying to submit a blank order, the following warning box will appear:

  **A blank order cannot be submitted to the NDDoH.**

- **Delete** will delete the vaccine order and remove it from the Order History grid
Order Shipment Tracking

- Orders that have been shipped to the providers will have shipment tracking information available in the Order History grid

Order History

<table>
<thead>
<tr>
<th>ORDER ID</th>
<th>ORDER DATE</th>
<th>STATUS</th>
<th>SHIPMENT INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>679</td>
<td>09/16/2013</td>
<td>Submitted to CDC</td>
<td>UPS#13208460289799936; FEDEX#799812128565;</td>
</tr>
<tr>
<td>532</td>
<td>04/11/2013</td>
<td>Submitted to CDC</td>
<td>FEDEX#799812128565;</td>
</tr>
<tr>
<td>890</td>
<td>03/12/2013</td>
<td>Submitted to CDC</td>
<td>UPS#13208460289799936; FEDEX#799812128565;</td>
</tr>
</tbody>
</table>

- To copy shipment tracking number:
  - Click on the order in the Order History box
  - The order information will display below the Order History box
  - A text box with the shipping information will be displayed above the order
  - Highlight the tracking number and copy using your keyboard (click the Ctrl and letter C keys together) or your mouse (right click with your mouse and select Copy)
  - Using the carrier’s (i.e. FEDEX, UPS, etc.) tracking web site you can past the tracking number and follow your vaccine.
Provider Vaccine Return

This folder is where providers will create and submit vaccine returns.

Return History

- All returns that have not yet been submitted to CDC will be listed and can be reviewed.
- Only returns with the following status can be still be edited by the provider:
  - SAVED
- Returns with the following status can still be viewed in the Return History window but can no longer be edited:
  - Submitted to DOH
  - Submitted to CDC
- Deleted returns will no longer be visible in the Return History window.

Definition of vaccine return: nonviable vaccine that needs to be returned to McKesson because it was expired, was spoiled because of a temperature excursion or because of a vaccine recall. Multi-dose vials (MDV) can only be returned if no doses have been drawn from the vial. Partially used MDVs must be documented as wasted vaccine.
Review Returns

To review previous returns:

- Click on the return in the Return History box
- The return information will display below the Return History box
- Review in this screen or click [Review]
- The Vaccine Return Review window will pop up with all of the return information
- Click [Close] when finished reviewing

Print Returns

To print returns:

- Open the Vaccine Return Review window
- Click [Print] and your return will open as a PDF document
- Click [Close] when finished

Note: This review document cannot be used in place of a packing slip when shipping vaccine.
New Return

To create a new vaccine return:

- Click on the **New Return** button from the Provider Return screen
  - The return screen will be populated with state-supplied lots from the provider’s NDIIS inventory and will include:
    - Lots that have expired in the past 12 months
    - Lots that have not yet expired
    - Lots with greater than zero doses on hand

  ![Table of vaccine lots](image)

- The return screen is defaulted to list vaccines by Vaccine Name
  - Return screen can be sorted by Vaccine Name, Lot Number or Expiration Date
  - To change the sort, use the drop-down box below the order window

### Field Descriptions

**Vac Name**

- This field includes the descriptive vaccine name as it is listed in the provider vaccine inventory

**Lot Number**

- The lot number is pulled from the provider vaccine inventory
Expiration Date

- The date the vaccine will expire

NDIIS Inventory

- This field is populated from the provider vaccine inventory
  - Adjustments made to provider inventory will be immediately reflected in the return screen

Doses Returned

- The provider will need to indicate how many doses they are wanting to return
  - Cannot return more doses than the NDIIS inventory indicates are on hand for the selected lot
  - When returning doses from a multi-dose vial, the number of doses being returned must be in 10 dose increments
    - *If multi-dose vial has been partially used, must be entered as a wastage*
  - Doses returned will be automatically decremented from the provider’s NDIIS inventory

Return Reason

- Return reason for each lot in a single return file must be the same
  - If returning lots for more than one reason, a separate return file must be created
- A comment is required when “OTHER” is selected letting the Immunization Program know why you are returning the lot

Returning Vaccine

To return a vaccine:

- Click the *Edit* button next to the vaccine
• Fill in the *Doses Returned* field

![Edit Vaccine Return dialog box]

• Select the *Return Reason* from the drop-down box

**Shipping Packages**

Before a return can be submitted, providers must indicate how many packages will be mailed to the distributor

• Required
• Maximum of 10 packages per return file

![Select shipping containers]
Shipping Label Type

Before a return can be submitted, providers must indicate how they would like the distributor to send the shipping label:

- **Required**
- Providers are encouraged to select the “Email” option as the faster, more efficient way to receive the required shipping label.
  - Emailed shipping labels are sent within 1-2 hours of the vaccine return being submitted by the NDDoH to CDC’s VTrckS system.
  - Mailed shipping labels can take up to 2 weeks after the vaccine return has been submitted before it is sent to the provider.

Return Processing Functions

There are five available functions when processing a new return:

- **Clear**
- **Review**
- **Save**
- **Submit**
- **Delete**

Functions

- **Clear** will clear all of the information that has been entered into the provider return screen but will leave the screen open.
- **Review** will open the return review screen, which only displays the lots that are being returned.
- **Save** will save all of the return information and close the return screen.
  - Return can be seen in the Return History window to be updated, added to and/or submitted.
• **Submit** will submit the vaccine return to the NDDoH
  - Blank returns cannot be submitted. The “Doses Returned” and “Return Reason” fields must be filled in for at least one lot before a return can be successfully submitted.
  - If trying to submit a blank return, the following warning box will appear:

  ![A blank Return cannot be submitted to the NDDoH.](image)

  - Once the wastage has been submitted, the following instruction box will appear:

  ![Your Return has been submitted. Prior to returning unopened, non-viable vaccine to McKesson, you must have a packing slip from the NDDoH and a shipping label from McKesson. You will be notified via email when your packing slip is available to be printed. Ship vaccine and a copy of packing slip in a shipping container received from previous vaccine shipments.](image)

• **Delete** will delete the vaccine return and remove it from the Return History grid
Printing Return Packing Slip

- Returns that have been loaded into CDC’s system will have a status of Ready to Print

<table>
<thead>
<tr>
<th>RETURN ID</th>
<th>RETURN DATE</th>
<th>STATUS</th>
<th>PRINT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>100003</td>
<td>06/30/2014</td>
<td>Submitted to CDC</td>
<td>Ready To Print</td>
</tr>
</tbody>
</table>

- To print packing slip:
  - Click on the return in the Return History box
  - The return information will display below the Return History box
  - Click the Print Packing Slip button

- The packing slip will open as a pdf document

Note: Vaccine returns cannot be shipped back to the manufacturer or distributor without the NDIIS packing slip and the McKesson shipping label.
Provider Vaccine Wastage

This folder is where providers will create and submit vaccine wastages.

Wastage History

- All wastages that have not yet been submitted to CDC will be listed and can be reviewed
- Only wastages with the following status can be still be edited by the provider:
  - SAVED
- Wastages with the following status can still be viewed in the Wastage History window but can no longer be edited:
  - Submitted to DOH
  - Submitted to CDC
- Deleted wastages will no longer be visible in the Wastage History window
Review Wastages

To review previous wastages:

- Click on the wastage in the Wastage History box
- The wastage information will display below the Wastage History box
- Review in this screen or click
- The Vaccine Wastage Review window will pop up with all of the return information
- Click when finished reviewing

Print Wastage

To print wastage:

- Open the Vaccine Wastage Review window
- Click and your wastage will open as a PDF document
- Click when finished
New Wastage

To create a new vaccine wastage:

- Click on the New Wastage button from the Provider Wastage screen
  - The wastage screen will be populated with state-supplied lots from the provider’s NDIIS inventory and will include:
    - Lots that have expired in the past 12 months
    - Lots that have not yet expired
    - Lots with greater than zero doses on hand

- The wastage screen is defaulted to list vaccines by Vaccine Name
  - Wastage screen can be sorted by Vaccine Name, Lot Number or Expiration Date
  - To change the sort, use the drop-down box below the order window

<table>
<thead>
<tr>
<th>Vac Name</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>NDIIS Inventory</th>
<th>Dose Wastage</th>
<th>Waste Reason</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>4007699</td>
<td>03/30/2014</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>3005732</td>
<td>03/30/2015</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>4011765</td>
<td>06/15/2014</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>3008542</td>
<td>07/05/2013</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>3009942</td>
<td>07/16/2019</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Field Descriptions

Vac Name

- This field includes the descriptive vaccine name as it is listed in the provider vaccine inventory

Lot Number

- The lot number is pulled from the provider vaccine inventory
Expiration Date

- The date the vaccine will expire

NDIIS Inventory

- This field is populated from the provider vaccine inventory
  - Adjustments made to provider inventory will be immediately reflected in the wastage screen

Dose Wastage

- The provider will need to indicate how many doses they are wanting to waste
  - Cannot waste more doses than the NDIIS inventory indicates are on hand for the selected lot
  - Doses wasted will be automatically decremented from the provider’s NDIIS inventory

Wastage Reason

- Wastage reason for each lot in a single wastage file must be the same
  - If wasting lots for more than one reason, a separate wastage file must be created
- A comment is required when “OTHER” is selected letting the Immunization Program know why you are wasting the lot

Wasting Vaccine

To waste a vaccine:

- Click the Edit button next to the vaccine
• Fill in the Dose Wastage field

![Edit Vaccine Wastage](image)

• Select the Wastage Reason from the drop-down box

**Wastage Processing Functions**

There are five available functions when processing a new wastage:

• Clear
• Review
• Save
• Submit
• Delete

**Functions**

• **Clear** will clear all of the information that has been entered into the provider wastage screen but will leave the screen open
• **Review** will open the wastage review screen, which only displays the lots that are being wasted
• **Save** will save all of the wastage information and close the wastage screen
  - Wastage can be seen in the Wastage History window to be updated, added to and/or submitted
• **Submit** will submit the vaccine wastage to the NDDoH
  - Blank wastages cannot be submitted. The “Doses Wasted” and “Wastage Reason” fields must be filled in for at least one lot before a wastage can be successfully submitted.
  - If trying to submit a blank wastage, the following warning box will appear:

    
    ![Warning Box: A blank Waste cannot be submitted to the NDDoH.](image)

    
    OK

  - Once the wastage has been submitted, the following instruction box will appear:

    
    ![Instruction Box: Your wasted vaccine has been submitted. Dispose of all wasted vaccine per your facility's policy. Open vials/syringes must never be returned to McKesson.](image)

    
    OK

• **Delete** will delete the vaccine wastage and remove it from the Wastage History grid
WastageReturn Report

Creates a report listing all lots wasted or returned lots for a selected provider.

![Image]

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td>-- SELECT ONE --</td>
</tr>
<tr>
<td>* Report Type</td>
<td>Select One</td>
</tr>
<tr>
<td>Begin Date</td>
<td>/ /</td>
</tr>
<tr>
<td>End Date</td>
<td>/ /</td>
</tr>
</tbody>
</table>

Selection Criteria

Provider

- The report can only be run for one provider at a time.
- You can select to generate a report for any provider that you have security to enter records for.

Report Type

- The report can only be run for returns or wastages in a single report.

Begin Date

- Optional

End Date

- Optional
Sample Report

Wastage Return Report
Printed on 10/15/2014 1:48:33 PM

Begin Date: 05/11/2013
End Date: 10/15/2014
Provider: 9999 - TEST PROVIDER
Report Type: Wastage

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>NDC Code</th>
<th>Lot Number</th>
<th>Expiration</th>
<th>Doses</th>
<th>Reason</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKENPOX</td>
<td>00006-4827-00</td>
<td>H007704</td>
<td>03/30/2014</td>
<td>10</td>
<td>Lost or unaccounted for vaccine</td>
<td>76.34</td>
</tr>
<tr>
<td>INF (IV/3 P/F)</td>
<td>45081-0113-25</td>
<td>U4692AA</td>
<td>06/30/2014</td>
<td>58</td>
<td>Lost or unaccounted for vaccine</td>
<td>79.93</td>
</tr>
<tr>
<td>INF (IV/3 P/F)</td>
<td>45081-0113-25</td>
<td>U4692BA</td>
<td>06/30/2014</td>
<td>5</td>
<td>Lost or unaccounted for vaccine</td>
<td>6.12</td>
</tr>
<tr>
<td>INF (IV/4 P/F)</td>
<td>56160-0900-52</td>
<td>L4CP9</td>
<td>06/30/2014</td>
<td>179</td>
<td>Lost or unaccounted for vaccine</td>
<td>244.34</td>
</tr>
<tr>
<td>INF (IV/4 P/F)</td>
<td>56160-0900-52</td>
<td>T4MS9</td>
<td>06/30/2014</td>
<td>429</td>
<td>Lost or unaccounted for vaccine</td>
<td>585.59</td>
</tr>
<tr>
<td>INF (LAV4)</td>
<td>66019-0300-10</td>
<td>B12000</td>
<td>12/02/2013</td>
<td>4</td>
<td>Lost or unaccounted for vaccine</td>
<td>6.92</td>
</tr>
<tr>
<td>MMR</td>
<td>0006-4591-00</td>
<td>0259AE</td>
<td>01/30/2014</td>
<td>15</td>
<td>Lost or unaccounted for vaccine</td>
<td>35.64</td>
</tr>
<tr>
<td>TDAP</td>
<td>45081-0430-10</td>
<td>C5976AA</td>
<td>03/30/2014</td>
<td>10</td>
<td>Lost or unaccounted for vaccine</td>
<td>30.25</td>
</tr>
</tbody>
</table>

Provider Total: 1058.33
Total Cost: 1058.33

---

Sample Report

Wastage Return Report
Printed on 10/15/2014 1:48:33 PM

Begin Date: 05/11/2013
End Date: 10/15/2014
Provider: 9999 - TEST PROVIDER
Report Type: Return

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>NDC Code</th>
<th>Lot Number</th>
<th>Expiration</th>
<th>Doses</th>
<th>Reason</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF (IV/3 P/F)</td>
<td>45081-0113-25</td>
<td>U4711DA</td>
<td>06/30/2014</td>
<td>5</td>
<td>Expired vaccine</td>
<td>6.12</td>
</tr>
</tbody>
</table>

Provider Total: 6.12
Total Cost: 6.12