

ALERT IIS: Managing COVID-19 vaccine inventory in ALERT IIS

The purpose of this guide is to address the specific steps for managing COVID-19 vaccine inventory and documenting administered COVID-19 vaccine doses in ALERT IIS. It is intended to supplement, not replace, the ALERT IIS Inventory live webinar training. The ALERT IIS live webinar Inventory training is **REQUIRED** for every organization receiving state-supplied vaccine from the Oregon Immunization Program. To sign up for the live Inventory webinar, visit the [COVID-19 training webpage](#).

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Section I: Managing COVID-19 Vaccine Inventory

This section provides guidance specific to managing COVID-19 vaccine inventory.

1.1 Accept COVID-19 vaccine orders and transfers into ALERT IIS inventory

The first step in adding state-supplied vaccine into ALERT IIS inventory is to accept an inbound order or transfer of vaccine into the ALERT IIS inventory module. Inbound vaccine orders must be accepted as soon as the vaccine arrives in the clinic.

1. Log in to ALERT IIS: Go to <https://www.alertiis.org>
2. Click the “Manage transfers” link in the Inventory Section of the left-hand menu.

3. On the Manage Transfer page, under the “Inbound transfer” section, click on the create date to initiate accepting the vaccine into your inventory.

Create Date	Type	Order ID	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
02/04/2021	TRANSFER		LIONADH CLINIC	Lionadh-Nylen Pediatrics	02/04/2021		

- Once you click on create date you will come to screen where you will accept the transfer. Then click on "Accept Transfer"

Receive Transfer

Accept Entire Transfer....

Accept Transfer

Reject Entire Transfer....

Reject Transfer

Partially Accept Transfer....

Partially Accept

Return to the Previous Screen....

Cancel

Transfer Between Organizations Created on 02/04/2021

Sending Entity	Receiving Entity
Organization LIONADH CLINIC Site LIONADH CLINIC Address 456 INVENTORY WAY OREGON CITY,OR 97456 Contact MALIA Sandoval Phone # (503) 123-2544 x123 Ship Date 02/04/2021	Organization Lionadh-Nylen Pediatrics Site Lionadh-Nylen Pediatrics Address PO Box: 8675 GRANTS PASS,OR 97527 Contact GEORGE HARRISON Phone # (541) 867-5309 x1234

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Funding Source	Inventory Action	Order Line #
50	COVID-19	Pfizer COVID-19 Vaccine	38833998	State	Create New Lot	

- Once you click on "Accept Transfer" a pop up will appear asking if you are sure you want to add this transfer into your inventory.

home

manage access

organization

Lionadh-Nylen Pediatrics

Receive Transfer

Accept Entire Transfer....

Accept Transfer

Reject Entire Transfer....

Reject Transfer

Partially Accept Transfer....

Partially Accept

Return to the Previous Screen....

Cancel

Transfer Between Organizations Created on 02/04/2021

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50	COVID-19	Pfizer COVID-19 Vaccine	38833998	State	Create New Lot	

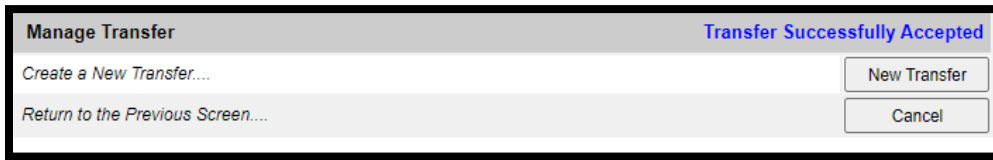
www.alertiis.org says

Are you sure you want to add all transfer items into inventory ?

OK

Cancel

6. Once you click the “Ok” button, the message “Transfer successfully accepted” will appear at the top of the page.



The screenshot shows a web interface titled "Manage Transfer". At the top right, a blue message bar says "Transfer Successfully Accepted". Below this, there are two links: "Create a New Transfer..." and "Return to the Previous Screen...". To the right of these links are two buttons: "New Transfer" and "Cancel".

7. Once you accept the vaccine order into your inventory, the inbound transfer will move to the Historic Transfer section of the page.

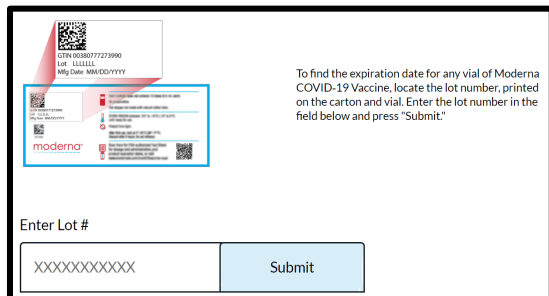
NOTE: There may be a lag of 1-2 days between the vaccine arriving at your site and the inbound transfer of vaccine being available to accept into ALERT IIS inventory. If the vaccine shipment arrives before the ship date on the inbound transfer appears, you may need to manually enter the vaccine details into the ALERT IIS inventory module if you must use the vaccine immediately. After the ship date appears on the inbound transfer, you will accept the order into the previously entered vaccine inventory, which will artificially double the number of doses and adjust the number of doses to account for the double entry. Use our tip sheet [How to Modify Quantity of Vaccine Inventory](#) if you find yourself in this situation.

1.2 Update the expiration date for COVID-19 vaccines

It is important to always check expiration dates on all COVID-19 vaccines and make updates as needed when new dates are verified on the manufacturers' websites. This section will go through the steps for looking up and editing the expiration date on the inventory item in ALERT IIS.

Moderna and Janssen/J&J COVID-19 vaccine inventory are shipped without an expiration date and the electronic shipment will have a placeholder expiration date **12-31-2069**. The manufacturers provide the accurate expiration date on their websites. The expiration dates for COVID-19 vaccine are subject to extension and the pharmaceutical expiration date lookup websites provide the updated expiration dates in real time. Look up the expiration date by entering the lot # or scanning the QR code on the vaccine label as directed on the appropriate manufacturer's website.

For Moderna vaccine go to: <https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup>



The screenshot shows the Moderna vaccine lot lookup interface. At the top left, there is a QR code and a lot number: "Lot: 030307727990". Below this is a small image of a Moderna vaccine vial. To the right of the vial image, there is text: "To find the expiration date for any vial of Moderna COVID-19 Vaccine, locate the lot number, printed on the carton and vial. Enter the lot number in the field below and press 'Submit:'". Below this text is a text input field labeled "Enter Lot #" with the placeholder text "XXXXXXXXXX". To the right of the input field is a blue "Submit" button.

For J&J (Janssen) vaccine go to: <https://vaxcheck.jnj>

Expiry Checker: Janssen COVID-19 Vaccine

Under Emergency Use Authorization

Thank you for using the Janssen COVID-19 Vaccine expiry checker. Please enter the lot number found on the product carton or vial to obtain its expiration date. If you have product questions, please contact us.

The **Pfizer** COVID-19 vaccine has the expiration dates printed on the vials, but the dates were extended by three months as of September 15, 2021. The approved 3-month extension of expiration dates applies to all doses with a printed expiration date in August through February 2022 which have been stored within recommended storage conditions (ultracold temperatures), including storage in a standard freezer for up to 2 weeks at -25°C to -15°C. This change does not apply to vaccine that is subject to a beyond use date rather than an expiration date. The extension adds no additional storage time in the -25°C to -15°C (still 14 days max) or 2°C to 8°C ranges (still 31 days max).

The shipping data in ALERT IIS for **Pfizer** COVID-19 vaccine still contains the original expiration dates. For example, Pfizer vaccine delivered yesterday shows on the inbound order transfer as exp 12/31/2021, but on the manufacturer's website, that lot # shows expiration of 3/31/22. In addition, the printed expiration date on the box and vial will also be the original date. This is because all the inventory in the warehouses now was manufactured and labeled prior to the shelf-life extension being approved. Therefore, you will need to manually update expiration dates for all inbound COVID-19 vaccine that you order directly in ALERT IIS.

Pfizer doses with original expiration dates prior to August (May, June, and July) must have been stored exclusively at ultracold temperatures (-90°C to -60°C) to receive the 3-month extension. If stored at any other temperature for any amount of time, they are now expired.

For **Pfizer** COVID-19 vaccines you can use this Expiration Date Adjustment Chart:

Printed Pfizer Expiry Date	Updated Pfizer Expiry Date
August 2021	November 2021
September 2021	December 2021
October 2021	January 2022
November 2021	February 2022
December 2021	March 2022
January 2022	April 2022
February 2022	May 2022

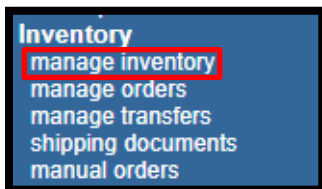
NOTE: Providers can sign up for a database of lot numbers and expiration dates. To request access to this report, visit CDC's Vaccine Lot Number and Expiration Date webpage (https://vaccinecodeset.cdc.gov/LotNumber?utm_medium=email&utm_source=govdelivery) and complete the registration form.

NOTE: Do not dispose of any COVID-19 vaccine before checking the expiration date on the manufacturer's website. Expiration dates are changing frequently as pharmaceutical companies apply for extensions with the Federal Drug Administration. Details for disposal and storage of the vaccine are provided on the Oregon Immunization Program website,

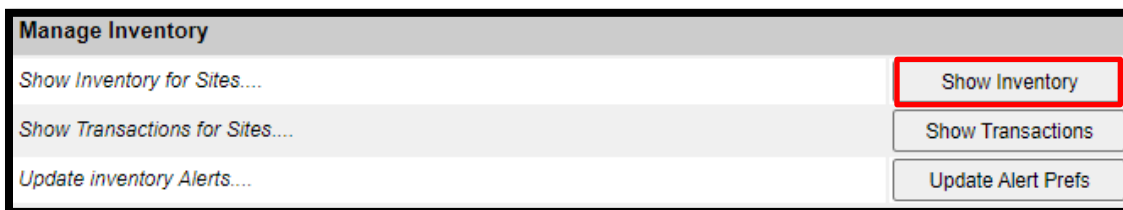
<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINES/IMMUNIZATION/IMMUNIZATIONPROVIDERESOURCES/Pages/COVIDvaccine.aspx>

When receiving an order of **Moderna** or **Janssen/J&J** vaccine into your ALERT IIS inventory, you will edit the placeholder expiration date to reflect the actual date. These are the same steps

1. For newly received Moderna or J&J and for expiration date extensions of all three vaccines, you will need to adjust the expiration date in ALERT IIS. To do this, log into ALERT IIS and click on the "Manage Inventory" link on the Inventory section of the left-hand menu.



2. On the Manage Inventory page, click on the "Show Inventory" button.



3. Click on the Vaccine name in the "Trade Name" column of the inventory item to be updated.

Funding Source:		Both	Show <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Non-Expired <input type="radio"/> Expired					
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a			200	Y	12/31/2069

4. Edit the expiration date and click the "Save" button.

Edit Vaccine Inventory Information

Site: NYLEN PEDIATRIC CLINIC

Save

Trade Name: Moderna COVID-19 Vaccine ☒

Cancel

Manufacturer: Moderna US, Inc. ☐


Add New

NDC:

Packaging:

Lot Number: 12344-1a

Dose: 1.0

Expiration Date: 08/01/2021 

Funding Source: State-Supplied

Lot Active: Yes

Quantity on Hand: 200

Cost Per Dose (\$): .00

1.3 Combine duplicate inventory items

After the expiration date of a **Moderna** or **Janssen/J&J** COVID-19 vaccine is updated in the ALERT IIS inventory module, accepting new shipments of those vaccines will create a duplicate item in inventory in cases where the lot # of the new shipment matches the existing inventory item.

This occurs because the placeholder expiration date on the new shipment differs from the edited date on the previously received inventory item. In this scenario, the two items with matching lot #s must be combined in your ALERT IIS inventory to enable ALERT IIS to make a match between the reported administered dose on a patient record and the inventory item. When receiving a new transfer of COVID-19 leads to a duplicate inventory item that shares a lot # with vaccine inventory previously received and edited, take the following steps after accepting the vaccine transfer.

NOTE: Duplicate inventory items with the same lot # will cause your COVID-19 vaccine count in ALERT IIS to be inaccurate.

1. On the Manage Inventory page, click on the name in the “Trade Name” column of the newly received inventory item with the expiration date of 12/31/2069

Funding Source: Both		Show <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Non-Expired <input type="radio"/> Expired							
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date	
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	100	Y	12/31/2069	
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	76	Y	08/01/2021	

Funding Source: Both		Show <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Non-Expired <input type="radio"/> Expired							
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date	
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a			200	Y	12/31/2069	

2. On the Edit Vaccine Inventory Information page, edit the lot number by adding the word “duplicate” to the end of the lot number.
3. Change the Lot Active state to “No”.
4. Modify the quantity by subtracting all the doses in the quantity on hand field, for the reason “Error Correction”.
5. Click the “Save” button.

Edit Vaccine Inventory Information

Site: NYLEN PEDIATRIC CLINIC

Trade Name: Moderna COVID-19 Vaccine ☒

Manufacturer: Moderna US, Inc. ☐

NDC: 80777-0273-99

Packaging: New MDV 15-dosev

Lot Number: 12344-1a duplicate

Dose: .5

Expiration Date: 12/31/2036

Funding Source: State-Supplied

Lot Active: No

Quantity on Hand: 100

Cost Per Dose (\$): .00

Buttons: Save, Cancel, Add New, Delete

Modify Quantity On Hand

Action: Subtract

Amount: 100

Reason: Error Correction

6. After you save the modification, the duplicate item will turn red in the inventory list.

Funding Source: Both		Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired						
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	76	Y	08/01/2021
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a duplicate	New MDV 15-dose	80777-0273-99	0	N	12/31/2069

7. Next, click on the trade name of the other vaccine with the identical lot#.

Funding Source: Both		Show <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Non-Expired <input type="radio"/> Expired						
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	76	Y	08/01/2021
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a duplicate	New MDV 15-dose	80777-0273-99	0	N	12/31/2069

8. Add the number of doses that you just subtracted from the previous item for the reason "Receipt of inventory".

9. Click the "Save" button.

Edit Vaccine Inventory Information

Site: NYLEN PEDIATRIC CLINIC

Trade Name: Moderna COVID-19 Vaccine

Manufacturer: Moderna US, Inc.

NDC: 80777-0273-99

Packaging: New MDV 15-dosev

Lot Number: 12344-1a

Dose: .5

Expiration Date: 08/01/2021

Funding Source: State-Supplied

Lot Active: Yes

Quantity on Hand: 76

Cost Per Dose (\$): .00

Modify Quantity On Hand

Action: Add

Amount: 100

Reason: Receipt of Inventory

1.4 Adjust inventory to account for extra doses in the vial

Some COVID-19 vaccine providers may be able to withdraw more than the expected number of doses from a vial. As a result, the ALERT IIS inventory should be adjusted to account for the extra dose(s).

- To add the extra doses to inventory, on the Manage Inventory page, click on the name in the “Trade Name” column.
- You will come to the “Edit vaccine inventory” screen where you will adjust that extra does by going to the bottom of the screen to “Modify quantity on hand” and add the additional doses for the reason, “Receipt of inventory”.

NOTE: If fewer doses are able to be withdrawn from a vial than expected, adjust the inventory to account for the lesser number of doses. Use the reason “other, not usable-reported by provider” to subtract the deficient number of doses.

NOTE: For a complete list of descriptions for reasons to modify inventory, see the tip sheet called, “[Interpreting the Inventory Options in Modify Quantity](#)”.

Edit Vaccine Inventory Information	
Site: LIONADH CLINIC	<input type="button" value="Save"/>
Trade Name: Moderna COVID-19 Vaccine <input type="radio"/>	<input type="button" value="Cancel"/>
Manufacturer: Moderna US, Inc. <input type="radio"/>	<input type="button" value="Add New"/>
NDC: 80888-0273-99	
Packaging: New MDV 15-dosev	
Lot Number: 223-4961	
Dose: .5	
Expiration Date: 12/03/2022	
Funding Source: State-Supplied	
Lot Active: Yes	
Quantity on Hand: 201	
Cost Per Dose (\$): .00	
Modify Quantity On Hand	
Action: Add	
Amount:	
Reason: Receipt of Inventory	

NOTE: An alternate method for modifying the quantity of vaccine is to click the "select" checkbox and then click the "Modify quantity" button at the top of the page.

1.5 Adjust inventory to account for wasted, spoiled or expired vaccines

Spoiled, wasted, and expired vaccines are all nonviable vaccine and cannot be administered to patients. Nonviable state-supplied vaccine must be deducted from the ALERT IIS inventory module and reported to the Oregon Immunization Program using our nonviable vaccine survey, found here:


https://app.smartsheet.com/b/publish?EQBCT=f45458a7e17145ad97380864bbe5515c&utm_medium=email&utm_source=govdelivery. Section 1.4 of this document provides instructions for adjusting inventory in ALERT IIS.

NOTE: **A provider may not return spoiled, wasted, or expired COVID-19 vaccines.** Details for disposal of nonviable COVID-19 vaccine are provided on the Oregon Immunization Program website, <https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINES/IMMUNIZATION/IMMUNIZATIONPROVIDERESOURCES/Pages/COVIDvaccine.aspx>

1.6 Submit reconciled COVID-19 inventory count once a week, at minimum.

It is required that COVID-19 vaccinators frequently count their vaccine inventory and adjust the ALERT IIS count to match that amount. Once a week, at minimum, the adjusted count should be submitted by clicking on "Submit Reconciled Inventory Count" button at the bottom of the inventory list on the "Manage Inventory" page.

Funding Source: Both		Show <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Non-Expired <input type="radio"/> Expired						
Select	Trade Name	Funding Source	Lot Number	Packaging	NDC	Inv On Hand	Active	Exp Date
<input type="checkbox"/>	Moderna COVID-19 Vaccine	State	12344-1a	New MDV 15-dosev	80777-0273-99	176	Y	08/01/2021

Submit Reconciled Inventory Count 

Section II: Record the administration of vaccine doses

This section provides guidance on distinguishing between COVID-19 vaccine types on a patient's immunization history, linking reported doses to inventory, and reporting the correct vaccine eligibility code for COVID-19 doses given.

2.1 Distinguish between COVID-19 vaccine types on a patient's immunization history

When administering a vaccine, always review the patient's immunization record beforehand. For COVID-19 vaccines that require two doses, it is important that the second dose of vaccine match the first dose of vaccine given. When the vaccine description for a first COVID-19 dose in the patient's immunization history doesn't include the trade name of the vaccine given, COVID-19 vaccines can be distinguished by the dose size.

NOTE: COVID-19 vaccines requiring a two dose series are not interchangeable.

1. Look up the patient's immunization record.

Patient Search Criteria

Search by Patient

Minimum search criteria includes exact birth date and one additional field.

Last Name
Mother's First Name

First Name
Phone - -

Middle Name

* Birth Date 

Search by Patient ID

* Patient ID

2. Review the immunization history before entering the administered dose on the record. If a patient's immunization record includes a 1st dose of COVID-19 vaccine, the vaccine description in the "Vaccine [Trade Name]" column may or may not include the trade name of the COVID-19 vaccine given. If the trade name is not included, the type of COVID-19 vaccine can be distinguished by the dose size.

Immunization Record								
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	01/29/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL	Full	No			
Influenza-seasonal	01/10/2021	Booster	Flu quadrivalent injectable pfree	Full	No			
Td/Tdap	11/21/2009	1 of 4	Tdap	Full	No			
	08/01/2012	2 of 4	Tdap	Full	No			

If the patient has received a first dose of COVID-19 vaccine, the **Pfizer** COVID-19 vaccine description will include the 30 mcg/0.3 mL size in the “Vaccine [Trade Name]” column. (Recommended interval for a second dose of Pfizer vaccine is 21 days).

Add New Imms

Add Historical Imms

Edit Patient

Reports

Print Record

Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	01/07/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL	Full	No			
	02/04/2021	2 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL	Full	No			

The **Moderna** COVID-19 vaccine description will include the 100mcg/0.5mL size in the “Vaccine [Trade Name]” column. (Recommended interval for a second dose of Moderna vaccine is 28 days).

Add New Imms

Add Historical Imms

Edit Patient

Reports

Print Record

Print Confidential Record

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	10/08/2021	1 of 1	COVID-19 vaccine, vector-nr, rS-Ad26, PF [Janssen COVID-19 Vaccine ®]	Full				

The **J&J/Janssen** COVID-19 vaccine is only one dose and will read 1 of 1 in the Series column.

2.2 Link the reported vaccine dose to inventory when entering doses manually

Recommended practice for managing vaccine inventory is to link the reported administered vaccine doses on a patient’s immunization record to the corresponding inventory item in the ALERT IIS inventory module. If linked, the inventory in ALERT IIS will adjust to match the amount of vaccine on hand at your site. Doses reported electronically from an EHR or other method of data exchange must have the accurate, unique lot number included – if they do, inventory will automatically be kept up to date. Follow these steps to link the reported vaccine dose to inventory in ALERT IIS when entering doses manually on the ALERT website.

- After opening the patient’s immunization record, scroll to the “**Vaccines Recommended by Selected Tracking Schedule**” table and click the checkbox in the “Select” column in the COVID-19 row.
- Click the “Add Selected” button. The “Enter New Immunization” screen will appear.

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date
<input checked="" type="checkbox"/>	COVID-19	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL	03/25/2021	03/25/2021	04/08/2021
<input type="checkbox"/>	Influenza-seasonal	Flu NOS	08/01/2020	08/01/2020	11/30/2019
<input type="checkbox"/>	MMR	MMR	05/10/1970	05/10/1970	09/10/1970
<input type="checkbox"/>	Td/Tdap	Tdap	05/10/1976	05/10/1976	05/10/1976
<input type="checkbox"/>	Zoster Recomb	Zoster subunit, recombinant, adjuvanted	05/10/2019	05/10/2019	05/10/2019

Add Selected

5. On the “Enter New Immunization” screen make sure the “**from ALERT IIS Inventory**” checkbox is checked. This links the patient record to the ALERT IIS vaccine inventory.

Current Age: 51 years, 10 months

Patient Notes (0) [view or update notes](#)

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
COVID-19	02/25/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL [Moderna COVID-19 Vaccine ®]	Full	No		

Enter New Immunization

From ALERT IIS Inventory ☒ Date Administered Entry: ☐ Barcode ☒ Manual

Administered By

Remove	Immunization	* Trade Name-Lot #-Funding Source- Exp Date	* Vaccine Eligibility	Administered By
<input type="checkbox"/>	COVID-19			

Body Site Route Dose

2.3 Reporting Booster or Additional doses of COVID-19 vaccine

Oregon ALERT Immunization Information was updated in late August 2021 to accept third doses of either **Moderna** or **Pfizer** COVID-19 vaccine, when administered. Currently, ALERT IIS only has the capability of validating a third dose when it is the same brand as the previous two doses. A valid dose will be counted as part of the vaccine series and a dose that is invalid will not. Regardless, the dose will appear in the patient's vaccination history. Please see examples below.

- Example of a validated third dose

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	02/15/2021	1 of 3	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL		No		Yes	
	03/15/2021	2 of 3	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL		No		Yes	
	08/10/2021	3 of 3	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL [Moderna COVID-19 Vaccine ®]	Full				
Influenza-H1N1	01/06/2010		Influenza-H1N1-09	Full	No			

- Example of an unvalidated third dose

Immunization Record								
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	02/15/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL		No		Yes	
	03/15/2021	2 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL		No		Yes	
	08/10/2021		COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL [Pfizer COVID-19 Vaccine ®]	Full				

2.4 Enter the required information for the administered vaccine

- Next add in the date; you can type it or click on the calendar box to enter in the date.
- Enter your shot giver by clicking the **“Administered by”** drop list if the name of the shot giver is available. Otherwise, leave the field blank.

Enter New Immunization

From ALERT IIS Inventory ☒ Date Administered Activate Expired Entry: ☐ Barcode ☒ Manual

Administered By HATTEN, STEVE

Remove	Immunization	* Trade Name-Lot #-Funding Source- Exp Date	* Vaccine Eligibility	Administered By
--------	--------------	---	-----------------------	-----------------

- In the column named “Trade Name-Lot #-Funding Source-Exp Date”, select the option with the trade name and lot # that matches the dose given to the patient.

Remove	Immunization	* Trade Name-Lot #-Funding Source- Exp Date	* Vaccine Eligibility	Administered By
<input type="checkbox"/>	COVID-19	<div> <div></div> <div> Janssen COVID-19 Vaccine-12399a-State-01/01/2036 Moderna COVID-19 Vaccine-223-4961-State-01/01/2036 Pfizer COVID-19 Vaccine-38833998-State-12/31/2021 Pfizer COVID-19 Vaccine-98844960-State-01/01/2036 </div> </div>	Dose Full	

Save Cancel

New Patient Comments

Select	Date	Patient Comment
Enter New Patient Comment * Patient Comment <input type="text"/>		
Applies-To Date <input type="text"/>		Add

2.5 Select the correct vaccine eligibility code

- Next click on the drop-down arrow in the “Vaccine Eligibility” column.
(Always choose **“S – Special Projects”** when reporting COVID-19 vaccinations.)

Current Age: 51 years, 10 months

Patient Notes (0) [view or update notes](#)

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?
COVID-19	02/25/2021	1 of 2	COVID-19, mRNA, LNP-S, PF, 100mcg/0.5mL [Moderna COVID-19 Vaccine ®]	Full	No		

Enter New Immunization

From ALERT IIS Inventory ☒ Date Administered Entry: ☐ Barcode ☒ Manual

Administered By:

Remove	Immunization	* Trade Name-Lot #-Funding Source- Exp Date	* Vaccine Eligibility	Administered By
<input type="checkbox"/>	COVID-19	Moderna COVID-19 Vaccine-223-4961-State-01/01/2036	<div> <div></div> <div>B - Billable/Not Eligible</div> <div>L - Locally Owned</div> <div>O - Other State Supplied</div> <div>S - Special Projects</div> </div>	STEVE HATTEN

Body Site Route

Quantity on Hand: 700

10. Enter the remaining details for body site and route of the vaccine given.

11. Click on save button.

NOTE: Providers reporting to ALERT IIS via data exchange from an electronic health record (EHR) system might not have the “S-Special Projects” eligibility code option available in their system. If that option isn’t available, either leave the vaccine eligibility blank or use the option “O – Other State Supplied” if available. Do not report COVID-19 vaccine as “B-Billable/Not Eligible.” EHR systems are strongly encouraged to update their reporting to include the “S-Special Projects” eligibility code option. Work with your EHR technical support to add the option if needed.

Section III: Summary of COVID-19 Vaccine Inventory Requirements

ALERT IIS: COVID-19 vaccine inventory management requirements at-a-glance

1. Accept orders of COVID-19 vaccine as soon as they arrive in ALERT IIS (Section 1.1)
2. Edit expiration dates of Moderna and J&J vaccines when accepting them into ALERT IIS inventory, update expiration dates if they have been extended (Section 1.2) and combine duplicate inventory items as needed (Section 1.3)
3. Adjust inventory to account for extra or fewer doses (Section 1.4) and reconcile ALERT IIS inventory with inventory on hand at least once a week (Section 1.5)
4. Review patient’s immunization record in ALERT IIS before administering a second dose of COVID-19 vaccine (Section 2.1)
5. Always link doses reported on patient record to ALERT IIS inventory (Section 2.2)
6. Always report administered COVID-19 vaccinations with the eligibility of “S – Special Projects” (Section 2.4)