

### ALERT IIS: Interpreting the Options – Modify Quantity of Vaccine Inventory

Use the Modify Quantity screen in ALERT IIS to ensure that your physical inventory count matches the inventory in the IIS.

Reason for Modifying	Explanation/When to Use ( Go to Manage Inventory >> Show Inventory >> Modify Quantity)
<b>Receipt of Inventory</b>	Doses of vaccine that were added to your inventory. (Transfers will be automatically added to inventory when using Manage Transfers from within the IIS.)
<b>Error Correction</b>	Correcting a quantity that was entered incorrectly by adding or subtracting from quantity on hand. (To change an error in other details such as the lot #, trade name or dose size, click on the vaccine name hyperlink from the Show Inventory screen.)
<b>Doses Returned</b>	Doses of vaccine that were returned to you; this should not be used routinely because any doses you transfer should be done using the Manage Transfers feature and rejected or returned doses will be automatically added back to your inventory.
<b>Doses Transferred</b>	Doses of vaccine that were transferred to another site; this is used when the doses were transferred to an organization not using ALERT IIS. (Transfers are automatically deducted from inventory when using Manage Transfers in ALERT.)
<b>Doses Recalled</b>	Doses of vaccine recalled by the manufacturer.
<b>Doses Administered</b>	Doses of vaccine that were administered but were not automatically deducted from your inventory (for example, because the lot number sent from your EHR did not match the lot number in ALERT).
<b>Borrowed In</b>	Add doses back to inventory after vaccine was borrowed to immunize a patient whose vaccine eligibility code was a mismatch with the vaccine funding source. (This is paying back borrowed doses.)
<b>Borrowed Out</b>	Remove doses from inventory after vaccine was borrowed to immunize a patient whose vaccine eligibility code was a mismatch with the vaccine funding source. (This is subtracting doses so that you can pay back borrowed doses.)
<b>Spoilage reported by Provider</b>	Doses of vaccine that were spoiled due to causes <u>other</u> than fridge malfunction or failure to store properly upon receipt; an example would be a vial of vaccine left out of the fridge overnight.
<b>Lost or damaged in transit to Provider</b>	Doses of vaccine that never arrived or that were unusable when they did arrive (temp excursion, broken vials, etc).
<b>Failure to store properly upon receipt by Provider</b>	Doses of vaccine that were accepted by the provider but not stored properly and so were spoiled.
<b>Refrigeration failure reported by Provider</b>	Doses of vaccine that were spoiled due to temperature excursion.
<b>Lost or unaccounted for in Provider inventory</b>	Doses of vaccine that can't be accounted for after being received and entered into inventory (you can't find the vaccine and ALERT shows more than you have on hand).
<b>Other – Not Usable, reported by Provider</b>	Use to reconcile inventory when vaccine was wasted or damaged (e.g., broken vial in box or patient refused vaccine after drawing it up) and nothing else is appropriate.