

Monitoring Provider Online Inventory Reporting – The Inventory Submission Report

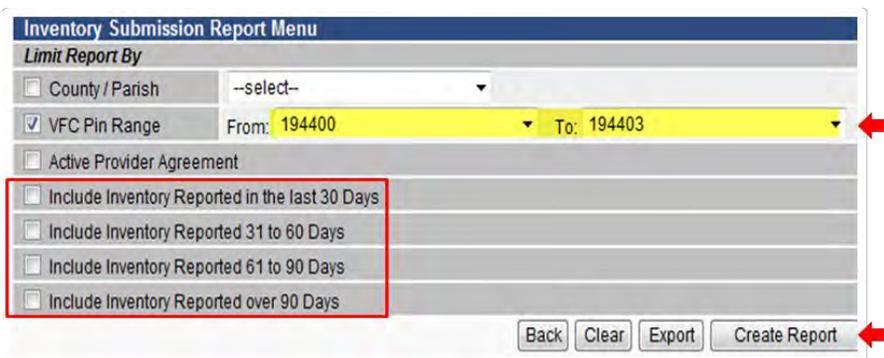
This guide shows Local Health Jurisdictions (LHJs) how to use the Inventory Submission Report to monitor providers' submission of online inventory in the Washington State Immunization Information System (IIS). This report shows the dates that providers last submitted their online inventory reports.

Instructions:

1. Log into the IIS using your username and password.
2. Select **Reports** → *Report Module*.
3. Select **Inventory Submission Report** under the Vaccine Management section.



4. When the report menu opens, input the VFC PIN Range for your LHJ and choose the reporting period by selecting any, or all, of the available options.



5. You can view the results directly on your screen by clicking the **Create Report** button. Alternatively, the **Export** button shows the data in a usable comma-separated value (.csv) file. You can save the .csv file into an Excel file for later reference.

Inventory Submission Report

Report Criteria: Report Date: 08/07/2013 03:32:06 PM

County / Parish: All
VFC Pin Range: From: 194400 To: 194403
Limit by Active Provider Agreement: N
Include Inventory Reported in the last 30 Days: Y
Include Inventory Reported 31 to 60 Days: Y
Include Inventory Reported 61 to 90 Days: Y
Include Inventory Reported over 90 Days: Y

IRMS	Facility	VFC PIN	Date Last Submitted	Contact Name	Contact Phone
Inventory reported in the last 30 days					
MARIAMA'S CLINIC	MARIAMA'S CLINIC	194400	7/18/13	WENDI R DOMORE	(235)115-4515
MARIAMA'S CLINIC	MARIAMA'S WELLNESS CENTER	194402	7/24/13	SUZEN BEE WELL	(360)648-7142
MARIAMA'S CLINIC	MARIAMA'S FAMILY HEALTH	194403	7/25/13	DEB A TOOMUCH	(253)547-1851
Inventory reported 31 to 60 days					
MARIAMA'S CLINIC	MGONDO PEDIATRICS	194401	6/14/13	PATTY A SUE	(360)245-4441
Inventory reported 61 to 90 days					
Inventory reported over 90 days					

The report shows the facilities, VFC PINs, date of last submission, contact names, and contact phone numbers for all providers who submitted an inventory report during the date range(s) selected. The report shows whether inventory was submitted within the last 30, 31-60, 61-90, or 90+ days.

The contact name and phone number for each clinic comes from the first vaccine coordinator listed on the Provider Agreement. Providers are grouped based on when they last submitted their online inventory. LHJs should use their current procedures to follow-up with providers not reporting their inventory on time.