

## How Can I Troubleshoot Inventory with the Patient Detail Report?

Clinics can run this report when their vaccine counts do not match the inventory on hand in the Immunization Information System (IIS) **Reconciliation** page. The Patient Detail Report can be used as a tool to determine which doses did not decrement properly.

- 1. Login to the system and click on **Reports** in the left menu.
  - a. Click on **Report Module**.
  - **b.** Click on the **Patient Detail Report**; found in the **Patients** section.
- 2. Select the report parameters:
  - a. Select the **By Service (official vaccination record)** radio button.

\*When running the report **By Service**, deletions and edits will be included.

\*When running the report **By Ownership**, results are limited to

patients currently owned by the facility. For more information on patient ownership status, click <u>here</u>.

- b. Enter a Vaccination Date Range.
- c. Enter a Birth Date Range, if needed.
- d. To include inactive patients, select Active and inactive patients from the dropdown menu

next to Inactive Status at the Organization level.

Inactive Status at the	Active and inactive pa
Organization Level	
Vaccines	Unselected     Selected       COVID-19, mRNA, LNP-S, PF, pediatric 50 mcg/0.5 mL dose     COVID-19, mRNA, LNP-S, bivalent booster, PF, 30 mcg/0.2 m. dose       COVID-19, mRNA, LNP-S, bivalent booster, PF, 50 mcg/0.5 mL dose     COVID-19, mRNA, LNP-S, bivalent booster, PF, 10 mcg/0.2 m.       COVID-19, mRNA, LNP-S, bivalent booster, PF, 50 mcg/0.5 mL dose     COVID-19, mRNA, LNP-S, bivalent booster, PF, 10 mcg/0.2 m.       COVID-19, mRNA, LNP-S, bivalent booster, PF, 50 mcg/0.5 mL dose     COVID-19, mRNA, LNP-S, bivalent booster, PF, 10 mcg/0.2 m.       COVID-19, mRNA, LNP-S, bivalent booster, PF, 30 mcg/0.5 mL dose     COVID-19, mRNA, LNP-S, bivalent booster, PF, 10 mcg/0.2 m.       DT (pediatric)     >>       DTAP/IPV/HIB - non-US     >>       DTP - Hib     DTP-Hib-HiD P       DTP-Hib-Hap B     CovID-19, mRNA, LNP-S, bivalent Non-US       DTP-HiPV     DTP-HiD       DTP-HiPV     DTP-HiD       DTP-HiPV     DTAP/IPV/LIS P       DTAP.     Fortussis antigens
Vaccinator:	select V
Lot Number	Select from the list below:
	select V
Doses Decremented	Non-decremented doses only
District/Region School Do Not Limit Only Show Patient Info High Risk Category Sort By	Click to select  -select-
	Back Reset Create Report Export Report

e. Select the vaccine products from the list and/or lot number you wish to view in the report.

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## f. To limit the report to **non-decremented doses only** choose this option from the dropdown menu.

- g. On the bottom right of the screen select **Create Report**. To populate a spreadsheet of the data, choose **Export Report**.
- h. Review the **Patient Detail Report** to identify which vaccines did NOT decrement from your clinic's inventory. Use the table below to help identify issues and solutions.

Issue: Vaccine given within report date range but entered as historical.	<b>Solution:</b> Double check that this vaccine record was an official historical vaccine, and not one administered by your facility during this date range.			
Patient ID First Name Middle Name Last Nar 6159170 CINNAMON TEST	me Birthday Guardian F.N. Phone Number VFC Eligible 01/01/2001 YES	Facility RANIER		
Vaccine         Vacc. Date         Dose Size         Mfg. Code         Lot         Funding         VFC Eligible         Historic           DTaP         01/17/2017         Full         YES         Y	cal Decremented Vaccinator Facility Date VIS Form Given VIS Publication Date N DANNETTE'S PEDIATRIC CLINIC	Reporting Method Data Entry		
Issue: The correct facility was not used for entering the vaccine.	<b>Solution:</b> Correct the facility in the patient record. This when an EHR does not have the correct facility (Facility clinic that's sending data to the IIS. This can also occur w manually into the IIS if the user is not logged in to the a	ometimes happens ID) defined for the vhen entering data ppropriate facility.		
Patient ID 6159170         First Name CINNAMON         Middle Name TEST         Last Name TEST           Vaccine         Vacc. Date         Dose Size Mfg. Code Lot Funding VFC Eligible Historic DTaP         01/17/2017         Full         YES         Y	Birthday 01/01/2001         Guardian F.N.         Phone Number         VFC Eligible YES           cal Decremented Vaccinator         Facility         Date VIS Form Given VIS Publication Date N           DANNETTE'S PEDIATRIC CLINIC         Date VIS Form Given VIS Publication Date	Facility RANIER e Reporting Method Data Entry		
Issue: Lot number, manufacturer code and/or funding source is missing.	Solution: Lot number, manufacturer code and funding so and present on the patient record. These 3 Items must m facility's IIS inventory and HER when transmitting data to interface connection.	urce must be correct atch between the the IIS through an		
Patient ID 6159170     First Name CINNAMON     Middle Name TEST     Last Name TEST     Birthday 01/01/2001     Guardian F.N.     Phone Number     VFC Eligible YES     Facility RANIER       Vaccine Vacc. Date     Dose Size Mfg. Code Lot Funding VFC Eligible     Historical Decremented Vaccinator     Facility     Date VIS Form Given VIS Publication Date Reporting Method       DTaP     01/17/2017     Full     YES     Y     N     DANNETTE'S PEDIATRIC CLINIC     Data Entry				
Issue: There is nothing visibly wrong; however, the record shows up on the patient detail report as not decremented.				

**Potential Causes:** Invalid VFC eligibility status, vaccine given from wrong supply (e.g. private vaccine supply that is not managed in the IIS), dose documented before the clinic receives the vaccine into their IIS Inventory, or funding source is inconsistent with the VFC eligibility status (e.g. VFC status documented as VFC eligible, but funding source is documented as private).

**TIP:** If a vaccine type or administration date is incorrect, then the record will need to be deleted and re-entered correctly. This information cannot be edited within the record. For vaccinations to decrement from a clinic's inventory, the following variables must be correct and complete: manufacturer, lot number, vaccine type, facility, and funding source.

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov

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