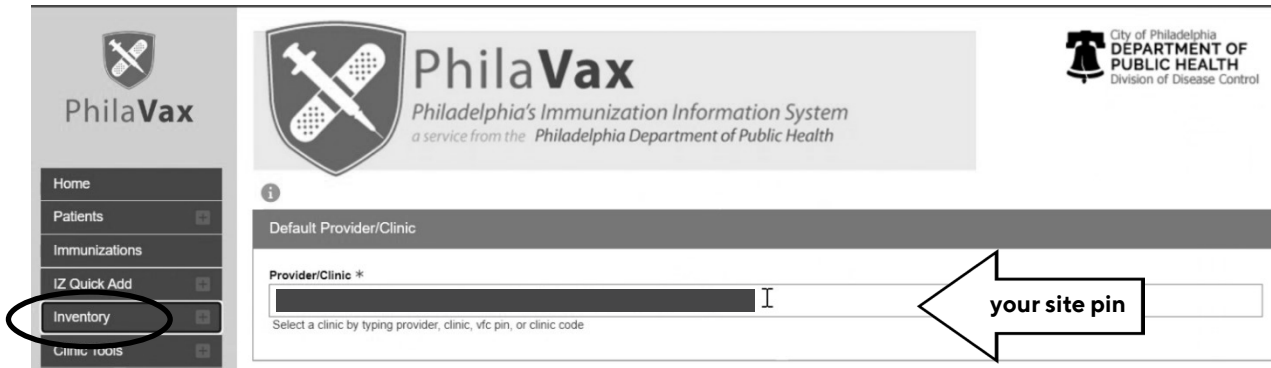


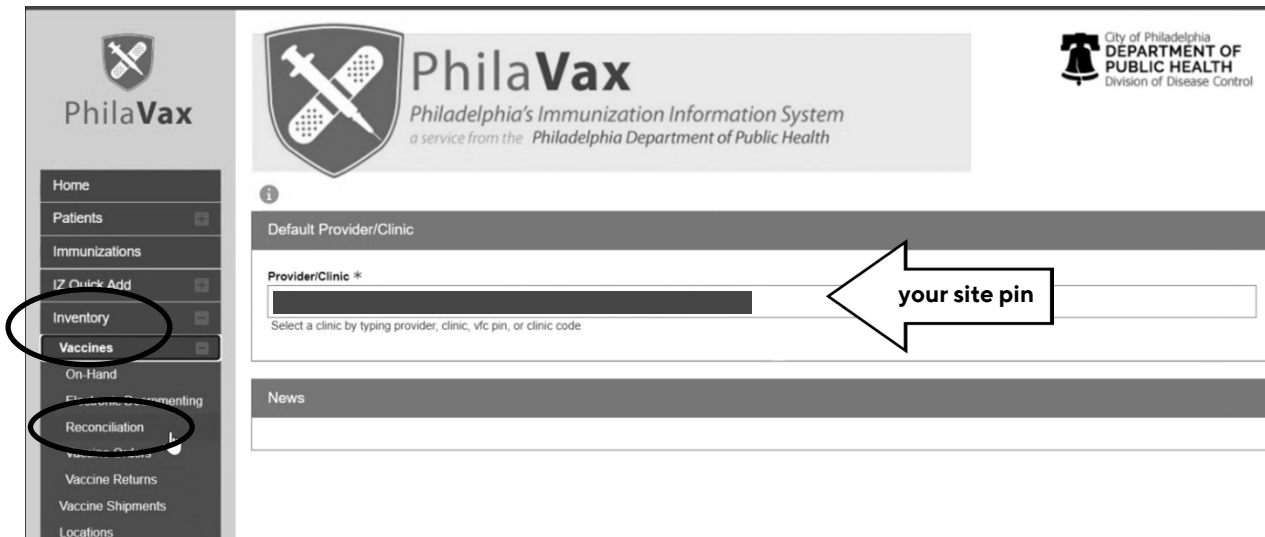
COVID Reconciliation Guide

Follow these steps to account for your COVID vaccines. This process is called reconciliation. You must complete a reconciliation before placing a vaccine order. For COVID orders, you will only need to reconcile your COVID inventory, not your full vaccine inventory. If you have any questions reach out to dphproviderhelp@phila.gov.

1. Type in the site pin on PhilaVax home screen.

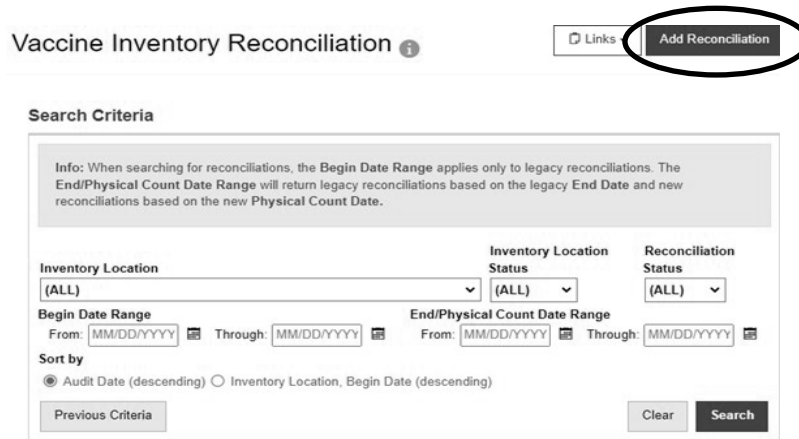


2. Select the "Inventory", then "Vaccines" then "Reconciliation" from the left-hand navigation plane.



COVID Reconciliation Guide

3. Click **“Add Reconciliation”** in the upper right-hand corner.



Vaccine Inventory Reconciliation ⓘ

Links Add Reconciliation

Search Criteria

Info: When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date**.

Inventory Location: (ALL) Inventory Location Status: (ALL) Reconciliation Status: (ALL)

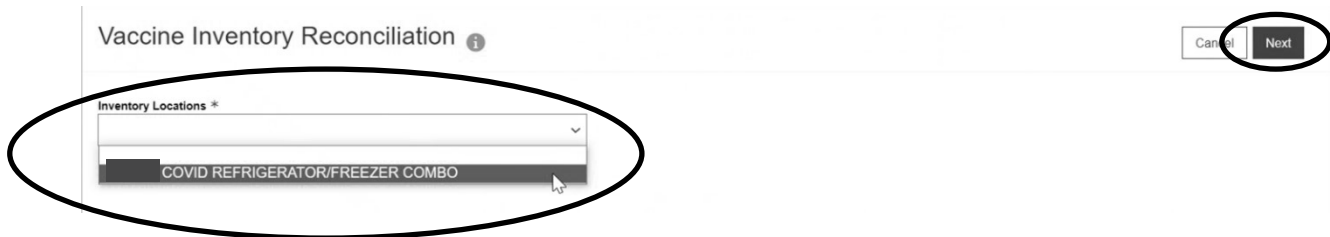
Begin Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY End/Physical Count Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY

Sort by: Audit Date (descending) Inventory Location, Begin Date (descending)

Previous Criteria Clear Search

4. Select the correct site pin and the **COVID REFRIGERATOR/FREEZER COMBO** location from the **“Inventory Location”** drop down. Then click **“Next”**.

****IMPORTANT NOTE:** To place a COVID order, you only need to reconcile your COVID inventory location, not your site’s full vaccine inventory.



Vaccine Inventory Reconciliation ⓘ

Cancel Next

Inventory Locations *

COVID REFRIGERATOR/FREEZER COMBO

COVID Reconciliation Guide

5. Once you have all green pre-check results, click **“Proceed”**.

***NOTE: “Proceed”** will not appear unless all pre-check results are green. If you have any red stop icons, click **“Resolve”** or **“View”** to address the issue preventing you from proceeding. Reach out to dphproviderhelp@phila.gov if you have any questions.

Pre-Check Results ✕

- ✓ No Open Reconciliation for this inventory location
- ✓ No Returns in Process for this Clinic
- ✓ No Rejected Returns outstanding for this Clinic
- ✓ No Expired Inventory prior to previous Count Date/Time.
- ✓ No Vaccines Added but not Administered
- ✓ No Pending Inventory Transfers
- ✓ No Pending VTrcks Shipment

Cancel Proceed

6. Complete the reconciliation details page.

- In the Description box, type **“COVID RECON [today’s date]”**.
- Next, click the blue person icon to autofill your name.
- Next, double click in the **“Count Date”** box and then double click in the **“Count Time”** box.
- Click **“Create”**.

****IMPORTANT NOTE: Never enter a date in the past AKA “backdating”.** *Backdating is prohibited in PhilaVax because it leads to errors and can delay your vaccine order.*

Vaccine Inventory Reconciliation ? Cancel Create

Inventory Location: COVID REFRIGERATOR/FREEZER COMBO

Description: *	Authorized By:	Status: *
COVID RECONCILIATION - 9/18/23	<input type="text"/>	OPEN
Count Date: *	Count Time: *	Last Count Date/Time:
09/18/2023	03:05 PM	7/26/2023 12:24:00 PM
		Last Order Date:
		07/26/2023

COVID Reconciliation Guide

7. In the Physical Count box, type in the number of doses you have on hand, then Click **“Update”** to save your progress.

Vaccine Inventory Reconciliation ? i

Cancel Links Update

Inventory Location: COVID REFRIGERATOR/FREEZER COMBO

Description: * COVID RECONCILIATION - 9/18/23

Authorized By: [dropdown]

Status: * OPEN

Count Date: * 09/18/2023

Count Time: * 04:46 PM

Last Count Date/Time: 7/26/2023 12:24:00 PM

Last Order Date: 07/26/2023

Inventory by Doses

Description	Summary	Aggregate Administ...	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
PANDEMIC							
1. COVID Bivalent (PFR 12+) (Pfizer COVID-19 12+ yrs (10 x 2.0mL MDV)) PFR • 59267-0304-02 • GK0928 • 02/29/2024	Σ	[input]	166	-180		Action	?

8. Next, the system will automatically calculate the total number of doses for the **“Aggregate Administered”** box in the **“Inventory Difference”** column. Then, click **“Update”** to save your progress.

***NOTE: “Aggregate Administered”** means doses administered since the last reconciliation.

Vaccine Inventory Reconciliation ? i

Cancel Links Update

Inventory Location: COVID REFRIGERATOR/FREEZER COMBO

Description: * COVID RECONCILIATION - 9/18/23

Authorized By: [dropdown]

Status: * OPEN

Count Date: * 09/18/2023

Count Time: * 04:46 PM

Last Count Date/Time: 7/26/2023 12:24:00 PM

Last Order Date: 07/26/2023

Inventory by Doses

Description	Summary	Aggregate Administ...	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
PANDEMIC							
1. COVID Bivalent (PFR 12+) (Pfizer COVID-19 12+ yrs (10 x 2.0mL MDV)) PFR • 59267-0304-02 • GK0928 • 02/29/2024	Σ	[input]	166	-14		Action	?

COVID Reconciliation Guide

9. Type the number that's in the "Inventory Difference" column into the "Aggregate Administered" box.

***NOTE:** "Success Records updated" indicates the record was saved.

The screenshot shows the 'Vaccine Inventory Reconciliation' interface. At the top, there is a 'Success Records updated.' message box. Below it, the 'Inventory Location' is 'COVID REFRIGERATOR/FREEZER COMBO'. The 'Description' is 'COVID RECONCILIATION - 9/18/23'. The 'Status' is 'OPEN'. The 'Count Date' is '09/18/2023' and the 'Count Time' is '03:05 PM'. The 'Last Count Date/Time' is '7/26/2023 12:24:00 PM' and the 'Last Order Date' is '07/26/2023'. Below this, there is a table titled 'Inventory by Doses' with the following columns: Description, Summary, Aggregate Administered, Physical Count, Inventory Difference, Acceptable Inv. Difference, Action, and Audit. The table contains one row for '1 COVID Bivalent (PFR 12+) (Pfizer COVID-19 12+ yrs (10 x 2.0mL MDV)) PFR • 59267-0304-02 • GK0928 • 02/29/2024'. The 'Inventory Difference' for this row is -14. The 'Update' button in the top right corner is circled.

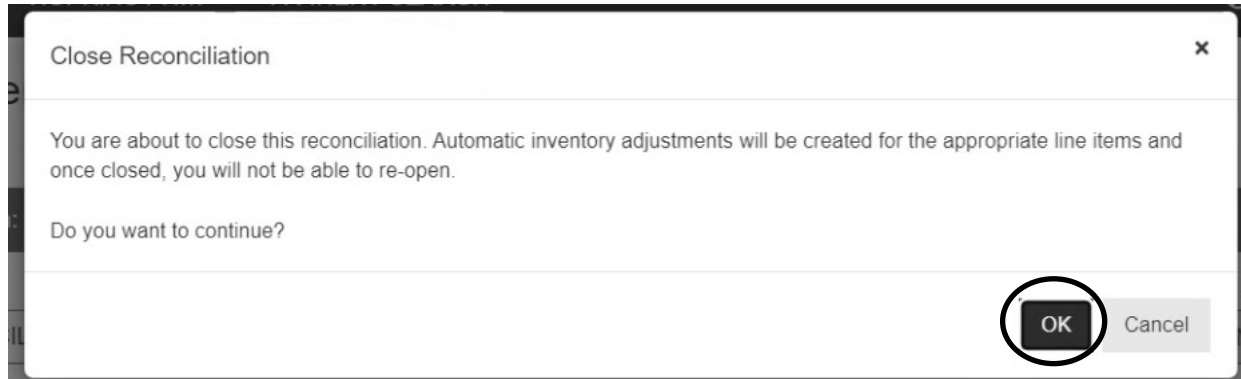
Repeat steps 8 and 9 for each vaccine on the reconciliation. Once completed, move on to step 10.

10. Click the drop-down button next to "Update", then click "Close Reconciliation".

The screenshot shows the 'Vaccine Inventory Reconciliation' interface. The 'Update' button in the top right corner is circled, and a dropdown menu is open, showing the option 'Close Reconciliation' selected. The rest of the interface is the same as in the previous screenshot.

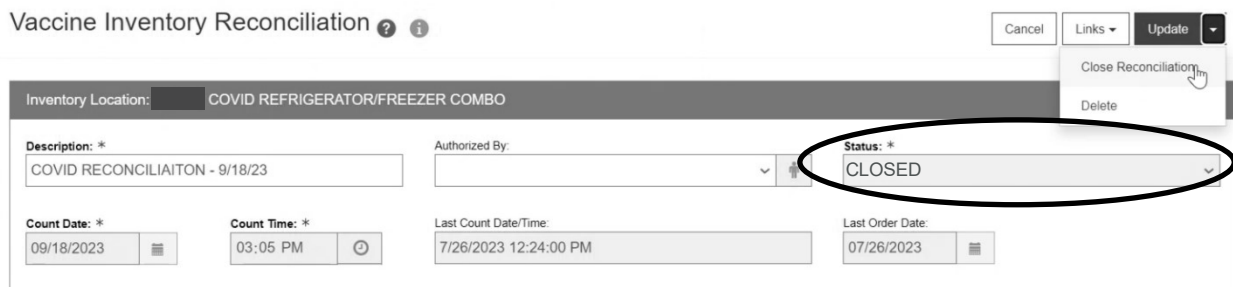
COVID Reconciliation Guide

11. Click "OK".



12. After clicking "OK", notice the status has changed to "Closed".

****IMPORTANT NOTE:** Once the recon is closed, it cannot be reopened or deleted. If the recon isn't accurate, a new one must be created. If you need assistance, reach out to dphproviderhelp@phila.gov.



13. Proceed to place your COVID vaccine order. Refer to COVID order guide. If you need additional assistance, reach out to dphproviderhelp@phila.gov for help!