

## NEBRASKA IMMUNIZATION PROGRAM VACCINE RETURN PROCESS

Any nonviable vaccine that can be returned for federal excise tax credit must be reported in NESIIS using this process. This includes expired vaccine or vaccine that has been spoiled as a result of the following: natural disaster; power outage; refrigerator too warm; refrigerator too cold; failure to store properly upon receipt; vaccine spoiled in transit (freeze/warm monitor activated); mechanical failure; and recalls. **Once the cap has been removed from a vial or syringe, it may not be returned for federal excise tax credit and is considered waste.**

The doses returned process allows you to subtract doses from your inventory when vaccine has been returned to the Nebraska Immunization Program. The doses returned process will be completed as needed.

Begin the vaccine return process by going to Manage Inventory >> Show Inventory:

- **If expired doses of vaccine are being returned, skip to step 8**
- **Do not return vaccine to the manufacturer or distributor – non-viable vaccine must be returned to the Nebraska Immunization Program**

From your Manage Inventory screen you need to find the Trade Name and Lot Number for the vaccine that is to be returned.

1. When you find the correct vaccine that will be returned, click in the check box next to the Trade Name until the check appears.
2. After selecting the correct check box, click Modify QOH (quantity on hand). This is going to let you subtract the doses of vaccine that will be returned from NESIIS.

**Manage Inventory**

Add Inventory for Site (ABC Clinic)...

Modify Quantity On Hand for Selected Sites...

Show Transactions for Sites...

Print Inventory Data...

Return to the Previous Screen...

Add Inventory

Modify QOH

Show Transactions

Inventory Report

Cancel

Site: ABC Clinic

Funding Source: Both      Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	NDC	Description	Lot Number	Dose Size	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">Boostrix</a>	58160-0842-52	10 pack - 1 dose syringes	665544a	.5	5	Y	Y	10/10/2019
<input type="checkbox"/>	<a href="#">Certiva</a>	--		3333333	.5	4	Y	Y	07/18/2016
<input type="checkbox"/>	<a href="#">Certiva</a>	45687-4512-22	10pack- 1 dose vial	3333333	.5	9	Y	Y	07/18/2016
<input type="checkbox"/>	<a href="#">Cervarix</a>	58160-0830-52	10 pack - 1 dose syringes	Y8JXFBJXY9	.5	10	Y	Y	02/09/2019
<input type="checkbox"/>	<a href="#">Comvax</a>	00006-4898-00	10 pack - 1 dose vials	M2571	.5	4	Y	Y	10/23/2015
<input checked="" type="checkbox"/>	<a href="#">Fluarix Quadrivalent</a>	58160-0900-52	10 pack - 1 dose syringes	AB123	.5	1	Y	Y	06/30/2020
<input type="checkbox"/>	<a href="#">Fluzone</a>	49281-0394-15	10 dose vial	123	.5	6	Y	N	08/17/2027
<input checked="" type="checkbox"/>	<a href="#">Kinrix</a>	58160-0812-11	10 pack - 1 dose vials	13579CDe	.5	9	Y	Y	07/06/2018
<input type="checkbox"/>	<a href="#">Kinrix</a>	58160-0812-11	10 pack - 1 dose vials	13579CD	.5	2	Y	Y	07/06/2018

This is the same Modify Quantity screen that you have seen before in managing your inventory. From here you will be able to subtract the doses that will be returned and provide a reason.

3. Choose Subtract from the Action drop down list.
4. Enter the number of doses to be returned under the Amount column.
5. From the Reason drop down box choose **DOSES RETURNED**. This will bring up the Details box for you to document what happened to the vaccine. **Both of these boxes are required.**
6. Enter the **TRANSACTION DATE**.
7. When finished click **SAVE**.

When you finish subtracting the vaccine(s) to be returned from inventory, you will be redirected back to the Show Inventory screen where you can check to see that the dose(s) were subtracted.

Now that you have completed the first step in reporting returned vaccine, you are ready to print the Transaction Summary Doses Returned report so that you can send the report with the non-viable vaccine to the Nebraska Immunization Program.

8. Click on **TRANSACTION SUMMARY** under the Inventory section of the menu panel.
9. At the Transaction Summary Report Criteria screen, choose a site from the pick list or choose All Sites Combined.
10. In the From field under Report Date Range, choose a starting date for your report using the MMDDYYYY format.
11. In the To field under Report Date Range, choose an ending date for your report using the MMDDYYYY format. This date range will give you all the doses returned for that period.

12. Select **PUBLIC ONLY** under the FUNDING TYPE.
13. Click on **DOSES RETURNED** under REPORT TYPE.
14. Click **GENERATE REPORT** to view report.

The screenshot shows the NESIIS interface. The top navigation bar includes links for home, manage access/account, forms, related links, logout, help desk, and training. The user is logged in as 'Ernad Klipic' with the role of 'VFC Administrator'. The main form area is titled 'Transaction Summary Report Criteria' and contains the following fields:

- Site(s):** A dropdown menu set to 'ABC Clinic'.
- Report Date Range:** Two date pickers set to '03/01/2015' (From) and '03/31/2015' (To).
- Funding Source:** Radio buttons for 'Both', 'Public Only' (selected), and 'Private Only'.
- Report Type:** Radio buttons for 'Transaction Summary' (selected), 'Doses Returned', and 'Doses wasted'.
- Generate Report:** A button to submit the report criteria.

The Transaction Summary Doses Returned report will appear as a pop-up, so you will need to make sure that the pop-up blocker is not turned on for NESIIS.

The report is viewed through Adobe Reader. You will need to print this report and send to the Nebraska Immunization Program with your vaccine to be returned.

To print this report click the print icon on the Adobe Reader toolbar and the print options box will pop up. From this options box, click Ok to print out report.

**Following are the steps to return your nonviable returnable vaccine:**

1. Complete the NESIIS process and print the Transaction Summary Doses Returned report **within six months after expiration/spoilage date.**
2. Place all nonviable vaccine in a box or padded envelope with bubble wrap. Do not include ice packs.
3. Place the Transaction Summary Doses Returned report with the vaccine to be returned – this is your packing slip.
  - a. Retain a copy of the Transaction Summary Doses Returned report for your office records.
4. Mail your vaccine returns to the following address:

Nebraska Department of Health and Human Services  
 Attention: Immunization Program  
 PO Box 95026  
 Lincoln, NE 68509

Should you have any questions, please contact the Nebraska Immunization Program at (800) 798-1696 or (402) 471-6423.