

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Policies and Procedures

Policy Subject/Title:	Vaccine Monthly Inventory and Reporting
Applicability:	Community Health Centers, clinical services
Purpose:	To clarify the process in completing a monthly inventory and then reporting to state and/or local department of health services

Policy:

A monthly inventory of vaccines will be completed and reported to appropriate agencies by a designated clinical staff person.

Procedure:

1. On the first day of each month before start of the day, an inventory of all vaccines will be done using the **Vaccine Monthly Inventory** form. Document the following information:
 - a) Month / Year
 - b) Site
 - c) Name of vaccine
 - d) Manufacturer
 - e) Lot number
 - f) Expiration date
 - g) Doses on hand
2. Rotate the vaccine stock so that most current vaccines are upfront and being used first.
3. Compile **Immunization Log** sheets for the month and total up each vaccine given.
4. Replace the **Temperature Log** sheet with a new form and place on the refrigerator door. The temperature log sheet will be a part of the reporting information to be sent to the agency.
5. Complete **Monthly Biological Report** form (C-33). Form must be signed by authorized person and dated.
 - a) Column A – doses on hand from last month's reporting sheet.
 - b) Column B – doses received during month (e.g., state vaccines or vaccine from other providers)
 - c) Column C – usable doses returned to your inventory (e.g., borrowed vaccines which were returned to clinic)

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- d) Column D – total of columns A, B, and/or C
 - e) Column E – doses administered during month (total number of vaccines given from the *Immunization Log* sheet)
 - f) Column F – doses sent back to vaccine distributor (e.g., expired vaccines)
 - g) Column G – doses issued out of your inventory to other providers (e.g., soon to expire vaccines sent to other providers or local health department so that it can be used sooner)
 - h) Column H – doses on hand at the end of month (total number of vaccines from the *Vaccine Monthly Inventory* form)
 - i) Column I – doses lost or gained (explain reason for lost or gain at bottom right-hand corner)
6. Complete Biological Order Form (C-68): each site will have their specific form to complete which includes the following:
- a) Clinic days and hours – complete the days and hours the site is available to accept shipment of vaccines.
 - b) Vaccine – each current available vaccine is listed
 - c) Maximum Stock Level – pre-determined amount of vaccine available for each specific site
 - d) Amount of Hand – amount from column “H” on form C-33, subtract this amount from maximum stock level which equals the amount you can order.
 - e) Authorized person must sign and date form
 - f) Justify any additional amounts needed if outside the maximum level – e.g., more physicals planned thus will need more vaccines.
7. Report the following forms by the 5th of each new month: C-33, C-68, Temperature log and cover sheet. If the clinic will be closed for a holiday or other event, document this information on the cover sheet so that the contact person will know **not** to deliver vaccines during those dates.
- These forms will be faxed to appropriate contact person:
- a) Grimes, Robertson, Madison, Leon – to Ann Edgar at (254) 771-2612
 - b) Brazos – to Beth Crenshaw at the local health department (979) 823-2275
8. Once completed, forms should be kept in a file or binder by designated person who will be responsible for monthly inventory and reporting.

Enclosure:

Vaccine Monthly Inventory form

Immunization Log

DSHS forms: C-33, C-68, Temperature Log and Cover sheet