

Before you close...

- Reconciliation period is dated from the beginning of the month to the end of the month (i.e. January 1, 2012 to January 31, 2012).
- Your ending numbers reflect **EXACTLY** what your clinic has in the refrigerator, at that time, on the reconciliation end date. **TIP: Be sure to count at the end of the day, once your clinic is done seeing all patients for that day.**
- All inventory shipments received for the reconciliation period have been entered in to KSWebIZ. **TIP: Vaccine shipments traditionally come in multiples of 5 (i.e. 5, 10, 15, 20, etc.).**
- All shots administered to patients within the reconciliation period have been appropriately administered and documented in KSWebIZ. **TIP: You can use the “Vaccines Added But Not Administered” or “User Vaccination Details” Reports to help you locate unaccounted for doses.**
- All vaccines listed in **RED** on the Reconciliation Worksheet have the appropriate manual adjustment to show/list them as expired. **TIP: Be sure you have completed your VFC Wasted Vaccine Form and faxed it to VFC at 785-296-6510. http://www.kdheks.gov/immunize/imm_manual_pdf/Wasted_Vaccine_FORM.pdf**
- All vaccines that were wasted in the current reconciliation period have the appropriate manual adjustment to show/list them as wasted. **TIP: Be sure you have completed your VFC Wasted Vaccine Form and faxed it to VFC at 785-296-6510. http://www.kdheks.gov/immunize/imm_manual_pdf/Wasted_Vaccine_FORM.pdf**
- There are no duplicate lot numbers present on your Reconciliation Worksheet or On-Hand Inventory.
- Review you Reconciliation Worksheet columns!! Be sure of the following:
 - Wasted = Vaccines that were wasted and documented appropriately on your VFC Wasted Vaccine Form.
 - Expired = Vaccines that have expired and have been documented appropriately on your VFC Wasted Vaccine Form.
 - Transfer = Vaccines that were either transferred to or transferred from your clinic.
 - Recall = Vaccines that have been recalled (if this situation were to ever arise notification will be sent to all providers from the KS Immunization Program).
 - Inventory Received = Should only reflect vaccines your clinic physically received new shipments of in the current reconciliation period.
 - Inventory Unaccounted = Should only reflect vaccines that your clinic is truly unable to account for or in the case of Influenza season, this will be where any manual adjustments that were made to show extra vaccine from multi-dose vials will be reflected.
- If **everything** on this list looks good ⇒ CLOSE your reconciliation period!
- If something looks incorrect or your numbers do not correlate ⇒ Call the KSWebIZ Help Desk **1-877-296-0464** or email at immregistry@kdheks.gov for assistance!

Kansas Immunization Registry
1000 SW Jackson Suite 075
Topeka, KS 66612
PH: 1-877-296-0464
FAX: 785-291-3142
immregistry@kdheks.gov



Vaccines for Children
1000 SW Jackson, Suite 075
Topeka, KS 66612
PH: 785-296-5591
FAX: 785-296-6510