

Pharmacy Related MCIR Tips for Reporting Dispensed Doses of Oral Antivirals

1. How is original inventory entered into my MCIR account?
 - After receiving product from your Local Health Department, the Pharmacy must add the lots received into their MCIR account. See attached document, *How to Add Lots to All Hazards Inventory* as a guide. Dispensed doses will be subtracted from this inventory.
2. The inventory added into your MCIR account must be entered in terms of doses, not courses of therapy.
 - For example; If you receive 48 10-count bottles of Tamiflu, your entry would be for 480 doses
 - For each Relenza Diskhaler with 4x5 Rotadisk, you would enter 10 doses.
3. How do I record compounds that are dispensed entered into MCIR?
 - Dispensings recorded into MCIR are not recorded as doses, or course. You will only record the event as either Tamiflu or Relenza dispensed. MCIR will recognize, based upon the age of the patient, that a compound may have been used, therefore a partial course may have been used.
4. I have had inventory of oral antivirals since Spring 2009, and have not reported any doses into MCIR. How do I capture those at this time?
 - You will need to adjust for all of those doses using the *How to Add Transactions to Lots in All Hazard Inventory* Tip Sheet attached. You may use the “Lost” category, with comment added to account for past dispensings.
 - Or, you may be able to get the lot number for the product that you received from your Local Health Department
5. Do I have to record the dispensing of all oral antivirals?
 - No. Only supplies that have been received from the Strategic National Stockpile are required to be entered into MCIR.
6. Who should I call with questions regarding data entry into MCIR?
 - Your best source of information for MCIR related questions is your Regional MCIR Representative. Go to; http://www.mcir.org/contact_regions.html to find your Regional Representative

A MCIR Quick Tip Sheet- How to Add Lots to All Hazard Inventory

1. Under the **Vaccine Management** menu, click the Manage Inventory link.
2. Choose **All Hazard** from the Inventory dropdown menu and click the **Get Inventory** button.
3. If the lot is not already on the **Manage Inventory-All Hazard** screen, click the Add New Lot link. You will be taken to the **Add Vaccine Lot** screen.
4. On the **Add Vaccine Lot** screen, enter the following information:

Lot Information

- **Vaccine:** choose the vaccine or antiviral type from the dropdown
- **Expires:** enter the lot number expiration date
- **Mfr (Product):** choose the manufacturer/product combination from the dropdown
- **Lot#:** enter the lot number
- **NDC:** choose the National Drug Code (found on the vaccine/antiviral box) from the dropdown.

Transaction Detail

- **Date:** enter the date the lot was received. If this date is prior to the date the inventory was activated, enter the Active Inventory date.
 - **Doses:** enter the number of doses on hand. For capsules, this is the number of capsules (e.g. one blister pack of 10 capsules would be entered as a dose amount of 10 in MCIR).
 - **Action:** automatically defaults to **Transferred In** for new lots
 - **Reason: Add to Inventory**
 - **Comment:** enter a comment if desired.
5. If you have more lots to add to this inventory, click the **Add More** button. MCIR will save the newly entered lot, and present a blank **Add Vaccine Lot** screen. Follow the bulleted items above to add the next lot.
 6. Once you are finished adding lots for this inventory, click the **Submit** button. You will be taken back to the **Manage Inventory-All Hazard** screen. The lot(s) you just added will be listed alphabetically.
 7. Doses administered to a person will automatically deduct from lots upon data entry on the **Add Event** screen. These will automatically appear on the **Lot Transactions** screen as they are entered into MCIR. These automatic doses administered must be edited within a person's Immunization History screen by the Site that recorded the vaccine/antiviral.

For information about transferring doses in and out of your inventory, see the *How to Add Transactions to Lots in All Hazard Inventory* tip sheet.

A MCIR Quick Tip Sheet -How to Add Transactions to Lots in All Hazard Inventory

1. Under the **Vaccine Management** menu, click the Manage Inventory link.
2. Choose **All Hazard** from the Inventory dropdown menu and click the **Get Inventory** button.
3. Click on the desired Vaccine Name on the **Manage Inventory-All Hazard** screen. You will be taken to the **Lot Transactions** screen.
4. Click the Add New Transaction link. You will be taken to the **Add Vaccine Lot Transaction** screen.
5. Record the following information on the **Add Vaccine Lot Transaction** screen:
 - **Date:** enter the date of the transaction.
 - **Doses:** enter the number of doses involved in the transaction
 - **Action:** choose one of the below from the dropdown*

Example(s)	Inventory Effect	
Breakage	Vials were broken on-site	Subtract
Drawn Not Used	Vaccine sat on counter and was not used within the approved time frame	Subtract
Natural Disaster	Tornado caused refrigerator power outage and spoiled vaccine	Subtract
Returned to Distr	Returned to the distributor for excise tax. Choose one of the following from the additional Reason dropdown: <ul style="list-style-type: none"> • Equip Failure - too Warm • Equip Failure - too Cold • Expired • Failure to Store Properly • Natural Disaster • Recalled • Spoilage • Subtract from Inventory 	Subtract (all choices)
Transferred in	More doses of the same lot were received for All Hazard inventory <ul style="list-style-type: none"> • Add to inventory • Replaced Borrowed • Replaced Lost/Wastage 	Add (all choices)
Transferred out	Short-dated vaccine or antiviral was sent to another Site <ul style="list-style-type: none"> • Subtract from inventory • Replaced Borrowed • Replaced Lost/Wastage 	Subtract (all choices)
MCIR Opted-Out	Recording an inventory dose administered to a person who has opted-out of MCIR reporting	Subtract
Lost	Doses cannot be accounted for	Subtract

Comment: Type a comment here if appropriate
Click the **Submit** button. Your transaction has been recorded.