Managing COVID-19 Vaccine Inventory
Using the Citywide Immunization Registry (CIR)

New York City Department of Health & Mental Hygiene
Bureau of Immunization • COVID-19 Vaccination Program
covidvax@health.nyc.gov

The New York City (NYC) Bureau of Immunization (BOI) requires that all providers vaccinating for COVID-19 manage their inventory in the CIR online registry using the Vaccine Inventory Management (VIM) module.

① HOW TO PRE-BOOK & PLACE A CURRENT ORDER

- Log on to the CIR Online Registry: www.nyc.gov/health/cir.
- Navigate to the VIM/COVID icon and select the "COVID-19 Vaccination Program" tab, then the "Order COVID-19 Vaccine" sub-tab.
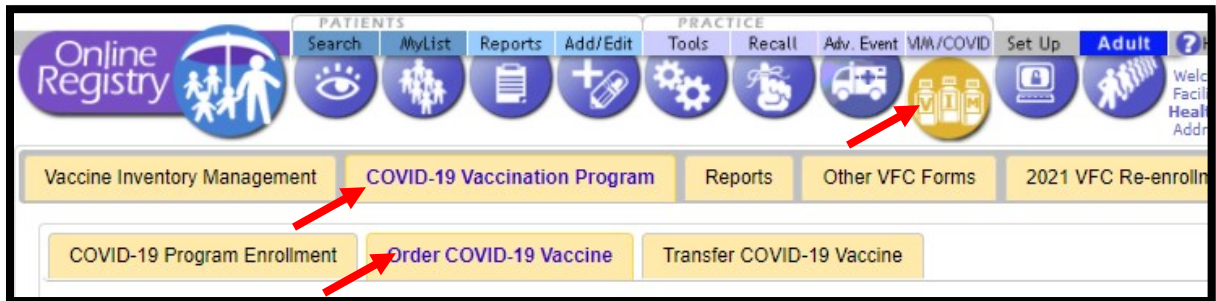
- **Enter your initial COVID-19 vaccine Pre-book and Current Order amounts**
  The **Pre-Book Doses Requested** should reflect the total number of doses needed overall for all of the health care personnel, eligible persons and patients for your facility. The **Current Order Amount** should reflect the number of vaccinations your site is able to administer in a one-to-two week period.
  Request vaccine on an as-needed basis. Order the appropriate amount of COVID-19 vaccine necessary for **first, second, third and booster** doses. If you did not receive vaccine for the current week, please note that your order will NO longer roll over.

COVID-19 Vaccine	Pre-Booked COVID-19 Vaccine	Current Order Amount
Adult COVID-19 Vaccine		
Moderna COVID-19 Vaccine	0	0
Janssen COVID-19 Vaccine	0	0
Pfizer COVID-19, tris-suc, 12y+	0	0
Pediatric COVID-19 Vaccine		
Pfizer COVID-19, 5-11 yrs	0	0
Total	0	0

- If this is your **first-time** ordering vaccines, you will NOT need to **reconcile** your inventory, **proceed to step 3**.
- If you have previously ordered vaccines, you will need to **reconcile your inventory**, **proceed to step 2**.

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Adult COVID-19 Vaccine				
Moderna COVID-19 Vaccine	1,000	0	1,000	
Janssen COVID-19 Vaccine	0	0	0	Last Reconciliation: 02/14/2022
Pfizer COVID-19, tris-suc, 12y+	900	0	900	Reconcile Inventory
Pediatric COVID-19 Vaccine				
Pfizer COVID-19, 5-11 yrs	1,000	0	1,000	
Total	2,900	0	2,900	

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(2) **HOW TO RECONCILE COVID-19 VACCINE INVENTORY**

- Click on the **Reconcile Inventory** link to account for your on-hand doses before placing an order for the upcoming week.
- Enter your **On-hand Inventory** for each COVID-19 lot at your site by dose. Enter a '0' if you have no vaccine doses to enter
- Your **CIR Total Expected Inventory** should match your on-hand inventory.
- To balance your inventory, enter the **Adjust Direction**, then **Adjust Quantity**, and then select an **Adjustment Reason** from the drop-down menu; this will modify **your CIR Total Expected Inventory.**
- To manage extra vaccine doses, select **'Unaccounted for in Provider Inventory'**
- To account for vaccine transfers outside of your network, select **'Transfer COVID-19 Vaccine'**
- To add additional adjustment reasons, use the "+" and "−"icons from the *Add/Remove Reason* column
- **Please fill in ALL entry fields before pressing the Save and Continue button**

								Adjust CIR Expected Inventory by Dose			
Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Total Expected Inventory	On-Hand Inventory Per Dose Allocation	Total Difference		Adjust Direction	Adjust Quantity	Adjustment Reason	Add / Remove Reason
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen) | Janssen Products, LP	042A21A 12/31/2069	5-dose MDV; 10-pack	0		0		Select...		Select...	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen) | Janssen Products, LP	1802068 12/31/2069	5-dose MDV; 10-pack	5		5		Select...		Select...	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen) | Janssen Products, LP	1805018 12/31/2069	5-dose MDV; 10-pack	0		0		Select...		Select...	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen) | Janssen Products, LP	1805022 12/31/2069	10-dose MDV; 10-pack	0		0		Select...		Select...	+
SARS-COV-2	COVID-19, Ad26, 0.5 mL dose (Janssen) | Janssen Products, LP	205121A 12/1/2069	5-dose MDV; 10-pack	20		20		Select...		Select...	+

Legend
LOTS in **RED** are expired.   LOTS in **BLUE** will expire within 30 days.   Differences shaded in **GREEN** indicate that all inventory for that lot is accounted for.

Can't find your lot? **CLICK HERE:**   Find & Add Lot +

Current **CIR Expected Inventory Total:** 3295
Current **On-Hand Inventory Total:** 0
Difference: 3295 (100.00%)

Cancel   Reset   Save And Continue

Your current inventory is 0.00% reconciled. The CIR requires that you reconcile 100% before proceeding. By submitting this inventory count, you confirm that you have physically counted on-hand federally funded COVID-19 vaccine inventory and the count you are submitting is accurate and complete.

- If you do not see one or more of your vaccine lots, click the **Find & Add Lot button** located above the dashboard to search for and add them to your list.

Can't find your lot? **CLICK HERE:**   Find & Add Lot +
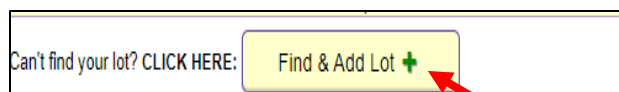
- In the box that appears, select the **brand, lot, and the number of doses** you would like to add
- If the lot currently exists in your list, a message will appear in the dashboard stating: "*This lot already exists on the Adjust Inventory screen.*"
- If you have added a lot to your list, it will be added and highlighted in yellow

Revised 3/2022

NYC Health

Find and Add Lot for COVID-19 Vaccine Inventory

1. Find a lot by making your selections below.
2. Enter the quantity of doses in your inventory for the lot.
3. Click the 'Add' button.
4. Click 'Reset' to clear selections or entries. Click 'Close' to return to the COVID-19 Vaccine Inventory Reconciliation screen.

Note: If you are unable to find the lot number you are looking for, please call the CIR Hotline at 347-396-2400 for assistance.

Type	Brand / Manufacturer	Lot Number/ Exp. Date	Presentation	Quantity
SARS-COV-2	COVID-19, mRNA, 0.5 mL dose (Moderna)	MOD	011J20A 12/31/2...	10-dose MD...	100

Close   Reset   Add

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③ HOW TO PLACE A COVID-19 VACCINE ORDER

- Enter the number of doses you will need for one-to-two weeks in the **Current Order Amount** column. If you are finished, click the **Submit** button to place your order.
- Once you submit your request, it cannot be edited or canceled in the CIR. If you need to cancel or amend your order, please email us at COVIDVax@health.nyc.gov and use the subject line: **AMEND COVID ORDER.**

COVID-19 Vaccine Order	Revise Your COVID-19 Pre-Book	Shipping History

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Adult COVID-19 Vaccine				
Moderna COVID-19 Vaccine	1,000	0	1,000	0
Janssen COVID-19 Vaccine	0	0	0	0
Pfizer COVID-19,tris-suc, 12y+	900	0	900	0
Pediatric COVID-19 Vaccine				
Pfizer COVID-19, 5-11 yrs	1,000	0	1,000	0
Total	2,900	0	2,900	Reconcile Inventory

Order Date	COVID-19 Vaccine	Prior Orders Order Amount	Shipped Amount	Status	
02/14/2022	Moderna COVID-19 Vaccine	100		In Progress	Cancel
02/14/2022	Pfizer COVID-19,tris-suc, 12y+	300		In Progress	Cancel

Note:
Orders for the Pfizer COVID-19,tris-suc, 12y+ vaccine must be in increments of 300.
Orders for the Moderna COVID-19 vaccine must be in increments of 100.
Orders for the Janssen COVID-19 vaccine must be in increments of 100.
Orders for the Pfizer COVID-19, 5-11 yrs vaccine must be in increments of 100.

☑ I would like to receive dry ice with my COVID-19 vaccine order

Cancel ✕   Submit ➡
(Please click once to submit.)

(4)

HOW TO REVISE A PRE-BOOK REQUEST

- To revise your COVID-19 pre-book order, click on the **Revise Your COVID-19 Pre-Book** tab.
- Enter the number of doses you would like to increase or decrease your pre-book by in the **Amount of revision** column.
- Press the **Add** or **Subtract** button. The Revised Pre-Book column will reflect the adjustment.
- Click the **Submit** button to update your pre-book
- A confirmation email will be sent to your site reflecting the edited pre-booked amount.

| COVID-19 Vaccine Order | Revise Your COVID-19 Pre-Book | Shipping History | | | |

COVID-19 Vaccine	Pre-Booked COVID-19 Vaccine	Amount of revision	Add or	Subtract	Revised Pre-Book
Adult COVID-19 Vaccine					
Moderna COVID-19 Vaccine	1,000	0	+	-	1,000
Janssen COVID-19 Vaccine	0	0	+	-	0
Pfizer COVID-19,tris-suc, 12y+	900	0	+	-	900
Pediatric COVID-19 Vaccine					
Pfizer COVID-19, 5-11 yrs	1,000	0	+	-	1,000
Total	**2,900**				2,900

(click 'Submit' button below to make changes)

Note:
Orders for the Pfizer COVID-19,tris-suc, 12y+ vaccine must be in increments of 300.
Orders for the Moderna COVID-19 vaccine must be in increments of 100.
Orders for the Janssen COVID-19 vaccine must be in increments of 100.
Orders for the Pfizer COVID-19, 5-11 yrs vaccine must be in increments of 100.

☑ I would like to receive dry ice with my COVID-19 vaccine order

Cancel ✖   Submit ➡
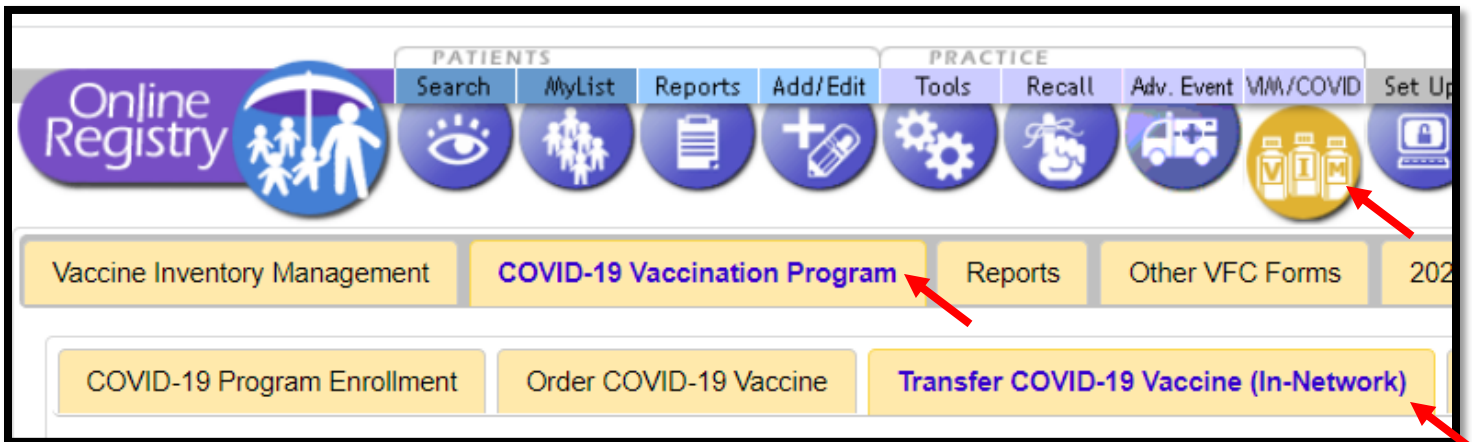(Please click once to submit.)

5

HOW TO TRANSFER COVID-19 VACCINES (IN NETWORK)

- Log on to the CIR Online Registry: www.nyc.gov/health/cir
- Navigate to the VIM/COVD icon and select the **COVID-19 Vaccination Program** tab, then select the **Transfer COVID-19 Vaccine** sub-tab.

- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click the **Submit** button.

- **Redistributions must be approved by New York State before vaccine is transferred**. The form can be found **here**, please complete and email to CovidVaccineHospitals@health.ny.gov.

- You can transfer vaccine using this tool only between sites enrolled in the NYC COVID-19 vaccination program under the same Section A in the Vaccine Provider Agreement application. To account for vaccine transfers **outside of your network**, select **'Transfer COVID-19 Vaccine'** during inventory reconciliation.

- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.

| 6 | **HOW TO REPORT COVID-19 VACCINE WASTAGE** |

- Vaccine wastage and spoilage events should be reported on this screen.
- Wastage reasons include: **Broken Vial/Syringe**, **Vaccine drawn into syringe but not administered**, **Opened multi-dose vial, Other wastage (non-returnable).**
- Log into the **CIR** and click on the **VIM/COVID** icon.
- Select the **Vaccine Inventory Management** tab.
- Click on the **VFC Vaccines Returns/Wastage** tab.
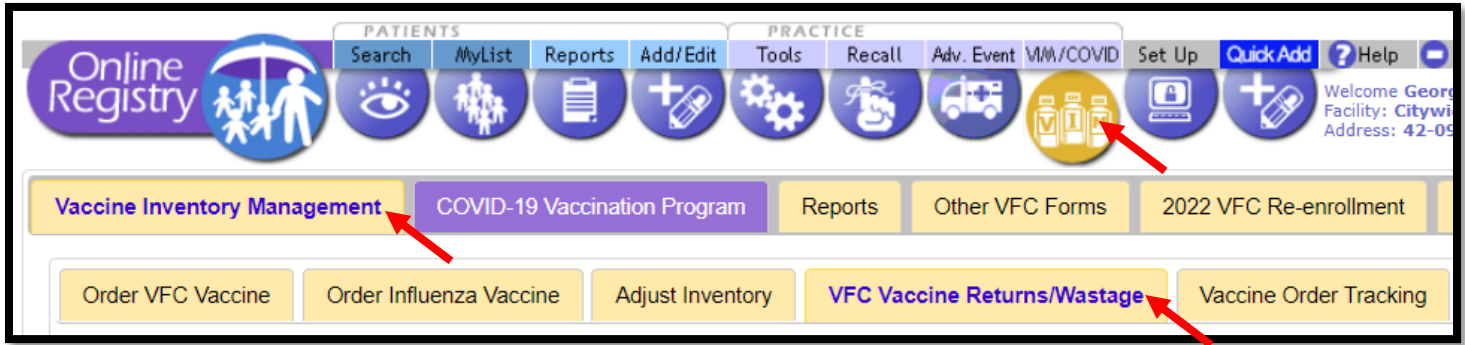
- Fill out the fields displayed.
- More than one lot number can be reported at a time by clicking the **Add Event** button.
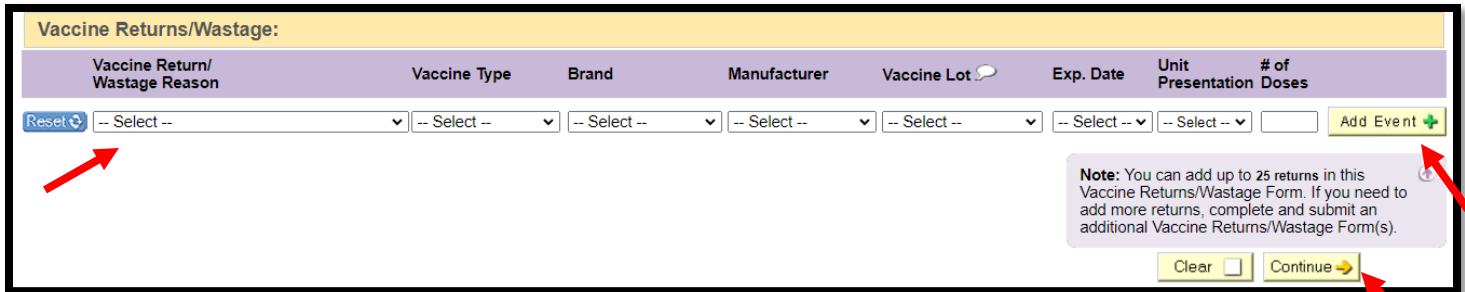
- Once all entries are complete, click the **Continue** button to confirm your entry (ies).
- Click the **Submit** button.
- Print out the confirmation for your records.
- Dispose of the wasted vaccine as you would other unused medication.