

BALANCE INVENTORY PROCESS – HL7

Here are the steps to keeping your MCIR house clean. I suggest you following this upper section every week. The longer you wait, the more data there is to dig through to correct the errors.

Weekly

- All data in the EHR/MCIR (remember breakages and drawn not used)
 - Check the ESSR and make appropriate corrections to the EHR and/or MCIR
 - Print Physical Inventory Report for both VFC and Private
 - Record the counts (date?)
 - In the Inventory screen click Balance Inventory
 - Enter date of count and click Get Records
 - Enter counts and click Save
 - Check balances
 - If differences, find out why and make appropriate corrections to the EHR and/or MCIR
 - When both columns are even, you are done for this week (exception of Lost)
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Monthly (start with Weekly process)

- Click Completed – that was easy 😊
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Reports/paperwork due to the Health Department (Once A Month)

- Ending Inventory Report
- Doses Administered Report
- Temperature Logs
- Generate Return/Wastage Report