

Vaccine Lot Expiration Warning Report

The Vaccine Lot Expiration Warning Report is a weekly report that will come to you automatically and assist you in keeping track of soon-to-expire vaccine.

In order to receive these reports an individual needs to be set up as an E-Order Contact in MCIR AND have the “Send email notifications” box checked **on the Edit Contact screen (see below)**.

The screenshot shows the 'Edit Contact' interface. At the top, it says 'Contact Information' and 'Edit Contact'. Below that, there are several sections:

- Contact Information:** Includes 'Type*' (E-Order Contact), 'User*' (Your User ID), 'Title', 'First Name*' (Your First Name), 'MI', 'Last Name*' (Your LastName), and 'Suffix'.
- Phone Numbers:** Includes fields for Office, Fax, and Cell/Pgr, each with area code, number, and extension.
- Email Address:** Includes 'Email*' (Your Email Address) and a checkbox for 'Send email notifications'.

A red arrow points to the 'Send email notifications' checkbox, which is highlighted with a red box. A red callout box next to it says: 'Check this box to receive E-Ordering Information'. At the bottom, there are buttons for 'Submit' and 'Make Primary Contact'.

This “Send email notification” box will allow the MCIR user to:

- To receive these Vaccine Lot Expiration Warning Reports
- Allow the user to receive valuable information about their VFC E-Orders such as:
 - Date of order submission
 - Tracking of shipping

Vaccine Lot Expiration Warning Report Shows the Following:

- The report lists all vaccines that are expired or will expire within 180 days.
- The report is a one page .pdf file if the provider has **one** inventory (just Private or just VFC/Public)
- The report is a two page .pdf file if the provider has soon to expire or expired vaccines in **both** inventories.
- If the .pdf is two pages the VFC/Public inventory information will always be listed on the first page.
- The reported Inventory will be documented on the top left of the report underneath the date.

- If the email containing the report is accidentally deleted the report can be retrieved via the Retrieve Results link under the Reports tab of the providers MCIR home screen.
- The report will generate weekly
- The report should not list vaccines with a dose count of zero (with the exception of expired vaccines)

Vaccine Lot Expiration Warning Report Contacts:

- Both the VFC Primary and VFC Backup for a site should be properly trained on MCIR VIM and set up as E-Order contacts with the send email notifications box checked in MCIR. For questions or issues concerning setting up a MCIR user as an E-Order contact please contact your MCIR Regional Coordinator.