

How to Correct a COVID-19 Vaccine Expiration Date in the MCIR

1. Log in to the MCIR via [MILogin](#).

If you have access to more than one site, you will need to do this for each site applicable to this update.

2. From the MCIR Home Screen, Click **Manage Inventory** in the Vaccine Mgmt. box, (Figure 2).
3. Select **'Outbreak'** from the dropdown menu as the inventory, (Figure 3).
4. Click the **Get Inventory** button, (Figure 3).

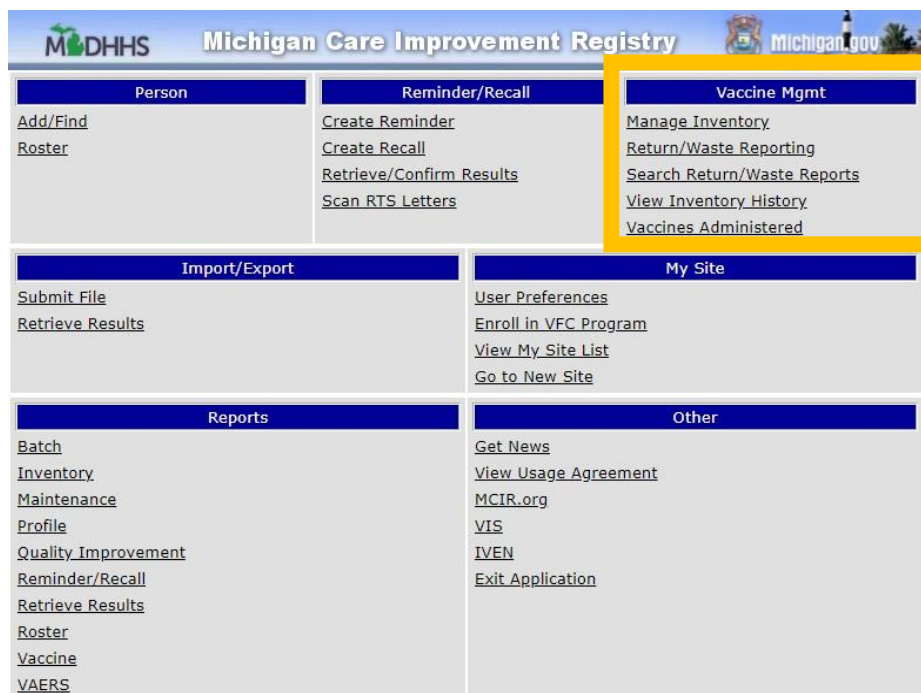


Figure 2

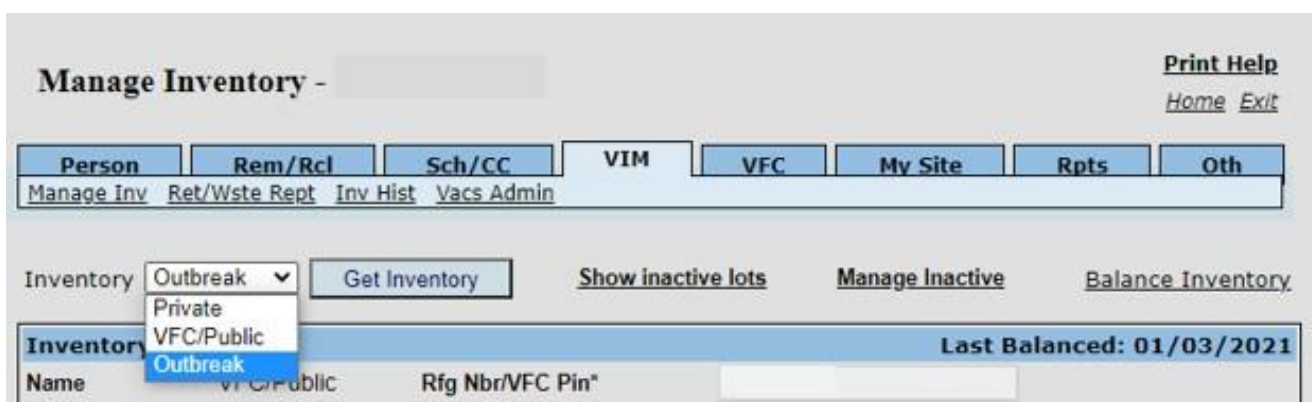


Figure 3

If COVID-19 vaccine is uploaded automatically, then the vaccine lot expiration date can be changed manually in the MCIR.

- Click on the **linked vaccine lot number** that requires the expiration date to be updated, (Figure 4).



Manage Inventory - Outbreak Print Help
Home Exit

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
 Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Inventory: Outbreak [Show inactive lots](#) [Manage Inactive](#)

Inventory Details Last Balanced: 11/30/2020

Name: Outbreak
 Default Active Active Date: 12/01/2020

Product	Lot #	Expires	On Hand	Active	Default
Add Vaccine Lot Lot Detail View					
COVID-19 MOD 10 CTN - 80777-273-99	011J20A	05/11/2021	10 doses	✓	
COVID-19 MOD 10 CTN - 80777-273-99	030L20A	07/16/2021	828 doses	✓	
COVID-19 MOD 10 CTN - 80777-273-99	029L20A	12/31/2069	1100 doses	✓	
COVID-19 MOD 10 CTN - 80777-273-99	007M20A	12/31/2069	400 doses	✓	
COVID-19 PFR 195 CTN - 59267-1000-02	EL3248	04/30/2021	-203 doses	✓	

Figure 4

- You are automatically directed to the Lot Transaction screen.

Take a screenshot or write down the Lot's information.

- Mfr.
- NDC Code (carton)
- Lot #
- On Hand number of doses

This information is re-entered into the MCIR in STEP 9, (Figure 5).

Lot Transactions - Outbreak Print Help
Home Exit

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
 Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

[Manage Inventory](#)

Lot Information

Vaccine	COVID-19 (Moderna)	Expires	12/31/2069	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	029L20A	On Hand:	1100
NDC (carton)	80777-273-99	Presentation	CTN (10)	Lot Status	Active
NDC (vial)	80777-273-10			Default	No
Date Created	01/18/2021	Created By		CVX/MVX:	207/MOD

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
01/25/2021	Current Balance	1100	0	
01/18/2021	Transferred In: Order Received	1100	0	Shipped item recorded for VFC order #
11/30/2020	Balance Forward	0	0	

Figure 5

In the MCIR, you will have to remove all the doses of selected Vaccine Lot from your Outbreak inventory and re-add the Vaccine Lot back into the Outbreak Inventory because of the generic expiration date that uploaded automatically upon delivery.

7. Click **Add New Transaction,** (Figure 6).

Lot Transactions - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
 Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Manage Inventory

Lot Information

Vaccine	COVID-19 (Moderna)	Expires	12/31/2069	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	029L20A	On Hand:	1100
NDC (carton)	80777-273-99	Presentation	CTN (10)	Lot Status	Active
NDC (vial)	80777-273-10			Default	No
Date Created	01/18/2021	Created By		CVX/MVX:	207/MOD

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
01/25/2021	Current Balance	1100	0	
01/18/2021	Transferred In: Order Received	1100	0	Shipped item recorded for VFC order #
11/30/2020	Balance Forward	0	0	

Figure 6

8. Remove the doses from inventory, (Figure 7).

- Add the date of the transaction
- Enter the Number of doses (same as on hand number)
- **ACTION: Select Adjustment**
- **REASON: Select Data Entry Correction**
- INVENTORY EFFECT: Subtract (check the bubble)
- LWB EFFECT: leave as N/A
- COMMENT: Correcting Expiration Date to _____ (to new expiration date).

SUBMIT

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
 Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Lot Details

Lot Information

Vaccine	COVID-19 (Moderna)	Expires	12/31/2069	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	029L20A	On Hand:	1100
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail

Date* Doses*

Action* Reason*

Inventory Effect: Subtract Add N/A LWB Effect: Subtract Add N/A

Comment

Created By: _____ Date: 01/25/2021

Figure 7

9. Add Doses back into MCIR Outbreak Inventory, (Figure 8).

Return to the Manage Inventory – Outbreak screen.

10. Click **Add Vaccine Lot**, (Figure 8).



Manage Inventory - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
 Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Inventory Outbreak Get Inventory Show inactive lots Manage Inactive

Inventory Details Last Balanced: 11/30/2020

Name Outbreak
 Default Active Active Date 12/01/2020

Product	Lot #	Expires	On Hand	Active	Default
Add Vaccine Lot					Lot Detail View
COVID-19 MOD 10 CTN - 80777-273-99	011J20A	05/11/2021	10 doses		✓
COVID-19 MOD 10 CTN - 80777-273-99	030L20A	07/16/2021	828 doses		✓
COVID-19 MOD 10 CTN - 80777-273-99	029L20A	12/31/2069	1100 doses		✓
COVID-19 MOD 10 CTN - 80777-273-99	007M20A	12/31/2069	400 doses		✓
COVID-19 PFR 195 CTN - 59267-1000-02	EL3248	04/30/2021	-203 doses		✓

Submit Cancel

Figure 8

11. Complete the fields with Vaccine Information recorded from **STEP 6** from this instruction sheet.

- Vaccine
- Mfr.
- NDC Code (carton)
- Updated Expiration Date_ [\(instructions from page 1\)](#)
- Lot #

- Date of data entry
- Doses on Hand #
- ACTION: Transferred In
- REASON: Add to Inventory
- INVENTORY EFFECT: Will default to Add
- LWB: Will default to N/A

SUBMIT

Add Vaccine Lot - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth
 Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Lot Information

Vaccine* Expires* Volume/Dose:
 Mfr (Product)* Lot #* On Hand: 0
 NDC* Presentation CVX/MVX:

Transaction Detail

Date* Doses* 0
 Action* Transferred In Reason*
 Inventory Effect: Subtract Add N/A LWB Effect: Subtract Add N/A
 Comment
 Created By: Date: 01/25/2021

Submit Add More Cancel

Figure 9

The updated Vaccine Lot number will then display the updated expiration date, shown in green, on the Manage Inventory- Outbreak screen, (Figure 10).

Vaccine doses can now be deducted from the Outbreak MCIR Inventory and from the appropriate Vaccine Lot # when administered.

Manage Inventory - Outbreak [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM VFC My Site Rpts Oth

Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Inventory Outbreak Get Inventory Show inactive lots Manage Inactive

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Name Outbreak

Default Active Active Date 12/01/2020

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COVID-19 PFR 195 CTN - 59267-1000-02	EL3248	04/30/2021	-203 doses	✓	

Submit Cancel

Figure 10

Vaccine Guidance visit [COVID-19 Provider Guidance and Educational Resources](#) or connect with your [Local Health Department](#) regarding such assistance with administration, storage and handling.

Additional MCIR transaction assistance or training contact [Regional MCIR Office](#).

How to find the expiration date of different COVID-19 Vaccine Brands

Visit Moderna Expiration Date Look Up Tool:

<https://www.modernatx.com/covid19vaccine-eua/providers/vial-lookup#vialLookUpTool>

Visit Janssen Expiration Date Look Up Tool:

<https://vaxcheck.jnj/>

For more information regarding expiration dates and the MCIR Outbreak Inventory visit the MDHHS resource

[Expired Expiring COVID-19 Vaccine Guidance](#)

