

# Guide to “Zero Out” MCIR VIM for VFC Provider

## Local Responsibilities

The following steps should be done by LHD VFC and MCIR Staff:

- 1) LHD and MCIR staff to notify the Immunization Field Rep of provider inability to balance. All efforts to balance and account for vaccine doses should be exhausted. Documentation listing reasons why provider is unable to balance must be compiled and sent to MDHHS VFC.
- 2) MDHHS reviews documentation regarding “zero out” inventory request. Upon MDHHS approval, instruction will be provided to LHD to have provider complete the following:
  - Complete all data entry of any outstanding doses in MCIR
  - Complete VFC refrigerator count

\* Provider to keep track of any doses administered while MCIR VIM is inactive, to assure entry into MCIR once new VFC inventory is loaded and activated.

## MDHHS Responsibilities

The following steps should be done by State VFC and MCIR staff:

- 1) If MCIR VIM was created in preparation of VIM training, and that training never occurred (no transactions were entered into VIM) MCIR Coordinator can approve a “zero out” of inventory without VFC approval.
- 2) If transactions were entered into VIM, MCIR Coordinator will review and discuss reasons for provider’s request to “zero out” inventory with VFC Coordinator.
- 3) Once approved by VFC Coordinator, the MCIR Coordinator will notify MCIR tech to “zero out” provider inventory.
- 4) MCIR tech will notify MCIR Coordinator, VFC Coordinator and MCIR Regional Coordinator once complete.
- 5) MCIR Regional Staff will notify LHD VFC of completion of “zero out” and need for provider to re-enter VFC vaccine inventory, LHD and MCIR may assist provider, if needed.

LHD VFC staff will monitor provider VIM use to assure compliance.