How To Document a COVID-19 **Drawn Not Used Dose** in the MCIR

Drawn Not Used is defined as a vaccine that is drawn up but not used and cannot be used within manufacturer guidelines.
Contact your Regional MCIR Office for additional assistance and training regarding inventory adjustments in the MCIR.

1. Start by logging directly in to the MCIR via MILogin.

Figure 1

2. On your MCIR home screen click **Manage Inventory**, (Figure 1).

3. From the inventory dropdown options select '**Outbreak**' and click 'Get Inventory.'

4. Find the vaccine lot of the dose to document adjustment.
   Click directly on the hyperlinked vaccine.

5. Click **Add New Transaction**.

6. The **Add Vaccine Lot Transaction Outbreak Screen** displays, (Figure 2).

7. Enter the **date** of vaccine Drawn Not Used, (Figure 2).

8. Enter **number of doses**, (Figure 2).

Figure 2

![MCIR - Michigan Care Improvement Registry]

Add Vaccine Lot Transaction – Outbreak Screen

9. ACTION: select **Adjustment,** (Figure 3).

10. REASON: select **Drawn Not Used,** (Figure 3).

Figure 3

11. COMMENT:
Please state what happened here.
For example, Syringe malfunction drawn not used, (Figure 4).

12. Click Submit.

Figure 4

The Lot Transactions – Outbreak Screen

The Vaccine Lot displays the **Drawn Not Used Adjustment** in the MCIR COVID Outbreak Inventory, (Figure 5).

Figure 5