

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](#).
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).



Vaccine Mgmt

- [Manage Inventory](#)
- [Return/Waste Reporting](#)
- [Search Return/Waste Reports](#)
- [View Inventory History](#)
- [Vaccines Administered](#)

Figure 1



Add Vaccine Lot Transaction - Outbreak [Print Help](#)
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Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Rpts Oth

Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

[Lot Details](#)

Lot Information				
Vaccine	COVID-19 (Moderna)	Expires	05/11/2021	Volume/Dose: 0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	011J20A	On Hand: 3
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX: 207/MOD

Transaction Detail	
Date*	03/01/2021
Doses*	1
Action*	
Reason*	
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
Comment	
Created By:	Date: 03/02/2021

Figure 2

Add Vaccine Lot Transaction – Outbreak Screen

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

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



Add Vaccine Lot Transaction - Outbreak [Print Help](#)
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Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Rpts Oth
Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Lot Details

Lot Information					
Vaccine	COVID-19 (Moderna)	Expires	05/11/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	011J20A	On Hand:	4
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail			
Date*	03/01/2021	Doses*	1
Action*	Adjustment	Reason*	Drawn Not Used
Inventory Effect:	<input type="radio"/> N/A	LWB Effect:	
Comment			
Created By:			

Note: In Figure 3, the 'Adjustment' dropdown menu is open, showing options: Adjustment, Returned to Distr, Transferred In, Transferred Out, MCIR Opted-Out, Non-Return Opened MDV, and Vaccine Short Dated. The 'Drawn Not Used' dropdown menu is also open, showing options: Breakage, Drawn Not Used, Found Dose, Natural Disaster, Data Entry Correction, and Unable to Locate.

Figure 3

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

12. Click Submit.

Add Vaccine Lot Transaction - Outbreak [Print Help](#)
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Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Rpts Oth
Manage Inv Ret/Wste Rept Inv Hist Vacs Admin

Lot Details

Lot Information					
Vaccine	COVID-19 (Moderna)	Expires	05/11/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	011J20A	On Hand:	2
NDC	80777-273-99	Presentation	CTN (10)	CVX/MVX:	207/MOD

Transaction Detail			
Date*	03/01/2021	Doses*	1
Action*	Adjustment	Reason*	Drawn Not Used
Inventory Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A
Comment	Please write what happened here, for example syringe malfunction drawn not used		
Created By:	Date:	03/03/2021	

Submit **Cancel**

Note: In Figure 4, a large black arrow points to the 'Submit' button.

Figure 4

The Lot Transactions – Outbreak Screen

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

Lot Transactions - Outbreak

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Person

Rem/Rcl

Sch/CC

VIM

Imp/Exp

VFC

My Site

Rpts

Oth

[Manage Inv](#) [Ret/Wste Rept](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Lot Information

Vaccine	COVID-19 (Moderna)	Expires	05/11/2021	Volume/Dose:	0.5
Mfr (Product)	Moderna (COVID-19 MOD 10 CTN)	Lot #	011J20A	On Hand:	1
NDC (carton)	80777-273-99	Presentation	CTN (10)	Lot Status	Active
NDC (vial)	80777-273-10			Default	No
Date Created	12/28/2020	Created By	weemss1963	CVX/MVX:	207/MOD

Make Lot Default

Inactivate Lot

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
03/03/2021	Current Balance	1	3	
<u>03/01/2021</u>	Adjustment: Drawn Not Used	-1	1	Please write what happened here, for example syringe malfunction drawn not used

Figure 5

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