

Managing NYSIIS Inventory for Vaccine Borrowing

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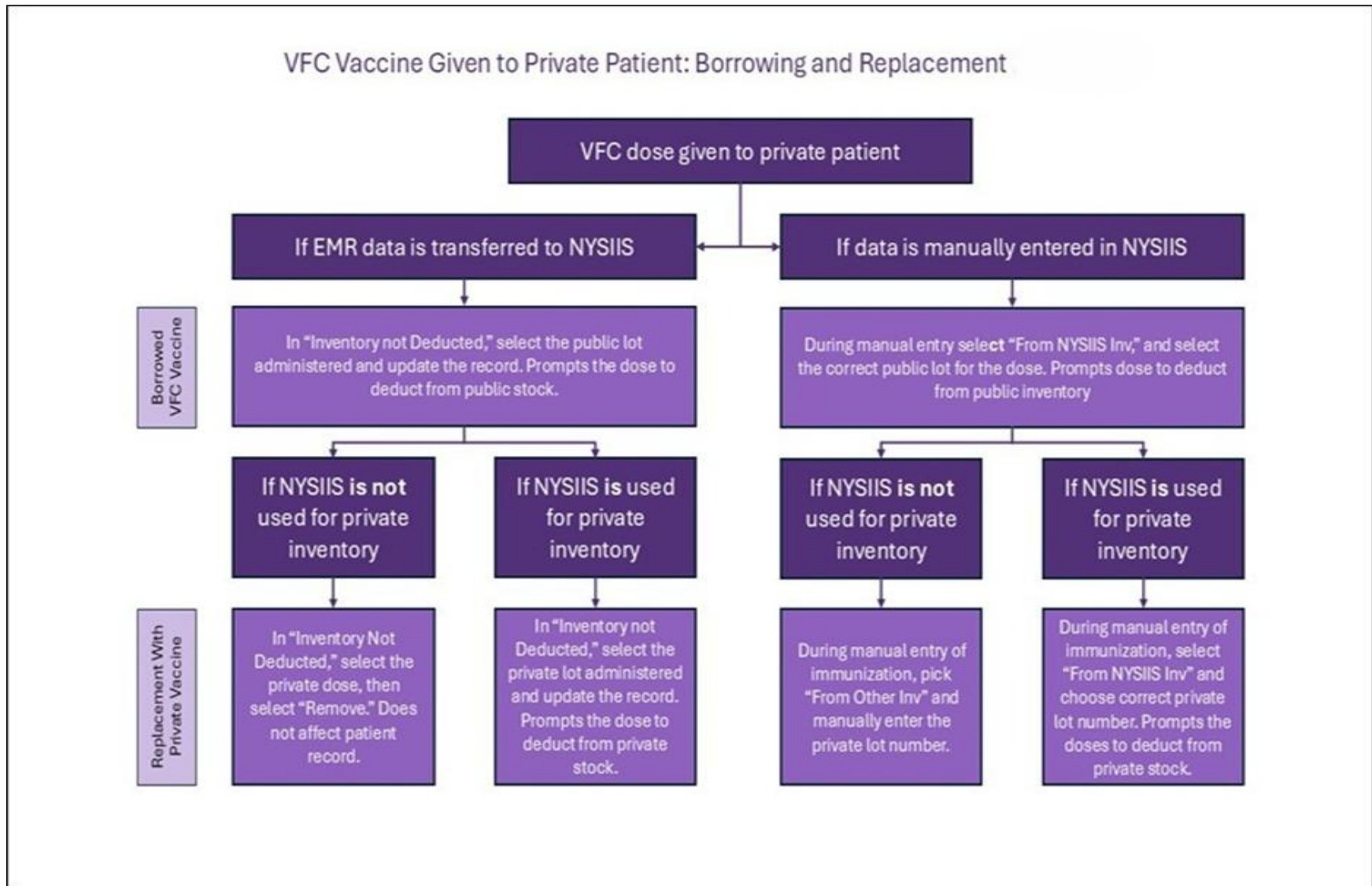
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Resources:

VFC Program Forms and Resources

New York State Immunization Information System (NYSIIS) Inventory Not Deducted Cheat Sheet

VFC/Public Dose(s) Given to Privately Insured Patient



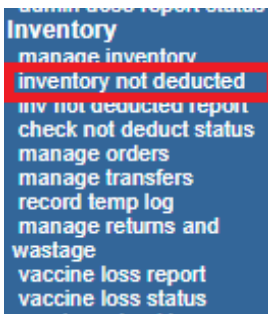
VFC/Public Dose(s) Given to Privately Insured Patient

Provider Uses Electronic Medical Record (EMR) to transfer data to NYSIIS

STEP 1: Manage the inventory in NYSIIS to account for the borrowed VFC/Public dose(s).

When the EMR transfers data to NYSIIS, the record of the **VFC/public vaccine** given to the **privately insured** patient will appear in “Inventory Not Deducted.” To manage the patient record in “Inventory Not Deducted,” follow the instructions below:

- In the Inventory module (blue ribbon on the left), select “Inventory Not Deducted”:



- Select desired transaction date range and hit “Refresh List”:

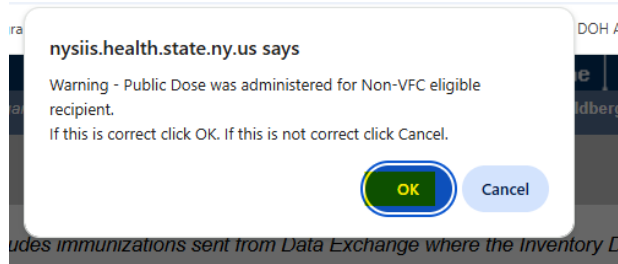
A screenshot of the 'Inventory Not Deducted' form. The 'Select Transaction Date Range' section is highlighted with a green box. It contains a radio button for 'Today' and a selected radio button for 'Date Range:'. Below 'Date Range' are 'From:' and 'To:' date input fields, followed by a 'Refresh List' button. To the right of this section is a text block explaining that the listing includes immunizations from Data Exchange where the Inventory Deduct setting was enabled. At the bottom right of the form are 'Save' and 'Cancel' buttons. Below the form is a table header with columns: Transaction Date, Vaccination Date, Job Id, Lot/Vaccine Name, Eligibility, Patient Name, DOB, Trade Name, Inventory Lot, Update, and Remove.

- Once the patient is located by vaccination date and/or product, choose the Trade name and Inventory Lot # that matches the **VFC/public** inventory given, check the update box and save to prompt the dose to decrement from VFC/public inventory, recording the dose accurately.

A screenshot of the 'Inventory Not Deducted' form showing a data table. The 'Select Transaction Date Range' section is highlighted with a green box, showing the 'Today' option selected. The 'Refresh List' button is also visible. The table below has columns: Transaction Date, Vaccination Date, Job Id, Lot/Vaccine Name, Eligibility, Patient Name, DOB, Trade Name, Inventory Lot, Update, and Remove. The first row of data is highlighted with a green box, showing the 'Update' checkbox checked. The 'Save' and 'Cancel' buttons are visible in the top right corner.

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
07/22/2026	07/22/2026	391097815	ND3099/Prevnar 20	Not VFC Eligible	ONEILLWATSON, LORRAINE	01/24/1968			☒	☐

- A warning will appear. Click “OK”, as the actual **VFC/Public** dose given must be documented in NYSIIS to properly decrement from inventory.



STEP 2: Manage the inventory in NYSIIS to account for the replacement private dose(s). When the EMR transfers data to NYSIIS the **private vaccine** given to the **VFC-eligible** patient will appear in “Inventory Not Deducted.”

- If NYSIIS **is not** used for your privately purchased vaccine inventory, go to “Inventory Not Deducted,” identify the private dose, select “Remove”, and click “Save.” Removing a record from this list does not affect the patient record.

Inventory Not Deducted

Select Transaction Date Range

☒ Past 30 days

☐ Date Range:

From:

To:

Refresh List

Save

Cancel

This listing includes immunizations sent from Data Exchange where the Inventory Deduct setting was enabled at the time they were processed and immunizations sent from Vitals. Immunizations from Vitals are highlighted in blue. Please contact the NYSIIS HelpDesk at 866-389-0371 with questions. *VFC Eligibility may be changed in the Edit Immunization screen if necessary.

Vaccine Group:

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
07/02/2026	07/02/2026	387058391	Y1D78P1/IPOL	Underinsured					☐	☐

- If NYSIIS **is** used for your private inventory, go to “Inventory not Deducted,” select the private vaccine lot number administered from the list and update the record to prompt the dose to be deducted from private vaccine inventory.

TIP: Public doses are noted with PBF & Private are noted with PVF. PVF= Private Dose/PBF=Public Dose

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
07/17/2026	07/17/2026	390104569	U7970BA/Vaxelis	Not VFC Eligible					☐	☐

U8267AA/PVF

U8372AA/PBF

U8512AA/PBF

U8603AA/PBF

U8657AA/PVF

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VFC/Public Dose(s) Given to Privately Insured Patient

Provider Uses Manual Entry in NYSIIS

STEP 1: Manage the inventory in NYSIIS to account for the borrowed VFC/Public dose(s).

- If immunizations are entered manually into NYSIIS, during manual entry, select “From NYSIIS Inv,” and then select the correct VFC/public lot number for the dose(s) given to private patients to properly deduct from VFC/public inventory.

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
COVID-19	☒	☐	
Chikungunya		☐	
Cholera		☐	
DENGUE		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Ebola		☐	
FLU-Avian-H5		☐	
Flu H1N1-09		☐	

STEP 2: Manage the inventory in NYSIIS to account for the replacement private dose(s),

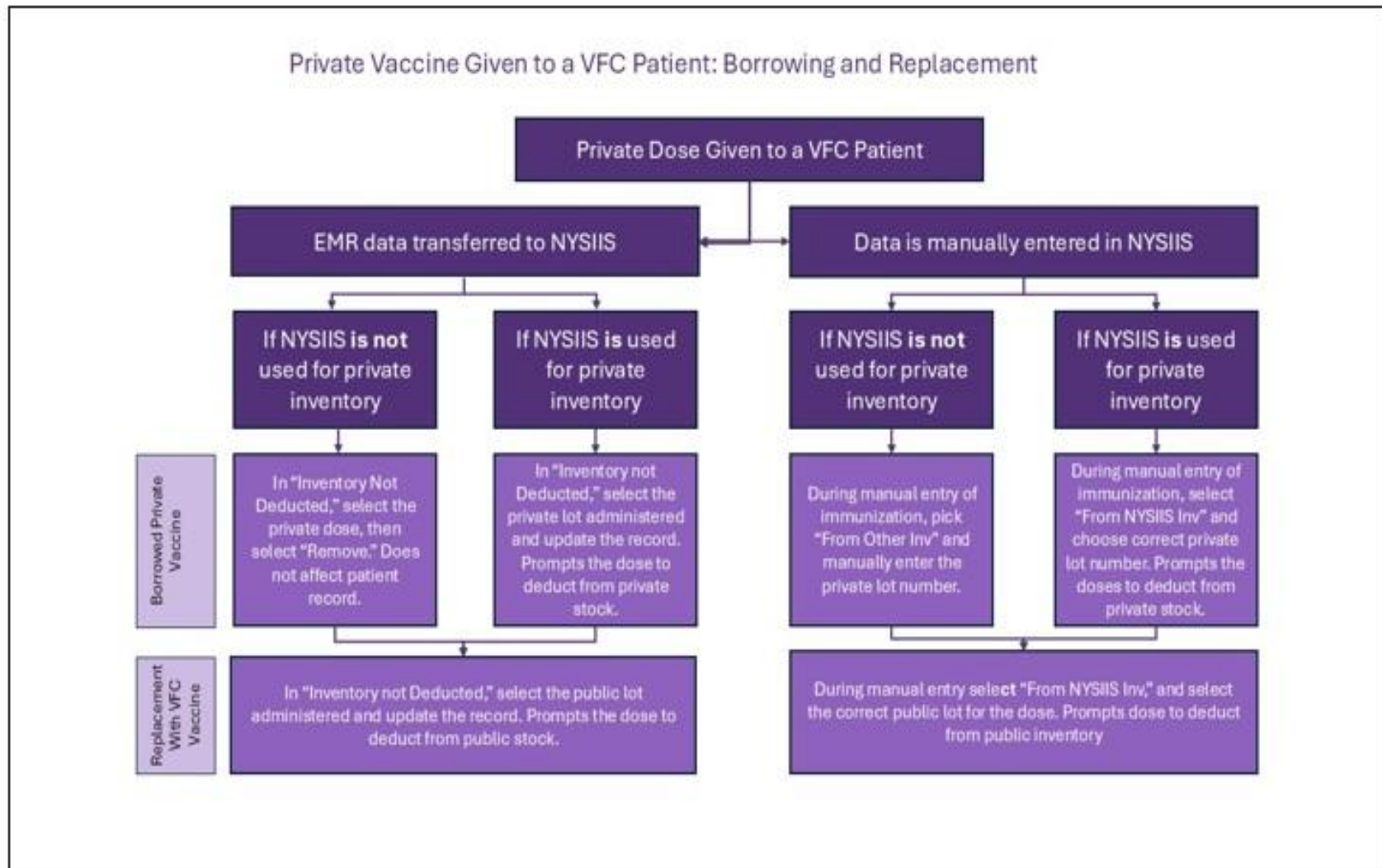
- If NYSIIS is **not** used for private inventory, during manual entry of private immunization pick “From Other Inv” and manually enter the private lot number.

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
COVID-19	☐	☒	
Chikungunya		☐	
Cholera		☐	
DENGUE		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Ebola		☐	
FLU-Avian-H5		☐	
Flu H1N1-09		☐	

- If NYSIIS **is** used for private inventory, during manual entry of immunization, select “From NYSIIS Inv.” Choose the correct private lot number for the dose(s) to deduct from private inventory.

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
COVID-19	☒	☐	
Chikungunya		☐	
Cholera		☐	
DENGUE		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Ebola		☐	
FLU-Avian-H5		☐	
Flu H1N1-09		☐	

Private Dose(s) Given to VFC Patient



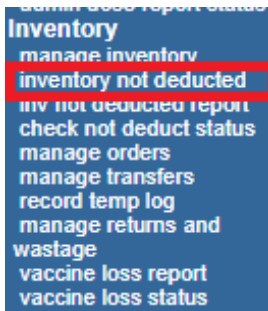
Private Dose(s) Given to VFC Patient

Provider Uses Electronic Medical Record (EMR) to transfer data to NYSIIS

STEP 1: Manage the inventory in NYSIIS to account for the borrowed Private dose(s).

When the EMR record transfers data to NYSIIS, the record of the VFC-eligible patient will appear in “Inventory Not Deducted.” To manage the patient record in “Inventory Not Deducted,” follow the instructions below:

- If NYSIIS **is not** used for private inventory, to manage the patient record in “Inventory Not Deducted,” follow the instructions below:
 - In the Inventory module (blue ribbon on the left), select “Inventory Not Deducted”:



- Select desired transaction date range and hit “Refresh List”:

A screenshot of the 'Inventory Not Deducted' screen in the NYSIIS application. The screen has a grey header with the title 'Inventory Not Deducted'. Below the header, there is a section titled 'Select Transaction Date Range' which is highlighted with a green rectangular box. This section contains a radio button for 'Today', a 'Date Range:' section with 'From:' and 'To:' date pickers, and a 'Refresh List' button. To the right of this section, there is a paragraph of text: 'This listing includes immunizations sent from Data Exchange where the Inventory Deduct setting was enabled at the time they were processed and immunizations sent from Vitals. Immunizations from Vitals are highlighted in blue. Please contact the NYSIIS HelpDesk at 866-389-0371 with questions.*VFC Eligibility may be changed in the Edit Immunization screen if necessary.' At the top right of the main content area are 'Save' and 'Cancel' buttons. Below the date range section is a 'Vaccine Group:' dropdown menu. At the bottom of the screen is a table with columns: 'Transaction Date', 'Vaccination Date', 'Job Id', 'Lot/Vaccine Name', 'Eligibility', 'Patient Name', 'DOB', 'Trade Name', 'Inventory Lot', 'Update', and 'Remove'.

- Identify the private dose, then select “Remove,” and click “Save.” Removing a record from this list does not affect the patient record.

Inventory Not Deducted

Select Transaction Date Range

☒ Past 30 days

Date Range:

From:

To:

Refresh List

Save

Cancel

This listing includes immunizations sent from Data Exchange where the Inventory Deduct setting was enabled at the time they were processed and immunizations sent from Vitals. Immunizations from Vitals are highlighted in blue. Please contact the NYSIIS HelpDesk at 866-389-0371 with questions. *VFC Eligibility may be changed in the Edit Immunization screen if necessary.

Vaccine Group:

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
07/02/2026	07/02/2026	387058391	Y1D78P1/IPOL	Underinsured					☐	☐

- If NYSIIS is used for private inventory, go to “Inventory not Deducted,” select the private lot administered from the list and update the record to prompt the dose to deduct from private vaccine inventory.

TIP: VFC/Public doses are noted with PBF & Private are noted with PVF. PVF= Private Dose/PBF=Public Dose

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
07/17/2026	07/17/2026	390104569	U7970BA/Vaxelis	Not VFC Eligible					☐	☐

U8267AA/PVF

U8372AA/PBF

U8512AA/PBF

U8603AA/PBF

U8657AA/PVF

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STEP 2: Manage the inventory in NYSIIS to account for the replacement VFC/public dose(s).

When the EMR transfers data to NYSIIS, the record of the **VFC/public vaccine** given to the **privately insured** patient will appear in “Inventory Not Deducted.”

- Once the patient is located by vaccination date and/or vaccine, choose the Trade Name and Inventory Lot # that matches the **public** inventory given, check the “update” box and click “save” to prompt the dose to decrement from public inventory, recording the dose accurately.

Inventory Not Deducted

Select Transaction Date Range

☒ Today

☐ Date Range:

From:

To:

Refresh List

This listing includes immunizations sent from Data Exchange where the Inventory Deduct setting was enabled at the time they were processed and immunizations sent from Vitals. Immunizations from Vitals are highlighted in blue. Please contact the NYSIIS HelpDesk at 866-389-0371 with questions. *VFC Eligibility may be changed in the Edit Immunization screen if necessary.

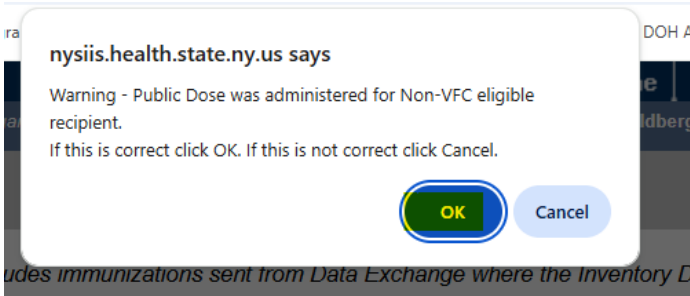
Save

Cancel

Vaccine Group:

Transaction Date	Vaccination Date	Job Id	Lot/Vaccine Name	Eligibility	Patient Name	DOB	Trade Name	Inventory Lot	Update	Remove
07/22/2026	07/22/2026	391097815	ND3099/Prevnar 20	Not VFC Eligible	ONEILLWATSON, LORRAINE	01/24/1968			☐	☐

- A warning will appear. Click “OK”, as the actual dose given must be documented in NYSIIS and the inventory to properly decrement.



Private Dose(s) Given to VFC Patient

Provider Uses Manual Entry in NYSIIS

STEP 1: Manage the inventory in NYSIIS to account for the borrowed private dose(s),

- If NYSIIS is **not** used for private inventory, during manual entry of private immunization pick “From Other Inv” and manually enter the private lot number.

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
COVID-19	☐	☒	
Chikungunya		☐	
Cholera		☐	
DENGUE		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Ebola		☐	
FLU-Avian-H5		☐	
Flu H1N1-09		☐	

- If NYSIIS **is** used for private inventory, during manual entry of immunization, select “From NYSIIS Inv.” Choose the correct private lot number for the dose(s) to deduct from private inventory.

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
COVID-19	☒	☐	
Chikungunya		☐	
Cholera		☐	
DENGUE		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Ebola		☐	
FLU-Avian-H5		☐	
Flu H1N1-09		☐	

STEP 2: Manage the inventory in NYSIIS to account for the payback VFC dose(s).

- If immunizations are entered manually into NYSIIS, during manual entry, select “From NYSIIS Inv,” and then select the correct VFC/public lot for the dose to deduct from public inventory the dose(s) given to private patients.

Immunization	From NYSIIS Inv	From Other Inv	Hist #
Adeno		☐	
Anthrax		☐	
BCG		☐	
COVID-19	☒	☐	
Chikungunya		☐	
Cholera		☐	
DENGUE		☐	
DTP/aP	☐	☐	
Diphtheria		☐	
Ebola		☐	
FLU-Avian-H5		☐	
Flu H1N1-09		☐	