




# New Mexico Influenza Vaccine Consortium

## The NMIVC Flu Vaccine Database: A Step-by-Step Guide to Entering and Updating Data

Thank you for downloading this step-by-step tutorial on how to enter and update flu vaccine data in the New Mexico Influenza Vaccine Consortium (or NMIVC) database. NMIVC is sponsored by the New Mexico Department of Health to provide a mechanism for sharing and distributing vaccine throughout the state as needed, and to promote adult immunizations, particularly against influenza and pneumococcal disease.

NMIVC has identified individuals from health care organizations in New Mexico that provide flu vaccine to patients. Your name is listed as the single point of contact for your organization to provide current flu vaccine data to NMIVC's database. Therefore, you are the only person in your organization responsible for keeping these data current. Your cooperation in the timely reporting of flu vaccine data is crucial for all New Mexicans and will help in the coordination of vaccine, especially in light of the convergence of seasonal flu.

Due to your designation as the vaccine reporter for your organization, you are or will soon begin receiving recurring e-mails from NMIVC that look like this:


**New Mexico Influenza Vaccine Consortium**

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**DEAR [YOUR NAME],**

You are receiving this e-mail from the New Mexico Medical Review Association (NMMRA) on behalf of the New Mexico Influenza Vaccine Consortium (NMIVC) because you have been identified by your organization to help provide flu vaccine tracking data.

We are requesting your assistance in complying with the State of New Mexico initiative to record the ordering, receiving, administering and transferring of critical influenza vaccine to and among healthcare facilities throughout New Mexico.

In order to accomplish this task, we are asking you to report the following information about flu vaccine within your organization:

- Vaccine Ordered
- Vaccine Received
- Vaccine Administered/Distributed
- Vaccine given away or lent by your organization to another organization
- Vaccine waste



This process is very simple and will take only a few minutes of your time. Please have the information available **before** you begin reporting your data. When you are ready to report your information, please click on the link below. You will automatically be logged in and you can immediately submit your data to NMIVC for tracking flu vaccine within New Mexico.

**Your cooperation in the timely reporting of these data will be crucial for all New Mexicans and will help to facilitate the coordination of vaccine in the event of an influenza event or pandemic.**

**Please Note:** Before logging in and submitting your reports, please have ALL information ready to be entered. Once you have entered the site, you must complete the entire reporting process as you cannot re-enter the site to complete your reports without issuing you a new report link. This process should take only a few minutes.

**You do not have to submit any information for which you currently do not have available data; however, please report all known pertinent and timely data to ensure your organization's flu vaccine inventories reflect an accurate and complete profile within the tracking database.**

[Click Here To Submit Your Organization's Influenza Vaccine Reports](#)

**Important:** Once you enter the report site you must submit all data for this reporting session. You will not be able to reuse this link to access the report site.


**CONTACT INFORMATION** You will receive these e-mail messages throughout the flu season to allow you to keep your organization's vaccine reports current.

**VACCINE REPORTING**  
If you have any questions about this message or need additional instructions on how to report vaccine data, please contact Anna Dykeman at NMMRA at (505) 998-9730 or [adykeman@nmmra.org](mailto:adykeman@nmmra.org).

**NMIVC**  
To discuss any other issues related to NMIVC or flu vaccine in New Mexico, please contact Sheila Conneen at NMMRA at (505) 998-9757 or [sconneen@nmmra.org](mailto:sconneen@nmmra.org).

Mission Statement  
NMMRA's mission is to facilitate demonstrable and continuous improvement in the quality of health care. As a premier and innovative leader in improving health care, NMMRA is a recipient of 2009 Roadrunner Recognition from Quality New Mexico, the state quality program modeled after the Malcolm Baldrige National Quality Award Program.

The document included in this transmission may contain confidential information from NMMRA. The information is intended for use by the person named on this transmittal. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this transmission is prohibited. If you have received this message in error, please notify NMMRA and delete it.



New Mexico Medical Review Association

If you receive this e-mail, you are the only individual who can access your organization's vaccine data in the NMIVC database. In the e-mail is a secure link that automatically logs you in, taking you directly to your organization's vaccine reporting window within the database:

## New Mexico Influenza Vaccine Consortium

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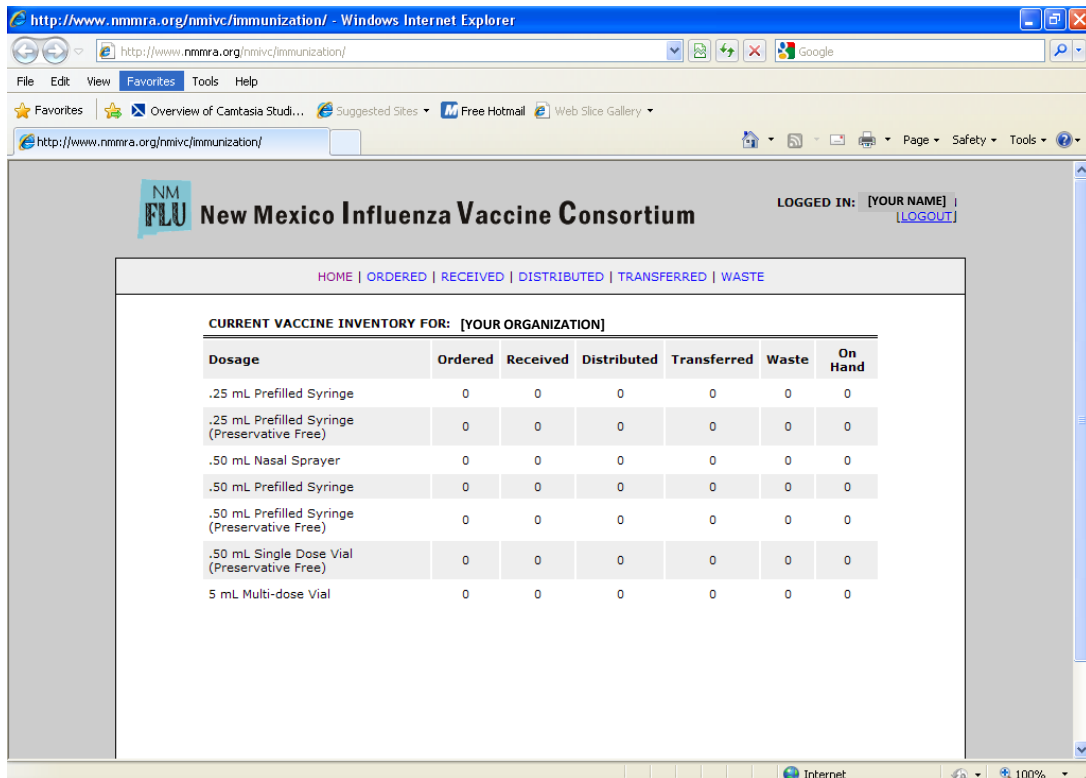
New Mexico Medical Review Association

Further, you may not forward this e-mail to another person, asking them to input the data for you. The link can only be used successfully ONE TIME and only BY YOU. Links can only be used once to access the vaccine database. So, please collect ALL information you will need BEFORE you access the vaccine database. Once you have entered the database, you may work in it for as long as you like, but you cannot exit and re-enter the database using the same link. Be aware that if you have entered the database but don't work on your account for **more than 20 minutes**, you will lose your access. If you find you need to re-enter the database, you can request a new link, but we'll get to that a little later.

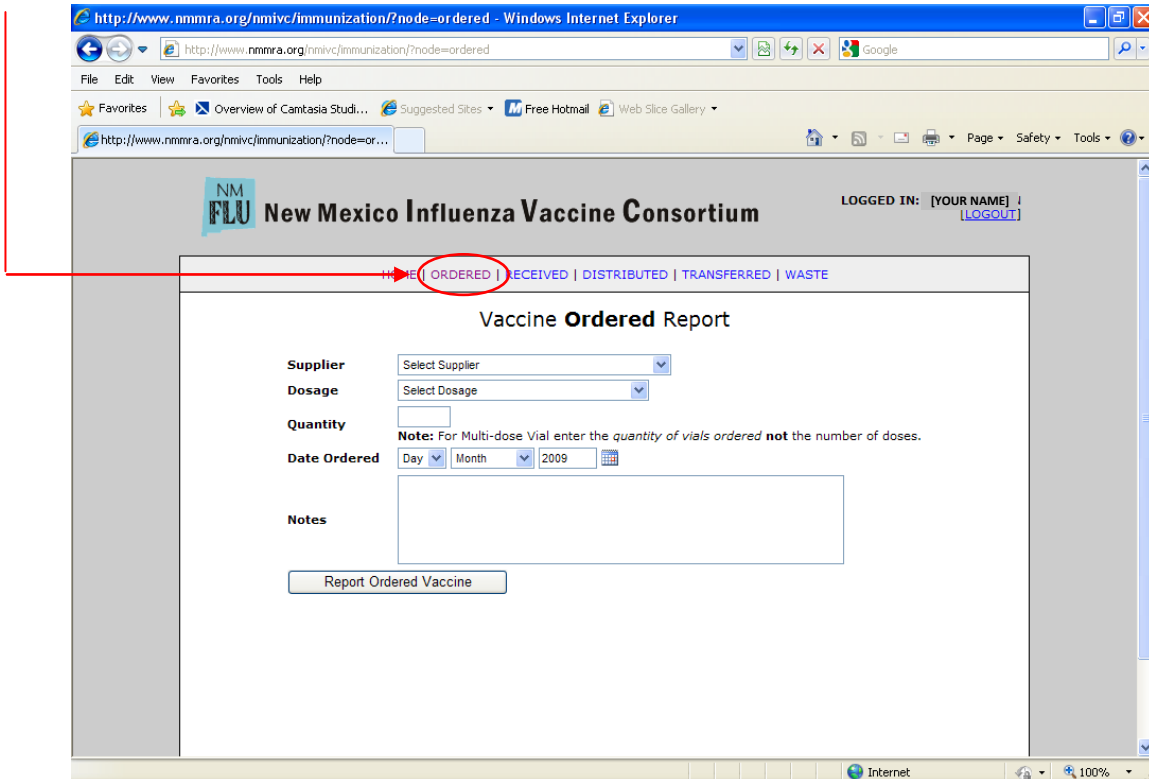


# New Mexico Influenza Vaccine Consortium

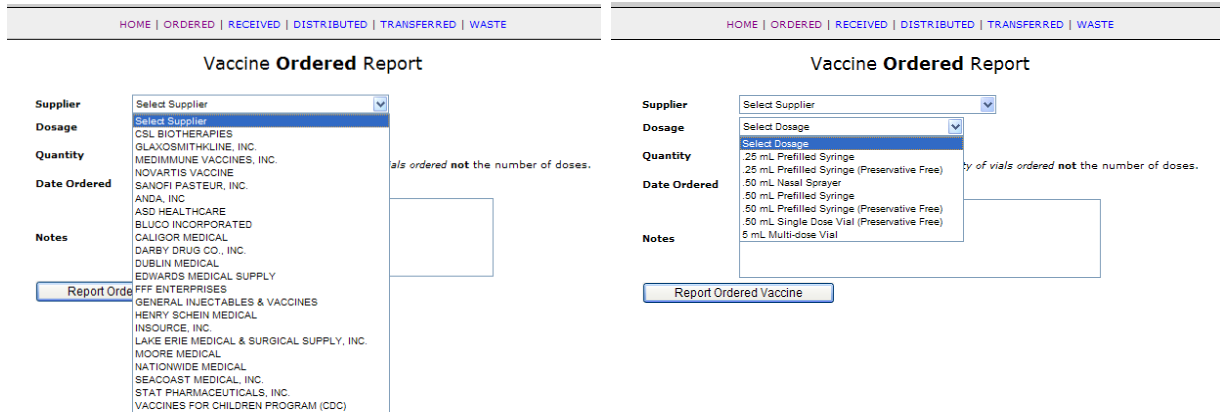
When you click on the link in your e-mail, you will enter the database directly into your organization's secure reporting section, which looks like this:



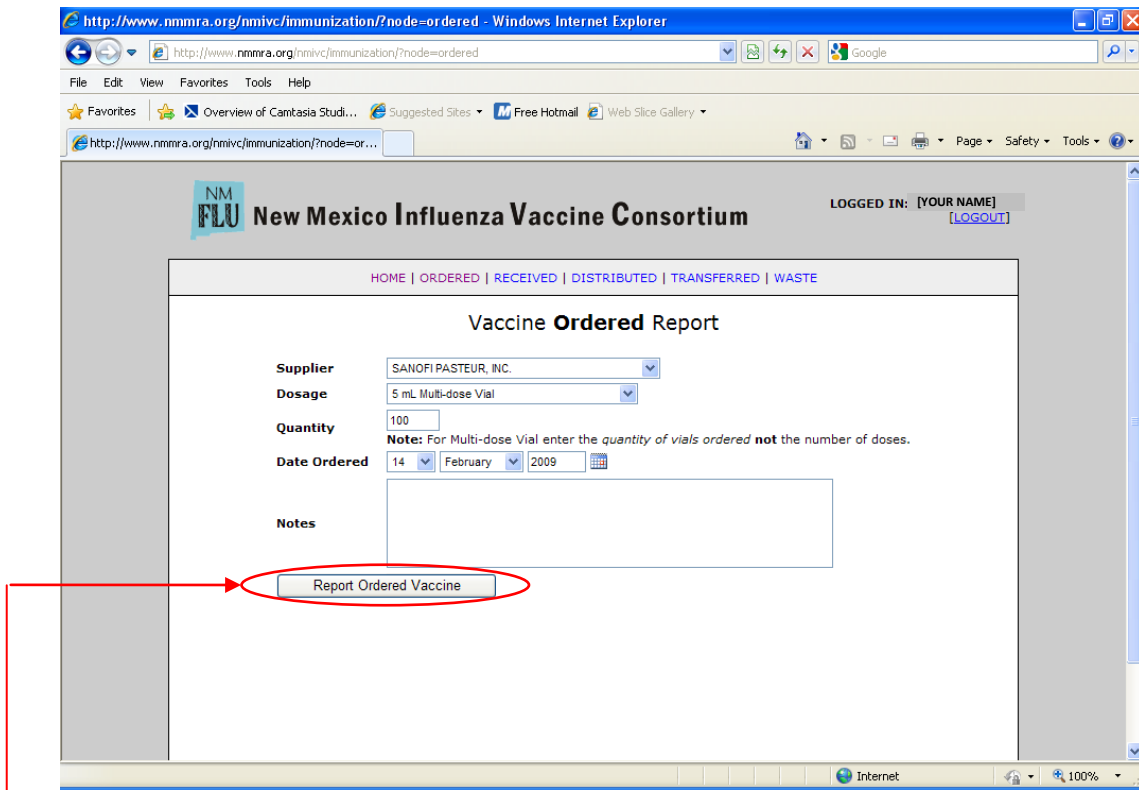
When you access the database for the first time this season, all entry categories will show zeroes. Begin by entering your organization's vaccine order(s) by clicking the "ORDERED" option, the second choice from the left in the gray bar near the top of the window. The screen looks like this:



Simply click on the pull-down menus and select the appropriate “Supplier” (see below) the vaccine was ordered from and “Dosage” (see below) that was ordered. Then type in the number of doses ordered in the “Quantity” field for all packaging of vaccine EXCEPT vials. For vials, type in the number of VIALS that were ordered. The database calculates the number of doses in vials for you. Select the “Day” and “Month” the order was placed. The year 2009 is automatically entered for you. Finally, add any “Notes” you wish to include. An example of a “Note” might be the date your supplier has given you as an estimated shipping date.

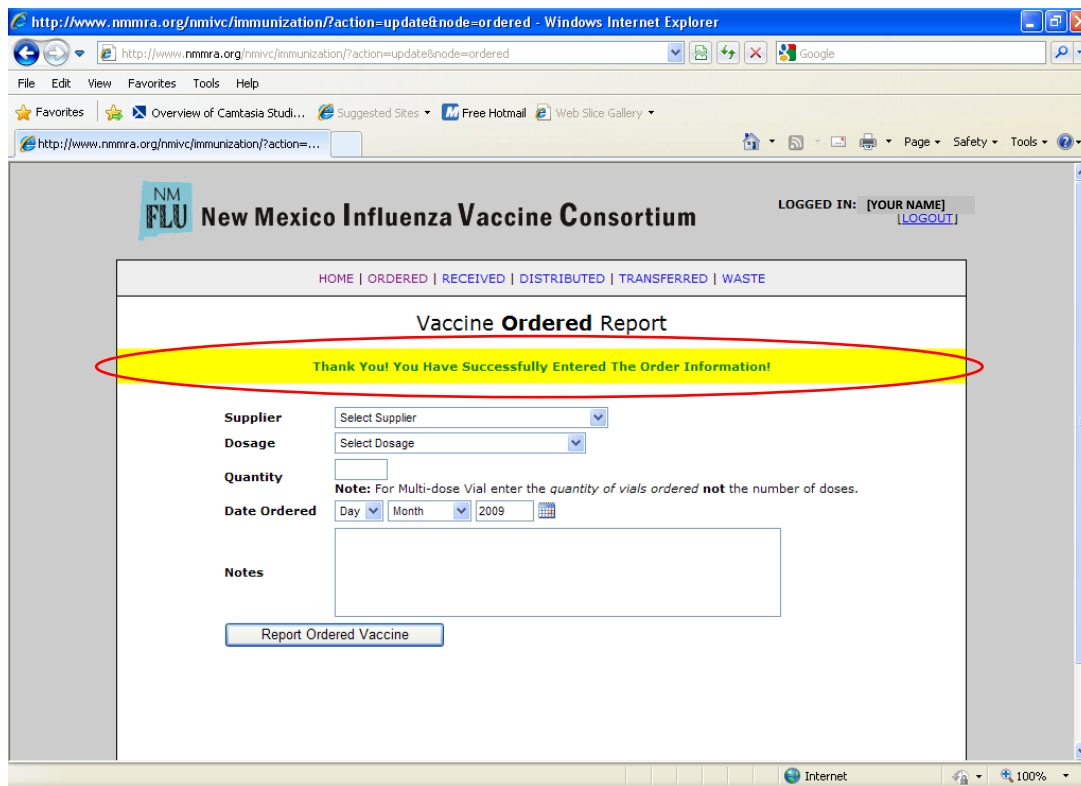


Once your ORDERED data is entered, the screen looks similar to this:



When you finish entering ORDERED information, click the “Report Ordered Vaccine” button.

Once you do this, you will see this message:

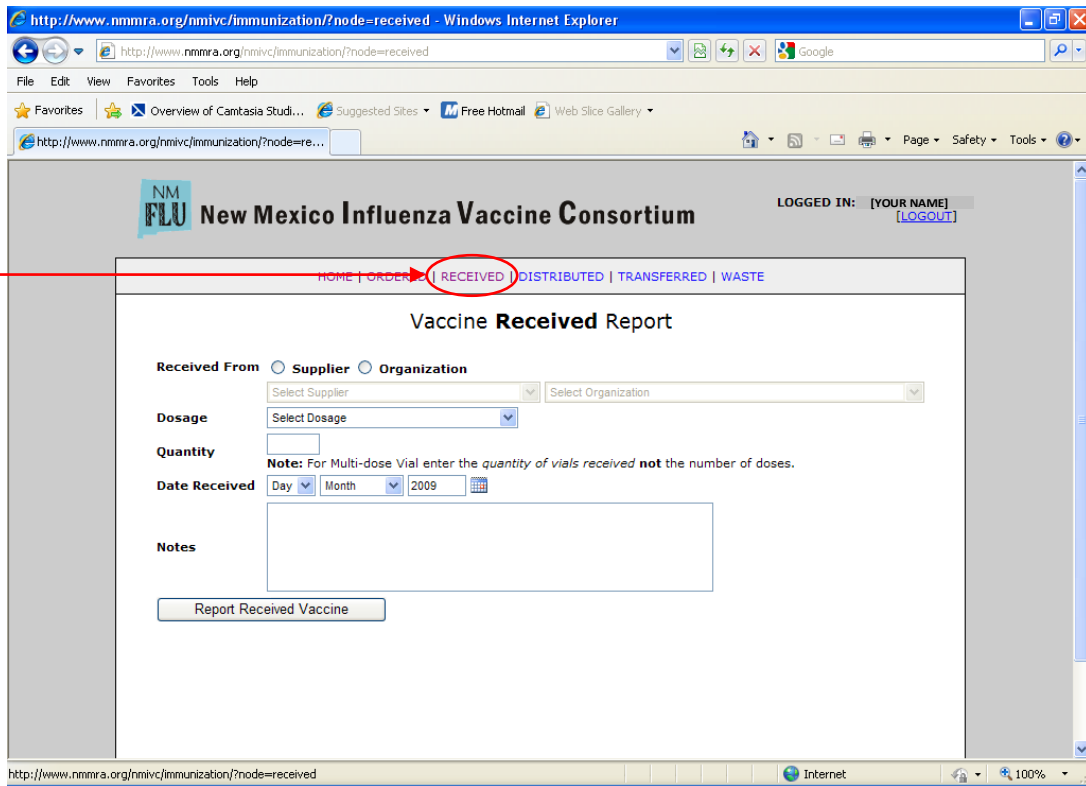


Repeat these steps for each type of flu vaccine ordered and if you ordered vaccine from more than one vendor.

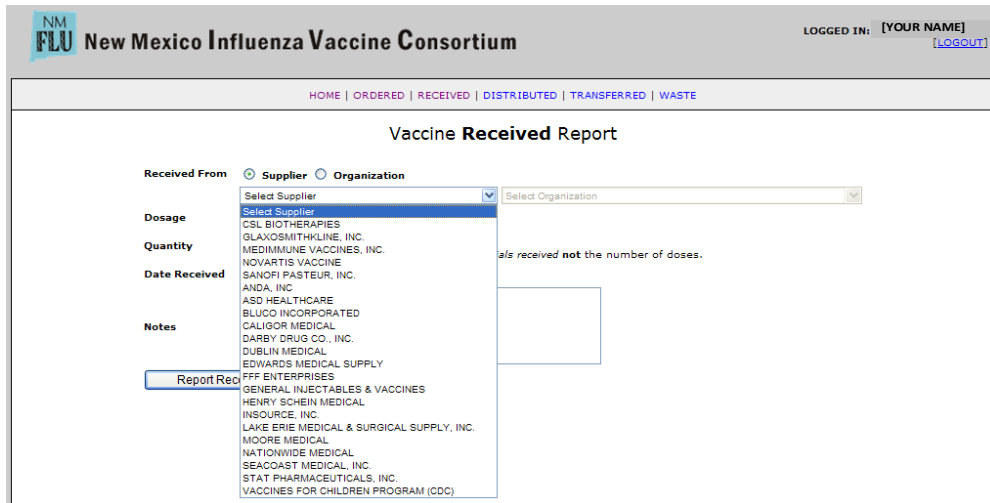


# New Mexico Influenza Vaccine Consortium

Next, move on to the RECEIVED option, the third choice in the gray bar near the top of the window. When you click this option, you will see this window:



If your organization received vaccine from a national manufacturer, vendor, or the Centers for Disease Control and Prevention (or CDC), select the “Supplier” button. Below this button use the pull-down menu to identify the specific company your vaccine was received from (see below).



If your organization received vaccine by borrowing it from another organization in the state, select the “Organization” button.

Then use the pull-down menu to identify the organization the vaccine came from (see below).

**Vaccine Received Report**

Received From:  Supplier  Organization

Select Supplier: [Dropdown]

Select Organization: [Dropdown menu open showing list of organizations]

Dosage: [Dropdown]

Quantity: [Text input]

Date Received: Day [Dropdown], Month [Dropdown], Year [Text input]

Notes: [Text area]

Report Received Vaccine [Button]

For the “Dosage” field, use the pull-down menu to select the dosage of vaccine received. Note again: if multi-dose vials were received, enter the NUMBER OF VIALS, not the number of doses received. The database calculates the doses for you. Then select the day and month and type in the year (if needed) that the vaccine was received. Finally, add any relevant notes in the “Notes” field.

Your screen will look similar to this:

**Vaccine Received Report**

Received From:  Supplier  Organization

Supplier: SANOFI PASTEUR, INC. | Organization: [Dropdown]

Dosage: 5 mL Multi-dose Vial

Quantity: 35

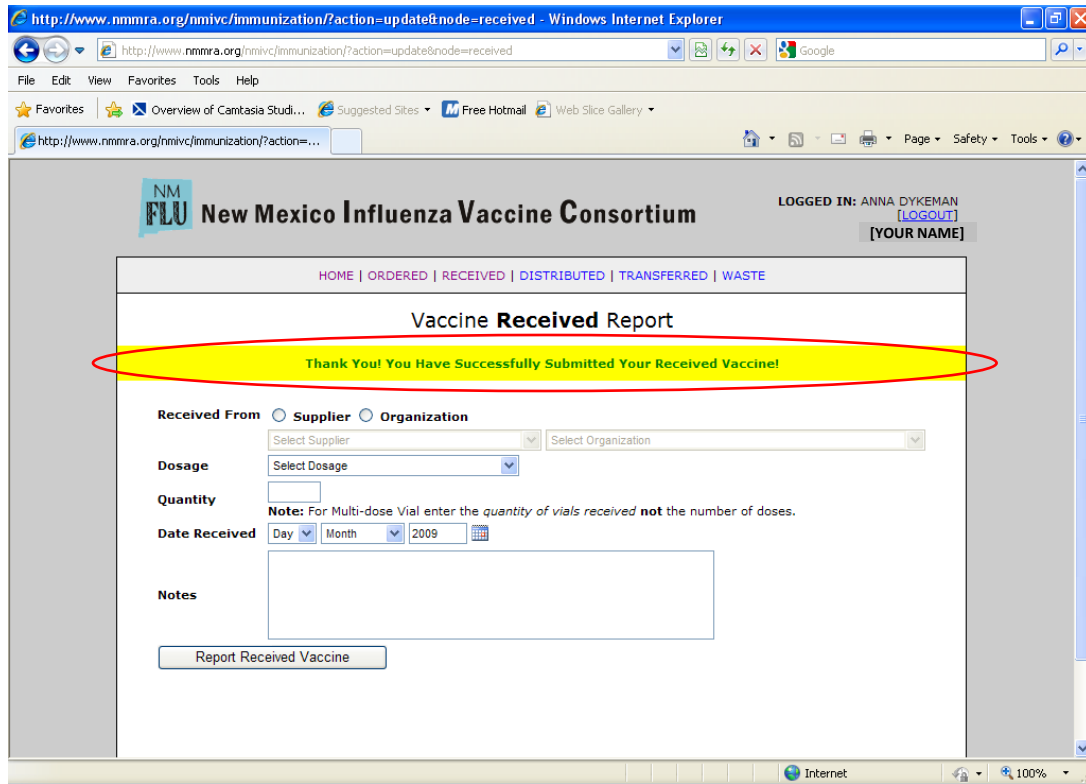
Date Received: 31 August 2009

Notes: Received first of three shipments: 35 percent of total order.

Report Received Vaccine [Button]

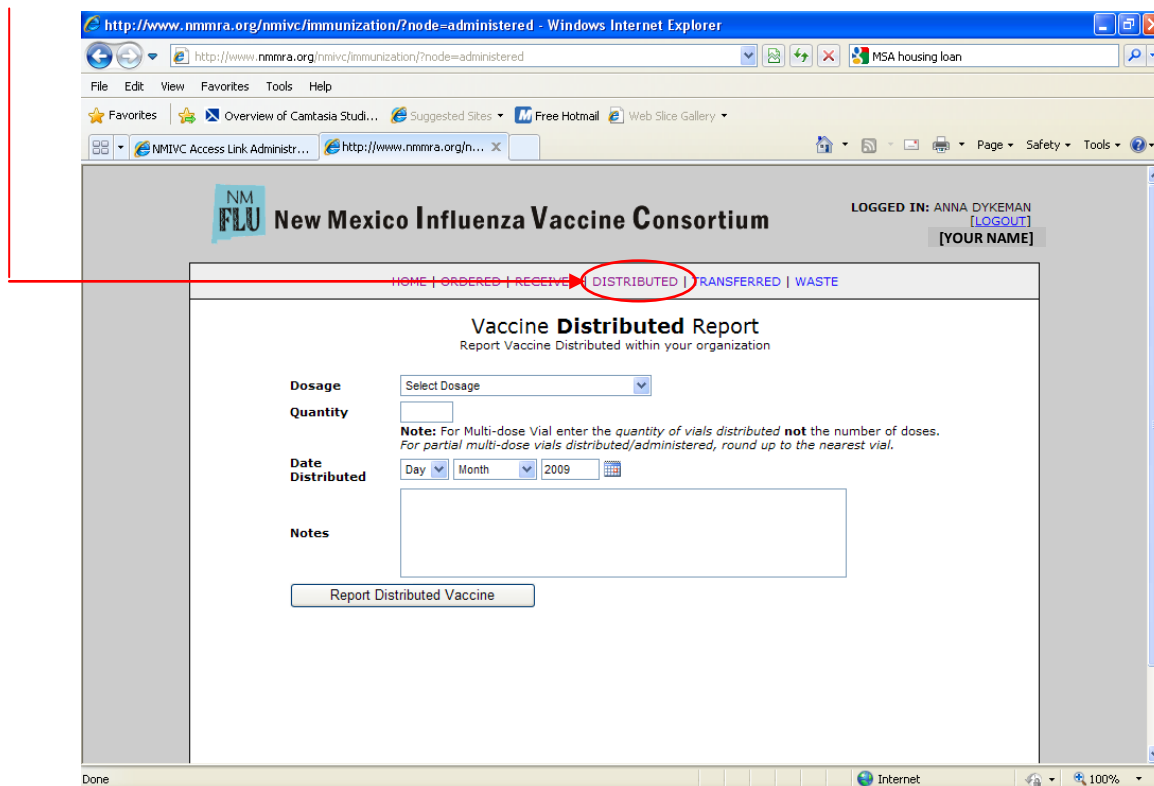
Click on the “Report Received Vaccine” button.

Your screen will show this:



Repeat these steps for each type of flu vaccine received and if you received vaccine from more than one vendor.

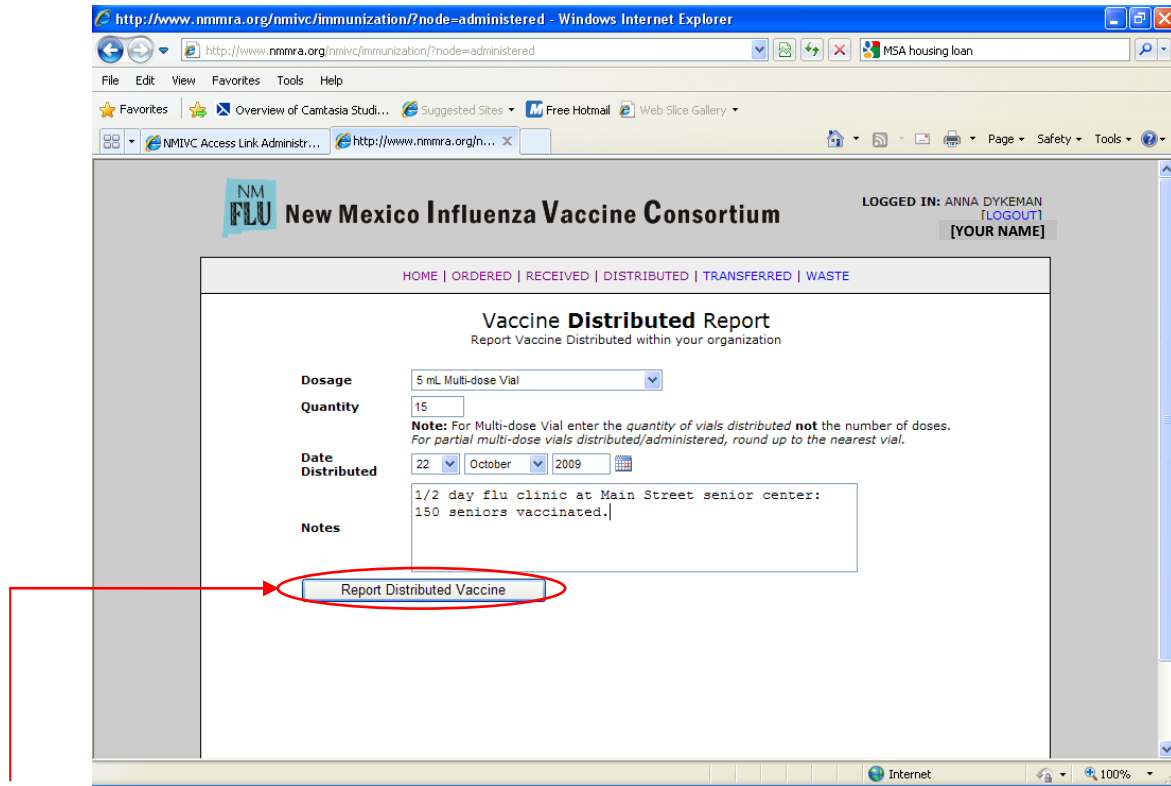
Let's continue on to the DISTRIBUTED option, the fourth option from the left in the gray bar near the top of the window. When you select this option, you will see this window:



This window is for reporting the amount of vaccine that has left your organization's control. This means that it has either been administered directly to individuals or it has been disseminated out of your pharmacy's stock. An example of dissemination might be distributing a quantity of vaccine from a main hospital pharmacy out to a field clinic.

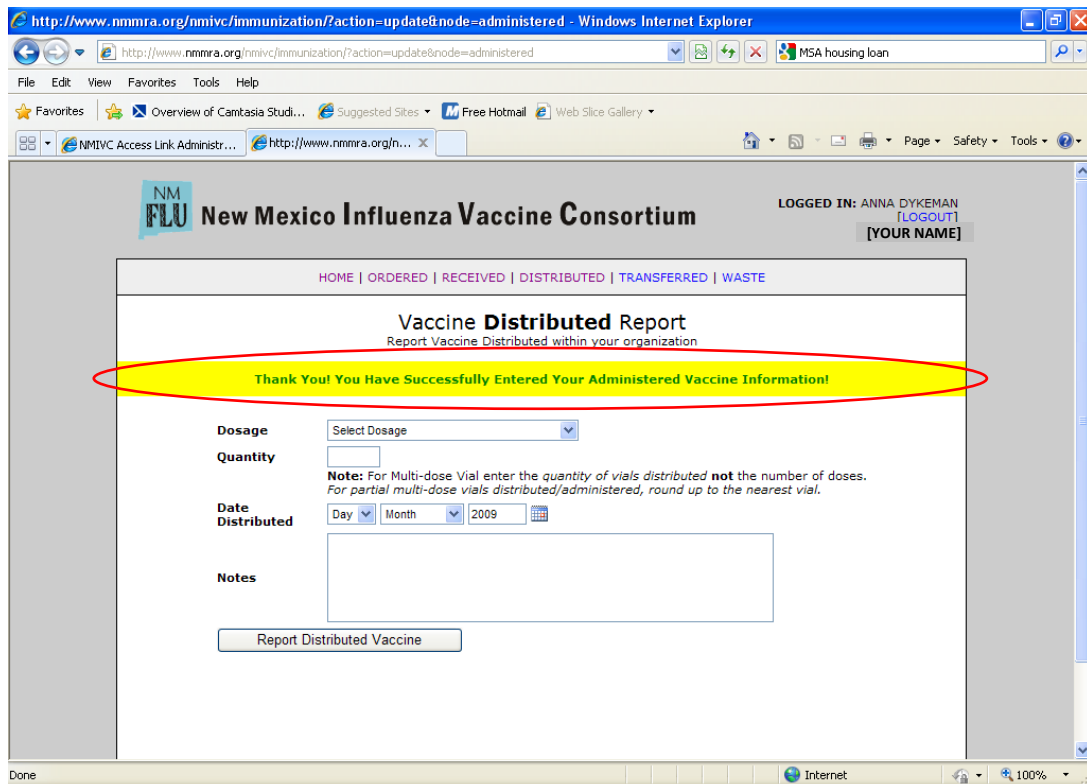
First, in the "Dosage" option, select the dosage you will report on from the pull-down menu. Next, type in the number of doses or vials that have been distributed SINCE YOUR LAST REPORTING DATE. Note again, that for multi-dose vials you must enter the number of VIALS – the database calculates the doses for you. Next, choose the "Date Distributed." This can be the day a clinic is held, if that applies, the day you issued vaccine to another part of your organization, or this can simply be the day you are reporting into the database your organization's vaccination progress to date. Finally, you may add a note in the "Notes" field if desired. It is a good idea to identify a special event like a flu clinic in the "Notes" field.

Once you enter your distribution information, your screen will look similar to this:



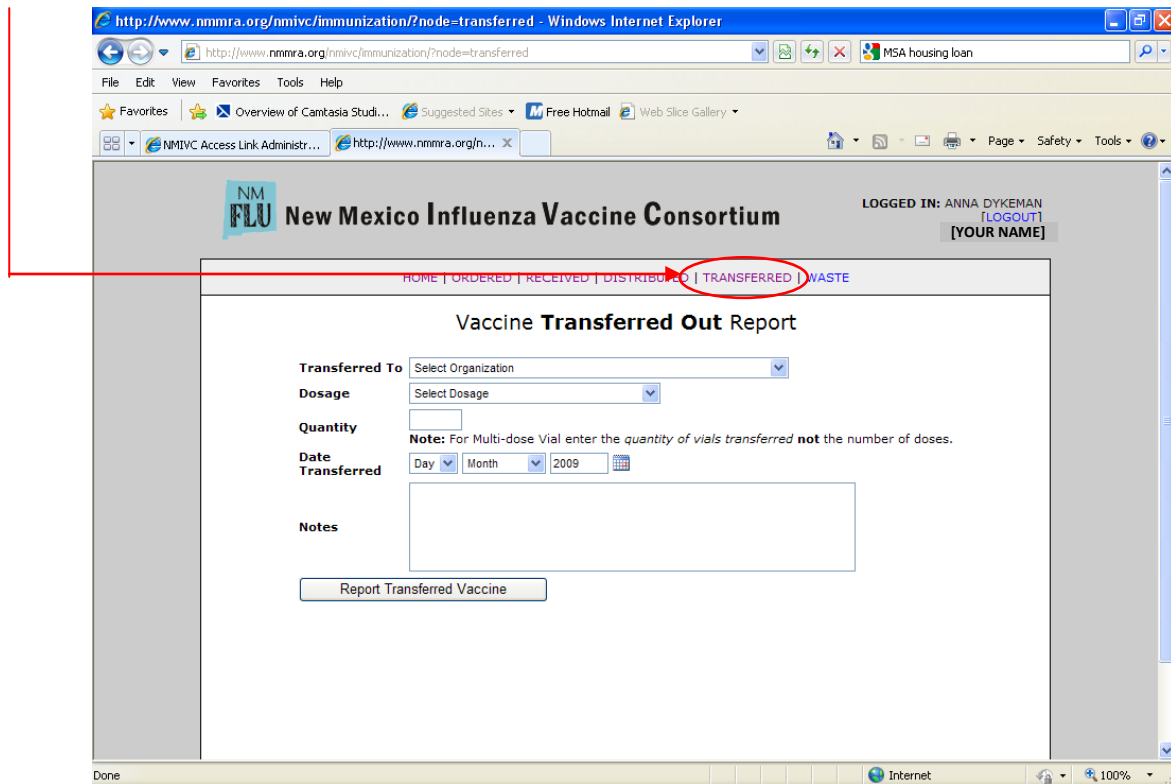
Next, click on the “Report Distributed Vaccine” button.

Your screen will show this message:



Repeat these steps for each type of flu vaccine distributed and if you wish to report different quantities of vaccine distributed on different dates.

Let's continue on to the TRANSFERRED option, the next option in the gray bar near the top of the window. When you select this option, you will see this window:

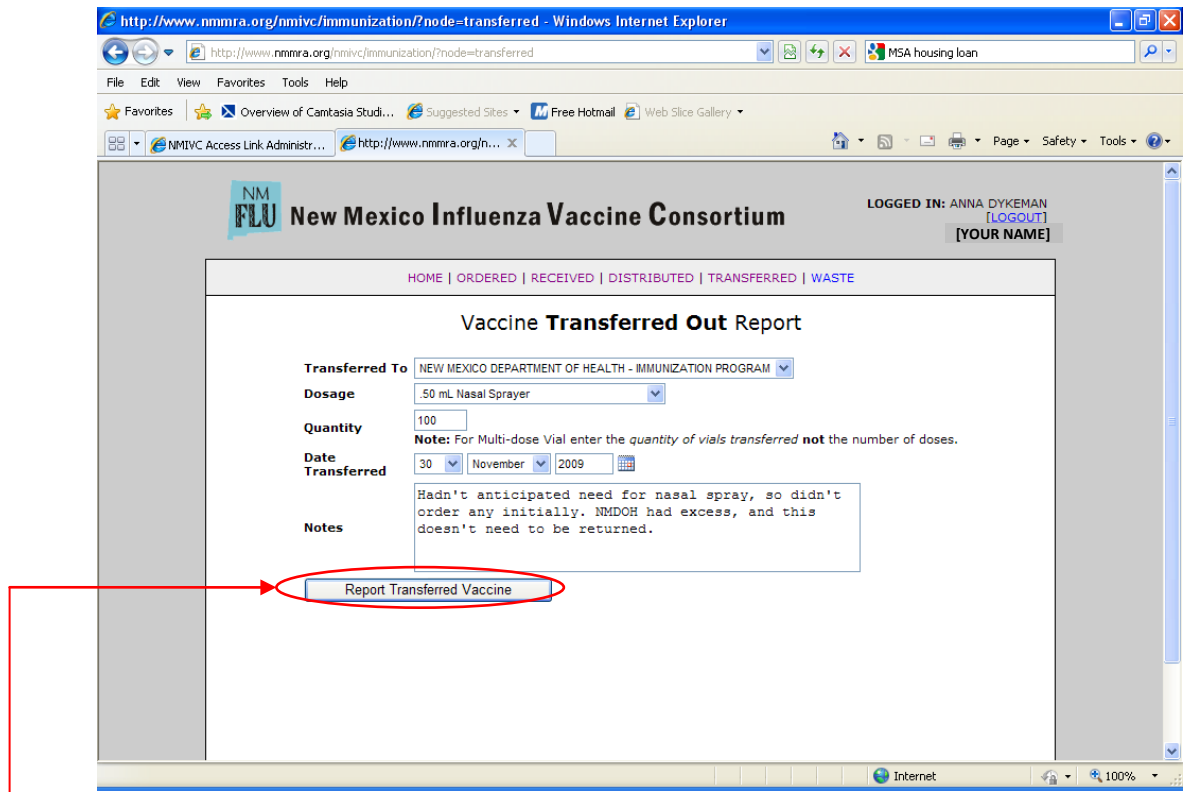


The TRANSFERRED screen is for reporting vaccine that is lent to another organization outside your own, not for distribution within your organization. NMIVC members enjoy the benefit of a lending program within New Mexico, should some organizations or parts of the state experience exceptional delay in vaccine delivery or unexpected vaccine usage. If your organization opts to lend vaccine, please use this window for reporting the transaction.

In the “Transferred To” field, use the pull-down menu to select the organization your organization is lending vaccine to. Then, select the dosage from the “Dosage” pull-down menu. Next, key in the “Quantity” (remember to provide the number of VIALS for multi-dose vials, not doses). Choose the appropriate “Date Transferred.” It is especially helpful to add a note to TRANSFERRED reports, for example, about whether or when the vaccine is expected to be reimbursed by the borrowing organization.

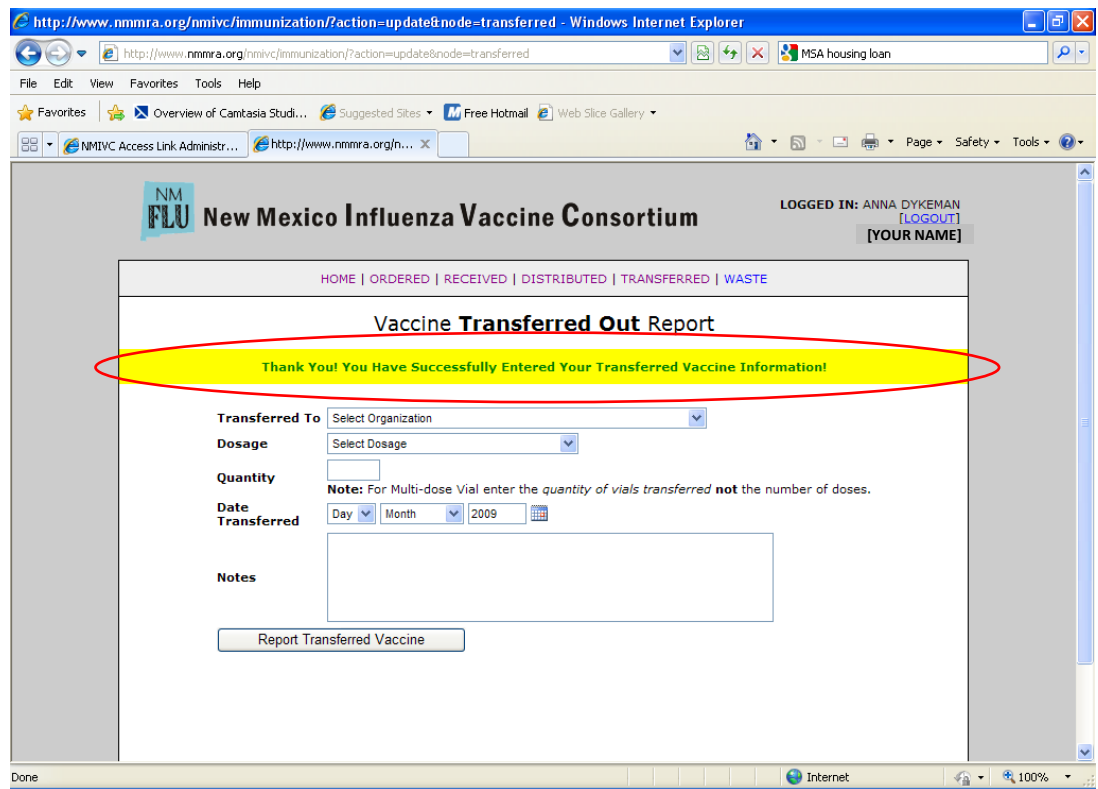
**NOTE:** If your organization is borrowing vaccine and accepting it from another organization, this transaction should be reported as any other vaccine that is received into your organization using the RECEIVED option.

Once you complete all fields, your screen may look something like this:



Finalize your entry by selecting "Report Transferred Vaccine."

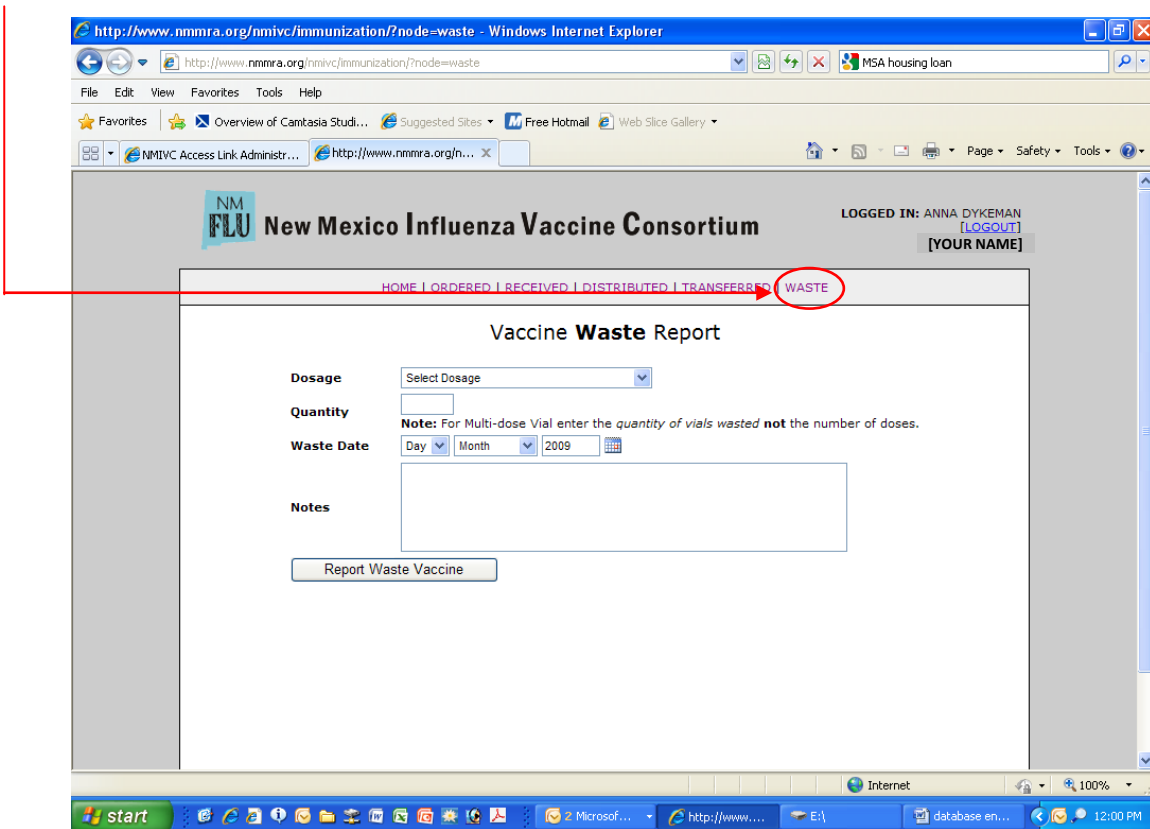
The message will appear:



Repeat these steps if you are transferring vaccine out to more than one organization and/or for each type of flu vaccine transferred out.

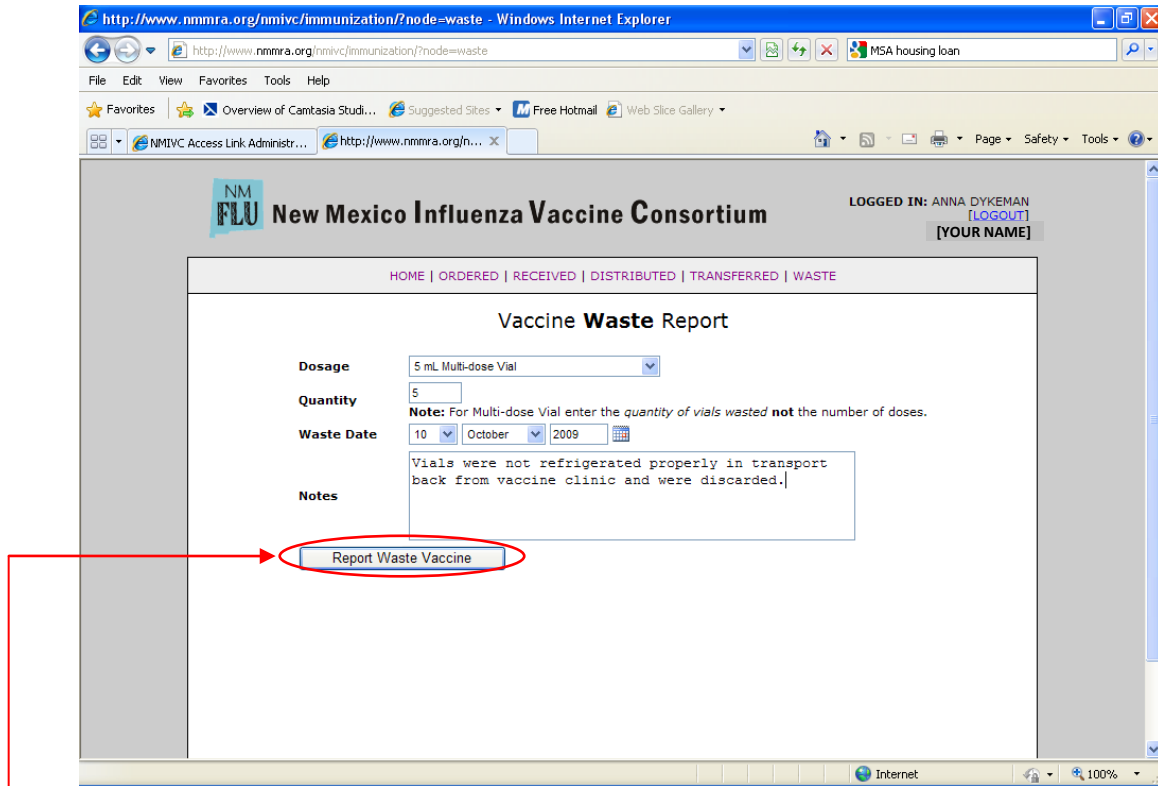
The last option on the gray bar near the top of the window, WASTE, is for reporting vaccine that must be discarded or returned to the manufacturer. Examples might be vaccine that is near its expiration date and the manufacturer agrees to exchange for new vaccine or credit your organization with a return, or a batch of vaccine that cannot be administered due to improper storage. This window is not for a single dose left in a multi-dose vial. Use your discretion in how to most efficiently report vaccine waste from your organization – reporting once during and once at the end of a season may be sufficient.

The WASTE reporting window looks like this:



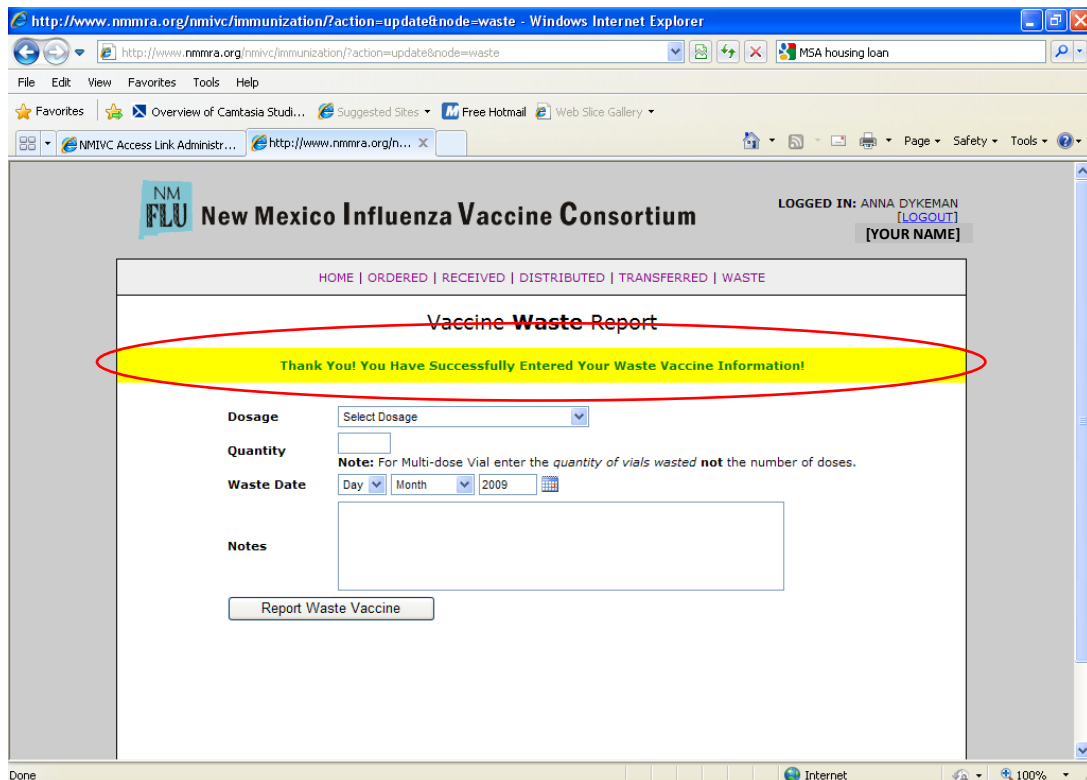
Like all other windows, simply select the dosage you’re reporting from the “Dosage” pull-down menu. Type in the number of doses or vials wasted, and select the date. The date is most likely the date the batch was returned, discarded or your reporting date. The “Notes” field in this window is especially helpful in explaining why it was necessary to waste the vaccine (don’t worry, we don’t judge – we just need to keep track of the numbers).

Once your entry is complete, your window will resemble this:



Finally, select the "Report Waste Vaccine" button.

You will see the message:



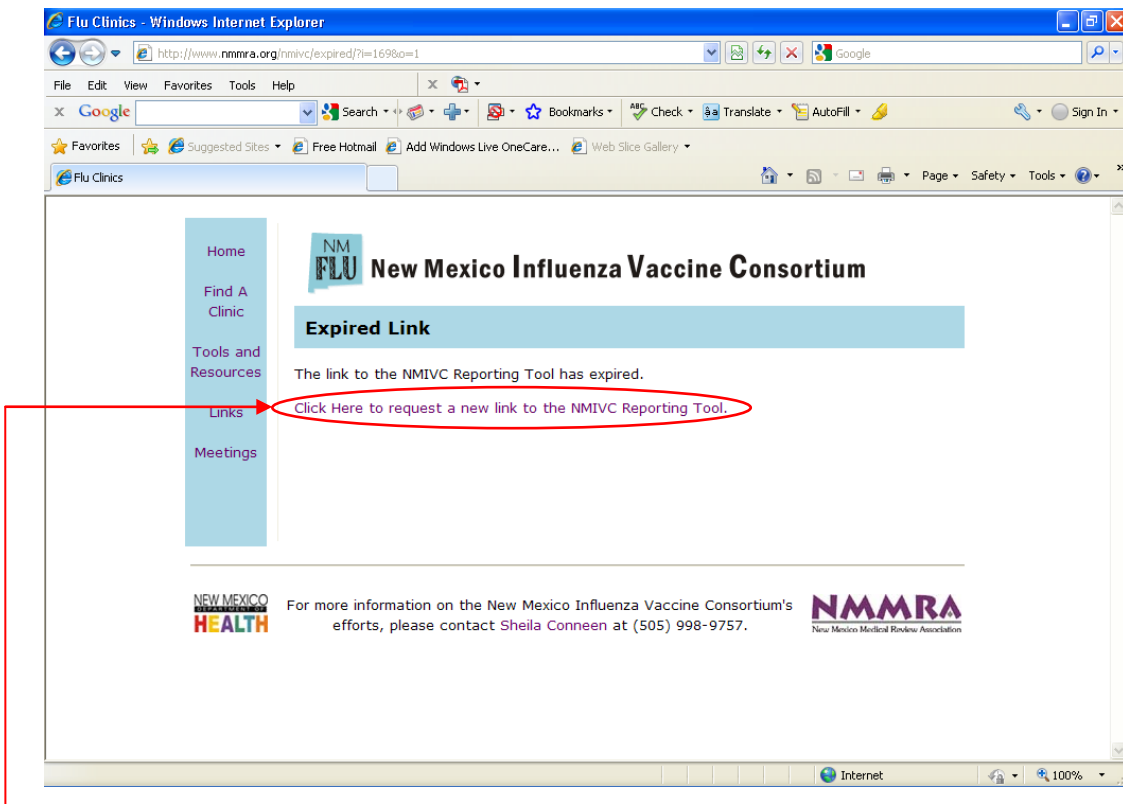


# New Mexico Influenza Vaccine Consortium

Repeat these steps to report other dosages of vaccine wasted.

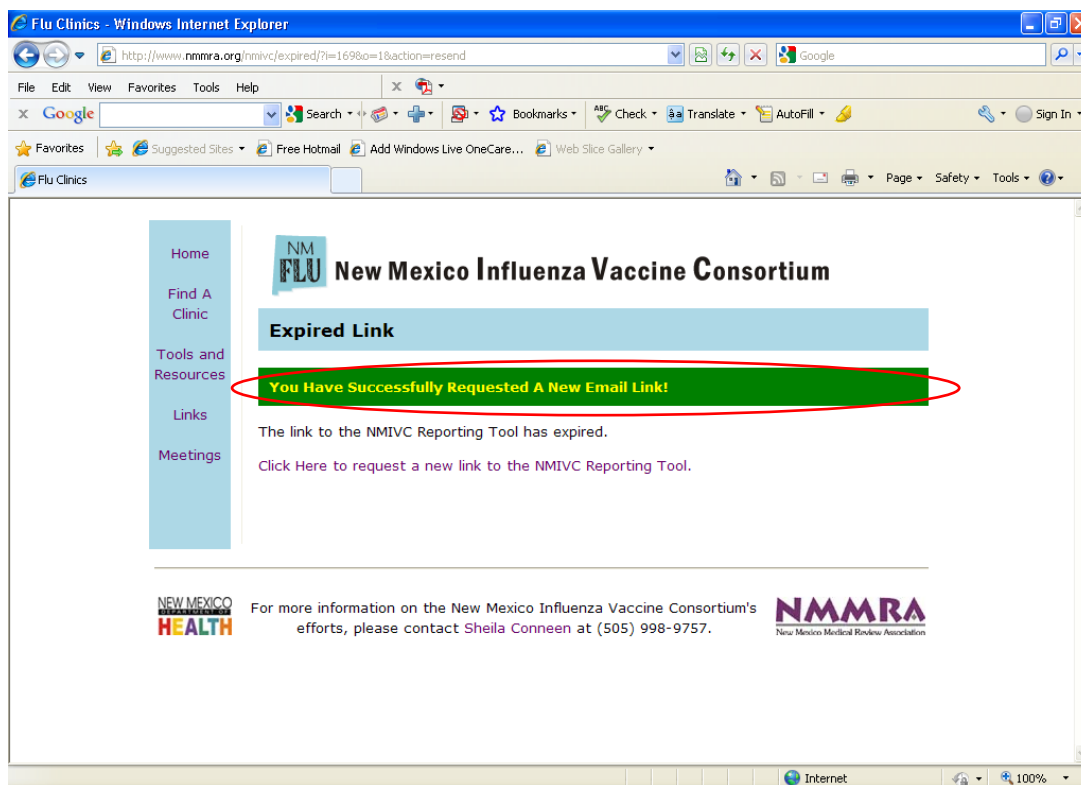
You may report vaccine transactions in any order in the database. There is no problem if you skip around from window to window in random order, or if you only need report in one section during a reporting session. You are not expected to submit any information for which you currently do not have available data. Please report available data in a timely fashion to ensure your organization's flu vaccine inventories reflect an accurate and complete profile within the tracking database.

Do remember to gather all the information you need to report before entering into the database, because you can't use your e-mail link to enter the database more than once. However, you may request another link as often as you wish. To do this, simply click on the link you have already used. You will automatically be redirected to NMIVC's "Expired Link" Web page to request a new link:



Simply click on the link provided.

Once you click on the link, you will see this message:



A member of the NMIVC team will send you a new link as quickly as possible Monday through Friday during business hours.

If you do not prefer to request a new link, remember that NMIVC will auto-generate weekly e-mails to vaccine reporters during the influenza season. Therefore, you may wait for your next auto-generated e-mail to report your organization's data if you wish.

Thank you for taking the time to view this tutorial. Please don't hesitate to contact NMIVC if you have further questions. Visit the NMIVC Web site at [www.nmivc.org](http://www.nmivc.org) or contact Sheila Conneen at [sconneen@nmivc.org](mailto:sconneen@nmivc.org) or (505) 998-9757.

Happy reporting!