NORTH Dakota Be Legendary. | Health & Human Services

NDIIS | **North Dakota Immunization Information System**
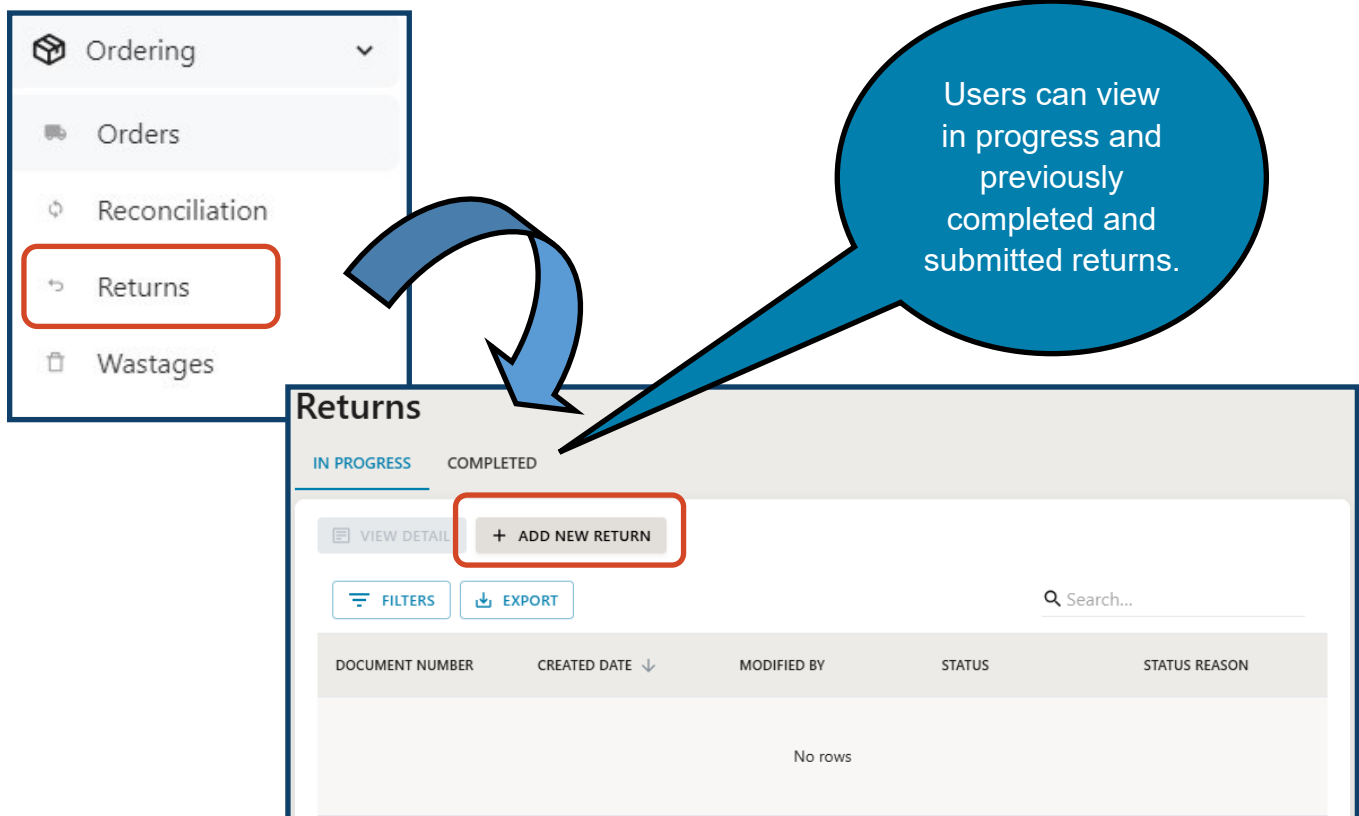
Entering a Vaccine Return

Getting Started

Vaccine return removes available doses from provider inventory that is no longer viable and needs to be returned to McKesson. These doses include expired inventory, doses spoiled because of a temperature excursion or because of a vaccine recall. Multi-dose vials (MDV) can only be returned if no doses have been drawn from the vial.

Entering a Vaccine Return

1.) To enter a vaccine return, click the **Returns** from the **Ordering** drop-down in the Main Menu.

2.) Click **Add New Return**.

Users can view in progress and previously completed and submitted returns.

3.) From the **Add Return** page, click **Add Row** to being entering the wastage details.

4.) In the **Select Lot** pop-up,

⇒ Select the lot number that needs to be returned from the **Lot Number** drop-down.

♦ The list of lots available to select is pop-populated based on the public lot numbers in the provider's NDIIS inventory that have not expired or have expired in the last 12 months AND have greater than zero doses on hand.

⇒ Enter the number of doses being returned in the **Quantity to Return** field.

⇒ Click **Ok**.

5.) Repeat step 4 if additional lots need to be included.

6.) Select the reason the doses are being return from the **Return Reason** drop-down.
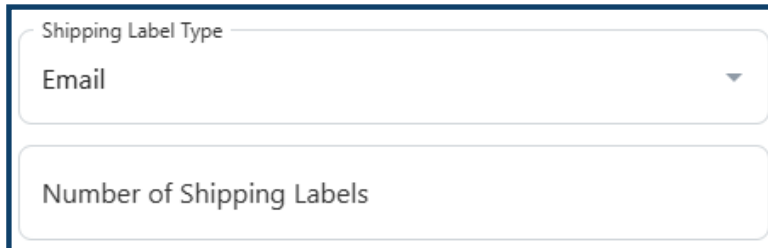
⇒ All lots being entered must have the same return reason. If lots are being returned for different reasons, a separate return must be created.

⇒ If *Other* or *Spoiled - Other* are selected, a detailed comment is required.
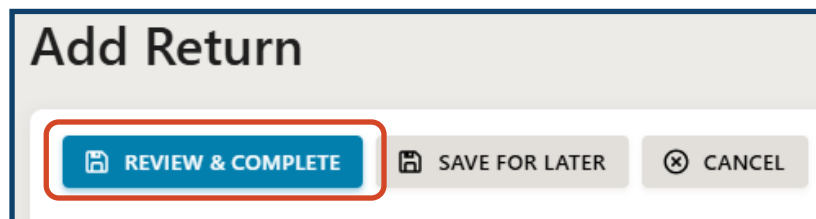
7.) The **Shipping Label Type** is defaulted to *Email* as this is the fastest way to receive the necessary shipping label. This can be changed by the user if a mailed shipping label is preferred.

8.) Enter the **Number of Shipping Labels** needed based on the number of boxes that will be sent to McKesson.

9.) When all wastage details have been entered, click **Review & Submit**.

10.) Users must review and validate their provider site's contact information before they can complete the wastage.

⇒ If the information is correct, the user can select the enabled button and complete their order.

⇒ If changes are needed, the user should select **Edit Provider Information** and they will be taken to their provider site's program enrollment information where updates can be made. The in progress order will be saved while the edits are made.

11.) Once the provider information is validated as correct, users are able to **Complete Wastage**.

Return Confirmation

Your Return has been submitted. Prior to returning unopened, non-viable vaccine to McKesson, you must have a packing slip from NDIIS and a shipping label from McKesson. You will be notified via email when your packing slip is available to be printed. Ship vaccine and a copy of packing slip in a shipping container received from previous vaccine shipments.

⊘ OK

⇒ Saved returns will show **In Progress** with a status of *Saved by Provider*

⇒ Completed returns will show **In Progress** with a status of *Assigned to NDHHS*

Returns

IN PROGRESS   COMPLETED

📄 VIEW DETAIL   + ADD NEW RETURN

☰ FILTERS   ⬇ EXPORT   🔍 Search...

DOCUMENT NUMBER	CREATED DATE ↓	MODIFIED BY	STATUS	STATUS REASON
RET-206320	1/31/2025	Test1 NDIIS	Assigned to NDHHS	Approved

Rows per page: 10 ▾   1–1 of 1   ‹ ›

ⓘ Definition of Vaccine Return: Nonviable vaccine that needs to be returned to McKesson because it was expired, was spoiled because of a temperature excursion or because of a vaccine recall. Multi-dose vials (MDV) can only be returned if no doses have been drawn from the vial. Partially used MDVs must be documented as wasted vaccine.

⇒ Returns that have been submitted to CDC will show as **Completed** with a status of *Accepted by CDC.*

12.) To print the return packing slip, select the return from the **Completed** list and click **View Detail**.

⇒ The packing slip can only be printed for returns with a completed status of *Accepted by CDC.*

⇒ The packing slip will open as a PDF that needs to be printed and included in the boxes sent to McKesson.

Returns

IN PROGRESS   COMPLETED

[VIEW DETAIL]

[FILTERS] [EXPORT]   🔍 Search...

DOCUMENT NUMBER	TRANSACTION DATE ↓	MODIFIED BY	STATUS
RET-206249	12/12/2024		Accepted By CDC
RET-202403	8/27/2024		Accepted By CDC
RET-203079	7/2/2024		Accepted By CDC

Return Document

← BACK

[🖨 PRINT PACKING SLIP]   [📄 VIEW LEDGER ENTRIES]

Provider Details Verified ✅

Return Packing Slip

10 - Bismarck-Burleigh Public Health
▓▓▓▓▓▓▓
Bismarck ND, ▓▓▓▓▓

Return Reason: Expired vaccine

Shipping Label Type: Email

Number of Shipping Labels: 1

Document Number: ▓▓▓▓

Created Date: 12/12/2024

Transaction Date: 12/12/2024

VTrckS Return ID: ▓▓▓▓

Grantee Code: NDA

Vaccine Name	Manufacturer	Expiration Date	Lot Number	Existing Quantity on Hand	Quantity to Return
INFL (LAIV3)	MedImmune, Inc. (AstraZeneca)	12/9/2024	▓▓	8	7
ROTAVIRUS (3 dose)	Merck and Co., Inc.	11/29/2029	▓▓	1	1

Comments:

Modified By: