

Payback Vaccines

Last Modified on 05/23/2019 2:03 pm EDT

Version 14.19

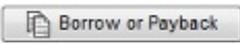
Overview

In Office Practicum, the Vaccine Inventory keeps track of all of the vaccines that have been borrowed so when a new shipment arrives you can check your list and account for all vaccines that have been paid back.

Payback a Vaccine

1. Click on the box shown in the screenshot below so you are able to see which lots need to be paid back.

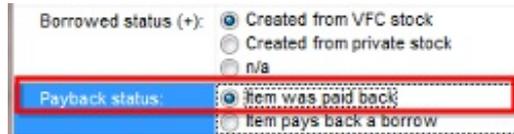


2. Once you have seen what needs to be paid back, proceed to add in your new shipment of vaccines (click for [how to add in a new lot](#)).
3. Once the new lot is added, click on it once to highlight it.
4. Click on the  button.
5. Once you click on this button you will receive a pop up to choose the number of doses in your payback lot. Click on the  until you have the amount of doses you need to pay back.
6. Click the OK button . This will create a new lot in your inventory.
7. Once your new lot is in the inventory, click it once to highlight it and click on your  to edit the lot.
8. Under the payback status, select the radio button that says "Item pays back a borrow."



9. After you have done that click the check box to see your borrowed lots.

10. Click on the borrowed lot once to highlight it and then your **...** to edit it.
11. Under the payback status, select the radio button that says "Item was paid back."



12. You will get a pop up that prompts to ask if you would like to mark it as retired, click **Yes**.
13. After everything is accounted for in Office Practicum, please make sure in your vaccine refrigerator you physically separate the vaccines to ensure that they are truly paid back and will be used for the correct stock.

Version 14.10

Overview

In Office Practicum, the Vaccine Inventory keeps track of all of the vaccines that have been borrowed so when a new shipment arrives you can check your list and account for all vaccines that have been paid back.

Payback a Vaccine

1. Click on the box shown in the screenshot below so you are able to see which lots need to be paid back.



2. Once you have seen what needs to be paid back, proceed to add in your new shipment of vaccines (click for [how to add in a new lot](#)).
3. Once the new lot is added, click on it once to highlight it.
4. Click on the **Borrow or Payback** button.
5. Once you click on this button you will receive a pop up to choose the number of doses in your payback lot. Click on the **+** until you have the amount of doses you need to pay back.
6. Click the OK button **OK**. This will create a new lot in your inventory.
7. Once your new lot is in the inventory, click it once to highlight it and click on your **...** to edit the lot.
8. Under the payback status, select the radio button that says "Item pays back a borrow."



Borrowed status (+): Created from VFC stock Reminder: private owes VFC
 Created from private stock Reminder: VFC owes private
 n/a

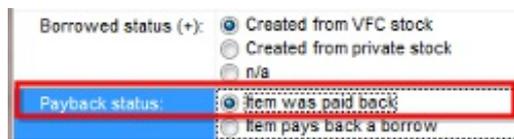
Payback status: Item was paid back n/a
 Item pays back a borrow

Date started using: 2/27/2012

Availability: Inactive Retired
 Active

Save Cancel

9. After you have done that click the check box to see your borrowed lots.
10. Click on the borrowed lot once to highlight it and then your **...** to edit it.
11. Under the payback status, select the radio button that says "Item was paid back."



Borrowed status (+): Created from VFC stock
 Created from private stock
 n/a

Payback status: Item was paid back
 Item pays back a borrow

12. You will get a pop up that prompts to ask if you would like to mark it as retired, click **Yes**.
13. After everything is accounted for in Office Practicum, please make sure in your vaccine refrigerator you physically separate the vaccines to ensure that they are truly paid back and will be used for the correct stock.