



Search/Add a New Lot Number

The Lot Number Function allows you to track your vaccine inventory and gives you access to several helpful reports described in this quick reference guide.

1. Using the Navigation Menu, click on the **Lot Numbers Menu Heading**.
2. Click **Search/Add** to go to the *Lot Number Maintenance Page*.
3. Type the vaccine's Lot Number (if not already selected, select the Facility Name)
4. Click the **Search** button.
5. If the lot number does not appear in the Search Results, click **Add** to go to the Lot Number Maintenance (Add) page. (If the lot number does appear, see "Adjusting Total Doses on a Lot Number")

6. Select the Vaccine and Manufacturer from the drop down list and type in the Expiration Date. It's critical that to select the appropriate vaccine name/code. (Click the links on the registry home page for a helpful list of WA State vaccine names/codes and manufacturer abbreviations)

NOTE: The system automatically selects the "Yes" radio button, indicating the vaccine is Publicly (State) Supplied. If the vaccine is not a state-supplied vaccine, one your clinic has privately purchased, click on the "No" radio button.

6. Select the Reason for Change from the drop down list.

NOTE: If the vaccine is a state-supplied vaccine, select "Received from VFC Program" from the drop down list.

7. Enter the Total Number of Doses received.
8. Click the **Add** button to save the lot number to the system

Lot Number Search Diagram

Edit a Lot Number Diagram

Add (+) Total Doses Page Diagram



Adjusting (Add/Subtract) Total Doses on a Lot Number

Use the following steps to make adjustments to your vaccine inventory. These steps will help ensure that your monthly inventory reports are correct!

1. Search for the lot number
2. Select the Lot Number from Search Results list by clicking on the Select Arrow to the left of the vaccine/lot number to move to the *Lot Number Maintenance (Detail) page*.
4. Click **Edit**.
5. A message box will come up indicating that while the lot number is in edit mode, it cannot be selected for entry into a vaccination record. Click **OK** to move to the *Lot Number Maintenance (Update) Page*.
6. You may modify the expiration date, add doses or subtract doses, and/or inactivate the selected lot number.
7. To add or subtract doses, click on the appropriate button to move to the *Add (+) or Subtract (-) Total Doses Page*.
8. Select the reason for the adjustment from the drop down list.
9. Enter the total doses to be added or subtracted and then click the **Submit** button. This will return you to the *Lot Number Maintenance (Update) Page*.
10. Save your changes to the system by clicking the **Save** button. If you do not click the **Save** button and move to a different page, you will lose any changes you made.

NOTE: Inactivating the selected lot number will take the lot number off of the selection popup menu when a user enters an administered vaccine to a patient's record. This can be helpful, because it helps to ensure that users can only select lot numbers that are currently being used in your clinic. If you receive the lot number again, from the State or Private vendor, it is easy to reactivate the number by un-checking the box next to the word inactivate.



Vaccine Administered Report

This is the monthly local health jurisdiction Vaccine Administered report for Washington State.

- Using the Navigation Menu, click on the **Reports Menu Heading**.
- Click *State Reports* to bring up the *State Reports Page*.
- Click Vaccine Administered Report to bring up the *Vaccine Administered Report page*.
- Select the criteria for your report: Vaccination Date Range, Facility Site and Supply Source – public (State), private (purchased) or all vaccinations regardless of supply source.
- Click the **Create Report** button to generate the report, which will be displayed in a separate browser window.
- Print the report using your browser print function.



Lot Number Summary Report

This is the monthly local health jurisdiction vaccine Inventory Report for Washington State.

- Using the Navigation Menu, click on the **Reports Menu Heading**
- Click *State Reports* to bring up the *State Reports Page*.
- Click on Lot Number Summary to bring up the *Lot Number Summary Search Criteria Page*.
- Select the criteria for your report: Include Inactive or Expired Lot No., Report Date, Facility, etc.
- Click the **Create Report** button to generate the report.
- Print the report using your browser print function.



View Lot Log

The View Lot Log report allows you to view activity (edits made) for doses received, added and/or subtracted for a specific lot number. It does not show the doses administered (see Vaccine Administered Report for that info)

- After searching and selecting a Lot Number, on the Lot Number Maintenance Page, click the **View Lot Log** button.
- To print the log, use your Internet browser print function to print the page.
- To return to the *Lot Number Maintenance (Detail) Page* click the **Go Back** button.

Lot Recall Listing Report

In case of a manufacturer lot recall you can run a report to determine patients that received a particular lot.

- Using the Navigation Menu, click on the **Reports Menu Heading**
- Click *Report Module* to bring up the *Reports Page*.
- Click on Lot Recall Listing to bring up the *Lot Recall Listing Criteria Page*.
- Using the dropdowns (Active Lots, Inactive Lots, Expired Lots) select the Lot Number you want to recall.
- Click the **CREATE REPORT** button to generate the report.
- The report shows the patient's name, birthday, vaccination date, and facility where vaccinated.

Vaccine	Dose #	Years												Total		
		< 1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+			
DTaP	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	5	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
	Total	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
Hep A 2 dose - Ped/Adol 24+ mos.	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
	Total	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Hib-PRP-T	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
IPV	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
	Total	1	0	0	0	1	0	0	0	0	0	0	0	0	0	2

Vaccine Administered

Report Date: December 13, 2005

Report Criteria:

IRMS:	1485 - KRISTINA'S CLINIC	Include Inactive Lots:	No
Facility:	HEALTHY KIDS CLINIC	Include Expired Lots:	No
Vaccine Name:	All	Publicly Supplied Only:	No
Manufacturer:	All	Sort Order:	Vaccine Name
Expiration Date Range:	All		
Report Date Range:	01/01/2003 to 12/13/2005		

Note: This report was run for a limited date range. All inventory counts displayed (Doses Available, Doses Total, etc.) reflect the inventory during that period of time only.

Lot Number Summary Report

Lot Number	Vaccine Name	Manufacturer	Expires	Publicly Supplied	Doses Available	Starting Doses	Doses Adjusted	Doses Used	Doses Wasted	Inactive
12345678	DTaP	AVENTIS BEHRING L.L.C.	12/12/2007	Y	7	-4	13	2	0	
123456	IPV	GLAXOSMITHKLINE	12/13/2006	Y	11	0	12	1	0	
123123	Pneumococcal(PCV7)	ALPHA	12/12/2007	Y	12	0	14	2	0	