

Search/Add a New Lot Number

The Lot Number function allows users to track vaccine inventory and gives the users access to several helpful reports described in this quick reference guide. Please reference the WylR Vaccine Cheat sheet for further assistance in entering shipment information into the WylR.

- Using the navigation menu, click on the **Lot Numbers** menu heading.
- Click **Search/Add** to go to the *Lot Number Maintenance* page.
- Select the type of Vaccine and the Facility Name. **NOTE:** It is critical that all lot numbers be tied to a facility within an IRMS.
- Click on the **Search** button.
- If the lot number appears in the Search Results, see [Edit a Lot Number Diagram](#) for next steps. If the lot number does not appear, click **Add** to go to the Lot Number Maintenance (Add) Page.
- Select the Vaccine and Manufacturer from the dropdown list and type in the Expiration Date. **It is critical to select the appropriate vaccine.** For further guidance on the correct vaccine type, see the **WylR Vaccine Cheat Sheet** located in the WylR subsection of the Immunization Program page, www.immunizewyoming.com **NOTE:** The system automatically selects the “Yes” radio button, indicating the vaccine is Publicly (State) Supplied. If the vaccine is privately purchased and **not** state-supplied, click on the “No” radio button.
- Click the **Add** button to go to the *Add To Total Doses* page.
- Select the **Reason for Change** from the dropdown list.
- Enter the **Total Number of Doses** received.

Lot Number Search Diagram

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine --select--
 Manufacturer --select--
 Lot Number

Facility: CITY COUNTY HEALTH DEPARTMENT
 Inactive: All
 Inactive Reason: --select--

Sort By

Search Results:

Select	Facility	Manufacturer	Lot Number	Vaccine	Expiration Date
<input type="checkbox"/>	CITY COUNTY HEALTH DEPARTMENT	MEDIMMUNE, INC.	500683P	Influenza Nasal Spray	12/26/2011
<input type="checkbox"/>	CITY COUNTY HEALTH DEPARTMENT	GLAXOSMITHKLINE	AHAA1541A	Hep A/Hep B - Adult	01/01/2014
<input type="checkbox"/>	CITY COUNTY HEALTH DEPARTMENT	GLAXOSMITHKLINE	AHBVB1022241X	Hepatitis B--adult	01/01/2015

Add

Edit a Lot Number Diagram

Lot Number Maintenance [Update]

Manufacturer: GLAXOSMITHKLINE-SKB
 Lot Number Code: 409
 Lot Number: AHAA1541A
 Vaccine: Hep A/Hep B
 Facility: CCHD
 Doses Used: 0
 Doses Wasted and Returned: 0
 Doses Wasted and Disposed: 0
 Doses Available: 10
 Doses Total: 10
 Expiration Date: 01/01/2014
 Publicly Supplied: Yes
 NDC Number: --select--
 Inactive:
 Inactive Reason: --select--

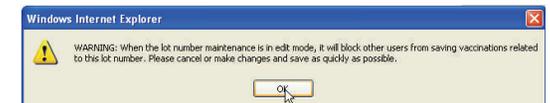
Cancel Reset Save

Add Doses(+) Subtract Doses(-)

It is very important to be precise when entering a lot number. Once a lot is entered, as either public or private, it is unchangeable. Otherwise, users can edit the fields displayed under the [Edit a Lot Number Diagram](#) as necessary.

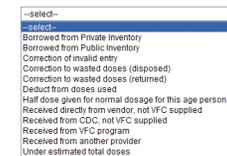
Editing the Lots

If the total doses need to be adjusted **prior** to a dose being administered from a lot number, doses can be either added or subtracted. Once the Edit button is clicked, a warning will appear for prompting the user to quickly make the changes:

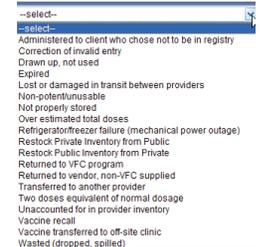


Click on **[OK]** and either add or subtract doses, and select the appropriate reason:

Adding Doses



Subtracting Doses



After the appropriate reason is chosen, and the doses are adjusted, be sure to click on the **Submit** button:



NOTE: If a dose is issued as administered to a patient and the user then discovers that the wrong information was entered when adding the inventory, contact the WylR help desk.

Reconciliation

Adjusting the monthly vaccine inventory is simple when using the Reconciliation page.

1. Select the facility upon login.
2. Using the navigation menu, click on the **Lot Numbers** menu heading.
3. Click **Reconciliation** to go to the Reconciliation Screen.
4. Print off the page, logout of the WylR, take the inventory to the storage units, and enter the actual counts within the “Physical Inventory” section.
5. Note the corrected information for the inventory counts upon the printed Reconciliation page.
6. Login to the WylR, navigate to the Reconciliation Screen; make the appropriate changes to the Quantity on Hand, if necessary, by entering the correct amount within the open **Physical Inventory** field; tab to the **Reason** column; **select** the appropriate reason for changing the information; click **Save** when complete.

IRMS Facility: TEST - CHEYENNE- 1015 (1001) / CITY COUNTY HEALTH DEPARTMENT

Public lots display with dark gray shading. Private lots display with light gray shading.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Reason	Public	Inactive	Add Row
Hep A/Hep B - Adult	AHAA1541A	01/01/2014	10		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Hepatitis B--adult	AHBVB1022241X	01/01/2015	10		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Influenza Nasal Spray	500683P	12/26/2011	15		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Public lots display with dark gray shading. Private lots display with light gray shading.

NOTE: If vaccines display that are no longer available (e.g., either expired or with “0” as a quantity on hand), follow the steps outlined next.

Be sure to inactivate any inventory that can't be used:

Hib--PRP-T	UH078AB	07/21/2012	0		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Hib--PRP-T	UH122AA	09/11/2010	10		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Hib--PRP-T	UH124AA	09/07/2012	0		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
IPV	D04801	06/11/2011	25		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
IPV	D06741	07/22/2011	15		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
IPV	E0204	03/13/2012	1		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
IPV	E0330-1	04/17/2012	4		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Influi split 6-35 mos pres free (FluZone PF®)	UT3576CA	06/30/2011	93		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Influi split 6-35 mos pres free (FluZone PF®)	UT3581AA	06/30/2011	29		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
MMR	0639Y	05/07/2011	5		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
MMR	0646Z	04/29/2012	0		0.0	--No Reason Required--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
MMR	0674Z	05/05/2012	9		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
MMR	0961Z	07/21/2012	37		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Mening. (MCV4P)	U3442BA	09/14/2011	0		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

If doses display that are expired or have “0” available, make the changes:

MMR	0646Z	04/29/2012	0		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
MMR	0674Z	05/05/2012	9		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
MMR	0961Z	07/21/2012	37		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Mening. (MCV4P) (Menactra®)	U3442BA	09/14/2011	0		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Mening. (MCV4P) (Menactra®)	U3542AA	02/08/2012	23		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Meningococcal (MPSV4) (Menomune®)	UF542AA	05/20/2011	2		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
PPD Test	148610	05/01/2012	2		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
PPD Test	148612	07/01/2012	100		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Pneumococcal (PPSV) (Pneumovax-23®)	0978Z	12/21/2011	29		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Pneumococcal PCV-13	E84482	05/31/2012	0		0.0	--No Reason Required--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>

Public lots display with dark gray shading. Private lots display with light gray shading.

In order to make the changes effective, be sure to click on the **Save** button at the bottom of the Reconciliation Screen prior to navigating to another area within the WylR.

What if a patient is given a “bad dose?”

On the rare occasion that a dose has been given to a patient that has either expired, or has been ruled to be invalid due to cold chain issues, the WylR can help to easily identify which patients have received an invalid dose, mark those doses as invalid, and easily provide a way to notify the patients of the need for revaccination.

Lot Recall Listing Report

This report can be used to determine which patients received a particular lot of vaccine.

1. Using the navigation menu, click on the **Reports** menu heading.
2. Click on **Report Module** to bring up the *Reports* page.
3. Under the Vaccinations heading, click on **Lot Recall Listing** to bring up the *Lot Recall Report Listing* page.
4. Select the **Lot Number** to recall from the options presented, or enter a date range (if many lots are affected), or directly enter the lot in the field provided.

Lot Recall Report						
Report Criteria		Report Date: May 3, 2011				
IRMS: 1001 - TEST - CHEYENNE - 1015	Vaccine: Hep A/Hep B - Adult	Manufacturer: GLAXOSMITHKLINE	Lot Number: AHAA1541A			
Publicly Supplied: Y		Lot Facility: CITY COUNTY HEALTH DEPARTMENT				
Vaccinating Facility: All		Date Range: All				
Last Name	First Name	Birthdate	STIS Patient ID	Vaccination Date	IRMS Vaccinating Facility	Dose Size
ANDERSON JOHN		09/01/1969	7621	05/02/2011	1001 CITY COUNTY HEALTH DEPARTMENT	Full
Total Patients Selected: 1		Total Vaccinations Administered: 1				

5. Click on the **Create Report** button to generate the Lot Recall Report.
6. If there is a need to invalidate numerous doses given, click upon the drop down menu highlighted above to select the reason, and click on **Mark All Results as Compromised**. See the *Reminder Recall Quick Start Guide* for more information on how to easily contact the affected patients.