# Inventory —WyIR Quick Reference Guide—

# Inventory

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 WyIR Vaccine Cheat Sheet for further assistance in adding Non-Publicly Supplied vaccines to the WyIR.

### Searching for a Lot Number

- 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. Enter any relevant criteria, and then click the **Search** button; a screen similar to the following presents.

Vaccine	-56	lect		~			
Manufact	urer -se	lect		~			
Lot Numi	per						
Facility:	CIT	COUNTY HEALTH DEP	ARTMENT				
Inactive	All	~					
Inactive Rea	son:se	lect V					
Sort By:	Ext	iration Date					
						6	Search
Search Res	ults					[	Search
	ults Facility	Manufacturer	Lot Number	Vaccine	Pub Supp	Exp. Date	Search Inactive
Belect	Facility			Vaccine Hep A/Hep B - Adult (Twinrix ®)		Exp. Date 01/01/2015	

- A. If the lot number does not appear, click Add to go to the Lot Number Maintenance [Add] Page, update as needed, then click the Add button when finished.
- B. If the lot number appears in the Search Results, see *Editing a Lot Number* for next steps.

## Adding a Lot Number

Enter the information into the required fields (highlighted in red), and then click the Add button. NOTE: Once a lot is entered, as either public or private, it is unchangeable. Use of the WyIR Vaccine Cheat Sheet may assist in the entry of the vaccinations correctly.

Vaccine	select V	
Manufacturer:	select V	
Lot Number:		
Facility:	CITY COUNTY HEALTH DEPARTMENT	
Expiration Date:		
Publicly Supplied:	O Yes O No	
Inactive		
Reason for Change:	select V	
Date of Transaction:	03/07/2014	
Number of Doses Added:		
NDC Number:	select V	
WyVIP PIN of other party (if applicable):		

## **Editing a Lot Number**

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, this warning will appear prompting the user to quickly make the changes.

Window	s Internet Explorer 🛛 🛛 🗙
1	WARNING: When the lot number maintenance is in edit mode, it will block other users from saving vaccinations related to this lot number. Please cancel or make changes and save as quickly as possible.
	<u> </u>

Make the changes in the editable fields as needed, then select

Manufacturer:	GLAXOSMITHKLINE-SKB V
Lot Number Code:	70080
Lot Number:	AHAA1541A
Vaccine:	Hep A/Hep B - Adult
Facility:	CITY COUNTY HEALTH DEPARTMENT
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	10
Doses Total:	10 Use the buttons below to adjust the total doses.
Expiration Date:	01/01/2015
Publicly Supplied:	● Yes ○ No
NDC Number:	ADULTHep A/B (58160-0815-52)
Inactive	
Inactive Reason:	select V
	Cancel Reset Save
	Add Doses(+) Subtract Doses(-)

If you are going to modify Doses Total, do that before modifying the other fields or your changes will be undone.

the **Add Doses** or **Subtract Doses** button and select the appropriate reason.

#### Adding Doses

#### --select

Borrowed from Private Inventory Borrowed from Public Inventory Dose Count Variance Multi-dose Vial Matches Physical Inventory Received directly from vendor, not WyVIP supplied Received from CDC, not WyVIP supplied Received from WyVIP program Received from another provider

#### Subtracting Doses

#### Administered but not linked to a vaccine Administered to client who chose not to be in registry Broken/Dropped/Spilled Cold Chain not maintained during shipment Drawn up, not used Expired Expired Opened Multi-dose Vials Failure to Store Properly Upon Receipt Lost and Unaccounted Matches Physical Inventory Natural Disaster / Power Outage Not properly stored Refrigerator/Freezer Mechanical Failure Refrigerator/Freezer Too Cold Refrigerator/Freezer Too Warm Restock Private Inventory from Public Restock Public Inventory from Private Returned to WyVIP program Returned to the Depot Returned to vendor, non-VFC supplied Transferred to another provider Vaccine Damaged in Transit Vaccine Spoiled in Transit Vaccine recall

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 WyIR help desk.

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# 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 WyIR, and take the printed inventory page to the storage units to assist in inventorying the lots.
- 5. Note the corrected information for the inventory counts upon the printed Reconciliation page.
- 6. Login to the WyIR, 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 Category column; select the appropriate reason; tab to the Reason column; select the appropriate reason for changing the information; click Save, then Submit Monthly Inventory when ready.

Reconcile I	nventory								
Vaccine	Lot Number	Exp Date		Physical Inventory	Adjustment (+/-)	Category	Reason	Public Inactiv	e Add Row
DTaP	123456	12/01/2014	7		0.0	No Category Required 🗸	No Reason Required 🗸	Y 🗌	+
Hep A/Hep B - Adult (Twinrix ®)	TEST123	01/01/2015	7		0.0	No Category Required V	No Reason Required V	Y 🗆	+
(FluMist ®)	TEST1234	12/31/2014	18		0.0	-No Category Required- 🗸	No Reason Required 🗸	Y 🗆	+
Zoster, live (Zostavax ®)	J003805	02/01/2014	10		0.0	No Category Required 🗸	No Reason Required 🗸	N 🗆	+
							Prin	t Reset	Save
Inventory L	ast Subn	nitted: N/A					Sub	mit Monthly Inv	entory
Priva Expl	ic Lots ite Lots red Vaccine res in 30 da								

**NOTE:** If vaccines display that are no longer available (e.g., either expired or with "0" as a quantity on hand), be sure to inactivate them prior

## Inactivating Expired Inventory

From the reconciliation screen, take the following steps:

Vaccine	Lot Number	Exp Date	Quantity on Hand		Adjustment (+/-)	Category	Reason	Public	cInactive	F
DTaP	123456	12/01/2014	7		0.0	No Category Required 🗸	No Reason Required 🗸	Y		
Hep A/Hep B - Adult (Twinrix ®)	TEST123	01/01/2015	7		0.0	No Category Required V	No Reason Required V	Y		
Influenza Nasal Spray (FluMist ®)	TEST1234	12/31/2014	18		0.0	No Category Required 🗸	No Reason Required 🗸	Y		
Zoster, live (Zostavax ®)	J003805	02/01/2014	10	0	-10.0	select Recall	select 🗸	N		
						Spoiled Expired	Pr	int F	Reset	Sa
nventory L	.ast Subn	nitted: N/A				Administer	Su	bmit Mo	nthly Inve	nte
Legend						Wasted				
	lic Lots ate Lots					Transier				
	red Vaccine	s								
Expi	res in 30 da	ys or less								

Change the Physical Inventory to "0," select "Expired" from the Category, tab to the Reason drop-down menu;

Vaccine	Lot Number	Exp Date		Physical Inventory	Adjustment (+/-)	Category	Reason	PublicInactive	Add Row
DTaP	123456	12/01/2014	7		0.0	No Category Required 🗸	No Reason Required 🗸	Y 🗌	+
Hep A/Hep B - Adult (Twinrix ®)	TEST123	01/01/2015	7		0.0	No Category Required V	No Reason Required V	Y 🗆	+
Influenza Nasal Spray (FluMist ®)	TEST1234	12/31/2014	18		0.0	No Category Required V	No Reason Required V	Y 🗆	*
Zoster, live Zostavax ®)	J003805	02/01/2014	10	0	-10.0	Expired V	Expired ~	N 🗹	+
egend P P E	ublic Lots rivate Lots xpired Vacc	bmitted: M ines days or less					Print Submit	Reset Sav Monthly Inventor	- 2

Select "Expired" from the Reason, click the Inactive checkbox, then click save.

у				
Physical Adjustment inventory (+/-)	Category	Reason	Public Inactive	Add Row
0.0	No Category Required 🗸	No Reason Required 🗸	Y 🗆	+
0.0	No Category Required 🗸	No Reason Required 🗸	Y 🗆	+
0.0	-No Category Required- V	No Reason Required 🗸	Y 🗌	+
		Prin	t Reset	Save
		Sub	mit Monthly Inve	entory
ſ	Physical Adjustment nventory (+/-) 0.0	Physical Adjustment Category (+/-) Category Required ✓ 0.0No Category Required ✓	Ophysical Adjustment (+i,)         Category         Reason           0.0         -No Category Required-         -No Reason Required-         -No Reason Required-           0.0         -No Category Required-         -No Reason Required-         -No Reason Required-           0.0         -No Category Required-         -No Reason Required-         -No Reason Required-           0.0         -No Category Required-         -No Reason Required-         -No Reason Required-	Openation         Category         Reason         Public Inactive           0.0         -No Category Required-         -No Reason Required-         Y         -           0.0         -No Category Required-         -No Reason Required-         Y         -           0.0         -No Category Required-         -No Reason Required-         Y         -           0.0         -No Category Required-         -No Reason Required-         Y         -

A "Changes were saved successfully" message will appear on the Reconciliation screen to inform the user that the appropriate updates were made to the inventory.

# 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 WyIR 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, enter a date range (if many lots are affected), and/or directly enter the lot in the field provided.
- 5. Click on the **Create Report** button to generate the Lot Recall Report.

Lot Recall Report

			n necali nep			
ria					Report Da	ite: May 3, 2011
	Manufacturer		AHAA1541A		Publicly Supplied: Y Lot Facility: CITY COUNTY DEPARTMENT	HEALTH
First Name			Vaccination Date	IRMS	Vaccinating Facility	Dose Size
JOHN	09/01/1969	7621	05/02/2011	1001	CITY COUNTY HEALTH DEPARTMENT	Full
s Selected:	1 Total V	accinations A	dministered: 1			
			select	N	lark All Results As Compro	wised
	TEST- CHE p A/Hep B - Facility: All First Name JOHN	TEST- CHEYENNE- 1015 p AHep B - Manufacturer GLAXOSMITH facility: All First Name Birthday SI JOHN 09/01/1969	ia TEST- CHEVENNE- 1015 p AHep B - Manufacturer: GLAXOSMITHKLINE First Name Birthday SIIS Patient JOHN 09/01/1969 7621	ia TEST-CHEYENNE-1015 pAHep B- Manufacturer: CLAXOSMITHKLINE AHAA1541A Tacility: AI Birthday SIIS Patient Vaccination JOHN 09/01/1969 7621 05/02/2011 s Selected: 1 Total Vaccinations Administered: 1	ta TEST-OLEVENNE-1015 p AHep 8 - Manufacturer: GLAXOSMITHKLINE Facility: All First Birthday SILS Patient Vaccination Date IRMS JOHN 09/01/1969 7621 05/02/2011 1001 s Selected: 1 Total Vaccinations Administered: 1select	TEST-OHEYENNE-1015 pAHeep B- Manufacturer: GLAXOSMITHKLINE AHA15414 Date Range: All Publicly Supplied: Y Lot Facility: CITY COUNTY Date Range: All DEPARTMENT IDFACING CONTY DEPARTMENT IRMS Vaccinating Facility JOHN 09/01/1969 7621 05/02/2011 1001 CITY COUNTY HEALTH DEPARTMENT S selected: 1 Total Vaccinations Administered: 1

5. 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 patient follow-up.