



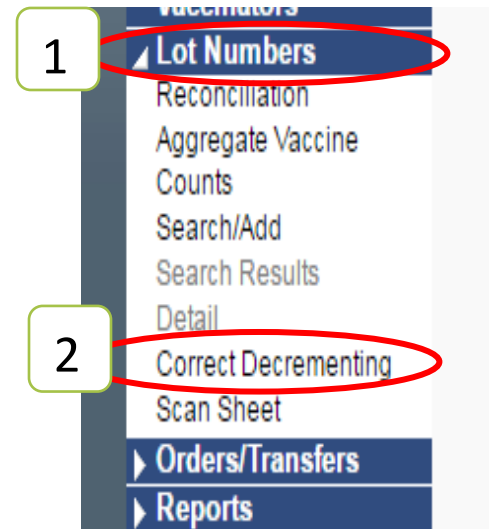
# Correct Decrementing

## Correct Decrementing

### Part 1: Create Decrementing List

- 1.) From the menu on the left, Click on “Lot Numbers” to expand the menu.
- 2.) Click on “Correct Decrementing.”
- 3.) Choose the Vaccine you wish to Decrement
- 4.) Select the date range (i.e. weekly or monthly)
- 5.) Select “Search” and allow the inventory populate.

**\*\*\*For this example I did not select a vaccine or a date range.\*\*\***



A screenshot of the 'Review and Correct Lot Decrementing' form. The form has a title bar 'Review and Correct Lot Decrementing' and a sub-header 'Search/Update Lot Numbers'. The form contains several fields: Vaccine (dropdown menu, labeled with a '3' in a green box), Manufacturer (dropdown menu), Organization (radio buttons for 'Organization (IRMS)', 'Organization (IRMS) Group', and 'Do Not Limit'), Facility (radio buttons for 'Facility', 'Facility Group', and 'Do Not Limit'), Facility (dropdown menu), WyVIP Pin (checkbox), Funding Type (dropdown menu, labeled with a '4' in a green box), and Date Imported (From and Through date input fields). At the bottom right, there is a 'Search' button (labeled with a '5' in a green box) and a checkbox for 'Disable enhanced Search Results table. (Useful for out-of-date internet browsers)'. Red circles highlight the Vaccine dropdown, the Date Imported fields, and the Search button.

## Part 2: Identifying Patients

6.) Starting with the first vaccine, we can see that there are 7 doses that need decrementing from the inventory. Meaning there are 7 patients that received a dose of that particular vaccine and the dose did not decrement out of the inventory. So if your numbers were off in your inventory then after decrementing they should even out. If it doesn't even out after decrementing then more troubleshooting is needed.

7.) Click on the “List” and view the patient list. If there is only one patient then the Patient Id would be listed by itself.

## Correct Decrementing

Disable enhanced Search Results table. (Useful for out-of-date internet browsers) Search

Show  entries Search:

Search Results									
(Available Lot Numbers Format: Lot Number   Manufacturer   Facility   Quick Indicator   Doses Available)									
	Vaccine	Facility	Lot Number	Manufacturer	Public	Count	Patient ID	Entered	Available Lot Numbers
<input type="checkbox"/>	DTaP-Hib-IPV	IMMUNIZATION UNIT	111555	SANOFI PASTEUR		7	List	Apr 25, 2016	None
<input type="checkbox"/>	Hep B, adolescent or pediatric	IMMUNIZATION UNIT	J001836	MERCK		8	List	Apr 25, 2016	None
<input type="checkbox"/>	MMR	IMMUNIZATION UNIT	ABMMR01	ABBOT		9	List	Apr 25, 2016	None
<input type="checkbox"/>	Pneumococcal conjugate PCV 13	IMMUNIZATION UNIT	AC52B092FA	GLAXOSMITHKLINE	Y	7	List	Apr 25, 2016	None
<input type="checkbox"/>	varicella	IMMUNIZATION UNIT	FJDLHJFDDS908	MERCK		10	List	Apr 25, 2016	None

Showing 1 to 5 of 5 entries Save

## Correct Decrementing

8.) After clicking on “List” a box will appear like this one that will populate each patient’s basic demographic information: Patient ID with First & Last name along with DOB and Vaccination Date. This information will need to be confirmed in your EMR to ensure the record is accurate.

9.) After the information from this box is saved, close this box out by clicking on the “x” in the top right hand corner.

The screenshot shows a search results window with a table of patient information. A red circle highlights the table, and a green circle highlights the 'x' close button in the top right corner. The table contains the following data:

Patient ID	First Name	Middle Name	Last Name	Date of Birth	Vacc Date
759344	TMAX		TCLARK	10/15/2010	09/20/2013
759345	TMADDY		TVINCENT	04/21/2010	09/02/2013
759346	TBRIAN		TGARAY	09/05/2010	09/27/2013
759347	TISRAEL		TPALACIOS	02/04/2010	09/27/2013
759348	TBRIELLE		TWEBER	03/02/2010	09/20/2013
759349	TTAI		TWRONG	10/16/2010	09/16/2013
759351	TDANIELLE		TDUNHAM	09/19/2010	09/27/2013

Below the table, there are three immunization entries:

Unit	Product	Age	Status	Date	Notes	
IMMUNIZATION UNIT	ABMMR01	ABBOT	9	List	Apr 25, 2016 None	
IMMUNIZATION UNIT	AC52B092FA	GLAXOSMITHKLINE	Y	7	List	Apr 25, 2016 None
IMMUNIZATION UNIT	FJDLHJFDDS908	MERCK		10	List	Apr 25, 2016 None

## Correct Decrementing

### Part 3: Decrementing out Doses

Now we will select the correct lot number for the patient record listed in the que.

- 10.) From the “Available Lot Numbers” select the arrow to expand the drop down menu. All the active and available lot numbers will populate in this drop down window.  
**\*\*More than one vaccine can be selected at a time\*\***
- 11.) Select the correct corresponding lot number.
- 12.) Click “Save” at the far right bottom of page.
- 13.) A pop-up window will generate listing the amount of lot numbers being corrected. Verify the information in the window and click “OK.”

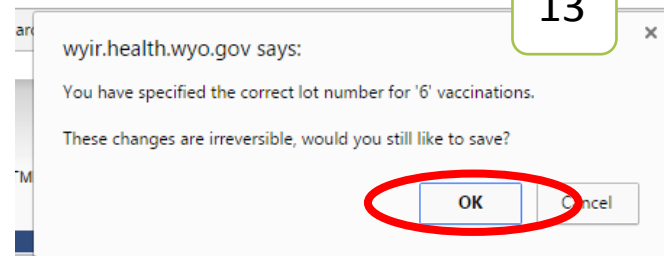
Show 10 entries

Search Results (Available Lot Numbers Format: Lot Number   Manufacturer   Facility   Quick Indicator   Doses Available)									
	Vaccine	Facility	Lot Number	Manufacturer	Public	Count	Patient ID	Date Imported	Available Lot Numbers
<input type="checkbox"/>	DTaP-Hib-IPV	IMMUNIZATION UNIT	111555	SANOPI PASTEUR		6	List	Apr 25, 2016	--select--

Search Results (Available Lot Numbers Format: Lot Number   Manufacturer   Facility   Quick Indicator   Doses Available)									
	Vaccine	Facility	Lot Number	Manufacturer	Public	Count	Patient ID	Date Imported	Available Lot Numbers
<input type="checkbox"/>	DTaP-Hib-IPV	IMMUNIZATION UNIT	111555	SANOPI PASTEUR		6	List	Apr 25, 2016	111555   SANI

Search Results (Available Lot Numbers Format: Lot Number   Manufacturer   Facility   Quick Indicator   Doses Available)									
	Vaccine	Facility	Lot Number	Manufacturer	Public	Count	Patient ID	Date Imported	Available Lot Numbers
<input type="checkbox"/>	DTaP-Hib-IPV	IMMUNIZATION UNIT	111555	SANOPI PASTEUR		6	List	Apr 25, 2016	111555   SANI
<input type="checkbox"/>	Hep B, adolescent or pediatric	IMMUNIZATION UNIT	J001836	MERCK		8	List	Apr 25, 2016	None
<input type="checkbox"/>	MMR	IMMUNIZATION UNIT	ABMMR01	ABBOT		9	List	Apr 25, 2016	None
<input type="checkbox"/>	Pneumococcal conjugate PCV 13	IMMUNIZATION UNIT	AC52B092FA	GLAXOSMITHKLINE	Y	7	List	Apr 25, 2016	None
<input type="checkbox"/>	varicella	IMMUNIZATION UNIT	FJDLHJFDDS908	MERCK		10	List	Apr 25, 2016	None

Showing 1 to 5 of 5 entries



## Correct Decrementing

14

14.) After the clicking “Ok,” the system will automatically make the correction and decrement the dose from the inventory for the lot number(s) selected. A new list will generate on the screen and will be minus the doses just decremented out along with a message that states “Lot number codes were updated successfully” on the top left above the “Review and Correct Decrementing” menu.

After Correct Decrementing is completed the doses will reflect in the corresponding lot number within the inventory listed on the Reconciliation page.

**\*\*If your inventory is still not accurate please check your “Lot Usage and Recall” and “Patient Detail” reports for the missing doses.\*\***

• Lot number codes were updated successfully

### Review and Correct Lot Decrementing

Search/Update Lot Numbers

Vaccine: --select--  
Manufacturer: --select--  
Organization (IRMS):  WYOMING DEPARTMENT OF HEALTH ( 5006 )  
Organization (IRMS) Group: --select--  
Do Not Limit:   
Facility: --select--  
Facility Group: --select--  
Do Not Limit:   
WyVIP Pin: --select--  
Funding Type: All  
Date Imported: From: Through:  
 Disable enhanced Search Results table. (Useful for out-of-date internet browsers)

Search

Show 10 entries

Search:

Search Results (Available Lot Numbers Format: Lot Number   Manufacturer   Facility   Quick Indicator   Doses Available)									
	Vaccine	Facility	Lot Number	Manufacturer	Public	Count	Patient ID	Date Imported	Available Lot Numbers
<input type="checkbox"/>	Hep B, adolescent or pediatric	IMMUNIZATION UNIT	J001836	MERCK		8	<a href="#">List</a>	Apr 25, 2016	None
<input type="checkbox"/>	MMR	IMMUNIZATION UNIT	ABMMR01	ABBOT		9	<a href="#">List</a>	Apr 25, 2016	None
<input type="checkbox"/>	Pneumococcal conjugate PCV 13	IMMUNIZATION UNIT	AC52B092FA	GLAXOSMITHKLINE	Y	7	<a href="#">List</a>	Apr 25, 2016	None
<input type="checkbox"/>	varicella	IMMUNIZATION UNIT	FJDLHJFDDS908	MERCK		10	<a href="#">List</a>	Apr 25, 2016	None

Showing 1 to 4 of 4 entries

Save

### **Best Practices:**

We recommend that you Decrement and manage your inventory on a weekly basis.

.

---

For more information, questions, or concerns, please contact the Immunization Unit by calling (307) 777-7952 or emailing [wdh.immunize@wyo.gov](mailto:wdh.immunize@wyo.gov).