Correct Lot 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.***
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.
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.
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.”
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.***