

Provider Lot Distribution

Lot Distribution

The Lot Distribution folder displays a provider's inventory of vaccines. The information provided includes the Lot Number, Vaccine, Expiration Date and Doses on Hand.

Provider Information | Comments | **Lot Distribution**

Name: 9990 - TEST Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
000000112TEST - Private	DTAP	01/02/2007	5
0418U	MMR	03/02/2009	4
500782P	H1N1 (Live virus)	01/15/2010	-1
546K	CHICKENPOX	02/02/2007	2
987885 - Private	CHOLERA	09/29/2010	205
aaaencrypt11 - Private	CHICKENPOX	01/01/2006	1
scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54

Include Expired Lots
 Include No Doses on Hand
Lots Found: 7

This folder is only available when inquiring on a provider site for which you administer vaccines. Lot inventories for a provider can only be viewed by that provider and the NDDoH.

The vaccine inventory displayed in this folder includes:

- Vaccines from your NDIIS provider inventory.
- Vaccines sent to you by NDDoH. They will log and transfer them to you.
- Vaccines you receive from other entities and those vaccines entered in Vaccine Management.

The Doses on Hand quantity is affected by performing the following actions:

- Adjusting the amount on hand.
- Transferring doses to another provider.
- Wasting doses in the Vaccine Ordering, Returns and Wastages module.
- Returning doses in the Vaccine Ordering, Returns and Wastages module.
- Adding doses by lot number to a client's record in the client Immunization folder.

Expired Lots and No Doses on Hand

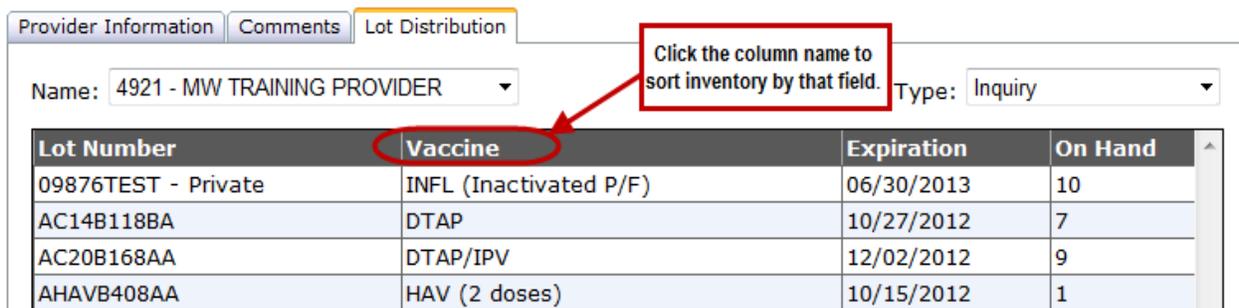
The user also has the ability to display expired lots and lots with no doses on hand in the inventory list. To do so, click the check box located on the lower left-hand side of the window. When the box is checked, the corresponding lots will be included; when the box is unchecked, the lots will not be included in the list.

Include Expired Lots

Include No Doses on Hand

Sort Options

Information in this folder can be sorted by clicking on the column heading. Click the column heading once to display the data in ascending order and click again to change the order to descending.



Provider Information | Comments | Lot Distribution

Name: 4921 - MW TRAINING PROVIDER Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
09876TEST - Private	INFL (Inactivated P/F)	06/30/2013	10
AC14B118BA	DTAP	10/27/2012	7
AC20B168AA	DTAP/IPV	12/02/2012	9
AHAVB408AA	HAV (2 doses)	10/15/2012	1

Adjust Doses on Hand

This action is necessary when actual physical inventory count of the doses on hand does not match the recorded number of doses.

To adjust the doses on hand:

1. Select "Adjust" in the Type drop-down box.
2. Click the **Edit** button in the far left column next to the lot that you would like to adjust.
3. Type in the accurate dose count. The quantity will display in the column labeled "Actual On Hand".
4. Click **Save** to keep lot adjustment or **Cancel** to discard adjustment.

Provider Information | Comments | **Lot Distribution**

Name: 9990 - TEST Type: Adjust

Trans. Date: 07/09/2014

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	00001THTEST - Private	MCV4 Menactra	12/31/2099	14	
Edit	00001THTEST - STATE - State	MCV4 Menactra	12/31/2087	20	
Edit	H010145 - Private	HAV (2 doses)	02/27/2015	15	
Edit	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	
Edit	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
Edit	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	

Include Expired Lots Adjust Cancel

Include No Doses on Hand

Lots Found: 6

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	00001THTEST - Private	MCV4 Menactra	12/31/2099	14	
Edit	00001THTEST - STATE - State	MCV4 Menactra	12/31/2087	20	
Save Cancel	H010145 - Private	HAV (2 doses)	02/27/2015	15	12
Edit	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	
Edit	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
Edit	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	

5. Click to complete the inventory update or to cancel any changes made.
6. Type your comments into the pop-up window and click .

Note: *You may change multiple dose quantities at once. To do so, simply change the quantity for each lot using the “Edit” function, save each lot number adjustment and click to update all on actual hand amounts at once.*

Transfer Doses on Hand

This action is necessary when you need to transfer doses to another provider. The quantity of doses transferred will be removed from your inventory and added to the inventory of the other provider. A packing slip to include with the shipment will be generated at this time.

To transfer doses:

1. Select "Transfer" in the Type drop-down box.
2. Type the date of the transfer into the Trans. Date field if different from the default date (today's date).
3. Click the **Edit** button in the far left column of the lot in the list that you are transferring.

The screenshot shows a software interface for 'Lot Distribution'. At the top, there are three tabs: 'Provider Information', 'Comments', and 'Lot Distribution' (which is selected and circled in green). Below the tabs, there are several input fields: 'Name: 9990 - TEST' (dropdown), 'To: -- SELECT ONE --' (dropdown), 'Type: Transfer' (dropdown, circled in orange), and 'Trans. Date: 07/09/2014' (text input with a clear button, circled in orange). Below these fields is a table with the following columns: 'Lot Number', 'Vaccine', 'Expiration', 'On Hand', and 'Doses To Transfer'. The table contains six rows of data. The 'Edit' button for the last row is circled in red. At the bottom of the interface, there are two checkboxes: 'Include Expired Lots' and 'Include No Doses on Hand', both of which are unchecked. There are also 'Transfer' and 'Cancel' buttons. At the very bottom, it says 'Lots Found: 6'.

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
Edit	00001THTEST - Private	MCV4 Menactra	12/31/2099	14	
Edit	00001THTEST - STATE - State	MCV4 Menactra	12/31/2087	20	
Edit	H010145 - Private	HAV (2 doses)	02/27/2015	15	
Edit	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	
Edit	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
Edit	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	

4. Type in the number of doses you will be transferring. The quantity will display in the column labeled "Doses to Transfer".
5. Click **Save** to keep transfer amount or **Cancel** to discard

- Select the provider the doses will be transferred to in the drop-down box labeled "To".

Provider Information | Comments | **Lot Distribution**

Name: 9990 - TEST Type: Transfer

To: -- SELECT ONE -- Trans. Date: 08/16/2013

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
<input type="button" value="Edit"/>	00001THTEST - Private	MCV4 (Meningococcal)	12/31/2099	14	
<input type="button" value="Edit"/>	999MWTEST887 - Private	PCV13 (PNEUMOCOCCAL)	06/30/2014	16	10
<input type="button" value="Edit"/>	H010145 - Private	HAV (2 doses)	02/27/2015	5	
<input type="button" value="Edit"/>	MWTESTLOT - Private	DTaP-Hib-IPV (Pentacel)	10/27/2014	6	5
<input type="button" value="Edit"/>	scott test2 - Private	BOTULINUM ANTITOXIN	12/31/2021	54	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	UPGRADETEST - Private	ROTAVIRUS (2 DOSE)	10/31/2017	10	5

- Click to implement the transfer or to cancel any changes made.
- The following box will appear after clicking the Transfer button:

NDIIS

Do you wish to print Packing Slip?

- Click **Yes** to print the packing slip or **No** to continue without printing.
- Type your comments into the pop-up window and click . The packing slip will be displayed for you to print.

Note: You may transfer multiple dose quantities at once. To do so, simply enter the quantity for each lot using the "Edit" function, save each lot number being transferred and click to transfer all doses at once.