

Cheat Sheet When Providers report that their lots are not decrementing

1. Have the provider log into to their account. Click on **Lot Number>Reconciliation.**

Check if you can see the lot number in question. If you cannot see the lot then the lot info was either not entered or may be under another facility.

Organization (IRMS)/Facility: PUBLIC HEALTH - ISDH (1) / POSEY COUNTY HEALTH DEPARTMENT

Reconcile Inventory						
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category
DTaP	AT57M	06/19/2016	8		0.0	--No Category Required--
DTaP/Hep B/IPV	ML5D7	04/17/2016	1		0.0	--No Category Required--
DTaP/Hib/IPV	C4640AA	04/19/2015	16		0.0	--No Category Required--
DTaP/IPV	23MJ7	10/22/2015	10		0.0	--No Category Required--
DTaP/IPV	CY29B	04/16/2015	5		0.0	--No Category Required--
HPV, quadrivalent	J013277	08/06/2015	17		0.0	--No Category Required--
Hep A 2 dose - Adult	793JR	02/15/2016	30		0.0	--No Category Required--
Hep A 2 dose - Ped/Adol	N434L	02/19/2016	20		0.0	--No Category Required--

2. Note the Organization and facility name on the top of the screen

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3. Search and locate a patient who has had a vaccination from the particular lot. Search for the patient and navigate to the vaccination detail to view the particular shot. Verify that the following information matches exactly with the lot inventory. If these do not match the lot will not decrement.

- 1. Vaccine Formulation
- 2. Manufacturer and expiration date
- 3. Lot number
- 3. Organization and facility
- 4. VFC Status

Vaccination Detail	
Vaccine:	Meningococcal (MPSV4)
Date Administered:	08/06/2013
Historical:	No
Confidential:	No
Manufacturer:	SANOFI PASTEUR
Lot Number:	JGHJHGJG
Lot Facility:	
Publicly Supplied:	No
Vaccinator:	.SARA BURDICK CMA --AUGUST 13
Organization (IRMS):	830000012 - UNION HOSPITAL - CLINTON
Facility:	CORK
Anatomical Site:	
Anatomical Route:	
Dose Size:	
Volume (CC):	
VFC Status:	Unknown
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	
Date VIS Form Given:	08/06/2013
Comments:	

4. VFC Status- This is really important. On the Vaccination record check VFC status. If the status is **unknown or ineligible/private insurance**, then it mostly means that the VFC status did not come thru in the electronic record.

Volume (CC):	
VFC Status:	Unknown
Adverse Reaction:	

It becomes a little technical then. The HL-7 message did not have the VFC status sent over or missing the PV1 or OBX segment. At this point have the provider's IT or EMR company talk to Chirp.