

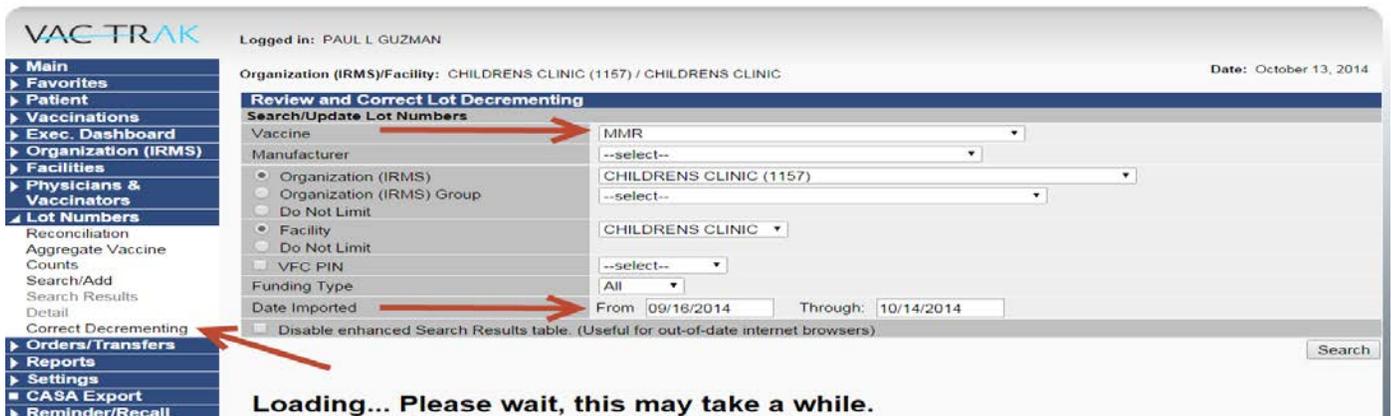
## Review and Correct Lot Decrementing Instructions

In order for imported inventory to decrement, the following fields are taken into account: vaccine, lot number, organization/facility, and funding type. Vaccinations end up in the Correct Decrementing queue when VacTrAK can't match administered vaccine information sent in from an EHR interface to an existing lot number in the organization's inventory in the system. Typically this is caused by manual free text lot numbers or other forms of data entry errors into the EHR.

Correct Decrementing is a tool in VacTrAK that allows lot managers to review and correct administered lots that do not match automatically to the existing inventory. It will correct both vaccine information on a patient's record and correctly decrement inventory. Correct Decrementing is required for all electronic data exchange sites that receive state supplied vaccine.

Vaccinations in the Correct Decrementing must be processed at least monthly BEFORE you reconcile to correct for any vaccine lot number mismatches.

1. Login to VacTrAK.
2. Open the Lot Number menu and Select the **Correct Decrementing** option
3. The **Review and Correct Lot Decrementing** window appears; select the vaccine you want to review/correct using the drop-down menu arrow to view/select a valid choice.



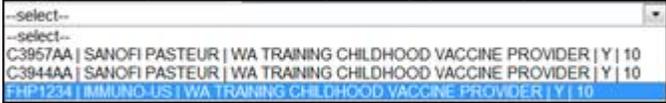
4. Enter in date range for vaccines imported since the last date of reconciliation in VacTrAK.
5. Click the SEARCH button. If any results are found, they will appear in the Search Results section of the window.

Show  entries Search:

Search Results									
(Available Lot Numbers Format: Lot Number   Manufacturer   Facility   Public   Doses Available)									
	Vaccine	Facility	Lot Number	Manufacturer	Public?	Count	Patient ID	Date Imported	Available Lot Numbers
<input type="checkbox"/>	MMR	CHILDRENS CLINIC	J013315	MERCK		1	1030711	Oct 10, 2014	--select--
<input type="checkbox"/>	MMR	CHILDRENS CLINIC	K005109	MERCK		1	--select--		
<input type="checkbox"/>	MMR	CHILDRENS CLINIC	K005109	MERCK		2	J013315   MERCK   CHILDRENS CLINIC   Y   30 List	Oct 10, 2014	--select--

Showing 1 to 3 of 3 entries

6. Review the search results, below is a description for each of the search result fields.

<b>Checkbox</b>	The checkbox is used to remove items from the list without decrementing a lot.
<b>Vaccine</b>	Name of the vaccine you want to review/correct.
<b>Facility</b>	Name of the facility associated with the vaccine you want to review/correct.
<b>Lot number</b>	Lot number received in HL7 message.
<b>Manufacturer</b>	Manufacturer name of the vaccine.
<b>Public?</b>	Indicates whether the vaccine is public or private. If it is public, it will contain a "Y" for yes; otherwise an "N" for no.
<b>Count</b>	Displays the number of vaccinations (NOT the number of doses) that fall under each row's description.
<b>Patient ID</b>	Displays patient details that can be viewed by clicking on the Patient ID hyperlink.
<b>Date imported</b>	Date the lot was imported, same as date HL7 message was received.
<b>Available lot numbers</b>	<p>Available Lot Numbers includes the following:</p> <ul style="list-style-type: none"> <li>• Active only. No inactive lot will ever show up as an option.</li> <li>• Not expired. Expired lots will still show up as available if "Import Date" is after or the same as the Expiration Date, even if the lot is expired in current time.</li> <li>• Limited by IRMS; IRMS must match exactly.</li> <li>• Limited by Facility. <ul style="list-style-type: none"> <li>○ If there is no facility, all lots for that IRMS show.</li> <li>○ If there IS a facility, then all IRMS level lots and lots for that facility are shown, but not lots specific to other facilities in that IRMS.</li> </ul> </li> <li>• The lot will display regardless of whether or not there are enough Doses Available. (But it will NOT save if you pick a lot that doesn't have enough doses available.)</li> </ul> <p>The format of the Available Lot Numbers is:  Lot Number   Manufacturer   Facility   Public   Doses Available</p>  <p>If no lots are available, the word "None" will appear instead of "—Select —."</p>

7. Perform one of the following actions:

- a. Click the AVAILABLE LOTS drop-down, and select the appropriate choice. Click the SAVE button.
  - i. A dialog box will appear indicating that you have specified the correct lot number for "#" vaccinations. *These changes are irreversible; would you still like to save?*
  - ii. Click OK to save or CANCEL to not save. Observe the changes are irreversible.
- b. Click the checkbox to the left of the vaccine(s) to indicate those vaccinations that are not supposed to be decrement from inventory. Click the SAVE button.
  - i. A dialog box will appear indicating that you have marked "#" vaccinations that should not decrement online inventory. *These changes are irreversible; would you still like to save?*
  - ii. Click OK to save or CANCEL to not save. Observe the changes are irreversible.

8. Depending on the action above, either assign the appropriate lot number or not decrement. The row will disappear from the list once an action is saved.