



VAC TRAK

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.

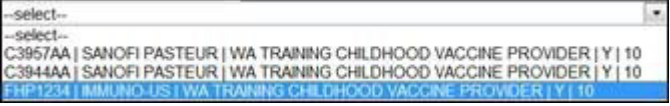
The screenshot shows the 'Review and Correct Lot Decrementing' window in VacTrAK. The left sidebar contains a navigation menu with 'Lot Numbers' selected. The main area has a search form with the following fields: Vaccine (dropdown), Manufacturer (dropdown), Organization (radio buttons), Facility (radio buttons), Funding Type (dropdown), and Date Imported (From and Through date pickers). A red arrow points to the Vaccine dropdown menu. Another red arrow points to the 'Through' date field in the Date Imported section. A red circle highlights the 'Search' button in the bottom right corner.

5. Click the SEARCH button. If any results are found, they will appear in the Search Results section of the window. Please note this can take a little while.

Error	Vaccine	Facility	Lot Number	Manufacturer	Public	Count	Patient ID	Date Imported	Available Lot Numbers
<input type="checkbox"/>	Hb (PRP-OMP)	CHILDRENS CLINIC	9036823	MERCK	Y	1	Patient ID Name Name Name	Vacc Date Aug 3, 2020	T005737 MERCK CHILDRENS CLINIC PUB 100 T000884 MERCK CHILDRENS CLINIC PUB 36
<input type="checkbox"/>	rotavirus pentavalent	CHILDRENS CLINIC	1660981	MERCK	Y	1	Patient ID Name Name Name	Vacc Date Aug 3, 2020	--select--

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

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