

The Lot Number function allows users to track vaccine inventory and gives the users access to several helpful reports described in this quick reference guide. Please reference the WyrR Vaccine Cheat Sheet for further assistance in adding Non-Publicly Supplied vaccines to the WyrR.

Searching for a Lot Number

- Using the navigation menu, click on the **Lot Numbers** menu heading.
- Click **Search/Add** to go to the *Lot Number Maintenance* page.
- Enter any relevant criteria, and then click the **Search** button; a screen similar to the following presents.

- If the lot number does not appear, click **Add** to go to the **Lot Number Maintenance [Add]** Page, update as needed, then click the **Add** button when finished.
- If the lot number appears in the Search Results, see **Editing a Lot Number** for next steps.

Adding a Lot Number

Enter the information into the required fields (**highlighted in red**), and then click the **Add** button. **NOTE:** Once a lot is entered, as either public or private, it is unchangeable. Use of the **WyrR Vaccine Cheat Sheet** may assist in the entry of the vaccinations correctly.

Editing a Lot Number

If the total doses need to be adjusted **prior** to a dose being administered from a lot number, doses can be either added or subtracted. Once the Edit button is clicked, this warning will appear prompting the user to quickly make the changes.



Make the changes in the editable fields as needed, then select

the **Add Doses** or **Subtract Doses** button and select the appropriate reason.

Adding Doses

Subtracting Doses

After the appropriate reason is chosen, and the doses are adjusted, be sure to click on the **Submit** button:



NOTE: If a dose is issued as administered to a patient and the user then discovers that the wrong information was entered when adding the inventory, contact the WyrR help desk.

Reconciliation

Adjusting the monthly vaccine inventory is simple when using the Reconciliation page.

1. Select the facility upon login.
2. Using the navigation menu, click on the **Lot Numbers** menu heading.
3. Click **Reconciliation** to go to the Reconciliation Screen.
4. Print off the page, logout of the WylR, and take the printed inventory page to the storage units to assist in inventorying the lots.
5. Note the corrected information for the inventory counts upon the printed Reconciliation page.
6. Login to the WylR, navigate to the Reconciliation Screen; make the appropriate changes to the Quantity on Hand, if necessary, by entering the correct amount within the open **Physical Inventory** field; tab to the **Category** column; **select** the appropriate reason; tab to the **Reason** column; **select** the appropriate reason for changing the information; click **Save**, then **Submit Monthly Inventory** when ready.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public Inactive	Add Row
DTaP	123456	12/01/2014	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Hep A/Hep B - Adult (Twinnx ®)	TEST123	01/01/2015	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Influenza Nasal Spray (FluMist ®)	TEST1234	12/31/2014	18		0.0	--No Category Required--	--No Reason Required--	Y	+
Costarive (Costarive ®)	003905	03/01/2014	10		0.0	--No Category Required--	--No Reason Required--	N	+

Inventory Last Submitted: N/A

Legend
 Public Lots
 Private Lots
 Expired Vaccines
 Expires in 30 days or less

Print Reset Save Submit Monthly Inventory

NOTE: If vaccines display that are no longer available (e.g., either expired or with “0” as a quantity on hand), be sure to inactivate them prior

Inactivating Expired Inventory

From the reconciliation screen, take the following steps:

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public Inactive	Add Row
DTaP	123456	12/01/2014	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Hep A/Hep B - Adult (Twinnx ®)	TEST123	01/01/2015	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Influenza Nasal Spray (FluMist ®)	TEST1234	12/31/2014	18		0.0	--No Category Required--	--No Reason Required--	Y	+
Costarive (Costarive ®)	003905	03/01/2014	10		-10.0	Expired	Expired	N	+

Inventory Last Submitted: N/A

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Change the Physical Inventory to “0,” select “Expired” from the Category, tab to the Reason drop-down menu;

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public Inactive	Add Row
DTaP	123456	12/01/2014	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Hep A/Hep B - Adult (Twinnx ®)	TEST123	01/01/2015	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Influenza Nasal Spray (FluMist ®)	TEST1234	12/31/2014	18		0.0	--No Category Required--	--No Reason Required--	Y	+
Costarive (Costarive ®)	003905	03/01/2014	10		-10.0	Expired	Expired	N	+

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Select “Expired” from the Reason, click the Inactive checkbox, then click save.

Changes were saved successfully

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public Inactive	Add Row
DTaP	123456	12/01/2014	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Hep A/Hep B - Adult (Twinnx ®)	TEST123	01/01/2015	7		0.0	--No Category Required--	--No Reason Required--	Y	+
Influenza Nasal Spray (FluMist ®)	TEST1234	12/31/2014	18		0.0	--No Category Required--	--No Reason Required--	Y	+

Inventory Last Submitted: N/A

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Print Reset Save Submit Monthly Inventory

A “Changes were saved successfully” message will appear on the Reconciliation screen to inform the user that the appropriate updates were made to the inventory.

What if a patient is given a “bad dose?”

On the rare occasion that a dose has been given to a patient that has either expired, or has been ruled to be invalid due to cold chain issues, the WylR can help to easily identify which patients have received an invalid dose, mark those doses as invalid, and easily provide a way to notify the patients of the need for revaccination.

Lot Recall Listing Report

This report can be used to determine which patients received a particular lot of vaccine.

1. Using the navigation menu, click on the **Reports** menu heading.
2. Click on **Report Module** to bring up the *Reports* page.
3. Under the Vaccinations heading, click on **Lot Recall Listing** to bring up the *Lot Recall Report Listing* page.
4. Select the **Lot Number** to recall from the options presented, enter a date range (if many lots are affected), and/or directly enter the lot in the field provided.
5. Click on the **Create Report** button to generate the Lot Recall Report.

Report Date: May 3, 2011

IRMS: 1001 - TEST-CHEYENNE- 1015
 Vaccine: Hep A/Hep B - Manufacturer: GLAXOSMITHKLINE
 Vaccinating Facility: All

Lot Number: AHA1541A
 Date Range: All

Publicly Supplied: Y
 Lot Facility: CITY COUNTY HEALTH DEPARTMENT

Last Name	First Name	Birthdate	SIIS Patient ID	Vaccination Date	IRMS Vaccinating Facility	Dose Size
ANDERSON	JOHN	09/01/1969	7621	05/02/2011	1001 CITY COUNTY HEALTH DEPARTMENT	Full

Total Patients Selected: 1 Total Vaccinations Administered: 1

--select--
 Mark All Results As Compromised

6. If there is a need to invalidate numerous doses given, click upon the drop down menu highlighted above to select the reason, and click on **Mark All Results as Compromised**. See the *Reminder Recall Quick Start Guide* for more information on patient follow-up.