

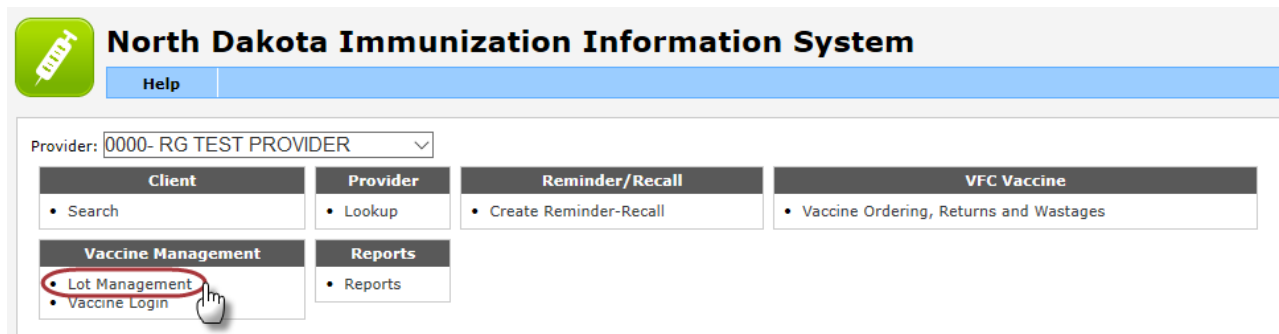


North Dakota Immunization Information System: Managing Private Lot Information

Through the North Dakota Immunization Information System (NDIIS), providers can manage their private vaccine inventory. Each lot needs to be entered and edited by the provider through their **Lot Management** in the NDIIS.

Adding a New Lot Record

- 1.) Click on the **Lot Management** hyperlink from the home screen



- 2.) When the **Lot Management** window opens, click **Add**
 - The system will automatically assign a Lot Code to the lot number and this field cannot be edited
 - The system will also default the Lot Type field to "Normal" and this field cannot be edited

3.) Fill in:

- Lot Number
 - ◆ The system will automatically add the word “Private” to the lot number once saved, so this does not need to be manually entered
- Manufacturer – select from drop-down list
- Vaccine – vaccine type, select from drop-down list
- NDC Code– must follow standard 11-digit format (#####-####-##)
 - ◆ Refer to the NDC Code help document to find out how convert a 10-digit NDC to 11-digits to comply with NDIIIS formatting requirements
- # of Vials
- Doses per Vial
- Cost per Dose
- Expiration Date

Required fields are marked with an asterisk ().*

4.) Click Save to finish adding the lot to your NDIIIS vaccine inventory

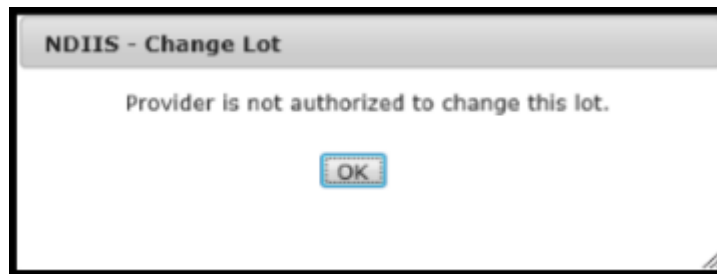
The screenshot displays the 'Lot Management' interface. On the left, the 'Save' button is circled in red. A red arrow points from the 'Lot Number' field in the left form to the 'Lot Number' field in the right form, which now displays '0011AE - Private' and is also circled in red. The 'Lot Code' is '94565' in both forms. The 'Manufacturer' is 'MERCK', 'Vaccine' is 'MMR', and 'NDC Code' is '00006-4681-00'. The 'Expiration Date' is '12/16/2013'. Other fields include '# of Vials', 'Doses per Vial', and 'Cost per Dose', all set to '0'. The 'Lot Type' is 'NORMAL'.

Changing a Lot Record

Adjustments to inventory, if doses on hand in the NDIIS do not match actual doses on hand, must be done in **Provider Lot Distribution**.

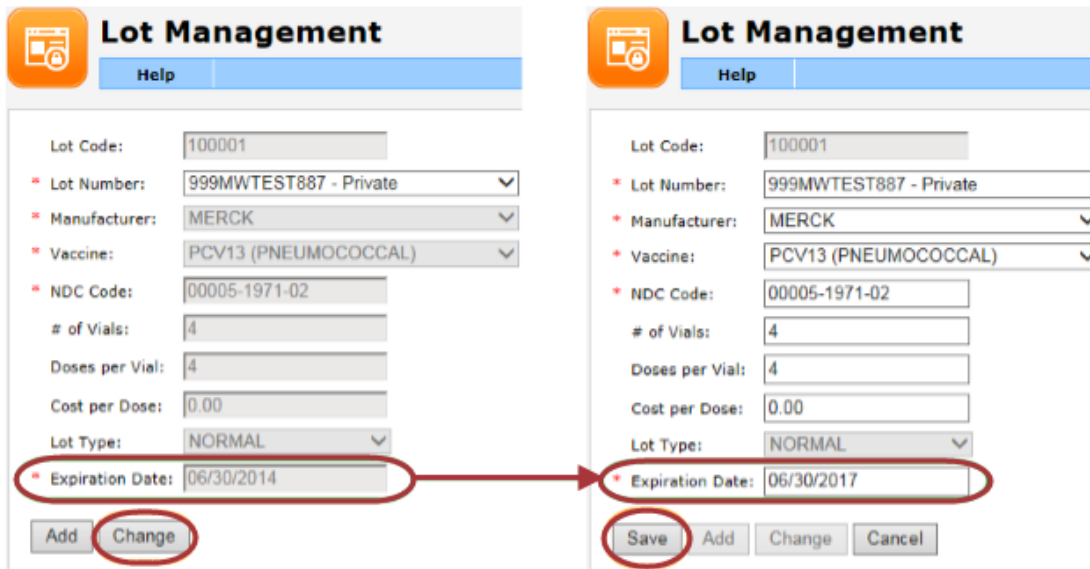
Users are only able to make changes to private lot numbers. Changes to any publicly funded (i.e., state) lot number can only be made by NDHHS Immunization Unit staff.

- 1.) In the **Lot Management** window, select the lot number that needs editing from the Lot Number drop-down
- 2.) Click **Change**
- 3.) If you are not allowed to change the lot record, the following message will display:



If you are allowed to change the lot record, it will become available for you to edit

- 4.) Make any necessary changes to the record
- 5.) Click **Save** to update the record.



Field	Initial Value	Final Value
Lot Code	100001	100001
Lot Number	999MWTEST887 - Private	999MWTEST887 - Private
Manufacturer	MERCK	MERCK
Vaccine	PCV13 (PNEUMOCOCCAL)	PCV13 (PNEUMOCOCCAL)
NDC Code	00005-1971-02	00005-1971-02
# of Vials	4	4
Doses per Vial	4	4
Cost per Dose	0.00	0.00
Lot Type	NORMAL	NORMAL
Expiration Date	06/30/2014	06/30/2017