



North Dakota Immunization Information System: Provider Lot Distribution

1.) Click the **Lot Distribution** link in the **Provider** section of your NDIIS homepage.

North Dakota Immunization Information System

Help

Provider: 44 - NDIIS TRAINING LPHU

Client	Provider	Reminder/Recall	VFC Vaccine
• Search	• <u>Lookup</u> • <u>Lot Distribution</u>	• Create Reminder-Recall	• Vaccine Ordering, Returns and Wastages
Vaccine Management	Reports		
• Lot Management • Vaccine Login	• Reports		

2.) The **Lot Distribution** Tab will open for your default Provider Site. If you have access to more than one Provider Site, you will be able to access these through the drop down feature.

Lot Distribution

Name: 44 - NDIIS TRAINING LPHU Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
1621929 - State	HPV-9	12/06/2021	5
1621931 - State	HPV-9	01/26/2022	20
1637641 - State	HPV-9	02/16/2022	10
23VL4 - Private	HAV Pediatric	01/28/2022	10
2373G - Private	HBV Adult	05/28/2022	10
2AD47 - State	HAV Adult	01/31/2022	10
3HR79 - Private	HAV Pediatric	09/16/2021	4
3JK57 - Private	HAV Pediatric	12/20/2021	20
43E4T - State	TDAP	10/01/2021	22
54A32 - State	HBV Adult	11/12/2021	9
73H93 - Private	HBV Pediatric	01/10/2022	10
955N2 - State	HBV Pediatric	01/01/2022	5
9JN2P - Private	ROTAVIRUS (2 dose)	09/01/2021	10
9L39Z - State	TDAP	10/08/2021	10
ABXA63AA - Private	Men B Bexsero	09/30/2021	11
ABXA64AZ - Private	Men B Bexsero	10/31/2021	10
AR1610 - State	PCV13 (pneumococcal)	12/31/2021	20
AW5491 - State	PCV13 (pneumococcal)	12/31/2021	10

Include Expired Lots
 Include No Doses on Hand
 Lots Found: 40

Lot Distribution

Name:

Type:

Lot Number	Vaccine	Expiration	On Hand
1621929 - State	HPV-9	12/06/2021	5
1621931 - State	HPV-9	01/26/2022	20
1637641 - State	HPV-9	02/16/2022	10
23YL4 - Private	HAV Pediatric	01/28/2022	10
2573G - Private	HBV Adult	05/28/2022	10
2AD47 - State	HAV Adult	01/31/2022	10
3HR79 - Private	HAV Pediatric	09/16/2021	4
3JK57 - Private	HAV Pediatric	12/20/2021	20
43E4T - State	TDAP	10/01/2021	22
54A32 - State	HBV Adult	11/12/2021	9
73H93 - Private	HBV Pediatric	01/10/2022	10
95SN2 - State	HBV Pediatric	01/01/2022	5
9JN2P - Private	ROTAVIRUS (2 dose)	09/01/2021	10
9L39Z - State	TDAP	10/08/2021	10
ABXA63AA - Private	Men B Bexsero	09/30/2021	11
ABXA64AZ - Private	Men B Bexsero	10/31/2021	10
AR1610 - State	PCV13 (pneumococcal)	12/31/2021	20
AW5491 - State	PCV13 (pneumococcal)	12/31/2021	10

Include Expired Lots

Include No Doses on Hand

Lots Found: 40

The vaccine inventory displayed in the NDIIS includes:

- Vaccines sent to you by the NDHHS Immunization Unit if enrolled to receive publicly funded vaccine.
 - The Immunization Unit will log and transfer them to you.
- Vaccines you receive from other provider sites.
- Privately purchased vaccines entered in to your NDIIS inventory through Vaccine Management.

The Doses on Hand quantity is affected by performing the following actions:

- Manually adjusting the number of doses on hand.
- Transferring doses to another NDIIS provider or receiving transferred doses from another NDIIS provider.
- Wasting doses in the Vaccine Ordering, Returns and Wastages module.
- Returning doses in the Vaccine Ordering, Returns and Wastages module.
- Adding doses by lot number and funding source to a patient’s NDIIS immunization record.

The **Lot Distribution** tab displays a provider’s inventory of vaccines. The information provided includes the Lot Number, Vaccine, Expiration Date, and Doses on Hand.

Expired Lots and No Doses at Hand:

NDIIS users have the ability to display expired lots and lots with no doses on hand in the inventory list. To do so, click the check box located on the lower left-hand side of the window. When the box is checked, the corresponding lots will be included. When the box is unchecked, the lots will not be included in the list.

- Include Expired Lots
- Include No Doses on Hand

Sort Options:

Information in this folder can be sorted by clicking on the column headers. Click the column header once to display the data in ascending order, and click once again to change the order to descending.

Lot Distribution

Name: Type:

Lot Number	Vaccine	Expiration	On Hand
D2KX9 - State	DTAP	11/26/2021	4
HB7L7 - State	DTAP/IPV	08/31/2021	18
PP9L5 - State	DTAP/IPV	10/16/2021	10
V4FL4 - Private	DTaP-HBV-IPV (Pediarix)	04/04/2022	10
2AD47 - State	HAV Adult	01/31/2022	10
G99R4 - Private	HAV Adult	05/20/2022	26
23VL4 - Private	HAV Pediatric	01/28/2022	10
3HR79 - Private	HAV Pediatric	09/16/2021	4
3JK57 - Private	HAV Pediatric	12/20/2021	20
C2732 - State	HAV Pediatric	12/12/2021	30
H4A37 - State	HAV/HBV	10/18/2021	9
2573G - Private	HBV Adult	05/28/2022	10
54A32 - State	HBV Adult	11/12/2021	9
BG92Z - Private	HBV Adult	07/04/2022	10
73H93 - Private	HBV Pediatric	01/10/2022	10
955N2 - State	HBV Pediatric	01/01/2022	5
1621929 - State	HPV-9	12/06/2021	5
1621931 - State	HPV-9	01/26/2022	20

Include Expired Lots
 Include No Doses on Hand
Lots Found: 40

Click the column header's name to sort inventory by that field

Adjust Doses on Hand:

This action is necessary when actual physical inventory count of the doses on hand in your refrigerator or freezer does not match the number of doses on hand in your NDIIS inventory.

To adjust the doses at hand:

- 1.) Select **Adjust** in the **Type** drop-down box.
- 2.) Click the **Edit** button in the far left column next to the lot that you would like to adjust.
- 3.) Type in the correct number of doses on hand. The quantity will display in the column labeled **Actual on Hand.**
- 4.) Click **Save** to keep lot adjustments, or **Cancel** to discard adjustments.
- 5.) Click **Adjust** to complete the inventory update, or **Cancel** to cancel any changes made.
- 6.) Type your comments into the pop-up window and click **OK**.

Lot Distribution

Name: 44 - NDIIS TRAINING LPHU

Type: Adjust

Trans. Date: 07/20/2021

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	1621929 - State	HPV-9	12/06/2021	5	
Edit	1621931 - State	HPV-9	01/26/2022	20	

Lot Distribution

Name: 44 - NDIIS TRAINING LPHU

Type: Adjust

Trans. Date: 07/20/2021

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	1621929 - State	HPV-9	12/06/2021	5	
Save Cancel	1621931 - State	HPV-9	01/26/2022	20	0

Note: You may change the number of doses on hand for multiple lots at once. To do so, simply change the quantity for each lot by using the **Edit** function, save each lot number adjustment, and click **Adjust** to update all on all actual on hand amounts at once.

Transfer Doses on Hand:

This action is necessary when you need to transfer vaccine to another provider site. The quantity of doses transferred will be removed from your NDIIS inventory and will be added to the inventory of the receiving provider. A packing slip to include with the shipment can be generated at this time.

The Immunization Unit recommends the sending provider complete the transfer in the NDIIS when they know the vaccine will be leaving their facility. The sending provider needs to know the NDIIS provider ID for the receiving facility but does not need to have access to the receiving provider's ID in the NDIIS.

Note: The following steps must be completed in the exact order outlined .

To transfer doses:

- 1.) Select **Transfer** in the **Type** drop-down box
- 2.) Type the date of the transfer into the **Trans. Date** field if different from the default date (today's date).
- 3.) Click the **Edit** button in the far left column of the lot in the list that you are transferring.

Lot Distribution

Name: 44 - NDIIS TRAINING LPHU Type: Transfer

To: -- SELECT ONE -- Trans. Date: 07/20/2021

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
Edit	S024364 - State	VARICELLA (CHICKENPOX)	08/06/2021	10	
Edit	S024364 - Private	VARICELLA (CHICKENPOX)	08/06/2021	1	
Edit	S025911 - State	VARICELLA (CHICKENPOX)	08/20/2021	10	

4.) Type in the number of doses you will be transferring. The quantity will display in the column labeled "**Doses to Transfer.**"

5.) Click **Save** to keep transfer amount or **Cancel** to discard.

6.) Select the NDIIS provider the doses will be transferred to in the drop-down box labelled "**To.**"

Lot Distribution

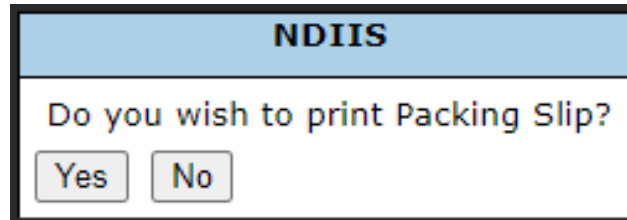
Name: 44 - NDIIS TRAINING LPHU Type: Transfer

To: -- SELECT ONE -- Trans. Date: 07/20/2021

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
Edit	S024364 - State	VARICELLA (CHICKENPOX)	08/06/2021	10	
Save Cancel	S024364 - Private	VARICELLA (CHICKENPOX)	08/06/2021	1	0
Edit	S025911 - State	VARICELLA (CHICKENPOX)	08/20/2021	10	

7.) Click **Transfer** to complete the inventory transfer, or click **Cancel** to cancel any changes made.

8.) The following box will appear after clicking the **Transfer** button:



9.) Click **Yes** to print the packing slip, or **No** to continue without printing.

10.) Type your comments into the pop-up window and click **OK**. The packing slip will be displayed for you to print.

Note: *You may transfer multiple lots at once. To do so, simply enter the quantity for each lot using the **Edit** function, save each lot number being transferred, and click **Transfer** to transfer all doses at once.*