

Documenting Wasted or Expired Vaccine

Notes:

- This QRS relates to Documenting Wasted or Expired Vaccines.

1 Select the **Inventory** button on the left-hand side of the screen.

2 Maximize the Edit Inventory screen by clicking on the box "☐" beside the "x" in the top right-hand corner of the screen (if it is not already maximized).

3 Verify that "your" clinic name is in the **Choose Clinic** field.

EDIT INVENTORY

CHOOSE CLINIC

PA State DOH ▼

4 Select the applicable inventory item by clicking directly on the vaccine (**blue hyperlink**). (The Edit Inventory Item screen will appear).

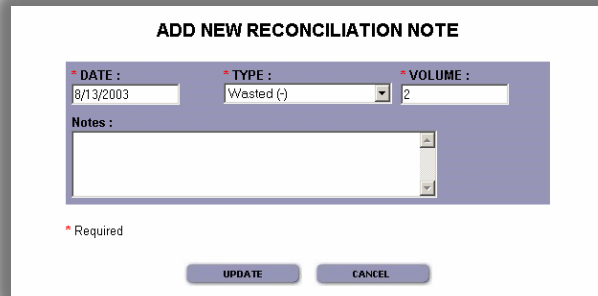
VACCINE

- [Anthrax](#)
- [Cholera](#)
- [DTaP](#)
- [DTaP-Hib](#)
- [DTaP-IPV-HepB](#)
- [DTP](#)
- [DTP-Hib](#)
- [H1N1 Influenza](#)
- [Hep A/B - Child](#)
- [Hep B - Adult](#)
- [Hep B - Child](#)
- [Hib](#)
- [HPV9](#)

EDIT INVENTORY ITEM

CLINIC PA State DOH	VACCINE * Anthrax	SOURCE/VENDOR * Manufacturer	FUNDING SOURCE * Federal
CURRENT VOLUME 183	VOLUME ADMINISTERED 10	DOSAGE VOLUME * 1	MINIMUM VOLUME * 0
<input checked="" type="checkbox"/> ACTIVE	NOTES		
<input checked="" type="checkbox"/> RECOMMEND			
LOT INFORMATION			
LOT NUMBER	EXPIRATION DATE	NDC	MANUFACTURER
789987	08/24/2022	00006-4171-00 ProQuad	Am Red Cross
RECONCILIATION INFORMATION			
DATE	TYPE	VOLUME	NOTES
04/13/2018	Shipped (-)	-20	Shipped To Sample Clinic
09/08/2016	Shipped (-)	-25	Shipped To Advantage Group Inc
09/07/2016	Administered (-)	-5	Harrisburg General
09/06/2016	Received (+)	250	Shipment from Albert Einstein Hospital
09/06/2016	Administered (-)	-7	Patients at General
01/20/2004	Shipped (-)	-32	To Hazelton General Hospital for Tot Trax program.
01/14/2004	Shipped (-)	-5	To Alum Bank Community Health Ctr. -KS
01/13/2004	Shipped (-)	-10	Shipped To Susquehanna County SHC
01/13/2004	Shipped (-)	-10	Shipped To Bradford County SHC
01/13/2004	Shipped (-)	100	To Moses Taylor Hospital for Tot Trax -KS

- 5 Click on the **Reconcile** button at the bottom of the Edit Inventory Item screen. (The Add New Reconciliation Note screen will appear).



ADD NEW RECONCILIATION NOTE

* DATE : 8/13/2003 * TYPE : Wasted (-) * VOLUME : 2

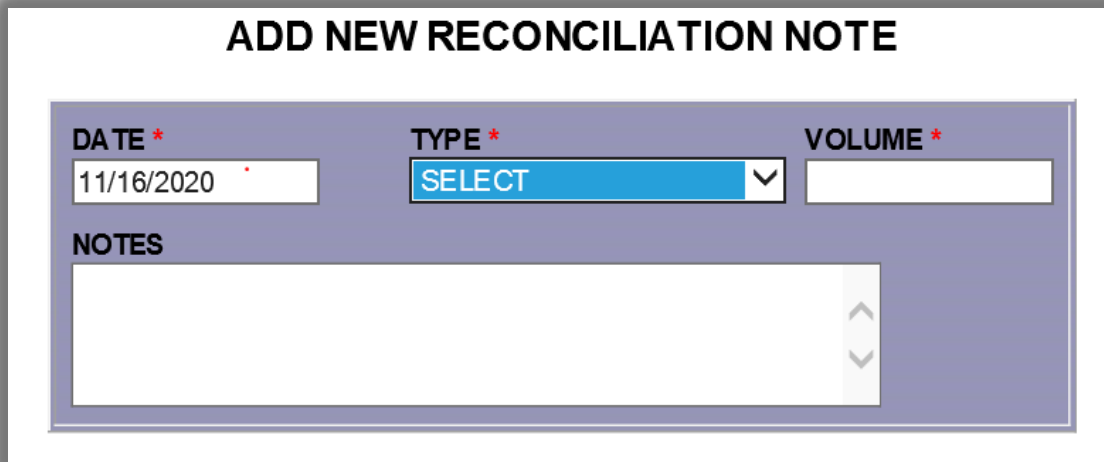
Notes :

* Required

UPDATE CANCEL

- 6 The **Date** field will default to today's date. This date can be modified if necessary.

- 7 In the **Type** field, select "**Wasted (-)**" or "**Spoiled (-)**."

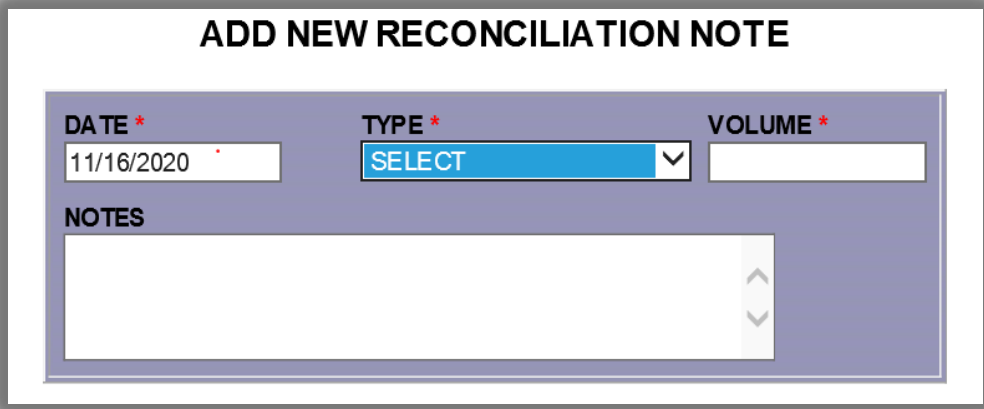


ADD NEW RECONCILIATION NOTE

DATE * 11/16/2020 * TYPE * SELECT * VOLUME *

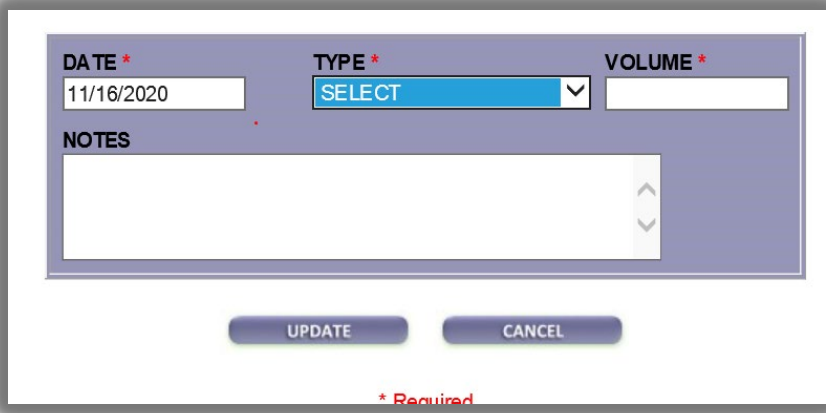
NOTES

8 Enter the number of doses that were wasted/spoiled in the **Volume** field.



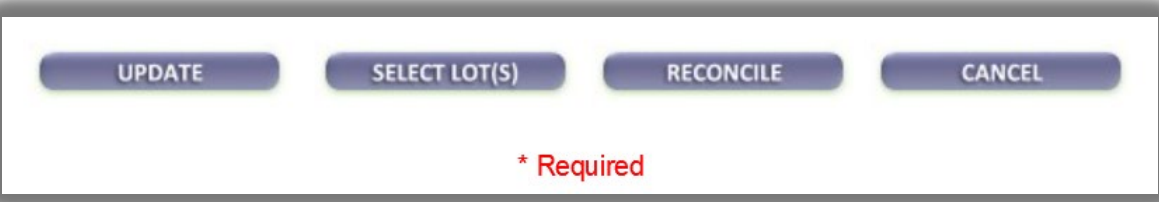
The screenshot shows a form titled "ADD NEW RECONCILIATION NOTE". It contains three input fields: "DATE *" with the value "11/16/2020", "TYPE *" with a dropdown menu showing "SELECT", and "VOLUME *" which is empty. Below these fields is a "NOTES" section with a large text area and scroll arrows.

9 Click on the **Update** button to save the transaction. (The Edit Inventory Item screen will appear).



This screenshot is identical to the previous one but includes two buttons at the bottom: "UPDATE" and "CANCEL". A red asterisk with the text "* Required" is visible below the buttons.

10 Verify that all information is correct and select **Update** to save the transaction.



The screenshot shows a horizontal bar with four buttons: "UPDATE", "SELECT LOT(S)", "RECONCILE", and "CANCEL". A red asterisk with the text "* Required" is centered below the buttons.