

## Modifying Multi-Dose Vial Vaccine

**Notes:**

- This QRS is for when more or less doses of vaccine than expected are drawn (or not drawn) from a multi-dose vial.

1

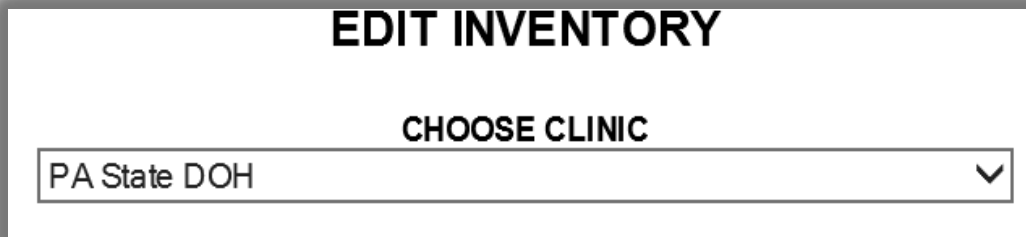
Select the **Inventory** button on the left-hand side of the screen.

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**

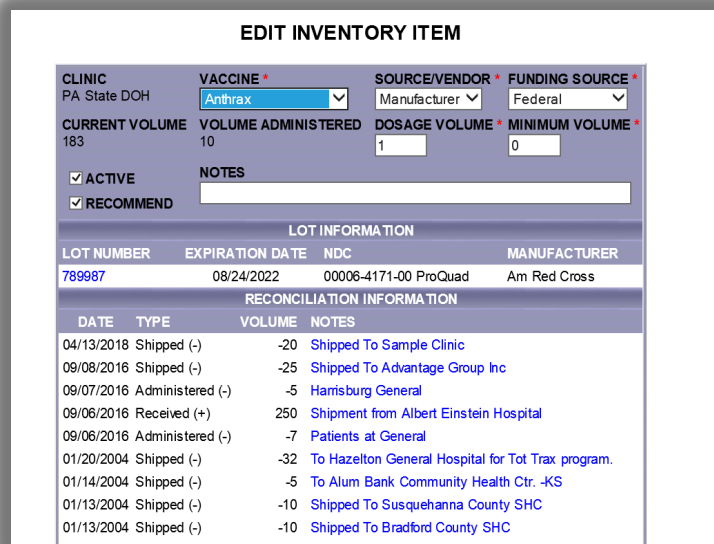
**CHOOSE CLINIC**

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
<a href="#">Anthrax</a>
<a href="#">Cholera</a>
<a href="#">DTaP</a>
<a href="#">DTaP-Hib</a>
<a href="#">DTaP-IPV-HepB</a>
<a href="#">DTP</a>
<a href="#">DTP-Hib</a>
<a href="#">H1N1 Influenza</a>
<a href="#">Hep A/B - Child</a>
<a href="#">Hep B - Adult</a>
<a href="#">Hep B - Child</a>
<a href="#">Hib</a>
<a href="#">HPV9</a>



**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

ACTIVE  
 RECOMMEND

NOTES: [Empty field]

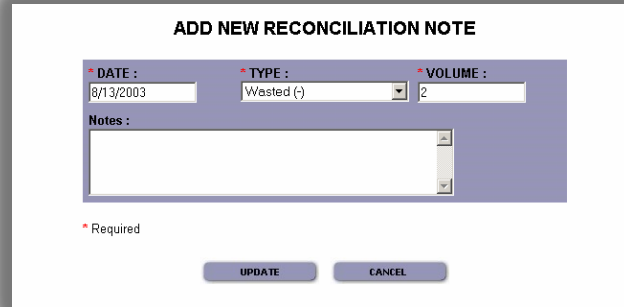
LOT INFORMATION

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**

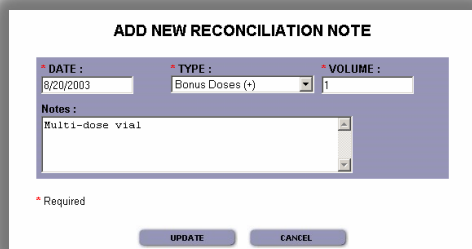
\* DATE : 8/13/2003 \* TYPE : Wasted (-) \* VOLUME : 2

Notes :

\* Required

UPDATE CANCEL

- 6 After following these steps, you should be at the **Add New Reconciliation Note** screen.



**ADD NEW RECONCILIATION NOTE**

\* DATE : 8/20/2003 \* TYPE : Bonus Doses (+) \* VOLUME : 1

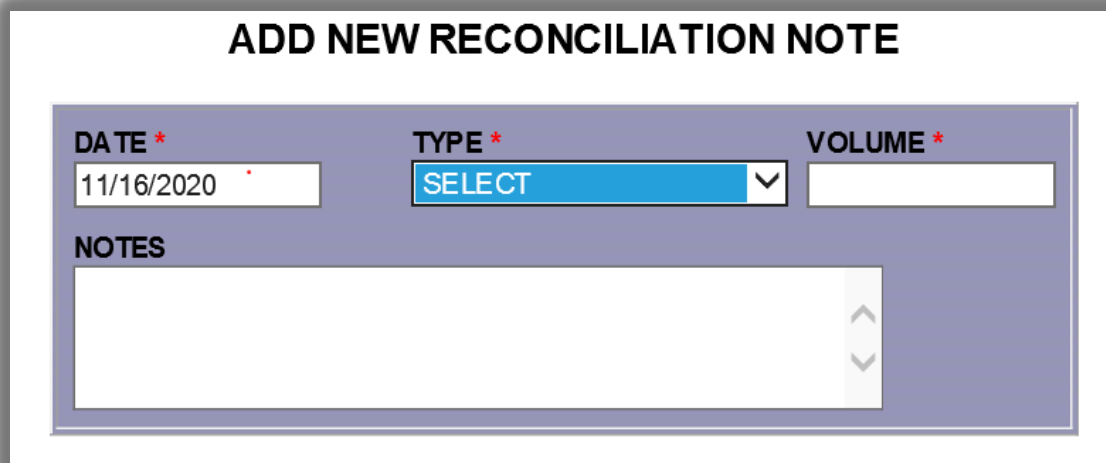
Notes : Multi-dose vial

\* Required

UPDATE CANCEL

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

- 8 In the **Type** field, select the appropriate selection [ e.g., Bonus Doses (+) or Wasted (-)].



**ADD NEW RECONCILIATION NOTE**

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

NOTES

UPDATE CANCEL

9 Enter the number of bonus or wasted doses in the **Volume** field.

### ADD NEW RECONCILIATION NOTE

<b>DATE *</b> 11/16/2020	<b>TYPE *</b> SELECT	<b>VOLUME *</b> 
<b>NOTES</b> <div style="border: 1px solid gray; height: 40px;"></div>		

10 In the **Notes** section, document “Multi-dose vial.”

### ADD NEW RECONCILIATION NOTE

<b>DATE *</b> 11/16/2020	<b>TYPE *</b> SELECT	<b>VOLUME *</b> 
<b>NOTES</b> <div style="border: 1px solid gray; height: 40px;"></div>		

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

### EDIT INVENTORY ITEM

<b>CLINIC</b> PA State DOH	<b>VACCINE *</b> Varicella	<b>SOURCE/VENDOR *</b> State	<b>FUNDING SOURCE *</b> VFC
<b>CURRENT VOLUME</b> 9	<b>VOLUME ADMINISTERED</b> 1	<b>DOSAGE VOLUME *</b> 1	<b>MINIMUM VOLUME *</b> 0
<input checked="" type="checkbox"/> <b>ACTIVE</b>	<b>NOTES</b> <div style="border: 1px solid gray; height: 20px;"></div>		
<input checked="" type="checkbox"/> <b>RECOMMEND</b>			
LOT INFORMATION			
LOT NUMBER	EXPIRATION DATE	NDC	MANUFACTURER
18906	10/31/2013		Merck
RECONCILIATION INFORMATION			
DATE	TYPE	VOLUME	NOTES
09/08/2016	Shipped (-)	-0	Shipped To Advantage Group Inc
06/25/2012	Received (+)	10	Initial Volume
<input type="button" value="UPDATE"/> <input type="button" value="SELECT LOT(S)"/> <input type="button" value="RECONCILE"/> <input type="button" value="CANCEL"/>			

12

Verify that all information is correct and click on **Update** button to complete this transaction.

UPDATE

SELECT LOT(S)

RECONCILE

CANCEL

\* Required