

# Documenting a Wasted Vaccine Dose

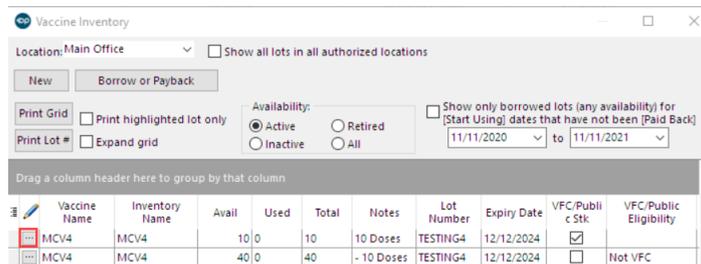
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Version 20.15

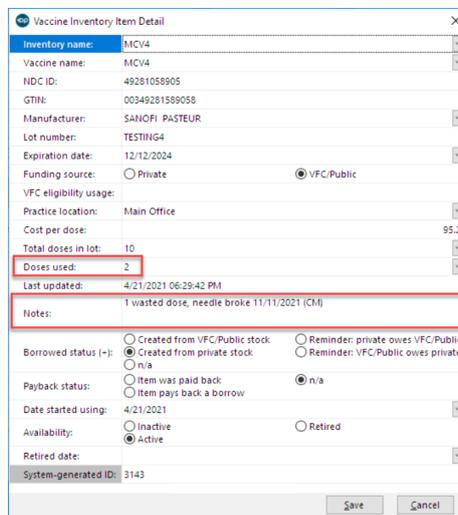
## About

When a vaccine dose is wasted, it must be recorded in OP. Follow the steps below on how to document the wasted vaccine dose.

1. Navigate to Vaccine Inventory: **Practice Management tab > Manage vaccine inventory**. The Vaccine Inventory window is displayed.
2. Click the **Ellipses** button to edit the lot with the wasted dose.



3. The Vaccine Inventory Item Detail window displays where you will document the wasted dose.
  - a. Change the number in the **Doses Used** field to account for the wasted amount that occurred.
  - b. In the **Notes** field, document pertinent information about the wasted dose(s). Always follow your office policy on what information should be documented in this field.



4. Click the **Save** button.

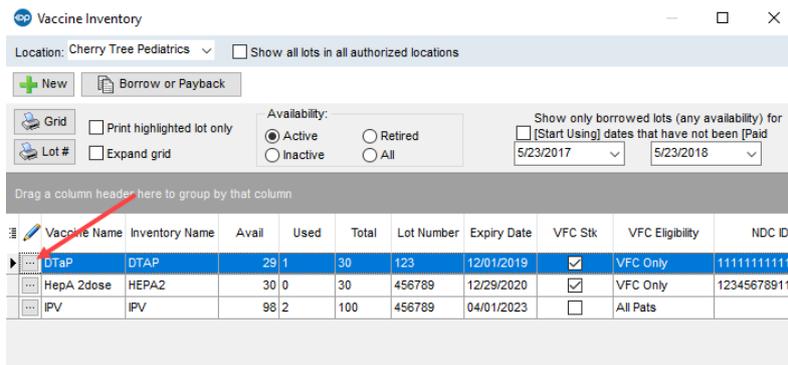
Version 20.14

## About

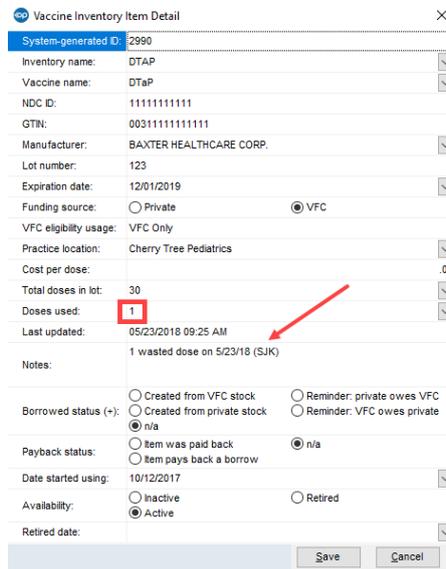
When a vaccine dose is wasted, it must be recorded in OP. Follow the steps below on how to document the wasted vaccine dose.

1. Navigate to **Activities > Maintain Vaccine Inventory**. The Vaccine Inventory window appears.
2. Locate the vaccine lot number that contains a wasted dose.

3. Click the **Ellipses** button  to edit the lot.



- The Vaccine Inventory Item Detail window appears. Change the number in the **Doses Used** field to account for the wasted amount that occurred.
- Enter pertinent information in the **Notes** field to document the wasted doses per your office protocol.



6. Click the **Save** button.