Adding New Vaccine Inventory

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Version 14.19

The following steps instruct how to add new vaccine inventory in OP versions 14.19.6 and higher.

> **Path: Practice Management tab > Manage vaccine inventory button**

Adding a New Vaccine Lot

1. Click the **New** button. The Vaccine Inventory Item Detail window is displayed.
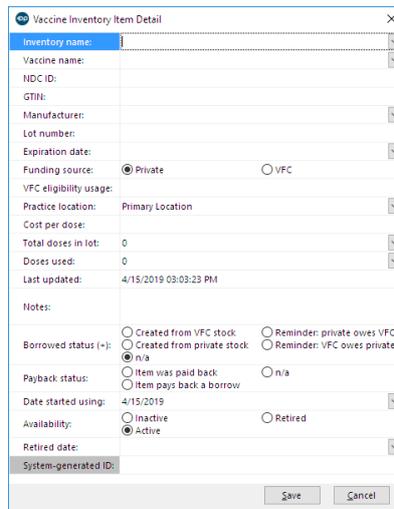
2. Complete the fields:

> 💡 **Tip:** OP Best Practice for entering vaccine inventory is to begin at the NCD ID. When an NDC ID is entered, the Inventory name and Vaccine Name is populated. If these fields do not automatically populate, then you should check Vaccine Products and update the NDC ID.

- **NDC ID:** The NDC ID must be 11 digits with no dashes. The format of an NDC for claim filing purposes is: 5-4-2. Use the following table to determine the placement of the necessary **0**.

10-Digit Format on Package	10-Digit Format Example	11-Digit Format	11-Digit Format Example
4-4-2	9999-9999-99	5-4-2	**0**9999-9999-99
5-3-2	99999-999-99	5-4-2	99999-**0**999-99
5-4-1	99999-9999-9	5-4-2	99999-9999-**0**9

> 📌 **Note**: If your practice is live with OP and using the PM/Billing and EHR, the NDC ID number for vaccines pulls from the Vaccine Inventory for claims. If your practice implements a Split Go Live, meaning PM/Billing is implemented first and the vaccine inventory in OP is not be used, you need to add the NDC ID numbers for vaccines in the CPT Code table. Once the practice goes live with the Vaccine Inventory, the NDC ID number must be entered for each vaccine lot. The NDC ID number in your vaccine inventory will supersede the CPT Code table when pulling the NDC number onto the claim. Refer to **National Drug Code (NDC) Claim Filing Tips** for more information.

> **Note**:
>
> The Unit of Measure for a vaccine is pulled from the **Vaccine Products** table and added to the claim. Note, the milliliter UOM format needed for successful Immunization Registry acceptance is **mL**. However, for successful claim submission, it is **ML**. OP has logic built behind the scenes to convert mL in the Vaccine Products table to ML for claims. This does *not* have to be changed by the user.
>
> If a payer requires something other than a UOM that is recorded in the Vaccine Products table, then that required measure must be added to the NDC Number field in the **Add/Edit Charges** window while claims are being posted. If you need to edit the NDC Number field, be sure to follow this format: *00006404741 ML2* - where *00006404741* represents the 11-digit NDC Number and *ML2* represents the Unit of Measure (milliliter in this example) and Quantity (2 in this example).
>
> Keep these guidelines in mind when entering the quantity:
>
> - For the quantity number, use the following format: 1234.56 (decimal out to two places) or 2 (a whole number) or 9999999.999 (decimal out to three places) or .5 (a decimal).
> - If entering a whole number, do not use a decimal after the number.
> - If entering a unit less than one, do not include a zero (that is, enter .5, not 0.5 or .50).
> - Do not use commas.

- **Inventory name: Populates the inventory name associated to the NDC ID found in Vaccine Products.**
- **Vaccine name**: Populates the vaccine name associated to the NDC ID found in Vaccine Products.
- **GTIN (Optional)**: Global Trade Identification Number used to identify vaccines world-wide. If your practice is utilizing **Vaccine Barcoding**, this number populates.
- **Manufacturer**: Select an option from the drop-down menu.
- **Lot number:** Click the field and enter the vaccine lot number.
- **Expiration date**: Click the field and enter the date or click the drop-down menu and select from the calendar.
- **Funding source**: Select a radio button to distinguish between VFC and private stock vaccines.
- **VFC eligibility usage**: (optional) Click the drop-down menu and select an option below. Typically used when the Funding source should allow all patients to receive the vaccine.
    - Select **VFC Only** for VFC insurance vaccines only.
    - Select **Not VFC** for private insurance vaccines only.
    - Select **All Pats** to allow for VFC and private insurance.
- **Practice location**: Confirm the practice location. If the location of the vaccines is different click the drop-down menu and select a Location from the list.
- **Cost per dose**: (optional) Enter the cost per dose.
- **Total doses in lot**: Click the field and enter the number of doses.
- **Doses used**: This field remains at 0 until you begin to document the vaccines within a patient's chart.
- **Last updated**: This field is automatically time stamped with the date/time on the workstation being used to update the vaccine inventory.
- **Notes**: Enter any information pertaining to the vaccines' shipment or usage upon receipt. If you would like to enter a company or brand name of the vaccine, enter it here.
- **Borrowed status (+)**: Informs you if the vaccine entry was created from the VFC inventory or the Non-VFC inventory, and also triggers reminders that you owe VFC or Non-VFC lots.
- **Payback status**: Once you have returned the borrowed doses to VFC or Non-VFC inventories, mark the lot as **Item was Paid Back** and it will remove it from your borrowed lots list.
- **Date started using**: Defaults to the current date. To change, click the drop-down menu and select a date from the calendar.
- **Availability**: There are 3 choices for the availability of the new lot added into Office Practicum:
    - **Active** : Lot is active and available to use for vaccine documentation.
    - **Inactive**: Allows a lot to be entered into the inventory but it will not be available until your practice is ready to start administering the lot to patients.
    - Retired: All used lots, expired lots, or lots that were entered incorrectly should be retired so they are not in the

active lot view.

- **Retired date**: (optional) Used when you retire a lot to make note of the date.

3. Click the **Save** button.

Adding a New Vaccine Lot with Same NDC IDs

1. Click the **New** button. The Vaccine Inventory Item Detail window is displayed.
2. Click the **NDC ID** field and enter the 11 digit number. The Choose Vaccine prompt is displayed.
3. Click the drop-down arrow in the**Choose vaccine** field and select from the list.
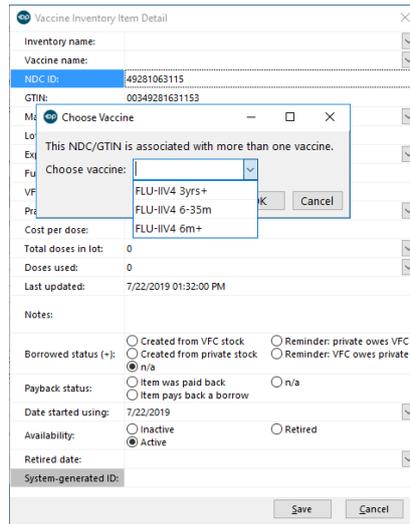
4. Complete the remaining fields:

- **Manufacturer**: Select an option from the drop-down menu.
- **Lot number:** Click the field and enter the vaccine lot number.
- **Expiration date**: Click the field and enter the date or click the drop-down menu and select from the calendar.
- **Funding source**: Select a radio button to distinguish between VFC and private stock vaccines.
- **VFC eligibility usage**: (optional) Click the drop-down menu and select using the list below. Typically used when the Funding source should allow all patients to receive the vaccine.
  - Select **VFC Only** for VFC insurance vaccines only.
  - Select **Not VFC** for private insurance vaccines only.
  - Select **All Pats** to allow for VFC and private insurance.
- **Practice location**: Confirm the practice location. If the location of the vaccines is different click the drop-down menu and select from the list.
- **Cost per dose**: (optional) Enter the cost per dose.
- **Total doses in lot**: Click the field and enter the number of doses.
- **Doses used**: This field remains at 0 until you begin to document the vaccines within a patient's chart.
- **Last updated**: This field is automatically time stamped with the date/time on the workstation being used to update the vaccine inventory.
- **Notes**: Enter any information pertaining to the vaccines' shipment or usage upon receipt. If you would like to enter a company or "brand" name of the vaccine, type it in here.
- **Date started using**: Defaults to the current date. To change, click the drop-down menu and select from the calendar.
- **Availability**: There are 3 choices for the availability of the new lot added into Office Practicum:
  - **Active** : Lot is active and available to use for vaccine documentation.
  - **Inactive**: Allows a lot to be entered into the inventory but it will not be available until your practice is ready to start administering the lot to patients.
  - Retired: All used lots, expired lots, or lots that were entered incorrectly should be retired so they are not in the active lot view.
- **Retired date**: (optional) Used when you retire a lot to make note of the date.

5. Click the **Save** button.

Version 14.10

Path: Activities > Maintain Vaccine Inventory

Adding a New Vaccine Lot

1. Click the **New** button. The Vaccine Inventory Item Detail window is displayed.
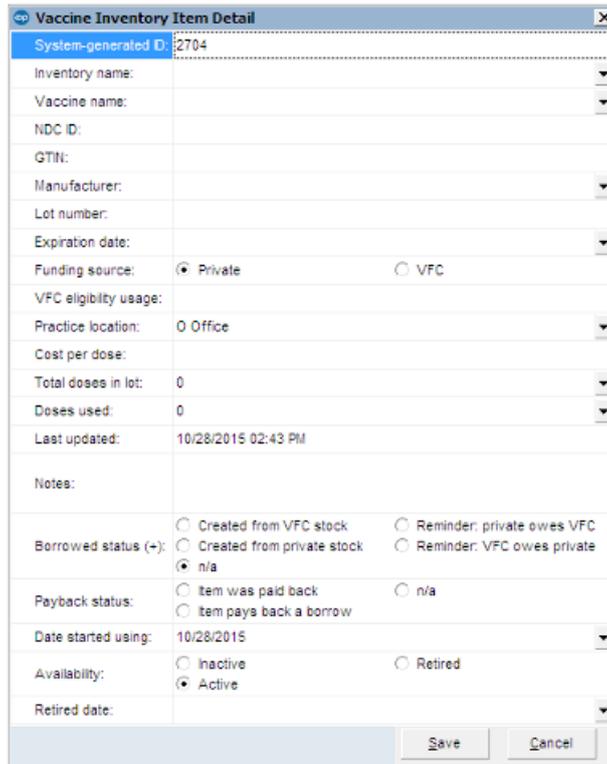
2. Select an **option** from the Inventory Name drop-down menu.
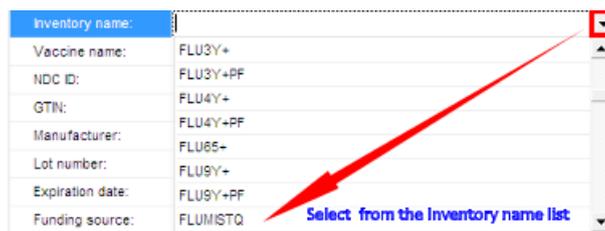
3. Select an option from the Vaccine Name drop-down menu.

4. Enter the **NDC ID**. The NDC ID must be 11 digits with no dashes. The format of an NDC for claim filing purposes is: 5-4-2. Use the following table to determine the placement of the necessary **0**.

10-Digit Format on Package	10-Digit Format Example	11-Digit Format	11-Digit Format Example
4-4-2	9999-9999-99	5-4-2	**0**9999-9999-99
5-3-2	99999-999-99	5-4-2	99999-**0**999-99

ℹ️ If your practice is live with OP and using the PM/Billing and EHR, the NDC ID number for vaccines will pull from Vaccine Inventory for claims. If your practice implements a Split Go Live, meaning PM/Billing will be implemented first and the vaccine inventory in OP will not be used, you need to add the NDC ID numbers for vaccines in the CPT Code table. Once the practice goes live with the Vaccine Inventory, the NDC ID number will be entered for each vaccine lot. The NDC ID number in your vaccine inventory will supersede the CPT Code table when pulling the NDC number onto the claim. Refer to **National Drug Code (NDC) Claim Filing Tips** for more information.

✅ **Note**: The Unit of Measure for a vaccine is automatically added to the claim as it appears in the Vaccine Products table but is not visible in the Add/Edit Charges window while converting claims. The accepted Unit of Measures are:
- F2: International Unit
- GR: Gram
- ME: Milligram
- ML: Milliliter
- UN: Unit

If a payer requires something other than what is recorded in the Vaccine Products table, then that required measure must be added to the NDC Number field while claims are being posted. If you need to edit the NDC Number field, be sure to follow this format:

00006404741 ML2

where *00006404741* represents the 11-digit NDC Number and *ML2* represents the Unit of Measure (milliliter in this example) and Quantity (2 in this example).

Keep these guidelines in mind when entering the quantity:
- For the quantity number, use the following format: 1234.56 (decimal out to two places) or 2 (a whole number) or 9999999.999 (decimal out to three places) or .5 (a decimal).
- If entering a whole number, do not use a decimal after the number.
- If entering a unit less than one, do not include a zero (that is, enter .5, not 0.5 or .50).
- Do not use commas.

5. (Optional) GTIN is the global trade identification number used to identify vaccines world-wide. If your practice is utilizing **Vaccine Barcoding,** you will notice this number populated.
6. Select an **option** from the Manufacturer field and click the drop-down menu.
7. Enter the **Lot Number**.
8. Enter the **Expiration Date** or click the drop-down menu ▾ and select from the calendar.
9. Select a **radio button** to distinguish between VFC and private stock vaccines.
10. Select an **option** from the VFC eligibility usage drop-down menu:

   - Select **VFC Only** for VFC insurance vaccines only.
   - Select **Not VFC** for private insurance vaccines only.
   - Select **All Pats** to allow for VFC and private insurance.

11. Select the **Location** of the inventory from the drop-down menu.
12. (Optional) Enter the **cost per dose**.
13. Enter the **total number of doses** or click the **drop-down menu** ▾ to enter using the number pad.
14. **Doses used**: This field remains at 0 until you begin to document the vaccines within a patient's chart.
15. **Last updated**: This field is automatically time stamped with the date/time on the workstation being used to update the

vaccine inventory.

16. **Notes**: Enter any information pertaining to the vaccines' shipment or usage upon receipt. If you would like to enter a company or brand name of the vaccine, enter it here.

17. **Borrowed status (+)**: Informs you if the vaccine entry was created from the VFC inventory or the Non-VFC inventory, and also triggers reminders that you owe VFC or Non-VFC lots.

18. **Payback status**: Once you have returned the borrowed doses to VFC or Non-VFC inventories, mark the lot as **Item was Paid Back** and it will remove it from your borrowed lots list.

19. **Date started using**: Default setting is the current date. To change this click the 🔽 and use the calender to select another date.

20. **Availability**: There are 3 choices for the availability of the new lot added into Office Practicum:

    a. **Active** - Lot is active and available to use for vaccine documentation.
    b. **Inactive** - Allows a lot to be entered into the inventory, but it will not be available until your practice is ready to start administering the lot to patients.
    c. **Retired** - All used lots, expired lots, or lots that were entered incorrectly should be retired so they are not in the active lot view.

21. **Retired date** (optional): Use this field to note when a Lot is retired.
22. Click the **Save** button.