Entering a Multi-Dose Vial

Last Modified on 08/06/2020 7:44 am EDT

Version 14.19

Adding Multi-Dose Vials to Your Vaccine Inventory

The number of doses in a multi-dose vial will depend on whether you are using it for **6-35 months, 6 months + or 3 years and older**. When you receive your shipment determine how many vials will be assigned to **6-35 months, 6 months + and 3 years+**. Label the vials in the refrigerator so staff know which vial to use for each age group.

Flu Vaccine Inventory for 6-35 Months

1. Click the **Practice Management** tab.
2. Select **Manage vaccine inventory.**
3. Click the **New** button, the Vaccine Inventory Item Detail window opens.
4. Complete the following information.

> 💡 **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 will populate.

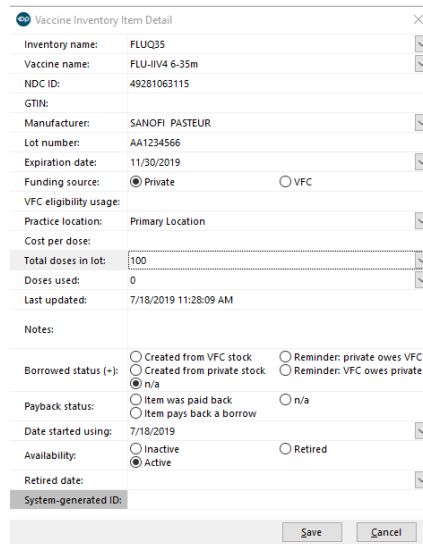- **NDC ID**: Enter the 11 digit NDC number.

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

- **Inventory name**: Will populate the flu inventory name associated to the NDC ID found in Vaccine Products.
- **Vaccine Name**: Will populate the flu vaccine name associated to the NDC ID found in Vaccine Products.
- **GTIN**: (optional) If using a bar code scanner this information will populate.
- **Manufacturer**: Click the drop-down arrow and select from the list.
- **Lot number**: Click into the field and enter the vaccine lot number.
- **Expiration date**: Click into the field and enter the date or click the drop-down arrow and select from the calendar.
- **Funding source**: Select the radio button for the correct source for the vaccine.
- **Practice location**: Confirm the practice location. If the location of the vaccines is different click the drop-down arrow and select from the list.
- **Cost per dose**: (optional) Click into the field and enter the cost per dose.
- **Total doses in lot**: Click into the field and enter the number of doses.

> 📌 **Note**: Each 5 mL vials contains **20 - 0.25 mL** doses. If you have 5 vials the total number of doses entered is 100.

5. If the vaccine lot is not currently active, select the Inactive radio button in the Availability field.
6. Click the **Save** button.

Flu Vaccine Inventory for 3 years+

1. Click the **Practice Management** tab.
2. Select **Manage vaccine inventory.**
3. Click the **New** button, the Vaccine Inventory Item Detail window opens.
4. Complete the following information.

> 💡 **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 will populate.

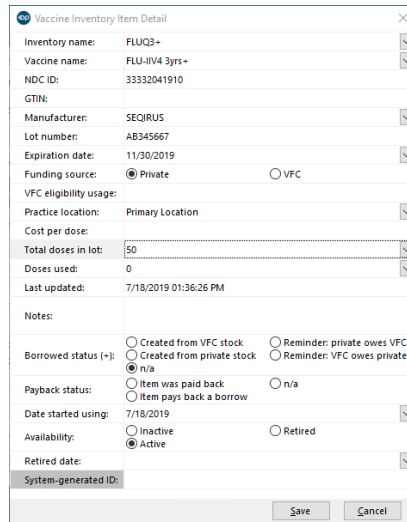- **NDC ID**: Enter the 11 digit NDC number.

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

- **Inventory name**: Will populate the flu inventory name associated to the NDC ID found in Vaccine Products.
- **Vaccine Name**: Will populate the flu vaccine name associated to the NDC ID found in Vaccine Products
- **GTIN**: (optional) If using a bar code scanner this information will populate.
- **Manufacturer**: Click the drop-down arrow and select from the list.
- **Lot number**: Click into the field and enter the vaccine lot number.
- **Expiration date**: Click into the field and enter the date or click the drop-down arrow and select from the calendar.
- **Funding source**: Select the radio button for the correct source for the vaccine.
- **Practice location**: Confirm the practice location. If the location of the vaccines is different click the drop-down arrow and select from the list.
- **Cost per dose**: (optional) Click into the field and enter the cost per dose.
- **Total doses in lot**: Click into the field and enter the number of doses.

> 📌 **Note**: Each 5 mL vials contains **20 - 0.25 mL** doses. If you have 5 vials the total number of doses entered is 100.
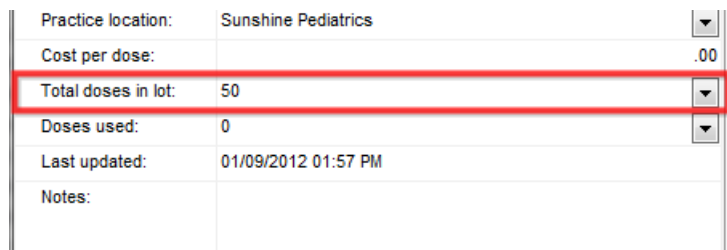
5. If the vaccine lot is not currently active, select the Inactive radio button in the Availability field.
6. Click the **Save** button.

Adding Other Multi-Dose Vials

Vaccines such as IPV are packaged in multi-dose vials. For instance, one vial of IPV has approximately 10 doses per vial. Once a new shipment of this vaccine is received, you will need to enter the new shipment of the vaccine into OP. You will need to add all of the doses together and then enter that number into your new inventory entry.

For example, if your practice received 5 vials of IP, your inventory entry would look like this:

What if I am able to get more than 10 doses out of a vial?

After the maximum number of doses has been withdrawn, the vial should be discarded, even if there is vaccine remaining in the vial and the expiration date has not been reached. See the **Immunization Action Coalition** site for more information.

Version 14.10

Adding Multi-Dose Vials of Fluzone to Your Vaccine Inventory

The number of doses in a multi-dose vial will depend on whether you are using it for 6-35 months or 3 years and older. When you receive your shipment determine how many vials will be assigned to 6-35 months and 3 years+. Label the vials in the refrigerator so staff know which vial to use for each age group.
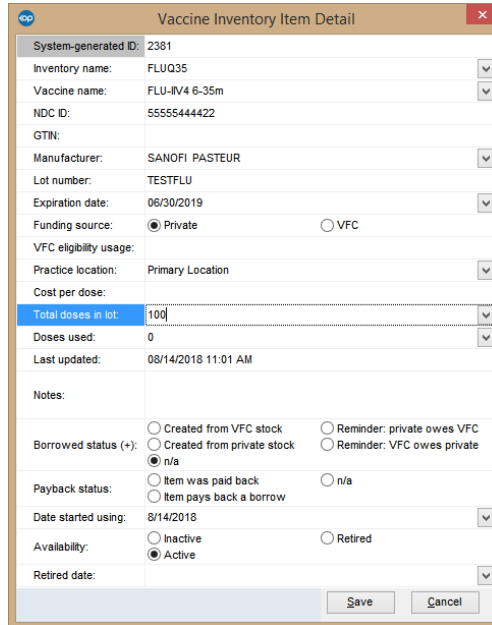
Flu Vaccine inventory for 6-35 months

1. Click **Activities** on the Smart Toolbar.
2. Select **Maintain Vaccine Inventory.**
3. Click the **Add a new lot to the vaccine inventory** button.
4. Select the inventory specific to the shipment received.

- Inventory name:**FLUQ35** and Vaccine Name:**FLU-IIV4 6-35m**

5. Enter NCD ID, Manufacturer, Lot number, and Expiration date.
6. Select the Funding source and Practice location.
7. (Optional) Enter Cost per dose.
8. Enter the number of doses in the Total doses in lot field.

> ℹ️ Each 5 mL vials contains **20 - 0.25 mL** doses. If you have 5 vials the total number of doses entered is 100.

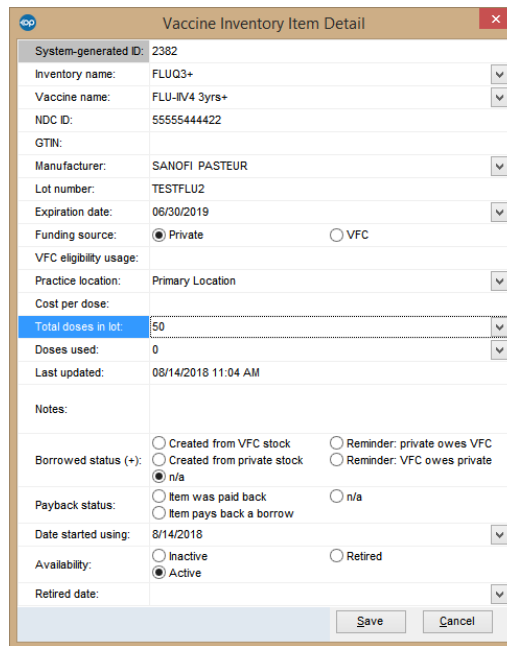9. Complete all remaining information and click**Save**.

Flu Vaccine Inventory for 3 years+

1. Click **Activities** on the Smart Toolbar.
2. Select **Maintain Vaccine Inventory**.
3. Click the **Add a new lot to the vaccine inventory**button.
4. Select the inventory specific to the shipment received.

- Inventory name:**FLUQ3+** and Vaccine Name:**FLU-IIV4 3yrs+**

5. Enter NCD ID, Manufacturer, Lot number and Expiration date.
6. Select the Funding source, and Practice location.
7. (Optional) Enter Cost per dose.
8. Enter the number of doses in the Total doses in lot field.

> ℹ️ Each 5 mL vials contains **10 - 0.5 mL** doses. If you have 5 vials the total number of doses entered is 50.
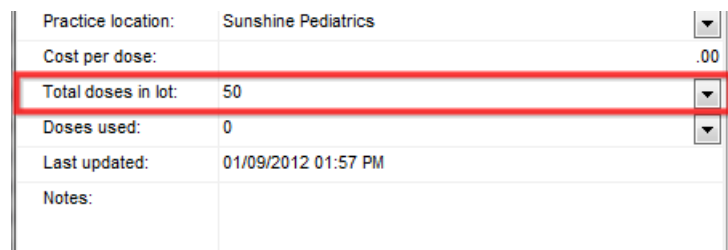
9. Complete all remaining information and click the **Save** button.

Adding Other Multi-Dose Vials

Vaccines such as IPV are packaged in multi-dose vials. For instance, one vial of IPV has approximately 10 doses per vial. Once a new shipment of this vaccine is received, you will need to enter the new shipment of the vaccine into OP. You will need to add all of the doses together and then enter that number into your new inventory entry.

For example, if your practice received 5 vials of IP, your inventory entry would look like this:

What if I am able to get more than 10 doses out of a vial?

After the maximum number of doses has been withdrawn, the vial should be discarded, even if there is vaccine remaining in the vial and the expiration date has not been reached. See the **Immunization Action Coalition** site for more information.