

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.

•	🚳 Vaccine Inventory — 🗆 🔿 X											
υ	Location: Main Office											
New Borrow or Payback												
F	Print Grid Print highlighted lot only Availability: Show only borrowed lots (any availability) for (Start Using) dates that have not been (Paid Back) Print Lot # Expand grid Inactive All								ck]			
Drag a column header here to group by that column												
3	I	Vaccine Name	Inventory Name	Avail	Used	Total	Notes	Lot Number	Expiry Date	VFC/Publi c Stk	VFC/Public Eligibility	
[••••	MCV4	MCV4	10	0	10	10 Doses	TESTING4	12/12/2024	\checkmark		
	••••	MCV4	MCV4	40	0	40	- 10 Doses	TESTING4	12/12/2024		Not VFC	

- 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.

vaccine inventory	Item Detail	×
Inventory name:	MCV4	2
Vaccine name:	MCV4	·
NDC ID:	49281058905	
GTIN:	00349281589058	
Manufacturer:	SANOFI PASTEUR	~
Lot number:	TESTING4	
Expiration date:	12/12/2024	~
Funding source:	O Private	VFC/Public
VFC eligibility usage:		
Practice location:	Main Office	~
Cost per dose:		95.2
Total doses in lot:	10	~
Doses used:	2	~
Last updated:	4/21/2021 06:29:42 PM	
Notes:	1 wasted dose, needle broke 11/11/	2021 (CM)
Borrowed status (+):	Created from VFC/Public stock Created from private stock n/a	Reminder: private owes VFC/Public Reminder: VFC/Public owes private
Payback status:	O Item was paid back Item pays back a borrow	n/a
Date started using:	4/21/2021	~
Availability:	O Inactive Active	○ Retired
Retired date:		~

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 \cdots to edit the lot.

	😳 Vaccine Inventory — 🗆 🗙									o x	
L	Location: Cherry Tree Pediatrics 🗸 🗌 Show all lots in all authorized locations										
	+ New Borrow or Payback										
	Availability: Availability: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lots (any availability): Image: Show only borrowed lots (any availability) for Image: Show only borrowed lo										
3	I	Vaccine Name	Inventory Name	Avail	Used	Total	Lot Number	Expiry Date	VFC Stk	VFC Eligibility	NDC ID
•		DTaP	DTAP	29	1	30	123	12/01/2019		VFC Only	11111111111
		HepA 2dose	HEPA2	30	0	30	456789	12/29/2020	\checkmark	VFC Only	12345678911
		IPV	IPV	98	2	100	456789	04/01/2023		All Pats	

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

Vaccine Inventory Item Detail									
System-generated ID:	2990								
Inventory name:	DTAP		\sim						
Vaccine name:	DTaP		\sim						
NDC ID:	1111111111								
GTIN:	0031111111111								
Manufacturer:	BAXTER HEALTHCARE CORP.		\sim						
Lot number:	123								
Expiration date:	12/01/2019		\sim						
Funding source:	O Private	VFC							
VFC eligibility usage:	VFC Only								
Practice location:	Cherry Tree Pediatrics		\sim						
Cost per dose:			.00						
Total doses in lot:	30		\sim						
Doses used:	1		\sim						
Last updated:	05/23/2018 09:25 AM								
Notes:	1 wasted dose on 5/23/18 (SJK)								
Borrowed status (+):	Created from VFC stock Created from private stock n/a	O Reminder: private or Reminder: VFC owe	wes VFC es private						
Payback status:	O ltem was paid back Item pays back a borrow	● n/a							
Date started using:	10/12/2017		\sim						
Availability:	Inactive Active	○ Retired							
Retired date:			\sim						
		<u>S</u> ave <u>C</u>	ancel						

6. Click the Save button.

