

Important Content Update Message
 We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

Move Vaccine Inventory: Manual Product Administration

Last Modified on 01/29/2021 9:02 am EST

Version 20.10

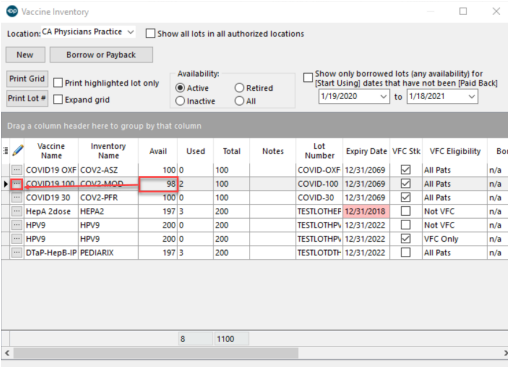
Overview

There may be instances where it was necessary to manually enter a vaccine product, enter inventory, and administer vaccines. Once the vaccine product is available in OP, the practice will need to:

- Retire the current vaccine lot
- Archive the manually entered vaccine product
- Enter the remaining inventory for the OP vaccine product

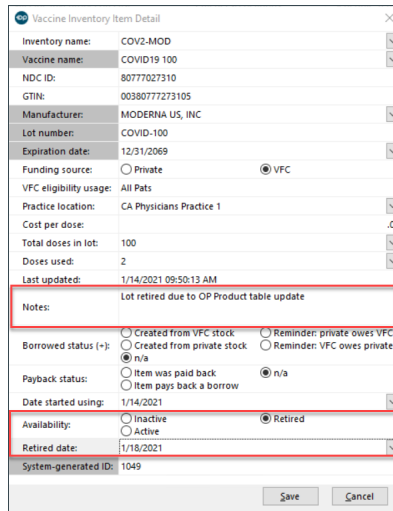
Retire a Vaccine Inventory Lot

1. Navigate to **Practice Management tab > Manage vaccine inventory**
2. Locate the vaccine inventory item to retire, write down the number in the **Avail** column then click the **ellipse** button.



| Vaccine Name | Inventory Name | Avail | Used | Total | Notes | Lot Number | Expiry Date | VFC Stk | VFC Eligibility | Bon |
|--------------|----------------|-------|------|-------|-------|------------|-------------|-------------------------------------|-----------------|-----|
| COVID19 OXF | COV2-ASZ | 100 | 0 | 100 | | COVID-10X | 12/31/2069 | <input checked="" type="checkbox"/> | All Pats | n/a |
| COVID19 100 | COV2-MOD | 99 | 0 | 100 | | COVID-100 | 12/31/2069 | <input checked="" type="checkbox"/> | All Pats | n/a |
| COVID19 30 | COV2-PPR | 100 | 0 | 100 | | COVID-30 | 12/31/2069 | <input checked="" type="checkbox"/> | All Pats | n/a |
| HepA 2dose | HEPA2 | 197 | 3 | 200 | | TESTLOTHF | 12/31/2018 | <input type="checkbox"/> | Not VFC | n/a |
| HPV9 | HPV9 | 200 | 0 | 200 | | TESTLOTHP | 12/31/2022 | <input type="checkbox"/> | Not VFC | n/a |
| HPV9 | HPV9 | 200 | 0 | 200 | | TESTLOTHP | 12/31/2022 | <input checked="" type="checkbox"/> | VFC Only | n/a |
| DTaP-HepB-IP | PEDIARIX | 197 | 3 | 200 | | TESTLOTDH | 12/31/2022 | <input type="checkbox"/> | All Pats | n/a |

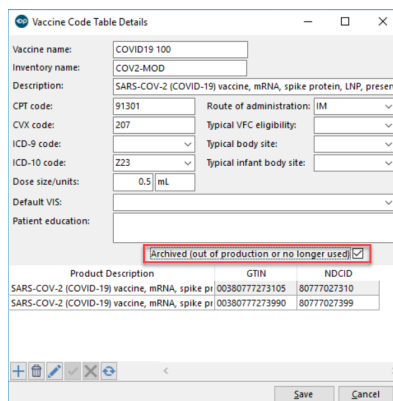
3. Add a reason for retiring the lot in the Notes field, for example, "Lot retired due to OP Product table update".
4. Click the **Retired** radio button.
5. Click the drop-down arrow in the **Retired date** field and select a date from the calendar.



6. Click the **Save** button.
7. Repeat the steps to retire additional vaccine inventory lots.

Archive Vaccine Products

1. Navigate to **Practice Management tab > More (Reference Data) > Vaccine Products**
2. Locate the vaccine inventory item product to archive, click the **ellipse** button.
3. Click the **Archived** checkbox.



| Product Description | GTIN | NDCID |
|---|---------------|-------------|
| SARS-COV-2 (COVID-19) vaccine, mRNA, spike pr | 0038077273105 | 80777027310 |
| SARS-COV-2 (COVID-19) vaccine, mRNA, spike pr | 0038077273990 | 80777027399 |

4. Click the **Save** button.
5. Repeat the above steps to archive additional vaccine products.

Enter Vaccine Inventory

1. Navigate **Practice Management tab > Manage vaccine inventory**.
2. Click the **New** button, the Vaccine Inventory Item Detail window displays.
3. Complete the information beginning with the NDC ID. This will populate the Inventory name, Vaccine name, GTIN, and Manufacturer.
4. Enter the number of doses available in the **Total doses in lot** field. This is the number you wrote down when retiring the vaccine inventory lot.
5. Complete the remaining information then click the **Save** button.
6. Repeat the above steps for additional vaccine inventory lots.