

Tips for Finding Missing/Overused Doses in ASIIS



Unaccounted Positive Doses (missing reported doses)

1. Run a "[Lot Usage and Recall Report](#)" for each lot number in question.
2. Run a similar report from your EHR or review your paper [Dose Accountability Log](#).
3. Compare both reports. If both reports have the same number of patients, then the left over doses may be categorized as "Wasted - Lost and Unaccounted" in ASIIS, provided they were not "Wasted - Broken/Dropped/Spilled", "Wasted - Drawn up, not used", or "Expired". Note, these doses are subject to the dose for dose replacement restitution policy.
4. In ASIIS, go to Inventory Management > VOMS 2.0, go to Inventory > Search/Add Inventory, then look up the lot number in question using the "Lot #" search bar at the top. Look at the "Vaccine" field. If a correct lot number is reported with an incorrect vaccine type, then the immunization must be deleted and re-entered on the patient's vaccination record with the correct vaccine type. For instructions on how to manually edit patient records please [click here](#).
5. Check the patient's vaccination record for missing or incorrect information, including Manufacturer, VFC Eligibility Status, Funding Source, or Lot Number. Edit these errors in the patient's vaccination record.

Unaccounted Negative Doses (overused lot doses)

1. Run a "Lot Usage and Recall Report" for each lot number in question.
2. Check the "Dose Size" on the report.
 - If a dose size is "Double" or "Half", and a double or half dose was not administered, then edit the patient's vaccination record to reflect what was actually administered.
3. Look at the "Total Patients Selected" to see the number of patients who received that lot number.
4. It is possible all doses of a lot were used and a new box with a different lot number was opened, however staff were still recording the previous lot number.
 - Look at the dates the vaccines were administered. If the dates look unusual, determine if the lot number was administered to all patients. If needed, edit the patient's vaccination record with the correct lot number and put procedures in place to ensure correct vaccine information is recorded per federal law
5. Check to see if a patient is on the report twice. Was the minimum interval between the doses met? It is possible for a patient to correctly receive more than one valid dose from the same lot number. It is also possible an invalid dose was given. If a patient was given an invalid dose, it must stay in the patient's vaccination record, regardless of when it was administered. However, if one dose was incorrectly entered twice, you can delete the incorrect dose from the patient's vaccination record.

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Lot History

1. Access your Lot History by going into ASIIS, selecting Inventory Management and then VOMS 2.0.
2. Identify the lot number you want to review and select View under the Lot History column.
3. The Lot History feature includes **order/transfer information**, **non-decremented patient records**, **decremented patient records** and **reconciliation adjustments for the selected lot**.
4. **"Unknown Health Plan"** under Vaccine Eligibility is a reported issue we are working with our vendor to rectify.

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LOT HISTORY

Dtap | Daptacel®
Lot #:##### | Exp Date: 09/30/2021 | Funding: VFC

From: ✕ To: REFRESH PRINT

Doses Received: 100

Date	Order/Transfer #	Doses Received
#####	Order # 123456	100

Undecrement Doses Administered: 0

Import Date	Vaccine	Lot Number
No undecrement doses were found for this date range.		

Doses Administered: 1

Admin Date	Patient ID	Vaccine Eligibility
#####	#####	Unknown Health Plan

Reconciliation Adjustments: 1

Date	Description	Dose Change
#####	Expired	-81