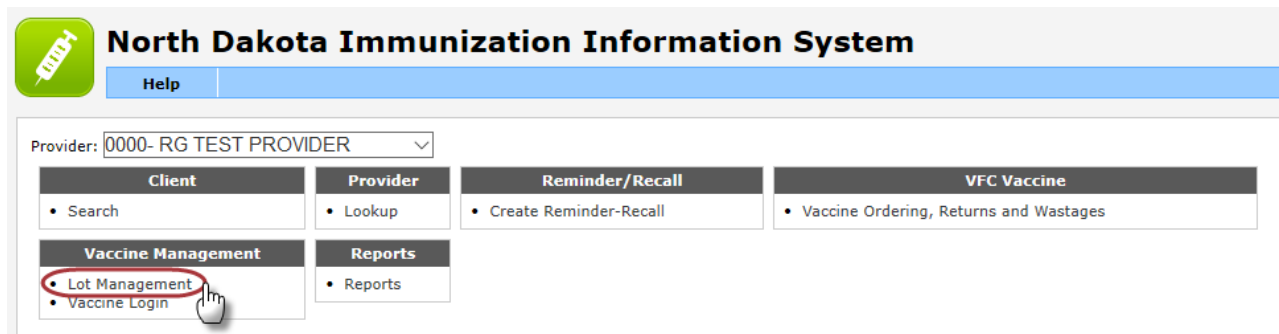


## North Dakota Immunization Information System: Managing Private Lot Information

Through the North Dakota Immunization Information System (NDIIS), providers can track their private vaccine lot inventory. Each lot needs to be entered and edited by the provider through their **Lot Management** in the NDIIS.

### Adding a New Lot Record

1.) Click on the **Lot Management** hyperlink from the home screen.



2.) When the **Lot Management** window opens, click **Add**.

3.) The system will automatically assign a Lot Code to the lot number, and this field cannot be edited.

4.) Fill in:

- Lot Number
  - ◆ The system will automatically add the word “Private” to the lot number once saved, so this does not need to be manually entered when typing in the lot number.
- Manufacturer – select from drop-down list
- Vaccine – vaccine type, select from drop-down list

- NDC Code– must follow standard 11-digit format (#####-####-##)
  - ◆ Refer to the NDC Code help document to find out how convert a 10-digit NDC to 11-digits to comply with NDIS formatting requirements
- # of Vials
- Doses per Vial
- Cost per Dose
- Lot Type– defaults to Normal and should not need to be changed
- Expiration Date

*Required fields are marked with an asterisk (\*).*

**Lot Management**

Help

Lot Code: 94565

\* Lot Number: 0011AE

\* Manufacturer: MERCK

\* Vaccine: MMR

\* NDC Code: 00006-4681-00

# of Vials: 0

Doses per Vial: 0

Cost per Dose: 0.00

Lot Type: NORMAL

\* Expiration Date: 12/16/2013

Save Add Change Cancel

Lot Code: 94565

\* Lot Number: 0011AE - Private

\* Manufacturer: MERCK

\* Vaccine: MMR

\* NDC Code: 00006-4681-00

# of Vials: 0

Doses per Vial: 0

Cost per Dose: 0.00

Lot Type: NORMAL

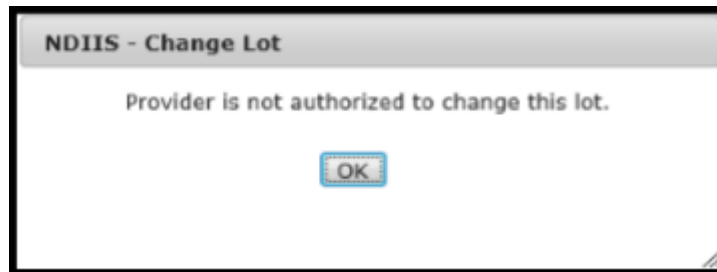
\* Expiration Date: 12/16/2013

Add Change

## Changing a Lot Record

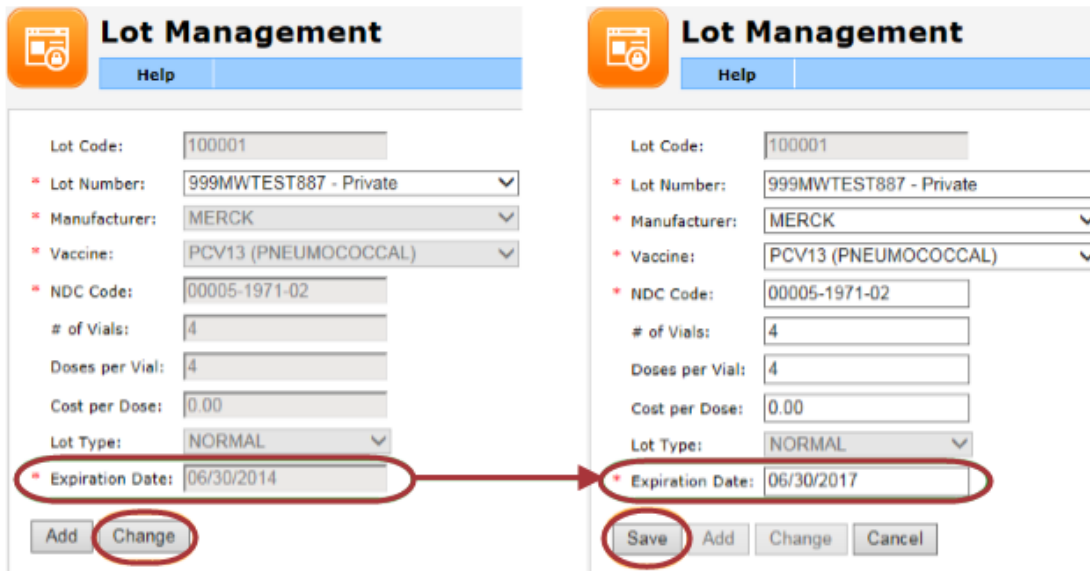
Adjustments to inventory, if doses on hand in the NDIIS do not match actual doses on hand, must be done in **Provider Lot Distribution**.

- 1.) In the **Lot Management** window, select the lot number that needs editing from the Lot Number field.
- 2.) Click **Change**.
- 3.) If you are not allowed to change the lot record, the following message will display:



*If you are allowed to change the lot record, it will become available for you to edit*

- 4.) Make any necessary changes to the record
- 5.) Click **Save** to update the record.
- 6.) To cancel changes at any time, click **Cancel**.



The image displays two screenshots of the 'Lot Management' application window. Both windows show the same form with the following fields: Lot Code (100001), Lot Number (999MWTEST887 - Private), Manufacturer (MERCK), Vaccine (PCV13 (PNEUMOCOCCAL)), NDC Code (00005-1971-02), # of Vials (4), Doses per Vial (4), Cost per Dose (0.00), and Lot Type (NORMAL). The left screenshot shows the 'Expiration Date' field set to '06/30/2014' and the 'Change' button circled in red. The right screenshot shows the 'Expiration Date' field updated to '06/30/2017' and the 'Save' button circled in red. A red arrow points from the 'Change' button in the left window to the 'Save' button in the right window.