



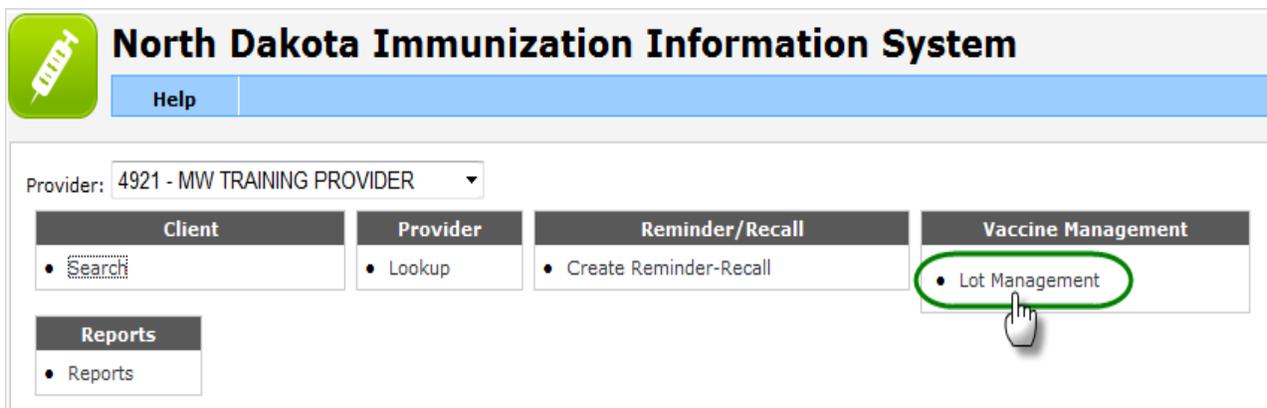
# NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM (NDIIS)

## MANAGING PRIVATE LOT INFORMATION

Through NDIIS, providers can track their private 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 
3. The system will automatically assign a Lot Code to the lot number and this field cannot be edited.
4. Fill in:
  - a. 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
  - b. Manufacturer – selected from the drop-down list
  - c. Vaccine – vaccine type, selected from the drop-down list
  - d. NDC Code – must follow standard 11-digit format (#####-####-##)
    - Refer to the NDC code help document to find out how to convert a 10-digit NDC to 11 digits to comply with the NDIIS formatting requirement.

- e. # of Vials
- f. Doses per Vial
- g. Cost per Dose
- h. Lot Type – defaults to Normal and should not need to be changed
- i. Expiration Date

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

5. Click **Save** to add the record

**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

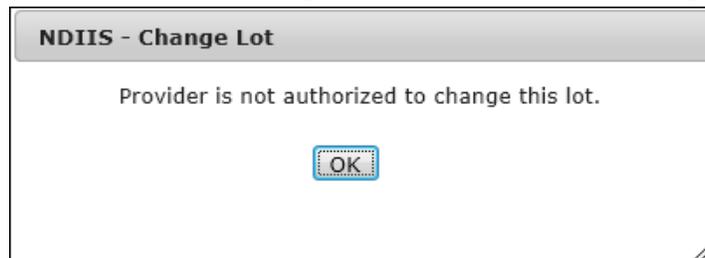
\* Expiration Date: 12/16/2013

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:



- Otherwise, the record 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 screenshot shows the "Lot Management" window with a "Help" button. The form contains 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
- Lot Type: NORMAL
- \* Expiration Date: 06/30/2014

At the bottom, there are two buttons: "Add" and "Change". The "Change" button is circled in orange. A green arrow points from the "Expiration Date" field to the right-hand screenshot.

The screenshot shows the "Lot Management" window with a "Help" button. The form contains 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
- Lot Type: NORMAL
- \* Expiration Date: 06/30/2017

At the bottom, there are four buttons: "Save", "Add", "Change", and "Cancel". The "Save" button is circled in orange.