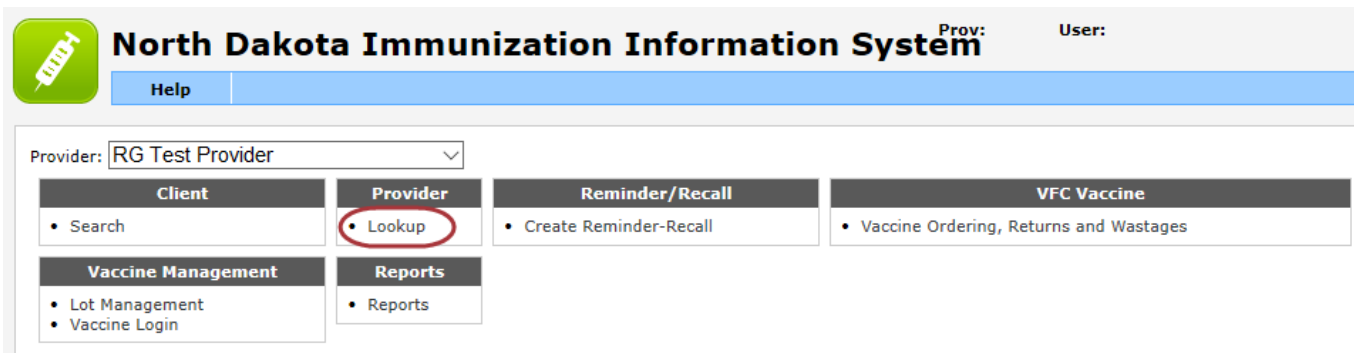
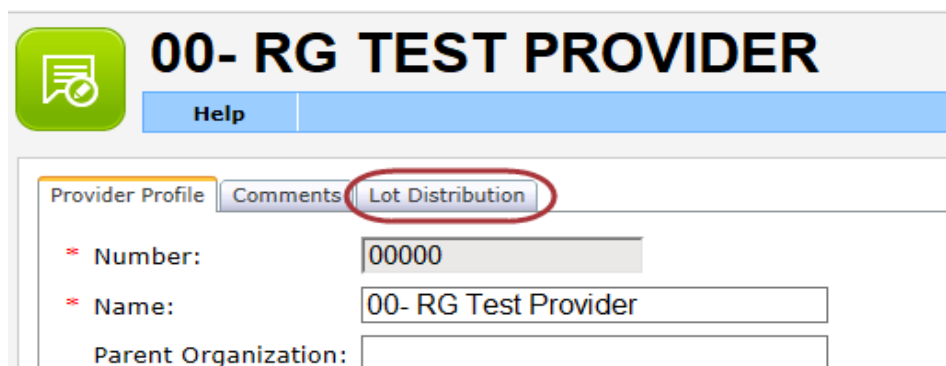


## North Dakota Immunization Information System: Provider Lot Distribution

- 1.) Click the **Lookup** link in the **Provider** section of your NDIIS homepage.
- 2.) Scroll through the list of NDIIS providers until you find your provider site.



- 3.) Click on your provider name and then click **View**, or double-click your provider name to open your provider profile.
- 4.) Move to the **Lot Distribution** tab of your provider record.



*This folder is only available when inquiring about a provider site for which you have access. Lot inventory for a provider can only be viewed by that provider and the NDDoH.*

The **Lot Distribution** folder displays a provider's inventory of vaccines. The information provided includes the Lot Number, Vaccine, Expiration Date, and Doses on Hand.

Provider Profile | Comments | **Lot Distribution**

Name: 00- RG TEST PROVIDER Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
0981870 - State	DT	06/20/2000	0
U0306AB - State	DT	02/08/2003	0
U1043BA - Private	DT	02/07/2005	95
U1046AA - Private	DT	03/20/2005	0
U1577AA - Private	DT	10/27/2006	0
U1735AA - State	DT	06/20/2007	0
U1735AA - Private	DT	06/20/2007	4
U1966AA - Private	DT	11/21/2007	1
0915780 - State	DTAP	05/18/1999	0
2J534 - State	DTAP	09/13/2015	13
2N43Z - State	DTAP	04/12/2020	9
354K7 - State	DTAP	08/29/2017	3
386911 - State	DTAP	03/31/1996	0

☒ Include Expired Lots  
☒ Include No Doses on Hand  
 Lots Found: 4599

**The vaccine inventory displayed in the NDIIS includes:**

- Vaccines sent to you by the NDDoH if enrolled to receive publicly funded vaccine.
  - The NDDoH will log and transfer them to you.
- Vaccines you receive from other provider sites.
- Privately purchased vaccines entered in to your NDIIS inventory through Vaccine Management.

**The Doses on Hand quantity is affected by performing the following actions:**

- Manually adjusting the number of doses on hand.
- Transferring doses to another NDIIS provider or receiving transferred doses from another NDIIS provider.
- Wasting doses in the Vaccine Ordering, Returns and Wastages module.
- Returning doses in the Vaccine Ordering, Returns and Wastages module.
- Adding doses by lot number to a patient's NDIIS immunization record.

## Expired Lots and No Doses at Hand:

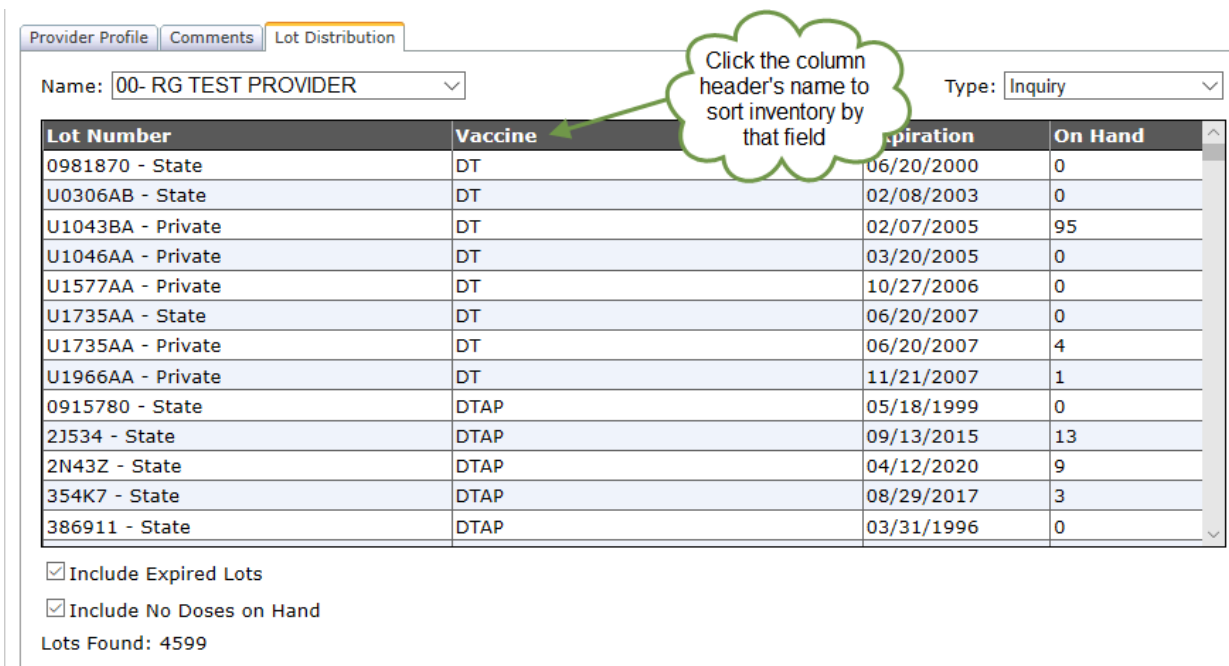
NDIIS users have the ability to display expired lots and lots with no doses on hand in the inventory list. To do so, click the check box located on the lower left-hand side of the window. When the box is checked, the corresponding lots will be included. When the box is unchecked, the lots will not be included in the list.

☒ Include Expired Lots

☒ Include No Doses on Hand

## Sort Options:

Information in this folder can be sorted by clicking on the column headers. Click the column header once to display the data in ascending order, and click once again to change the order to descending.



Provider Profile | Comments | Lot Distribution

Name: 00- RG TEST PROVIDER Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
0981870 - State	DT	06/20/2000	0
U0306AB - State	DT	02/08/2003	0
U1043BA - Private	DT	02/07/2005	95
U1046AA - Private	DT	03/20/2005	0
U1577AA - Private	DT	10/27/2006	0
U1735AA - State	DT	06/20/2007	0
U1735AA - Private	DT	06/20/2007	4
U1966AA - Private	DT	11/21/2007	1
0915780 - State	DTAP	05/18/1999	0
2J534 - State	DTAP	09/13/2015	13
2N43Z - State	DTAP	04/12/2020	9
354K7 - State	DTAP	08/29/2017	3
386911 - State	DTAP	03/31/1996	0

☒ Include Expired Lots  
☒ Include No Doses on Hand

Lots Found: 4599

## Adjust Doses on Hand:

This action is necessary when actual physical inventory count of the doses on hand in your refrigerator or freezer does not match the number of doses on hand in your NDHS inventory.

### To adjust the doses at hand:

- 1.) Select **Adjust** in the **Type** drop-down box.
- 2.) Click the **Edit** button in the far left column next to the lot that you would like to adjust.
- 3.) Type in the correct number of doses on hand. The quantity will display in the column labeled **Actual On Hand**.
- 4.) Click **Save** to keep lot adjustments, or **Cancel** to discard adjustments.

Provider Profile | Comments | **Lot Distribution**

Name: 00- RG TEST PROVIDER Type: Adjust Trans. Date: 12/10/2019

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	1586749 - State	HPV-9	02/13/2021	10	
<b>Edit</b>	2GY7E - State	HAV (2 dose)	08/07/2020	20	
Edit	2N43Z - State	DTAP	04/12/2020	9	
Edit	77D5K - State	HAV (2 dose)	03/26/2020	6	

Provider Profile | Comments | **Lot Distribution**

Name: 00-RG TEST PROVIDER Type: Adjust Trans. Date: 12/10/2019

	Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
Edit	1586749 - State	HPV-9	02/13/2021	10	
<b>Save</b> <b>Cancel</b>	2GY7E - State	HAV (2 dose)	08/07/2020	20	0
Edit	2N43Z - State	DTAP	04/12/2020	9	

- 5.) Click **Adjust** to complete the inventory update, or **Cancel** to cancel any changes made.
- 6.) Type your comments into the pop-up window and click **OK**.

**Note:** You may change the number of doses on hand for multiple lots at once. To do so, simply change the quantity for each lot by using the **Edit** function, save each lot number adjustment, and click **Adjust** to update all on all actual on hand amounts at once.

## Transfer Doses on Hand:

This action is necessary when you need to transfer vaccine to another provider site. The quantity of doses transferred will be removed from your NDIIS inventory and will be added to the inventory of the receiving provider. A packing slip to include with the shipment can be generated at this time.

The NDDoH recommends the sending provider complete the transfer in the NDIIS when they know the vaccine will be leaving their facility. The sending provider needs to know the NDIIS provider ID for the receiving facility but does not need to have access to the receiving provider's ID in the NDIIS.

**Note:** The following steps must be completed in the exact order outlined .

### To transfer doses:

- 1.) Select **Transfer** in the **Type** drop-down box
- 2.) Type the date of the transfer into the **Trans. Date** field if different from the default date (today's date).
- 3.) Click the **Edit** button in the far left column of the lot in the list that you are transferring.

Provider Profile

Comments

Lot Distribution

Name: 00- RG TEST PROVIDER

Type: Transfer

To: -- SELECT ONE --

Trans. Date: 12/10/2019

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
Edit	1586749 - State	HPV-9	02/13/2021	10	
Edit	2GY7E - State	HAV (2 dose)	08/07/2020	20	
Edit	2N43Z - State	DTAP	04/12/2020	9	
Edit	77D5K - State	HAV (2 dose)	03/26/2020	6	

- 4.) Type in the number of doses you will be transferring. The quantity will display in the column labeled **"Doses to Transfer."**
- 5.) Click **Save** to keep transfer amount or **Cancel** to discard.
- 6.) Select the NDIIS provider the doses will be transferred to in the drop-down box labelled **"To."**

Provider Profile   Comments   **Lot Distribution**

Name: 00- RG TEST PROVIDER      Type: Transfer

To: -- SELECT ONE --      Trans. Date: 12/10/2019

	Lot Number	Vaccine	Expiration	On Hand	Doses To Transfer
Edit	1586749 - State	HPV-9	02/13/2021	10	
Edit	2GY7E - State	HAV (2 dose)	08/07/2020	20	
<b>Save</b> Cancel	2N43Z - State	DTAP	04/12/2020	9	0
Edit	77D5K - State	HAV (2 dose)	03/26/2020	6	

- 7.) Click **Transfer** to complete the inventory transfer, or click **Cancel** to cancel any changes made.
- 8.) The following box will appear after clicking the **Transfer** button:

**NDIIS**

Do you wish to print Packing Slip?

Yes   No

- 9.) Click **Yes** to print the packing slip, or **No** to continue without printing.
- 10.) Type your comments into the pop-up window and click **OK**. The packing slip will be displayed for you to print.

**Note:** You may transfer multiple lots at once. To do so, simply enter the quantity for each lot using the **Edit** function, save each lot number being transferred, and click **Transfer** to transfer all doses at once.