WASHINGTON STATE IMMUNIZATION INFORMATION SYSTEM

Washington State Immunization Information System Quick Reference Guide
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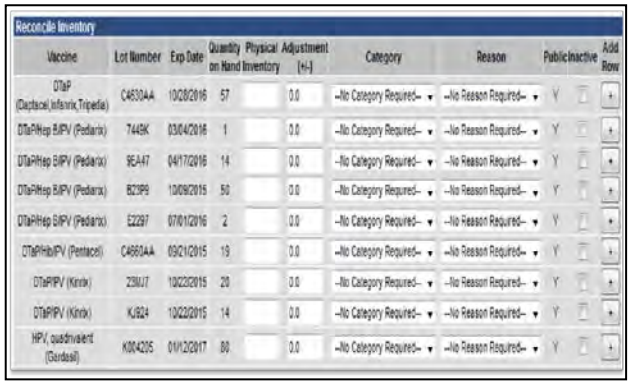
Washington State Department of Health

QUICK REFERENCE GUIDE – USING TROUBLESHOOTING REPORTS

RECONCILIATION PAGE



Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP (Daptacel,Infanrix,Tripedia)	C4630AA	10/28/2016	57		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/Hep B/IPV (Pediarix)	7445K	03/04/2016	1		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/Hep B/IPV (Pediarix)	9EA47	04/17/2016	14		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/Hep B/IPV (Pediarix)	8G3P9	10/09/2015	50		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/Hep B/IPV (Pediarix)	E2297	07/01/2016	2		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/Hib/IPV (Pentacel)	C4860AA	09/21/2015	19		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/IPV (Kinrix)	23MJ7	10/22/2015	20		0.0	--No Category Required--	--No Reason Required--	Y		+
DTaP/IPV (Kinrix)	KJ824	10/22/2015	14		0.0	--No Category Required--	--No Reason Required--	Y		+
HPV, quadrivalent (Gardasil)	K004205	01/12/2017	80		0.0	--No Category Required--	--No Reason Required--	Y		+

Function:
Reflects current vaccine inventory

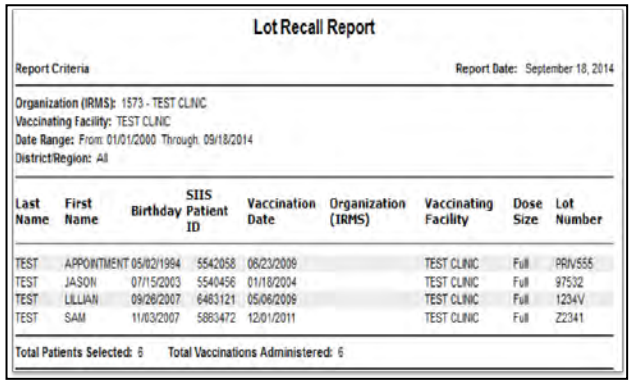
Possible errors:

- Manual entry
  - Wrong selection
  - No lot entered
- Interface
  - Typo
  - No lot entered

To troubleshoot:

- Find differences between the number of doses for "Quantity on Hand" and "Physical Inventory", then
  - Run Lot Usage and Recall for lots that are low
  - Run Patient Detail for lots that are high

LOT USAGE AND RECALL REPORT



Lot Recall Report

Report Criteria — Report Date: September 18, 2014

Organization (IRMS): 1573 - TEST CLINIC
Vaccinating Facility: TEST CLINIC
Date Range: From 01/01/2000 Through 09/18/2014
District/Region: All

Last Name	First Name	Birthday	SIIS Patient ID	Vaccination Date	Organization (IRMS)	Vaccinating Facility	Dose Size	Lot Number
TEST	APPOINTMENT	05/02/1994	5542058	06/23/2009		TEST CLINIC	Full	PRIV555
TEST	JASON	07/15/2003	5540456	01/18/2004		TEST CLINIC	Full	97532
TEST	LILLIAN	09/28/2007	6463121	05/06/2009		TEST CLINIC	Full	1234V
TEST	SAM	11/03/2007	5883472	12/01/2011		TEST CLINIC	Full	Z2341

Total Patients Selected: 6 Total Vaccinations Administered: 6

Function:
Lists all patients who received a certain lot

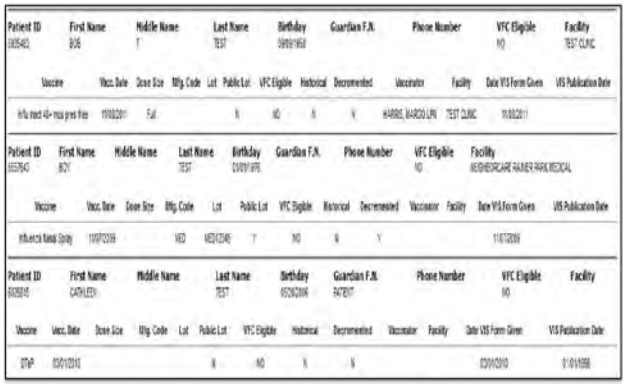
Possible errors:

- Manual entry
  - Wrong selection made
  - Patient not entered into IIS
- Interface
  - Patient not attached to vaccine lot

To troubleshoot:

- Make sure the patients listed actually received that lot number vaccine
- Fix patient records for any patients on the list who did not receive the lot OR any patients off the list who did receive the lot

PATIENT DETAIL REPORT



Function:
General review of all vaccines given – can be filtered to fit most searches

Possible errors:

- Manual entry
  - No lot selected
- Interface
  - Typo
  - Wrong selection
  - No lot entered

To troubleshoot:

- Look for patients NOT attached to a lot number
- Look for "Decremented - N

To Fix in Patient Record:

Manual entry users → Fix in IIS: 1. Search for patient 2. Edit vaccine record 3. Select the correct lot given

Interface users → 1. If updates are sent: Fix in patient record in EMR only 2. If no update capability: Fix in both EMR and IIS

Need help with inventory reporting or have questions about the Washington Childhood Vaccine Program? Contact your LHJ or the Washington State Department of Health at 1-866-397-0337 or wachildhoodvaccine@doh.wa.gov. Need technical assistance? Contact the Help Desk at 1-800-325-5599 or waiishelpdesk@doh.wa.gov. If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711). **DOH 348-528**. Apr 2015. Updated for IIS Version 5.14.11.2