

QUICK REFERENCE GUIDE – ANALYZING THE LOT USAGE AND RECALL REPORT

The Lot Usage and Recall report can be used to identify all patients who have received a vaccine with a certain lot number. The report shows a list of each patient that was given the selected lot number. The list created can be compared with your clinic’s records to find patients who did not come across to the system, OR to find patients who have the wrong lot number attached to their record. If the patients listed were not given this vaccine, their records need to be updated in the EMR and IIS.

Step I – Find and Run the Lot Usage and Recall Report

1. Select **Reports** → *Report Module*
2. Under the Vaccinations section, select **Lot Usage and Recall Report**
3. In the “Active Lots” section, select the lot number from the left-hand menu
4. Use the “>>” button to move the selected lot number to the “Selected” box
5. If needed, put the date range for the reporting period to pull patient’s names that were administered the selected lot number

6. **OR** enter the date range only (do not select lot numbers) to pull up all vaccine doses given within that time
7. Click **Create Report**

Step II – Verify the Lot Usage and Recall Report

If a report was created using a specified lot number, it would look like:

Lot Usage and Recall Report									
Report Criteria								Report Date: March 16, 2015	
Organization (IRMS): 3482 - KYLE'S CLINIC									
Vaccinating Facility: All									
Date Range: From: 01/01/2014 Through: 12/31/2014									
District/Region: All									
Vacciner: Hep B Ped/Adol - Preserv Free (Engerix B, Recombivax HB)									
Manufacturer: GLAXOSMITHKLINE			Lot Number: L07765		Lot Facility: KYLE'S CLINIC		Publicly Supplied: Y		
Last Name	First Name	Birthday	SIIS Patient ID	Vaccination Date	Organization (IRMS)	Vaccinating Facility	Dose Size		
FLINSTONE	FRED	05/21/2010	5668025	05/22/2014	3482	KYLE'S CLINIC	Full		
HEAD	STEEL	03/16/2014	5644781	03/17/2014	3482	KYLE'S CLINIC	Full		
Total Patients Selected: 2				Total Vaccinations Administered: 2					

If a report was created using a particular date or a date range, it would look like:

Lot Usage and Recall Report									
Report Criteria								Report Date: March 16, 2015	
Organization (IRMS): 3482 - KYLE'S CLINIC									
Vaccinating Facility: All									
Date Range: From: 01/01/2014 Through: 12/31/2014									
District/Region: All									
Last Name	First Name	Birthday	SIIS Patient ID	Vaccination Date	Organization (IRMS)	Vaccinating Facility	Dose Size	Lot Number	
BERT	KYLE	01/01/2013	5644893	03/17/2014		KYLE'S CLINIC	Full	A1547	
BERT	KYLE	01/01/2013	5644893	03/17/2014		KYLE'S CLINIC	Full	710AM	
BERT	KYLE	01/01/2013	5644893	03/17/2014		KYLE'S CLINIC	Full	69KGB	

When the Lot Usage and Recall Report displays check to see if the patient(s) listed matches the vaccine(s) that was administered. If the patient(s) listed was not given this vaccine, their record needs to be updated in the EMR and IIS.