How to record Doses Administered (TB & Zoonosis)

Captures the Items distributed for time period listed top left of screen

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over the **Doses tab** and select **Doses Administered.** See Screen at end of test.	System should refresh and Units Distributed screen appears.
2	Update each quantity to represent the items distributed in the date range on the top left of screen. Record a quantity for each item listed. Screen print or otherwise capture the item to compare later in the practice.	System should allow you to enter a quantity for the items listed.
3	Select a comment from the comment field drop down.	System should allow you to select a comment.
4	Enter initials or last name, and date in **Entered By** box.	System should allow you to enter initial, last name, and date in Entered By box.
5	Click **Save.**	System should show popup box "Doses Administered Saved Successfully".
6	Click **OK**	If month was not the current month, system should refresh screen and display the next month.
7	Go to the **Inventory tab** and **select C-33 Inventory Reconciliation** (See screen at end of test)	System should refresh and reflect the reduced inventory under the 'quantity' column.
8	Compare the Screen Shot from Step 3 to the C-33 Inventory Reconciliation screen.	System should reflect the reduced inventory under the 'quantity' column.

NOTE

If more than 1 month has passed since the last C-33 inventory reconciliation do steps 1 – 7 until system does not reflect a date range from an earlier date and does not present a list of items on the screen.	System should allow you to repeat steps until current. When the 'from' date displays the current day+1, the system is up to date. This feature allows the user to catch up on items distributed by the month if several months behind.

Doses Administered

DOSES ADMINISTERED DATA ENTRY

1. Pay close attention to the Date Range on this screen.
2. Record your Doses Administered under the appropriate age group for each vaccine lot that you administered.
3. If you administered a dose for a vaccine and age group that is grayed out, enter the quantities and select the reason for administering this vaccine to that age group.
4. Enter your name and click Save at the bottom.

Doses Administered for range

From Date 04/01/2012 **To Date** 04/30/2012

Description	Item ID	Lot	Expiration	Unit Cost	Quantity	Do Not Use	Comment	Error
HISTORICAL DOSES: DT	Hx DT							
HISTORICAL DOSES: DTaP	Hx DTAP							
HISTORICAL DOSES: DTaP-HepB-IPV	Hx DTAP-HepB-IPV							
Td-Merck (Td), single-dose vial (Adult)	00006-4133-41-A	AO53A	4/5/2013					
ADACEL (TDAP), single-dose vial (Adult)	49281-0400-10-A	C3947BA	2/3/2014					
BOOSTRIX (TDAP), PF syringe (Adult)	58160-0842-41-A	AC52B074CA	4/20/2012					
BOOSTRIX (TDAP), PF syringe (Adult)	58160-0842-52-A	AC52B074CA	10/20/2013					
BOOSTRIX (TDAP), PF syringe (Adult)	58160-0842-52-A	AC52B093AA	9/21/2014					
BOOSTRIX (TDAP), PF syringe (Adult)	58160-0842-52-A	AC52BO74CA	10/20/2013					
HISTORICAL DOSES: Tdap Adult	Hx TDAP Adult							
HISTORICAL DOSES: Varicella Adult	Hx VARICELLA ADULT							
HISTORICAL DOSES: Zoster Adult	Hx ZOSTER ADULT							
HISTORICAL DOSES: .5 Flu Adult	Hx .5 Flu Adult							
HISTORICAL DOSES: FluMist Adult	Hx FluMist Adult							

Administered By

[   ]

[Save]

FOOTER

Inventory Reconciliation Screen

TEXAS
Department of
State Health Services

| ▶ Welcome | ▶ Provider Information | ▶ Receiving | ▶ Doses | ▶ Inventory | ▶ Place Order | ▶ Update Choice | ▶ Reports | ▶ Help |

Reconciliation

1. This page shows all activity since the last time you reconciled your inventory. Note the "Last Ran" date. All other inventory transactions (Receiving, Doses Administered, etc.) should be done before you complete this page.
2. In the Physical Count column, enter the number of doses on-hand for each vaccine and lot.
3. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been received and all doses that were administered, transferred, wasted, or expired have been recorded. Return to and update those pages as needed.
4. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the reason for the adjustment using the drop-down menu. The need for this should be minimal.
5. When all lines match or have been reconciled, enter your name and hit save at the bottom.

Last Ran 04/19/2012 08:04:08

Description	Item ID	Lot	Expiration	Alert	N/A	Inner Quantity	UOM	MSL	Physical Count	Math Error	Adjustment	Reason for Adjustment	Beginning Qty	Received	N/A	Units Distributed	Transferred Out	Expired or Wasted
BOOSTRIX (TDAP), PF syringe (Ped)	58160-0842-52-P	AC52B074AA	10/20/2013		0	0	DOS	0		0	0	▼	0	0	0	0	0	0
Group 50--Tdap (Ped) Total					0	0		0	0				0	0	0	0	0	0
HAVRIX (HEP A), single-dose vial (Adult)	58160-0826-11-A	ahavb59aa	03/04/2013		0	1	DOS	1		1	-1	▼*	0	1	0	0	0	0
Group 60--HEP A (Adult) Total					0	1		1	0				0	1	0	0	0	0
ENGERIX-B (ADULT) (Hep B), PF syringe (Adult)	58160-0821-52-A	AHBVB991AB	10/20/2013		0	0	DOS	0		0	0	▼	0	0	0	0	0	0
Group 62--HEP B (Adult) Total					0	0		0	0				0	0	0	0	0	0
MENVEO (MCV4), single-dose vial (Adult) [5pk]	46028-0208-01-A	m10124	02/20/2013		0	29	DOS	29		29	-29	▼*	0	29	0	0	0	0
Group 68--MCV4 (Adult) Total					0	29		29	0				0	29	0	0	0	0
MMR II (MMR), single-dose vial (Adult)	00006-4681-00-A	14272	10/26/2012		0	10	DOS	10		10	-10	▼*	0	10	0	0	0	0
Group 70--MMR (Adult) Total					0	10		10	0				0	10	0	0	0	0
BOOSTRIX (TDAP), PF syringe (Adult)	58160-0842-52-A	8c52b074aa	10/20/2013		0	200	DOS	200		200	-200	▼*	0	200	0	0	0	0
BOOSTRIX (TDAP), PF syringe (Adult)	58160-0842-52-A	AC52B074AA	10/20/2013		0	0	DOS	0		0	0	▼	0	0	0	0	0	0
Group 76--Tdap (Adult) Total					0	200		200	0				0	200	0	0	0	0

Entered By [   ]   Save

Texas Vaccines for Children

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