

How to Add Lots to All Hazard Inventory

1. Under the **Vaccine Management** menu, click the Manage Inventory link.
2. Choose **All Hazard** from the Inventory dropdown menu and click the **Get Inventory** button.
3. If the lot is not already on the **Manage Inventory-All Hazard** screen, click the Add New Lot link. You will be taken to the **Add Vaccine Lot** screen.
4. On the **Add Vaccine Lot** screen, enter the following information:
Lot Information
 - **Vaccine:** choose the vaccine or antiviral type from the dropdown
 - **Expires:** enter the lot number expiration date
 - **Mfr (Product):** choose the manufacturer/product combination from the dropdown
 - **Lot#:** enter the lot number
 - **NDC:** choose the National Drug Code (found on the vaccine/antiviral box) from the dropdown.Transaction Detail
 - **Date:** enter the date the lot was received. If this date is prior to the date the inventory was activated, enter the Active Inventory date.
 - **Doses:** enter the number of doses on hand. For capsules, this is the number of capsules (e.g. one blister pack of 10 capsules would be entered as a dose amount of 10 in MCIR).
 - **Action:** automatically defaults to **Transferred In** for new lots
 - **Reason:** **Add to Inventory**
 - **Comment:** enter a comment if desired.
5. If you have more lots to add to this inventory, click the **Add More** button. MCIR will save the newly entered lot, and present a blank **Add Vaccine Lot** screen. Follow the bulleted items above to add the next lot.
6. Once you are finished adding lots for this inventory, click the **Submit** button. You will be taken back to the **Manage Inventory-All Hazard** screen. The lot(s) you just added will be listed alphabetically.
7. Doses administered to a person will automatically deduct from lots upon data entry on the **Add Event** screen. These will automatically appear on the **Lot Transactions** screen as they are entered into MCIR. These automatic doses administered must be edited within a person's **Immunization History** screen by the Site that recorded the vaccine/antiviral.
 - For more information on recording H1N1 vaccine and Antiviral doses into patient records in MCIR, see the *MCIR All Hazards Event Entry* tip sheet.
 - For information about transferring doses in and out of your inventory, see the *How to Add Transactions to Lots in All Hazard Inventory* tip sheet.