

## What to do with half doses of expired flu vaccine

Are your expired half doses still in the fridge?

YES

- Click **Manage Inventory**
- Click **Show Inventory**
- Click on the **Expired** radio button
- Click on the blue **Trade Name**
- Change the **Expiration Date** to a valid non expired date
- Click **Save**
- Add .5 doses by **Modifying Quantity on Hand** and choose **Error Correction** as reason
- Change the **Expiration Date** back to the correct date
- Transfer as usual back to the state

No

- Click **Manage Inventory**
- Click **Show Inventory**
- Click on the **Expired** radio button
- Click on the blue **Trade Name**
- Change the **Expiration Date** to a valid non-exp date
- Subtract the amount in doses by **Modifying Quantity** and choose **Error Correction** as reason
- Change the **Expiration Date** back to the correct date
- Click **Save**
- Print out a **Transaction Sum Report** and document the reason for error correction
- Fax to Immunization Branch at 919-870-4824

\*\* For doses that are administered but not documented, they will need to be error corrected in the NCIR. Once they are error corrected, run a transaction report and then document the reason on the report. That transaction report will then need to be faxed into the Branch to 919-870-4824.

\*\*\* For providers that run flu clinics and document all doses as full doses but wish to go back and change the appropriate doses to half will see that half doses are going to pop back up in their inventory. Some may be expired. They will need to keep this in mind when trying to locate missing and or extra doses. Please see page 1 for how to fix in the NCIR.