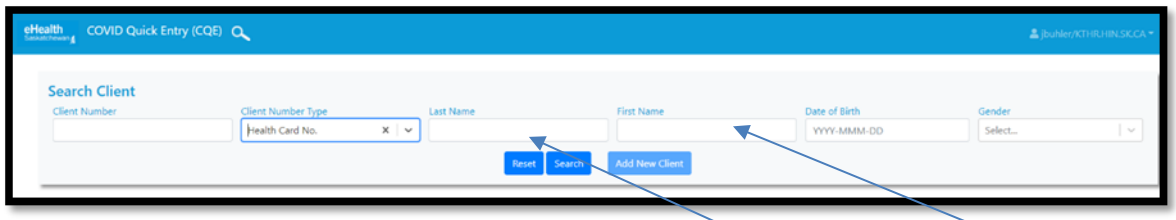
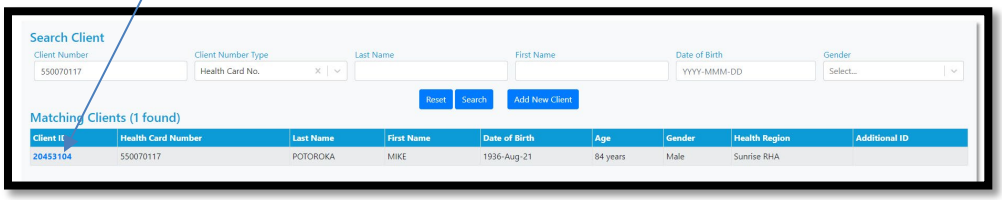
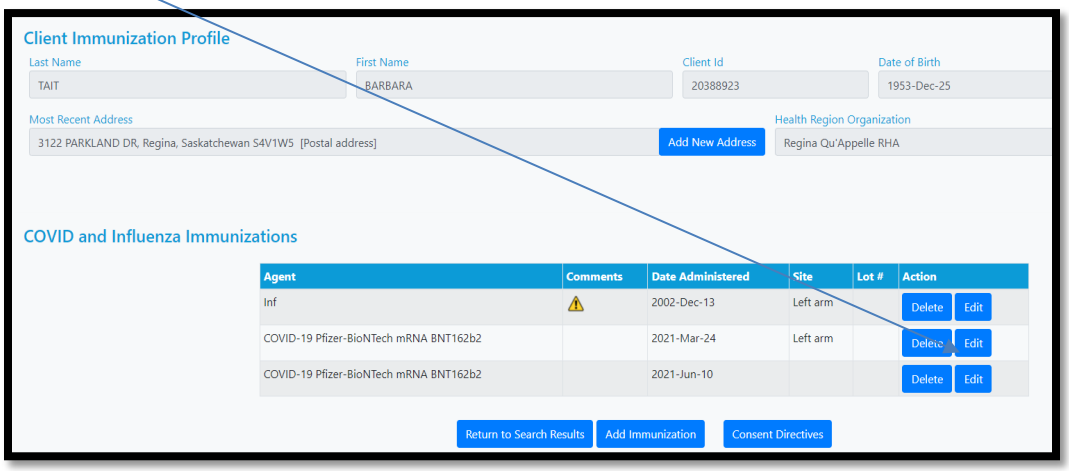
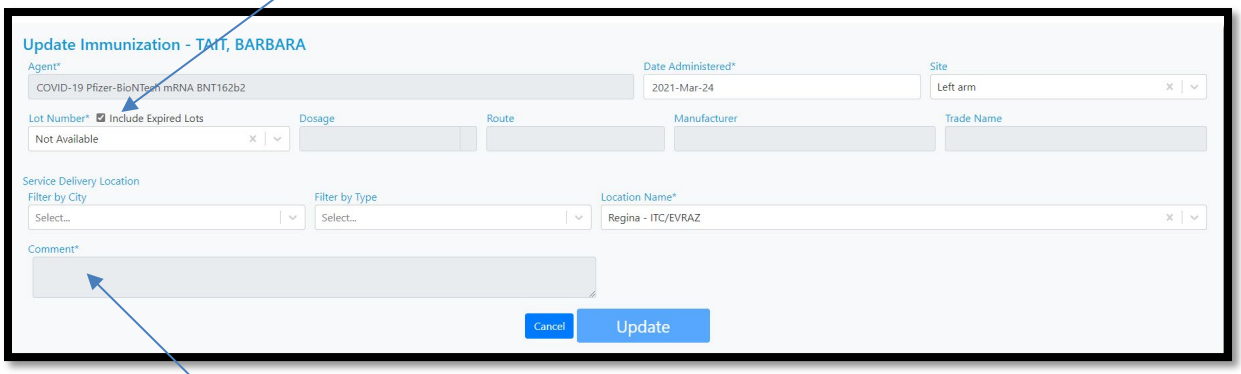
Saskatchewan	**Name of Activity:** Recording Missing Lot Numbers When There is More than One Lot Number Available		
	Role Performing Activity: Saskatchewan Health Authority, Athabasca Health Authority, Northern Intertribal Health Authority, First Nations and Inuit Health Branch Staff, Pharmacists		
Work Standard	**Location:** COVID-19 Immunization Manual		**Department: DPU**
	Document Owner: Ministry of Health		**Work Standard originated:** MoH
	Date Prepared: September 30, 2021	**Last Revision:**	**Date Approved:**

Summary: Data quality assurance includes adding missing lot numbers to client immunization records. This work standard outlines the procedure of adding missing lot numbers when there was more than one available at the clinic the client attended.

Task Sequence	Task Definition
1.	Work Standards exist in the various jurisdictions for the entry of missing lot numbers. Follow these work standards for entry of missing lot numbers.
2.	If there are two possible lot numbers for a client: 1. Add client health card information into Client Number. 2. Select Health Card No. under Client Number Type. 3. Select Search.  ***For vaccination patients <u>without</u> HSN, you can search Client by entering Last Name and First Name and Click Search.***
3.	Select **Bolded Blue** Client ID number. Ensure the Last Name and First Name match your missing dose information. 
4.	1. Check to see which vaccine date has two possible lot #'s.

Task Sequence	Task Definition
	2. Click “Edit”  3. Select Include Expired Lots Box and Select one Lot # from drop down menu indicated on spreadsheet.  4. In Comment Section Type: Alternate Lot # (*Example: Alternate Lot #: 123456*) 5. Select Update