# Tips for Ensuring ASIIS COVID-19 Data Quality

Receive doses into ASIIS inventory before administering to patient
- When shipment arrives, open immediately
- Compare packing slip with contents in box and ASIIS order
- If you administered doses before receiving them into your ASIIS inventory, contact the AIPO immediately
- Check lot number
- Check manufacturer
- Check expiration date
    - ASIIS may have a placeholder expiration date of 12/31/2069, which must be changed to the correct expiration date
    - Pfizer expiration date - on vial and tray
    - Moderna expiration date - QR code or look up lot number
    - Janssen expiration date - QR code or look up lot number
- Select funding source "PAN" for all COVID-19 vaccines
- Do not reject doses
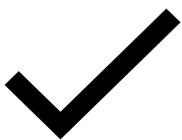
Ensure lot number, expiration date, manufacturer, funding source, NDC/CVX/CPT in EMR are accurate
- Arizona specific HL7 reporting information
- CDC CVX/CPT code resources
- Allow 24 hours for HL7 data transfer

Use Dose Accountability Log and/or Lot Tracking Log to help keep track of doses administered
- Go to azdhs.gov/vfc then "Operations Guide and Resources"
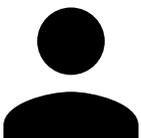
Ensure Patient Data Accuracy
- Check patient's name (use legal name, not nicknames)
- Check date of birth
- Check address

Common Errors

Lot number typos

- 5 and S
- 2 or Z
- 4 or A
- G or 6
- 1 or i
- 0 or O
- Extra numbers or letters
- Missing numbers or letters
- Lot number 1/Lot number 2 - Due to not receiving lot numbers correctly in ASIIS when a shipment contains 2 lot numbers of the same vaccine type
- Transposed numbers and letters
- Extra numbers or letters
- Writing NDC number instead of lot number
- Writing lot number from the diluent instead of the vaccine box

Do not leave manufacturer, funding source, or lot number blank. Do not mark unknown. Any information left blank or marked unknown will not decrement from your inventory.

Attend the Dose Accountability Webinar

- More tips on troubleshooting ASIIS inventory issues
- Held on the 4th Tuesday of every month 12-2pm
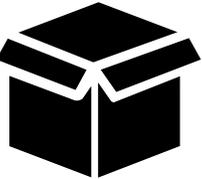- Follow these instructions to sign up

**Questions? Please contact the AIPO
602-364-3642
ASIISHelpDesk@azdhs.gov
https://azdhs.gov/vfc**

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ARIZONA DEPARTMENT OF HEALTH SERVICES

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- ADHS CVX/CPT code resource
- CDC CVX/CPT code resources
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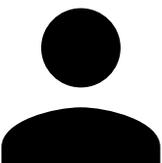
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Vaccine Errors

- Adult HepA and Pediatric HepA
- Adult HepB and Pediatric HepB
- HPV4 and HPV9
- Unspecified formula
- DTP and DTaP
- MenB and MenACWY
- PCV13 and PPSV23

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