

Immunization Barcode Scanning & Inventory Management

Linear vs 2D Data Matrix Barcodes

Each barcode has a maximum alphanumeric character capacity and is limited to a specific data set. The Linear code is limited to 48 characters, while the 2D Data Matrix has a 2,335-character limit.



The following data can be obtained from these vaccine barcodes:

Linear GS1:

- NDC
- CVX

2D Data Matrix:

- Lot Number
- Lot Expiration Date
- NDC
- CVX
- CVX Product Code

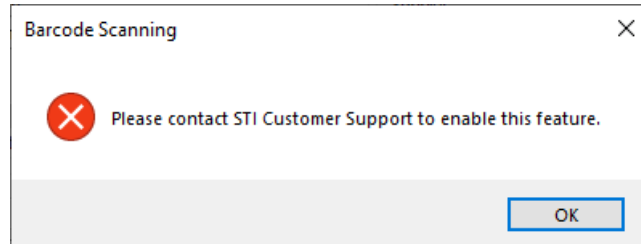
Barcode Scanner Configuration

Prior to using the barcode scanner in Clinical and Practice Manager your system needs to be enabled to use the barcode scanning functionality and you will need to setup and calibrate your barcode scanner for use in Clinical and Practice Manager. The setup and calibration of the barcode scanner only needs to be done once.

1. Contact STI Customer Support to enable your system for the barcode scanning functionality.

*****NOTE*****

If your system is not enabled for barcode scanning, whenever you click into a Scan Barcode field and attempt to scan barcodes for use with immunizations throughout the ChartMaker Medical Suite, a pop-up message will appear asking you to contact support to enable this feature, and the barcode scanning will not work.



2. After your system has been activated to use the barcode scanning functionality, plug the scanner into its corresponding computer and follow the prompts to install the appropriate drivers and complete the scanner setup.
3. Navigate to the **Barcode Scanner Configuration** screen in either Practice Manager or Clinical to calibrate the scanner to work with the ChartMaker® Medical Suite.

In Clinical, click **Chart > Registries > Immunization > Barcode Scanner Configuration**.

In Practice Manager, click **Administration > Registries > Immunization > Barcode Scanner Configuration**.

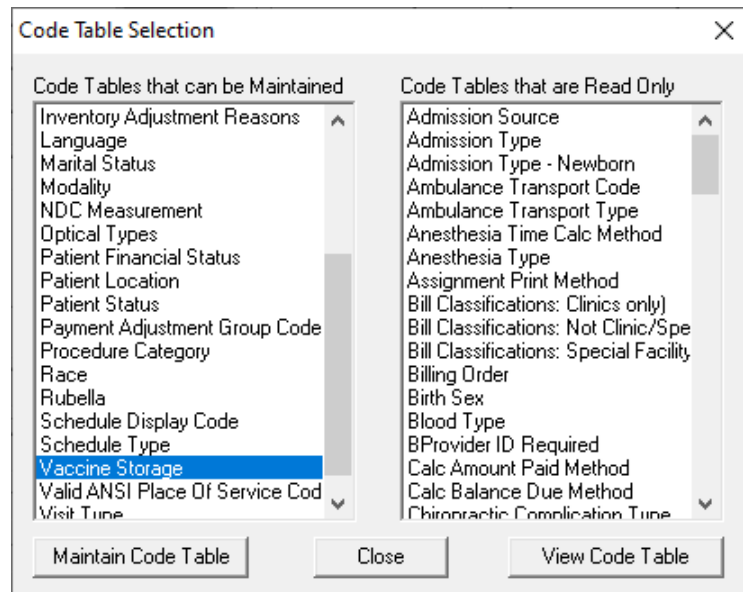
4. In the Barcode Scanner Configuration dialog, scan **the QR Code** to configure your scanner for use with ChartMaker® Medical Suite. The scanner will respond with a series of beeps. Your scanner is now ready to be used for data entry.



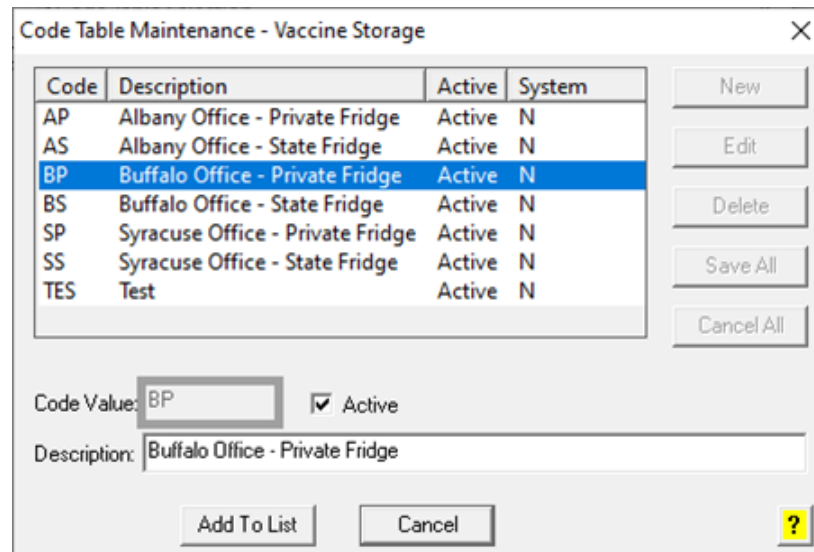
Vaccine Storage Code Setup

Although this step is not required for using the barcode scanning functionality, it is required to take advantage of the inventory decrementing and tracking feature. Use the following steps to set up Vaccine Storage units.

1. In Practice Manager, click **Administration > Code Tables > Codes**.
2. On the left side under **Code Tables that can be Maintained**, select **Vaccine Storage**, and click the **Maintain Code Table** button.



3. Click the **New** button, then enter the **Code Value** and **Description** for this storage unit in the corresponding fields, and then click the **Add To List** button.

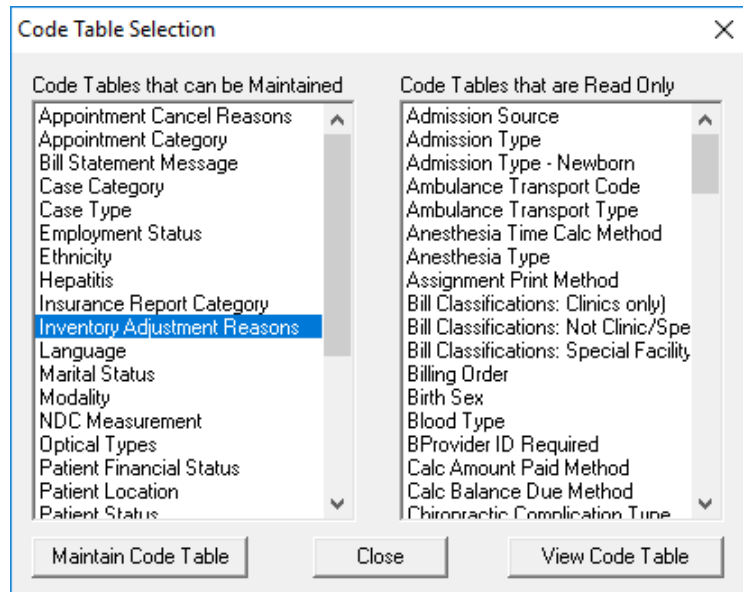


4. Repeat step 3 to add any additional Vaccine Storage units, as needed.
5. When finished, click the **Save All** button.
6. In the Code Table Selection dialog, click the **Close** button.

Inventory Adjustment Reason Code Setup

The ChartMaker Medical Suite has the most common Inventory Adjustment Reason codes preloaded for you. Examples of the system defined codes are damaged vial, expired product, product transfer, and shipment received. Use the following steps to add additional codes that may be needed for your office.

1. In Practice Manager, click **Administration > Code Tables > Codes**.
2. On the left side under **Code Tables that can be Maintained**, select **Inventory Adjustment Reasons**, and click the **Maintain Code Table** button.



3. Click the **New** button, then enter the **Code Value** and **Description** for this inventory adjustment reason in the corresponding fields, and then click the **Add To List** button.

The 'Code Table Maintenance - Inventory Adjustment Reasons' dialog box contains a table of existing codes and fields for adding a new one. The table lists codes like DVI (Damaged vial), EXP (Expired product), PAY (Payback vaccine), PRT (Product transfer), REF (Patient/caregiver refused), SHR (Shipment received), SYS (System adjustment), and VOL (Insufficient volume in vial). Below the table are fields for 'Code Value' (set to TRA), 'Active' (checked), and 'Description' (set to 'Transfer to remote office'). Buttons for 'New', 'Edit', 'Delete', 'Save All', 'Cancel All', 'Add To List', and 'Cancel' are also present.

Code	Description	Active	System
DVI	Damaged vial	Active	N
EXP	Expired product	Active	N
PAY	Payback vaccine	Active	N
PRT	Product transfer	Active	N
REF	Patient/caregiver refused	Active	N
SHR	Shipment received	Active	N
SYS	System adjustment	Active	Y
VOL	Insufficient volume in vial	Active	N

Code Value: ☒ Active
Description:

7. Repeat step 3 to add any additional Inventory Adjustment Reasons, as needed.
8. When finished, click the **Save All** button.
9. In the Code Table Selection dialog, click the **Close** button.

Procedure (CPT) Setup

Although this step is not required for using the barcode scanning functionality, it is highly recommended that you set up your procedures with the Manufacturer and barcode data to reduce manual data entry and take advantage of the full functionality this scanning feature has to offer. Use the following steps to associate a Manufacturer and barcode data for a procedure code.

1. In Practice Manager, click **Administration > Transaction Tables > Procedure**.
2. In the IH Code field, enter the **CPT Code** associated with the vaccine barcode.
3. In the Procedure dialog, click the **Immunization** button.
4. In the Manufacturers and Lot Numbers for this Procedure section, click the **New** button.
5. Click inside the Scan Barcode box and then scan the barcode that is found on the vaccine vial or syringe.

Immunization Manufacturers & Lot Numbers

[Visit CDC's CPT Mapped to CVX List](#)

Procedure: 90696 DTaP

CPT4 Code: 90696

CVX Code: 130 DTaP-IPV **VIS**

Manufacturers and Lot Numbers for this Procedure:

Lot Expiration	Manufacturer	Lot Number	Storage Unit(s)	Funding	CVX
10/6/2024	Abbott Laboratories	123456		Private funds	130
10/6/2024	Abbott Laboratories	123456		State funds	130

New **Edit** **Delete** **Close**

Vaccine Lot Information

[Visit CDC's Manufacturer's Product Mapped to CVX List](#)

Manufacturer: Abbott Laboratories

Trade Name:

When left blank, the Product CVX Code will inherit the Procedure level CVX Code for the Manufacturer.

Product CVX Code: 130 DTaP-IPV

Lot Number: 512152211 Lot Expiration: ☒ 02/15/2025

Funding: Private funds

Click here and scan barcode

Inventory

Storage	Quantity	Reorder Point
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New **Edit** **Delete**

Save **Cancel**

6. Based on the barcode type (Linear vs 2D), information will populate in the applicable fields. See the Linear vs 2D Data Matrix Barcodes section above for specific fields. You can then fill in any remaining fields (Manufacturer, Lot Number, Lot Expiration and Funding Source). The more information entered here, the less will need to be entered in the Immunization Entry screen.

CVX NOTE

If the CVX code obtained from the barcode mapping is different than what is configured for the CPT code, a warning will prompt the user with a confirmation message asking if this code should be overwritten.

7. To add inventory for this vaccine lot, click the **New** button in the Inventory section of the dialog. Please keep in mind adding inventory stock is not required for using the barcode scanning functionality, it is required if you want to take advantage of the inventory decrementing and tracking feature.
8. In the **Inventory Management** dialog, enter the **Storage Unit**, **Reorder Point** quantity, **Adjustment Reason**, and the **Adjustment** amount, and then click the **Save** button.
 - **Storage Unit**: select the storage unit for this adjustment.
 - **Reorder Point**: enter the number of units at which point an order should be placed for more.
 - **Adjustment Reason**: enter the reason for the adjustment (shipment received, etc.).
 - **Adjustment (+/-)**: enter the number of units for the positive adjustment.
 - **New Quantity**: sum of current Quantity. This value will increase or decrease based on the Adjustment (+/-) field.
 - **Comment**: Enter a comment for this adjustment, if needed.

The screenshot shows the 'Inventory Management' dialog box. It contains the following fields and controls:

- Storage Unit**: A dropdown menu with 'Albany Office - State Fridge' selected and a search icon.
- Reorder Point**: A numeric input field with '25' and a spinner.
- Adjustment Reason**: A dropdown menu with 'Shipment received' selected and a search icon.
- Current Quantity**: A numeric input field with '0'.
- Adjustment (+/-)**: A numeric input field with '25.00' and a spinner.
- New Quantity**: A numeric input field with '25.00'.
- Comment**: A text area for entering a comment.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

9. Repeat steps 7 and 8 to add additional inventory for this vaccine lot, if needed.
10. When finished, in the Immunization Manufacturers & Lot Numbers dialog, click the **Save** button, and then click the **Close** button.
11. In the Procedure screen, click the **Save** button.

*****NDC NOTE*****

To auto populate the NDC in the Immunization Entry screen, it must be added manually at the procedure code level or by scanning the barcode in the entry screen.

Please note that if multiple records are added, for example you have the same lot number entered twice; one for State and one for Private funding, the last record added will be the default when used on the immunization entry or order procedure dialogs.

Immunization Entry Screen

Use the following steps when entering an immunization in the Immunization Entry dialog in Practice Manager, or the Order Procedure dialog in Clinical.

1. In the Immunization Entry or the Order Procedure dialog, you can select the appropriate record under the Manufacturers and Lot Numbers for this Procedure and the information you entered in the Immunization Manufacturers & Lot Numbers dialog for the procedure will populate.
2. Or you can click the Scan Barcode box and scan the vial or syringe. Please remember if you use this option, the data that can be prefilled will be limited based on the data contained in the barcode.
3. Use the associated barcodes provided for **Dose**, **Route**, **Site**, **Administered By**, and **VFC Eligibility**, if applicable. Do note, your cursor does not have to be in the field that you are scanning, the program will recognize the data and populate in the correct field for the code that is scanned. This procedure is the same regardless, if the immunization data is entered in Clinical or Practice Manager.

NOTE

Supplemental barcodes for Administered By can be created upon request.

CVX NOTE

If the CVX code obtained from the barcode mapping is different than what is configured for the CPT code, a warning will prompt the user with a confirmation message asking if this code should be overwritten.

NDC NOTE

To auto populate the NDC in the Immunization Entry screen, it must be added manually at the procedure code level or by scanning the barcode in the entry screen.

Immunization Entry Screen – PM

Immunization Entry

Procedure: 90674 Flu Service Date: 07/08/2024

Lot Expiration	Manufacturer	Lot Number	Storage Unit(s)	Funding
12/23/2024	Seqirus	512225555	AP, AS, BP, BS, SP, SS	State fund
6/1/2025	Seqirus	LOT123456	AP, AS, BP, BS, SP, SS	Private fur
7/8/2025	Barr Laboratories	sf8898999	AS	Private fur

Click a Manufacturer row above to fill the immunization entry fields below.

Immunization

Provider: Mfr: Seqirus Lot #: 512225555 Expires: 12/23/2024 VFC Elig: Disease Immunity Historical Source: New immunization record

NDC Code: 12345678900 (P) CVX Code: 171 Storage Unit: Funding: State funds Administered By: CMaker Administrator Facility:

Dose: mL Route: Site:

Immunization Consent

First Name: ASHLEY Last Name: TEST Relationship: Consent Date: 07/08/2024

Save Cancel

Immunization Entry Screen - CM

Order Procedure

Procedure: Flu Order Date: 07/05/2024 14:25:34

Procedure Modifiers: []

Procedure Diagnoses (select 5 max.)

#	ICD10	Description
1	R53.83	Other fatigue

SNOMED Selection

Double click an item or Search to add a SNOMED code.

Item Description	Apply	SNOMED
Flu		

User Defaults: Save Restore

SNOMED: Search Delete

Manufacturers and Lot Numbers for this Procedure

Lot Expiration	Manufacturer	Lot Number	Storage Unit(s)	Fundin
12/23/2024	Seqirus	512225555	AP, AS, BP, BS, SP, SS	State f
6/1/2025	Seqirus	LOT123456	AP, AS, BP, BS, SP, SS	Private

Click a Manufacturer row above to fill the immunization entry fields below.

Immunization

Provider: Jones, Sam

Mfr: Seqirus

Lot #: 512225555 Expires: 12/23/2024

VFC Elig: []

NDC Code: 12345678900 (P)

CVX Code: 171

Storage Unit: []

Funding: State funds

Dose: [] mL

Route: []

Site: []

Administered By: CMaker Administrator

Facility: Albany Office

Immunization Consent

First Name: [] Relationship: []

Last Name: [] Consent Date: 07/08/2024

Consent for Immunization: []

Procedure Not Performed: [] Edit...

Queue Charge: [x]

Create Order: [] Send To: []

Initial order created outside of Clinical: []

Help OK Cancel

Supplemental Barcodes

Use the Dose, Route, Site, Administered By (available upon request), and VFC Eligibility barcode documents provided to your office to scan in this data.

Your cursor is not required to be in the field you are scanning. The program will recognize the scanned data and appropriately fill its associated field.

DOSE BARCODES



0.1 mL

0.2 mL

0.25 mL

ROUTE BARCODES



Intramuscular

Subcutaneous

Vaccine Inventory Report

The Vaccine Inventory Report allows you to easily view the inventory for all vaccines lots configured in the system without having to access each procedure to view the inventory information.

- This report can be accessed in either Practice Manager or ChartMaker.
 - Practice Manager: **Add-Ins > Clinical > Immunizations > Vaccine Inventory Report.**
 - ChartMaker: **Reports > Vaccine Inventory.**
- Click any specific column heading you want to sort the immunization inventory by, and/or select by a specific **Immunization**, **CPT Code**, **Manufacturer**, **Lot #**, **Funding**, and/or **Storage** unit via the corresponding drop-down list.
- Check the **Immunizations that need to be reordered** option if you would like to include immunizations whose inventory amount is below the reorder point. When Quantities are below the Reorder point, they will appear in red.
- Check the **Include expired immunization lots** option if you would like to include immunization lots that are past the expiration date. When the Include expired immunization lots option is checked, expired vaccine lots will appear in red.

 Vaccine Inventory Report

☐ Immunizations that need to be reordered ☐ Include expired immunization lots

Immunization	CPT Code	Manufacturer	Lot #	Expiration	Funding	Storage	Quantity*
DTap	90696	Abbott Laboratories	512152211	02/15/2025	Private funds	Syracuse Office - Private Fridge	25.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Albany Office - Private Fridge	25.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Albany Office - Private Fridge	20.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Albany Office - State Fridge	20.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Albany Office - State Fridge	18.00
Flu	90674	Barr Laboratories	#8898999	07/08/2025	Private funds	Albany Office - State Fridge	25.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Buffalo Office - Private Fridge	47.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Buffalo Office - Private Fridge	20.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Buffalo Office - State Fridge	20.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Buffalo Office - State Fridge	50.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Syracuse Office - Private Fridge	14.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Syracuse Office - Private Fridge	20.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Syracuse Office - State Fridge	17.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Syracuse Office - State Fridge	15.00

*Double-click quantity amount to make an adjustment

Patient Reconciliation

Immunizations administered

From: 6/ 8/2024 To: 7/ 8/2024

Reconcile

☒ Selected items ☐ All items

Reconcile

Refresh Save Report Close

- Click the **Refresh** button to query the system and display any newly added or modified vaccine information.
- Click the **Save Report** button to save the currently configured report as a PDF file.
- When finished, click the Close button to exit the Vaccine Inventory Report dialog.

Reconcile Vaccine Inventory

The Reconcile button on the Vaccine Inventory Report provides a listing of all patient accounts who were administered a specific Lot and Storage to easily reconcile the Quantity on hand totals between ChartMaker and your physical counts.

1. Enter the **Immunization administered From and To** dates. The default range is one month.
2. Select the desired row and then select the **Reconcile** button.

Vaccine Inventory Report

☐ Immunizations that need to be reordered ☐ Include expired immunization lots

Immunization	CPT Code	Manufacturer	Lot #	Expiration	Funding	Storage	Quantity*
DTap	90696	Abbott Laboratories	512152211	02/15/2025	Private funds	Syracuse Office - Private Fridge	25.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Albany Office - Private Fridge	25.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Albany Office - Private Fridge	20.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Albany Office - State Fridge	20.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Albany Office - State Fridge	18.00
Flu	90674	Barr Laboratories	af8898999	07/08/2025	Private funds	Albany Office - State Fridge	25.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Buffalo Office - Private Fridge	47.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Buffalo Office - Private Fridge	20.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Buffalo Office - State Fridge	20.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Buffalo Office - State Fridge	50.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Syracuse Office - Private Fridge	14.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Syracuse Office - Private Fridge	20.00
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Syracuse Office - State Fridge	17.00
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Syracuse Office - State Fridge	15.00

*Double-click quantity amount to make an adjustment

Patient Reconciliation

Immunizations administered

From: 6/ 8/2024 To: 7/ 8/2024

Reconcile

☒ Selected items ☐ All items

Reconcile

Refresh Save Report Close

3. The Patient Vaccine Reconciliation Report will contain a listing of all patient accounts that were administered with that specific lot and storage unit.

Patient Vaccine Reconciliation Report

Immunizations administered from 6/8/2024 to 7/8/2024

Date	Account#	CPT	Lot #	Storage Unit	Dose	Primary Insurance	VFC Eligibility	Funding	Given By
07/01/2024	536348	90674	512225555	Syracuse Office - State ...	0.3 mL		VFC Eligibility not deter...	State funds	LJ
07/02/2024	551777	90674	512225555	Syracuse Office - State ...	0.3 mL		Not VFC Eligible	State funds	LouiseB
07/08/2024	10084	90674	512225555	Syracuse Office - State ...	0.40 ...	Horizon NJ BS	Under Insured	State funds	SYSADMIN
07/08/2024	518377	90674	512225555	Syracuse Office - State ...	0.5 mL	Horizon NJ BS	Not VFC Eligible	State funds	SYSADMIN

Lot#	Storage Unit	Total Quantity Administered
512225555	Syracuse Office - State Fridge	3

Save Report Close

4. When finished, select **Close** or save the report by selecting the **Save Report** button.

To Note:

- When an Immunization CPT is added to a patient's chart, the inventory Quantity on hand is subtracted accordingly.
- When an Immunization CPT is deleted from the patients note, or the entire note is deleted from the chart, the inventory is automatically added back to the Quantity on hand total and these accounts are removed from the Reconciliation Report.
- When a previously entered Immunization CPT is marked as procedure not preformed, these corrections will be noted in red on the Patient Vaccine Reconciliation Report.
- The only situation that **CANNOT** be autocorrected is when an immunization CPT is added to a patient chart and saved. The Quantity on hand is decremented, correctly. If this previously administered immunization is then edited and marked as Historical or Disease Immunity and Procedure not Performed, the user **MUST** adjust the Quantity on hand manually. The program is unable to automatically add back in this value.

Adjusting Vaccine Inventory

Use the following steps for adjusting vaccine inventory, such as adding new stock or subtracting broken or lost vials. Inventory can be managed from either the Procedure Manufacturers & Lot Numbers dialog or directly from the Vaccine Inventory Report.

Procedure Immunization Manufacturers & Lot Numbers Dialog:

1. In Practice Manager, click **Administration > Transaction Tables > Procedure**.
2. In the IH Code field, enter the **CPT Code** associated with the vaccine barcode.
3. In the Procedure dialog, click the **Immunization** button.
4. In the Manufacturers and Lot Numbers for this Procedure section, highlight the desired lot record and click the **Edit** button.
5. Under the Inventory section at the bottom of the screen, select the desired Storage unit and then select the **Edit** button.
6. On the **Inventory Management** screen, enter the **Adjustment reason** and the **Adjustment (+/-)** amount.
 - **Adjustment Reason:** Enter the reason for the adjustment (Shipment received, Expired product, Damaged vial, etc.).
 - **Adjustment (+/-):** Enter the number of units for the positive or negative amount.
 - **Positive Number:** To indicate a positive adjustment, enter the number to add the current quantity on hand.
 - **Negative Number:** to indicate a negative adjustment amount, enter a “-“ before the number, e.g., “-50.00”. Using this option will subtract this value from the current quantity on hand.
 - **New Quantity:** sum of current Quantity. This value will increase or decrease based on the Adjustment (+/-) field.

Inventory Management

Storage Unit: Albany Office - Private Fridge

Reorder Point: 10

Inventory Adjustment

Adjustment Reason: Expired product

Current Quantity: 20.00

Adjustment (+/-): -2.00

New Quantity: 18.00

Comment:

Save Cancel

7. When finished, select the **Save** button.
8. Select the **Save** button on the Immunization Manufacturers & Lot numbers dialog, then select the **Close** button.
9. When returned to the Procedure screen, select the **Save** button.

Vaccine Inventory Report:

1. Access the Vaccine Inventory Report either from Practice Manager or ChartMaker.
2. Double click the value in the Quantity column on the storage unit and CPT that needs to be adjusted.

The screenshot shows the 'Vaccine Inventory Report' window with a table of vaccine inventory. A red arrow points to the 'Quantity' column for 'Flu' at 'Syracuse Office - State Fridge', which has a value of 20.00. Below the table, the 'Inventory Management' dialog box is open, showing the 'Storage Unit' as 'Syracuse Office - State Fridge' and the 'Reorder Point' as 10. The 'Adjustment Reason' is set to 'Damaged vial', the 'Current Quantity' is 20.00, and the 'Adjustment (+/-)' is -1.00, resulting in a 'New Quantity' of 19.00.

Immunization	CPT Code	Manufacturer	Lot #	Expiration	Funding	Storage	Quantity*	Reorder Point
DTap	90696	Abbott Laboratories	512152211	02/15/2025	Private funds	Syracuse Office - ...	25.00	15
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Albany Office - Pr...	25.00	25
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Albany Office - Pr...	20.00	10
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Albany Office - St...	20.00	10
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Albany Office - St...	18.00	25
Flu	90674	Barr Laboratories	#8898999	07/08/2025	Private funds	Albany Office - St...	25.00	25
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Buffalo Office - Pr...	47.00	25
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Buffalo Office - Pr...	20.00	10
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Buffalo Office - St...	20.00	10
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Buffalo Office - St...	50.00	25
Flu	90674	Seqirus	LOT123456	06/01/2025	Private funds	Syracuse Office - ...	14.00	25
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Syracuse Office - ...	20.00	10
Flu	90674	Seqirus	512225555	12/23/2024	State funds	Syracuse Office - ...	20.00	10

Inventory Management

Storage Unit: Syracuse Office - State Fridge

Reorder Point: 10

Inventory Adjustment

Adjustment Reason: Damaged vial

Current Quantity: 20.00

Adjustment (+/-): -1.00

New Quantity: 19.00

Comment:

Save Cancel

3. On the **Inventory Management** screen, enter the **Adjustment reason** and the **Adjustment (+/-)** amount.
 - **Adjustment Reason:** Enter the reason for the adjustment (Shipment received, Expired product, Damaged vial, etc.).
 - **Adjustment (+/-):** Enter the number of units for the positive or negative amount.
 - **Positive Number:** To indicate a positive adjustment, enter the number to add the current quantity on hand.
 - **Negative Number:** to indicate a negative adjustment amount, enter a "-" before the number, e.g., "-50.00". Using this option will subtract this value from the current quantity on hand.
 - **New Quantity:** sum of current Quantity. This value will increase or decrease based on the Adjustment (+/-) field.
4. When finished, select the **Save** button.