Online Registry – Patient Level COVID-19 Lot Number Modifications

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We help you call the shots!

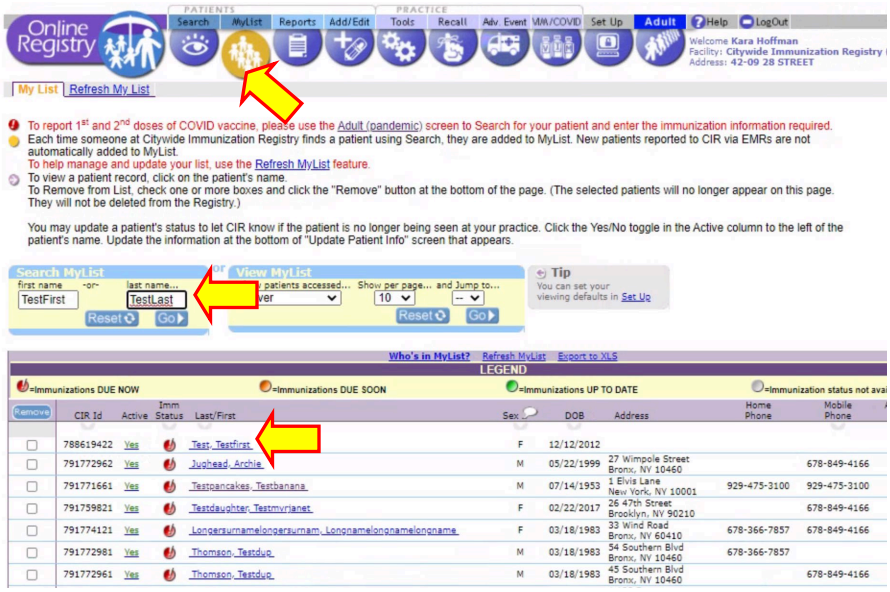
Incorrect Lot Number If you have already recorded a COVID-19 immunization event for a patient of your practice in the Online Registry and need to change the lot number associated with the patient's COVID-19 immunization event, please follow the steps below.

Note: If the incorrect lot number is assigned to multiple patients' COVID-19 immunization events, you will need to complete these steps for each individual patient.

1. Search for and select the existing patient record.

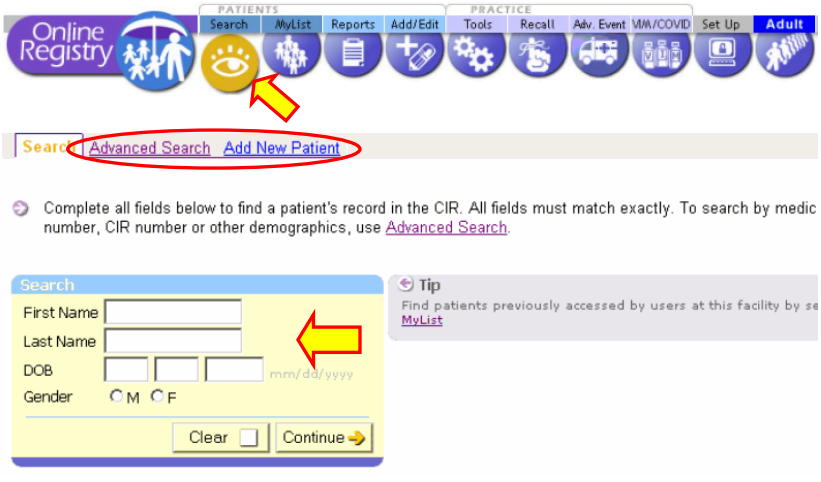
To search for a patient from **My List**:

- Click on the **My List** icon.
- Search for the patient by first and last name.
- Select the patient record by clicking on the patient's name in the list below.



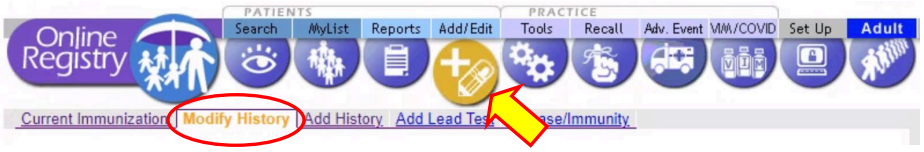
To search for a patient from **Search**:

- Click on the **Search** icon.
- Complete all search fields, then click Continue.
- You can also add new patients and perform an advanced search on this screen using the "Add New Patient" and "Advanced Search" tabs.



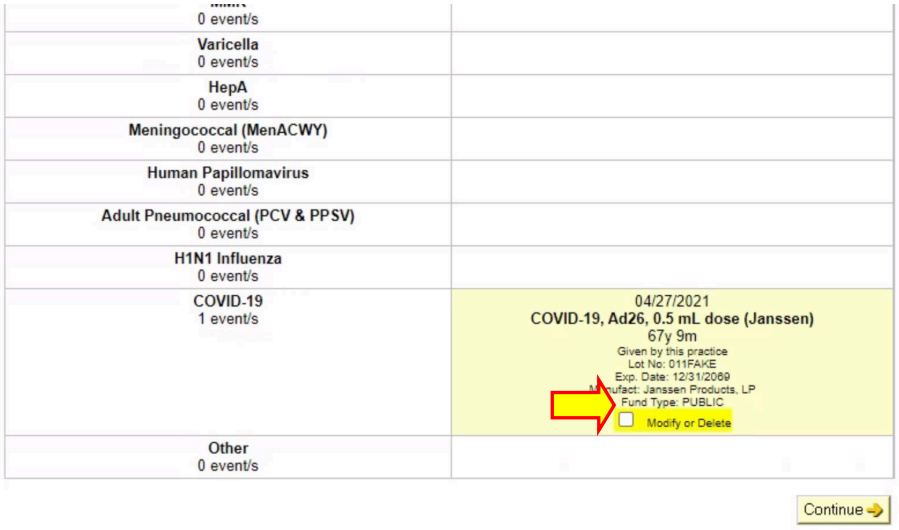
2. Search for and select the patient in **My List**.

3. Click on the **Add/Edit** icon, then the "Modify History" tab.

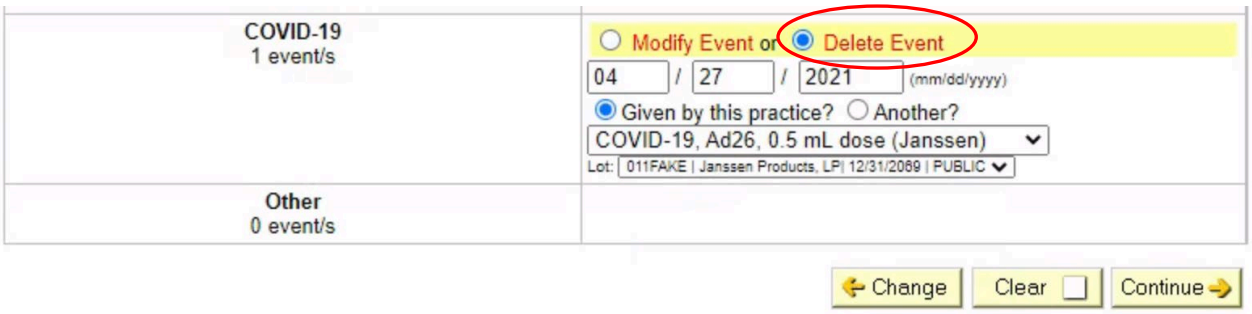


4. Scroll down to the COVID-19 immunization event. Check the box next to "Modify or Delete".

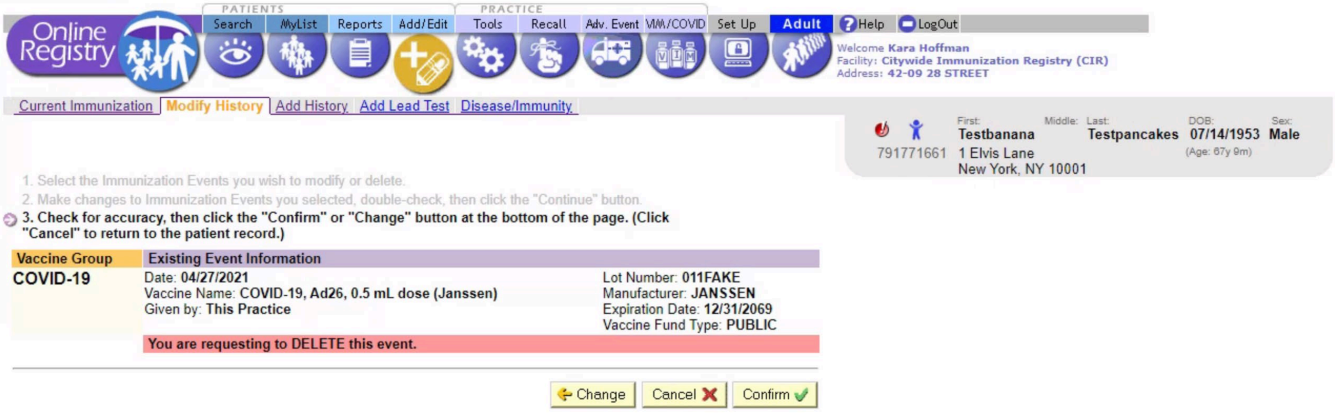
5. Click Continue .



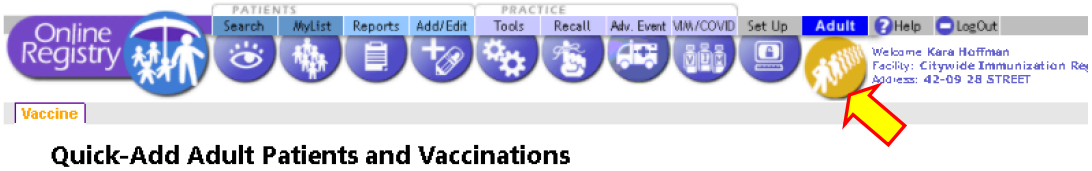
6. On the next screen click the bubble next to "Delete", then click Continue .



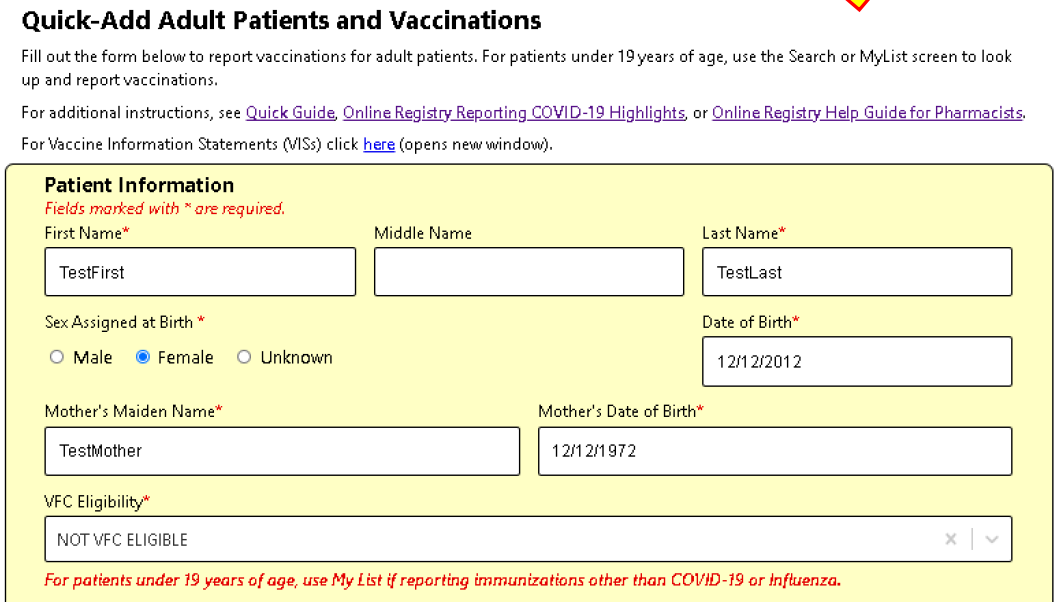
7. Confirm that the information on the screen is correct, then click Confirm .



8. Once the event is deleted, from the current screen click on the **Adult** icon.

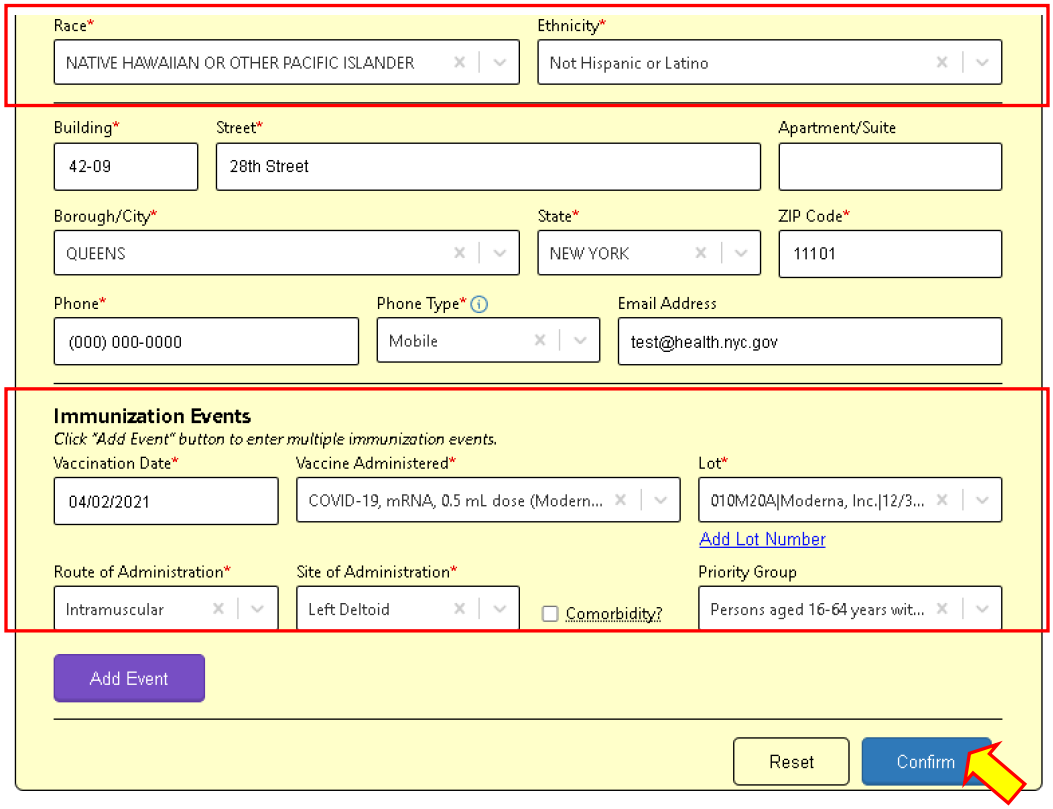


- Patient demographic information should already be filled in.
- If anything is missing, you can type it in here.
- The "Mother's Maiden Name", "Mother's Date of Birth", and "VFC Eligibility" fields will only show for patients under 19 years of age.



9. Scroll down and enter the patient's COVID-19 immunization information.

- Enter the patient's race and ethnicity.
- The "Vaccination Date" field will automatically default to today. Make sure to enter the correct date.
- Select the correct COVID-19 vaccine lot.
- Enter all COVID-19 vaccine administration information.



10. When you are finished entering the COVID-19 immunization event information, click "Confirm".