

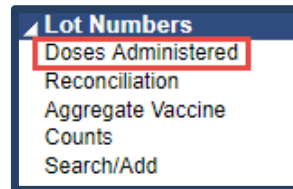
# Vaccine Doses Administered Report

## What is the Doses Administered Report?

The Doses Administered Report shows the number of vaccinations given by a facility during a reporting period (usually a one-month period). The report itemizes every dose of vaccine given by lot number and age range. This report is required for monthly submission for providers enrolled in the Childhood Vaccine Program that do not provide vaccine administration data in the Immunization Information System.

## How Can I Find and Run the Doses Administered Report?

1. Locate the **Lot Numbers Section** in the left hand menu.



a. Click on **Doses Administered**

b. Fill in the required details, including:

- ✓ Person completing the report
- ✓ Phone number
- ✓ Email
- ✓ Reporting month- Ensure that the reporting month aligns with the starting month of the date range. For example, if your vaccination date range is December 1 – December 31, the reporting month should be December. The reporting month options only include the last year of reporting timeframes.
- ✓ Vaccination date range- If you have entered a report before, this will auto populate through today’s date or up to 45 days. If you are new to reporting, use a calendar month period (e.g. December 1 - 31).
- ✓ Ensure the check boxes to the left of reporting month and vaccination date range are checked.

c. Click on **Create Report**

**Vaccine Administered Report**  
*This report must be submitted on a monthly basis*

**Reporter Information**

<b>Person Completing Report</b>	NICOLE PENDER
<b>Phone Number</b>	(360)453-1111
<b>Email</b>	nicole@clinic.com

**Instructions:**

1. **Reporting Month:** Select the report month from the drop down box. Select the month in which your date range starts.
2. **Vaccination Date Range:** The "From" date will autofill with the day following your last report submission.
3. **Lot Eligibility:** Select the correct funding type.
  1. Vaccines supplied by the state are considered publicly-supplied vaccines. To run a report for publicly-supplied vaccine: select PUB.
  2. To run a report for vaccines your clinic privately purchased, select PRVT.
4. Create report and review carefully before submission.

**Limit Report By**

<input checked="" type="checkbox"/> <b>Reporting Month</b>	December 2018
<input checked="" type="checkbox"/> <b>Vaccination Date Range</b>	From: 12/01/2018 Through: 12/31/2018
<input type="radio"/> <b>Organization (IRMS)</b>	IMPROVING COVERAGE ORG ( 100034 )
<input type="radio"/> <b>Organization (IRMS) Group</b>	--select--
<input type="radio"/> Do Not Limit	
<input type="radio"/> <b>Facility</b>	NICOLE'S ORDERING CLINIC
<input type="radio"/> <b>Facility Group</b>	--select--
<input type="radio"/> Do Not Limit	
<input type="checkbox"/> VFC PIN	--select--
<b>Funding Source</b>	PUB

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## Vaccine Doses Administered Report

### 2. Verify and submit the **Doses Administered Report**

- a. When the report displays, ensure the date range and the reporting month are correct. The Vaccination Date Range is listed at the top of the page under the report title. The reporting month is listed at the top left of the page under the organization and facility details.

**Washington State Vaccine Administered Report**  
Vaccination Date Range: 12/01/2018 - 12/31/2018

Organization (IRMS): 100034 - IMPROVING COVERAGE ORG  
 Facility: NICOLE'S ORDERING CLINIC  
 VFC Pin: 50001  
 Funding Source: PUB  
 Reporting Month: DECEMBER  
 Date Submitted:  
 Person completing report: NICOLE PENDER  
 Phone number: (360)453-1111  
 Email: NICOLE@CLINIC.COM

( ) Health Department  
( ) Non-Health Department

- b. Scroll to the bottom and click on **Edit**.
- c. Verify the lot numbers and enter the number of doses administered for each age group for the vaccination date range of the report.

Vaccine	Lot Number	< 1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Total
DTaP-Hep B-IPV	MG92G	0	0	0	0	0								0
	<b>Total</b>													0
DTaP-IPV	HB7L7				0	0								0
	<b>Total</b>													0

- d. Options at the bottom of the report:
  - ✓ **Cancel:** Make no changes, and close the window.
  - ✓ **Instructions:** Further details about the report.
  - ✓ **Edit:** Allows user to enter in administered doses by lot number and age range for the reporting timeframe.
  - ✓ **Save:** This will save the report but will not submit the report to the state
  - ✓ **Submit:** This submits the completed report to the state for review.

Cancel Instructions Edit Save Submit

3. Important Reminder: Always submit your Doses Administered Report before submitting the inventory report. The doses entered into the Doses Administered Report are subtracted from your inventory in the IIS once the report is submitted.



**Questions?** Contact the IIS Help Desk at 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov)