

What is the Vaccine 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 should be submitted monthly by providers enrolled in the Childhood Vaccine Program that *do not* provide vaccine administration data to the Immunization Information System.

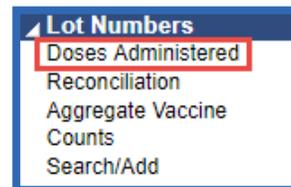
How Can I Find and Run the Vaccine Doses Administered Report?

1. Locate the **Lot Numbers Section** from the left menu.

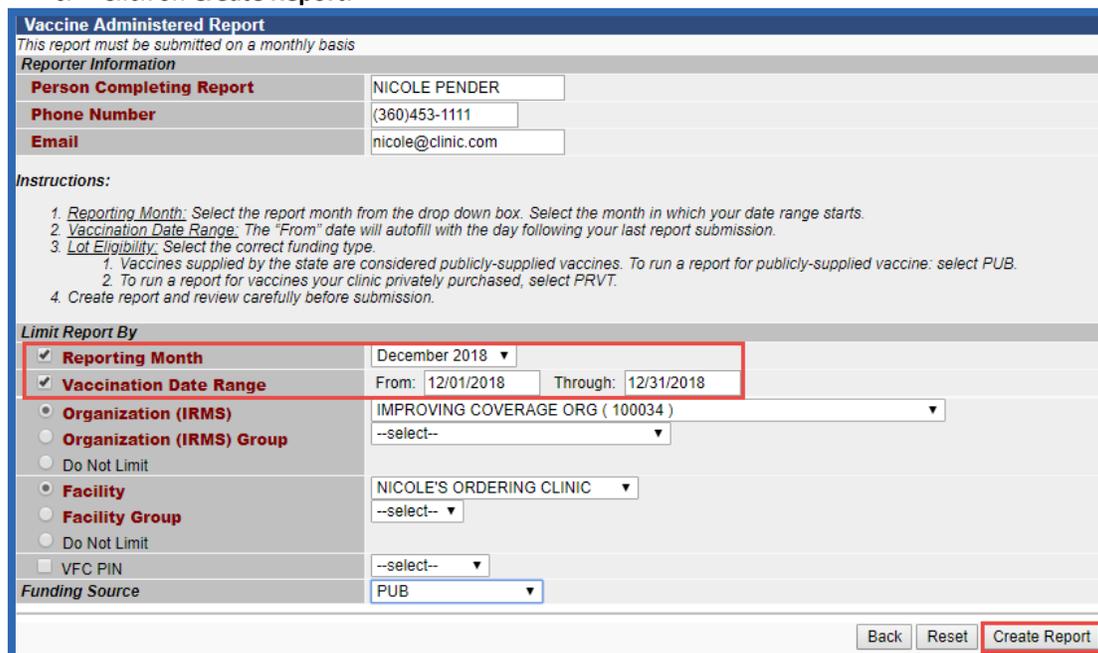
a. Click on **Doses Administered**.

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**.



A screenshot of the "Vaccine Administered Report" form. The form includes a header, reporter information, instructions, and a "Limit Report By" section. The "Limit Report By" section has several fields with red boxes around them: "Reporting Month" (December 2018), "Vaccination Date Range" (From: 12/01/2018, Through: 12/31/2018), "Organization (IRMS)" (IMPROVING COVERAGE ORG (100034)), "Facility" (NICOLE'S ORDERING CLINIC), and "Funding Source" (PUB). At the bottom right, there are "Back", "Reset", and "Create Report" buttons, with "Create Report" highlighted in red.

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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. Review the report carefully prior to saving or submitting your Vaccine Doses Administered Report.
 - c. Options at the bottom of the report:
 - ✓ **Cancel:** Make no changes and close the window.
 - ✓ **Instructions:** Further details about the report.
 - ✓ **Export:** Allows user to download a CSV spreadsheet of the report's data.
 - ✓ **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.
3. Important Reminder: Always submit your Doses Administered Report before submitting the inventory report. The doses entered in 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