

**QUICK REFERENCE GUIDE – VACCINE (DOSES) ADMINISTERED REPORT**

The Washington Vaccine (Doses) Administered report details the number of vaccinations given by a facility during a reporting period (usually a one month reporting range). The report itemizes every dose of vaccine given by lot number and age range.

**Step I – Find and Create the Doses Administered Report**

1. Select **Lot Number** → *Doses Administered*
2. Fill in:
  - a. Person Completing Report
  - b. Phone Number
  - c. Email
  - d. Vaccination Date Range From/To
  - e. Reporting Month
3. Click **Create Report**

**Step II – Verify and Submit the Doses Administered Report**

1. When the report displays, make sure to verify the date range that the report was run, as well as the reporting month
2. Verify that the lot numbers and vaccine doses administered for each age group is correct
3. The options at the bottom of the report are:

- **Cancel** – make no changes and close the window
- **Instructions** – view instructions on using the report
- **Export** – export the data in CSV format. Excel will open and display the data
- **Save** – save any changes made to the report. This allows the report to be further edited later (this is NOT submission of the report)

**Washington State Vaccine Administered Report**  
Vaccination Date Range: 03/01/2015 - 03/31/2015  
Publicly Supplied Vaccinations Only

Organization (IRMS): 1563 - ASOTIN COUNTY HEALTH DISTRICT  
Facility: ASOTIN COUNTY HEALTH DISTRICT  
VFC Pin: 151000  
Reporting Month: MARCH  
Date Submitted:  
Person completing report: SASHA DELEON  
Phone number: (360)236-3647  
Email: SASHA.DELEON@DOH.WA.GOV

( ) Health Department  
( ) Non-Health Department

Years Vaccine	Lot Number	< 1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Total
HPV, quadrivalent	1234TDH							0	0					0
	<i>Total</i>													0
Varicella	1066F		0	0	0	0	0	0	0					0
	<i>Total</i>													0

Note: An asterisk next to the lot number denotes a private lot number

Cancel Instructions Edit Save Submit

- **Submit** – submit the report once final changes have been made. Once this button is selected, the date for “Vaccine Administered Report Last Submitted” will update on both the Reconciliation page and the Create Order page
- **Edit** – manually edit the fields on the report to match actual doses administered. **This option is only available for aggregate reporters who do not manage their inventory through the IIS**