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.

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

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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.

   ![Image of Doses Administered Report]

   b. Verify the lot numbers and number of doses administered for each age group are correct.

   ![Table of Doses Administered Report]

   c. Choose one of the options at the bottom of the report:
      
      - **Cancel**: Make no changes, and close the window.
      - **Instructions**: Further details about the report.
      - **Submit**: This submits the completed report to the state for review.

      *Aggregate reporters also have Edit and Save buttons.*

   ![Options for Doses Administered Report]

   **Questions?** Contact the IIS Help Desk at 1-800-325-5599 or WAISHelpDesk@doh.wa.gov

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