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 March 15-April 15, the reporting month should be March. The reporting month options will only include the last year of reporting time frames.
      ✓ 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, we recommend selecting a calendar month period for ease of reporting (e.g. June 1-June 30).
      ✓ Ensure the check boxes to the left of reporting month and vaccination date range are checked.
   c. Click on Create 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.

   - **Cancel**: Make no changes, and close the window.
   - **Instructions**: Further details about the report.
   - **Submit**: This submits the completed report to your county or the state for review.

   *If you are an aggregate reporter you will also see the Edit and Save buttons.

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