



# Indiana State Department of Health Children and Hoosiers Immunization Registry Program - Quick Reference Guide

## Vaccine Doses Administered Report

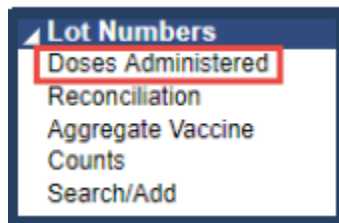
### What is the Doses Administered Report?

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.

### 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** shown in **red** in CHIRP, including but **not limited to**:

- ✓ **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 (i.e. December 1 - 31).
- ✓ Ensure you click the **check boxes** left of reporting month and vaccination date range

c. Click on **Create Report** (see **Figure 2** below)

Figure 2.

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

**Reporter Information**

**Person Completing Report** NICOLE PENDER  
**Phone Number** (360)453-1111  
**Email** 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**

**Reporting Month** December 2018  
 **Vaccination Date Range** From: 12/01/2018 Through: 12/31/2018  
 **Organization (IRMS)** IMPROVING COVERAGE ORG ( 100034 )  
 **Organization (IRMS) Group** --select--  
 Do Not Limit  
 **Facility** NICOLE'S ORDERING CLINIC  
 **Facility Group** --select--  
 Do Not Limit  
 **VFC PIN** --select--  
**Funding Source** PUB

Back Reset **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.

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

Vaccine	Lot Number	<1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Total
DT (pediatric)	01234	0	0	0	0	0								0
	Total													0
DTaP	111	0	0	0	0	0								0
	Total													0

- c. Choose one of the options at the bottom of the report, see **Table 1** below:

Table 1.

<b>Cancel</b>	Make no changes, and close window
<b>Instructions</b>	Further details about the report
<b>Submit</b>	Submit completed report to state for review
Aggregate reporters also have <b>Edit</b> and <b>Save</b> buttons	



**Questions?** Please Contact the CHIRP Help Desk at 1-888-227-4429 or email [chirp@isdh.in.gov](mailto:chirp@isdh.in.gov)