

How to Generate the VFC Doses Administered Report

1. Go to the Reports tab and click on the Vaccine link.
2. Choose VFC Doses Admin Report.
3. Enter a start date.
4. Enter an end date.
5. Choose vaccine purchase type: MI-VFC Funds.
6. Name the report in the Description field with the current month, day and year
7. Click the **Submit** button.

After clicking **Submit**, you are returned to the Home page. On the Home page, click on Retrieve Results under the Reports menu. Look for the current report that you just generated and click on the Report link to retrieve the report. The report will open in a PDF format (Adobe Reader.) Print and submit to your local health department.

Things to Remember with the *Doses Administered Report*:

- Enter all immunization encounters for the month before running a report.
- Always enter vaccine eligibility when adding an immunization encounter.
 - ✓ Select Historical when recording immunizations your office did not give.
 - ✓ Select Private Pay/Insurance when recording immunizations administered with non-VFC (private stock) vaccines.
- Keep a copy of the monthly report and give a copy to the local health department.

To view a list of individuals who received vaccine in the Doses Administered Report:

1. Go to the Vaccine Management/VIM menu/tab.
2. Click on the VACCINES ADMIN link.
3. Choose the vaccine to view from the drop-down list.
4. Enter a start date.
5. Enter an end date.
6. Select an eligibility type.
7. Click on the **Get Records** button.

The number of total doses administered will appear on the screen for the vaccine selected. To display the list of individuals who received this vaccine, click on the number under the specific age group and those individuals will be displayed.