



USIIS Doses Administered Report User Guide: Manual Entry

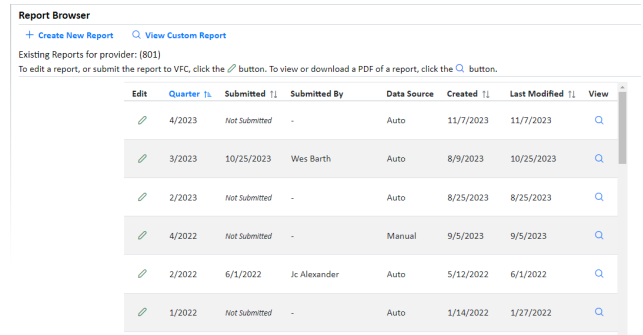
Effective: December 27, 2023

Effective December 27, 2023 the USIIS Doses Administered Report was updated. Included is a guide to provide assistance while navigating the new service.

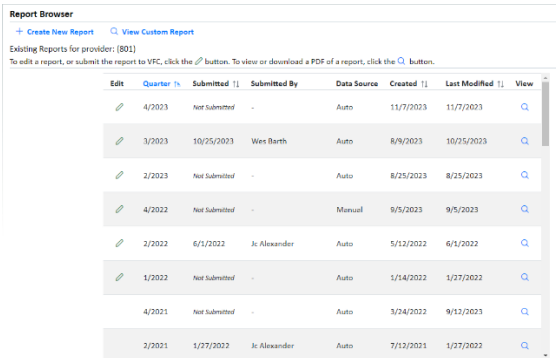
1 First, log into the USIIS portal and select 'Doses Administered Reporting'.



2 You will be directed to the Doses Administered Reporting Home Page.



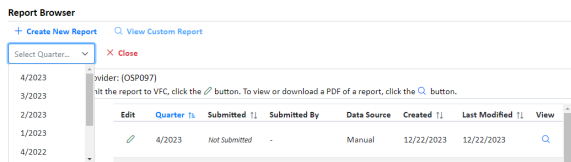
3 On the Home page; here you can view submitted reports, edit submitted reports and create new reports. To submit a new report, click '+ Create New Report'.



4 Tools to help navigate the Doses Administered Reporting Home Page:

- + Create New Report** Create, review and submit reports to VFC
- View Custom Report** View custom dated reports
- (Pencil) Edit/modify submitted report**
- View PDF version of submitted reports to VFC**
- Quarter** **Submitted** Toggle/sort, this can be done in Quarter, Submitted date, Created Date and Last Modified

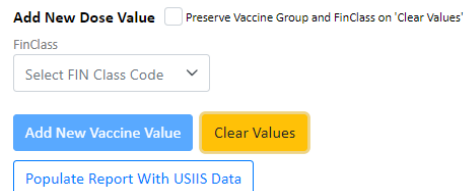
5 To create a new report click + Create New Report, select Quarter from the drop down menu:



If the report has been started and/or submitted, it will be highlighted, click the pencil icon to continue.



6 For new quarterly reports, after clicking + Create New Report, we recommend clicking 'Populate Report with USIIS Data'.



Note: VFC requires all providers submit immunization data to USIIS within 14 days of administration. This can be done by interface connection or manually entering into USIIS.



7 You can manually select the Fin Class, Vaccine Group and Age Group.

Note: If you select 'Populate Report With USIS Data', manually entered data will be replaced with USIS data.

For Manual Entry, click 'Preserve Vaccine Group and Fin Class'. This allows you to add all Vaccine and Age Groups for that Fin Class.

Add New Dose Value Preserve Vaccine Group and FinClass on 'Clear Values'

Next select 'Fin Class Code' from drop down:

Then select the 'Vaccine Group' from the drop down:

Then select the 'Age Group' from the drop down:

8 Enter how many doses were administered during the quarter in 'Dose Count':

Once the above steps are complete, click 'Add New Vaccine':

On the right-hand side, you will see the vaccine total for that age group:

Vaccines For Children

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	2	0	0	0	2

Repeat above steps to add all 'Fin Class', 'Vaccine Types' and 'Age Groups'.

Vaccines For Children

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	2	0	0	0	2
FLU	0	0	0	1	1
Hep A PED	0	3	0	0	3
MMR	0	0	0	1	1
Td	0	0	1	0	1
HPV	0	0	2	0	2
DTaP/IPV/HIB/HEP B	0	2	0	0	2
COVID	0	0	0	1	1

Always review and make corrections before submitting. Incorrect reporting can cause delays in order processing or orders to be denied.

Once you verify all doses are accounted, and the report is correct, simply click 'Submit report to VFC'.

Submit Report to VFC

9 You will need to acknowledge and click 'I Agree and Wish to Submit' to finalize and submit.

Submit Report To VFC ✕

I, Jennifer Green , certify under penalty of law the information contained in this report is accurate and true.

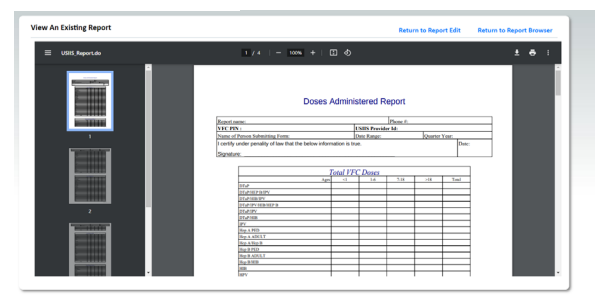
[I Agree and Wish to Submit](#) [Cancel](#)

If you click 'Cancel' your report will NOT be submitted. Reports MUST be submitted to avoid delays.

Note: Submitting a report with no information on the right-hand side reflects no doses were administered during the report timeframe.

10 You can view the PDF version, by clicking 'View PDF Report'

[View PDF Report](#)



11 Once you have successfully submitted your report, the status will updated from 'Saved' to 'Submitted'

Report Editor [Return to Report Browser](#)

Editing Report for Quarter: 4/2023 Report Status: **Submitted**

Add New Dose Value Preserve Vaccine Group and FinClass on 'Clear Values'

FinClass: VFC Vaccine Group: Hep A PED Age Group: Select Age Group

Dose Count: 0 [Add New Vaccine Value](#) [Clear Values](#)

[Populate Report With USIS Data](#)

Select a Fin Class For Details [Select All](#) [Clear Selection](#)

Vaccines For Children CHIP Underinsured

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	2	0	0	0	2
FLU	0	0	0	1	1
Hep A PED	0	3	0	0	3
MMR	0	0	0	1	1
Td	0	0	1	0	1
HPV	0	0	2	0	2
DTaP/IPV/HIB/HEP B	0	2	0	0	2
COVID	0	0	0	1	1

You can also verify, by clicking 'Return to Report Browser' and verify status in the list.

Edit	Quarter ↑	Submitted ↑↓	Submitted By	Data Source	Created ↑↓	Last Modified ↑↓	View
✎	4/2023	12/26/2023	Jennifer Green	Manual	11/7/2023	12/22/2023	🔍