



USIIS Doses Administered Report User Guide: Populate Report with USIIS Data *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.

Edit	Quarter	Submitted	Submitted By	Data Source	Created	Last Modified	View
	4/2023	Not Submitted	-	Auto	11/7/2023	11/7/2023	
	3/2023	10/25/2023	Wes Barth	Auto	8/9/2023	10/25/2023	
	2/2023	Not Submitted	-	Auto	8/25/2023	8/25/2023	
	4/2022	Not Submitted	-	Manual	9/5/2023	9/5/2023	
	2/2022	6/1/2022	Jc Alexander	Auto	5/12/2022	6/1/2022	
	1/2022	Not Submitted	-	Auto	1/14/2022	1/27/2022	

- 3** On the Home page; 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.



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Once you click 'Populate Report with USIIS Data', you will receive a pop up. Clicking 'Populate Report' will remove any data currently entered into the report.

Click 'Populate Report'

Populate Report with USIIS Data

This action will populate this report with data submitted to USIIS Immunize, manually or through an interface, based on patient age and financial class.

Click 'Populate Report' to proceed.

Note: Clicking 'Populate Report' will remove any data currently entered into the report. Click 'Cancel' if you do not wish to proceed.

[Populate Report](#) [Cancel](#)

We recommend verifying the immunization data matches your facility records. If discrepancies are located, make updates to records within your EHR or USIIS Immunize. Then repopulate the report.

Always review and make corrections before submitting.

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Once populated, vaccines totals will populate by the Financial Class reported for each dose reported in USIIS. This report can be viewed on the right-hand side.

If you do not see the totals, 'click' the available Fin Class to open the report feature:

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

☒ Vaccines For Children ☒ CHIP

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Review for accuracy. If discrepancies are located, we recommend updating the patient record then repopulating the Doses Administered Report. This will ensure accuracy throughout USIIS.

Vaccines For Children

Vaccine Group	<1	1-6	7-18	>18	Total
DTaP	0	0	0	1	1
FLU	0	0	0	1	1
MMR	0	0	0	1	1
COVID	0	0	0	1	1

CHIP

Vaccine Group	<1	1-6	7-18	>18	Total
IPV	0	0	0	1	1

Updating only the report will not change the immunization record. Vaccine administration can be verified if a custom report and may cause denials with orders or delays with annual enrollment.

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Once the report is verified accurate, click 'Submit Report to VFC'

[Submit Report to VFC](#)

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

[View PDF Report](#)

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

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
Edit	4/2023	12/22/2023	Jennifer Green	Auto	11/7/2023	12/22/2023	View