



# Run Report: Vaccines Added but not Administered

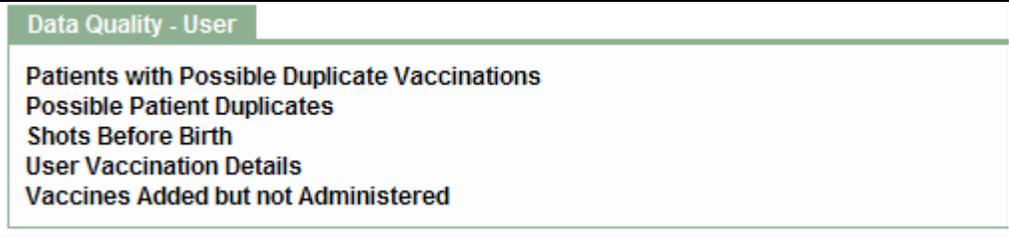
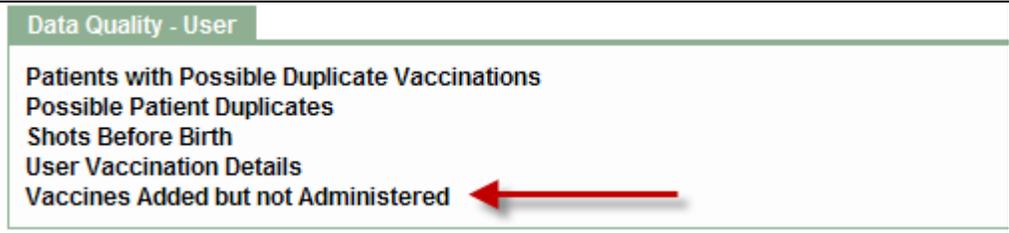
## When to use:

- ◆ On a weekly basis for data quality checking.
- ◆ Before reconciling in Full Inventory.

**Who should use:** Users who enter partial or full inventory; Office Managers; Supervisors

**Notes:** Results of this report mean:

- The first step- **ADD VACCINE**, was completed but the second step, **ADMINISTER VACCINE**, has not been completed.
- The vaccines on the report will not show up on the *Official Patient Immunization Record*.
- The vaccines on the report may or may not have actually been given to the patient.
- The vaccines on the report will not be deducted from your *Full Inventory*.

| STEPS   | ILLUSTRATIONS  |
|---|--|
| <p><b>Step 1:</b><br/>Click <b>REPORTS</b>.</p>                             |    |
| <p><b>Step 2:</b><br/>Scroll down to <i>Data Quality-User</i>.</p>          |  |
| <p><b>Step 3:</b><br/>Click <b>VACCINES ADDED BUT NOT ADMINISTERED</b>.</p> |  |



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| STEPS   | ILLUSTRATIONS |
|---|---------------|
| <p><b>Step 4:</b></p> <p>A. Select <i>Provider</i> and <i>Clinic</i>.</p> <p>B. Type <i>Vaccination Date Range</i>.</p> |               |
| <p><b>Step 5:</b></p> <p>Click <b>RUN REPORT</b>.</p>   |               |

| IF:  | THEN:   |
|--|---|
| <p><b>Report has results.</b></p>                                      | <p>Find out if the reported vaccines were actually given to the reported patients.</p>  |
| <p><b>Vaccines were actually given to those patients.</b></p>          | <p>Click <b>ADMINISTER VACCINES</b> on the patient's <i>Immunization</i> page and finish the Administer Vaccines process. See <a href="#">Add and Administer Vaccines Job Aid</a>.</p>  |
| <p><b>Vaccines were NOT actually given to those patients.</b></p>      | <ul style="list-style-type: none"> <li>A. Search for Patient.</li> <li>B. Click <b>IMMUNIZATIONS</b>.</li> <li>C. Click <b>DELETE</b> next to the syringe icon.</li> </ul>  |
| <p><b>Vaccines were NOT actually given due to patient refusal.</b></p> | <ul style="list-style-type: none"> <li>A. Click <b>ADMINISTER VACCINES</b> on the patient's <i>Immunization</i> page.</li> <li>B. Click <b>DID NOT ADMIN</b>.</li> <li>C. Select <b>REFUSAL REASON</b>.</li> <li>D. Click <b>UPDATE</b>.</li> </ul> |

**<THE END>**