DOSES ADMINISTERED REPORT

Doses Administered:

Starting May 1, 2012, you will record doses administered in EVI under the Doses: Doses Administered tab.

If you do not use an electronic medical record system, where you can extract your doses administered by Brand, Lot, Expiration date and appropriate age groups (0-18 and 19 and over), you may want to use the Tally and Physical Count Sheet to record your doses administered throughout the month.

Important:

- EVI does not allow you to skip a calendar month or combine Doses Administered for multiple months.
- To correctly capture your doses administered, make sure you have a system in place to record all doses administered by Brand, Pedi versus Adult (if applicable), Lot, Expiration date and appropriate age groups of 0-18 or 19 and over.
- EVI does not allow you to edit doses prior to May 2012.
- Effective May 15, TVFC requires you to record your doses administered and physical on hand count even if you do not wish to order, or if it is not your month to order.
- Starting May 1, 2012, EVI requires you to record your doses administered no more than two days before you place an order.
- EVI allows updating your account information/data more than once a month; however, you may want to limit your data entry for doses administered and reconciliation of your inventory to once a month to avoid duplication of reporting.
To record doses administered:

1. Hover over the Doses tab, and click on Doses Administered on the second drop-down menu.
2. From Date-To Date displays the From Date as the last time doses administered was saved in EPI and To Date defaults to current date.
3. 0-18 and 19 and over age groups: Record your doses in the appropriate age column by the Vaccine Brand, Presentation, NDC Lot, and Expiration.
4. If the age group you administered is 'grayed out,' you must select a Comment from the drop-down box.
5. After you record all doses, complete your first initial/last name/date in the Administered By text box.
6. Click save.
7. EPI refreshes the screen and you get a popup message box stating: "Doses Administered Saved Successfully."