



Cleaning Up Your **Vaccines Added But Not Administered Report** AKA “Syringe Report”

Why is it important to run this report and clean up the vaccines (“transactions”) listed?

1. The vaccines do not print on a patient’s Official Immunization Record, which could lead to over-immunization.
2. The vaccines do not show on any reports (Dosage, VFC, IZ Rates, etc) because this vaccine transaction is incomplete.

STEP 1 - RUN THE REPORT:

The screenshot shows the Nevada WebIZ interface. On the left, the 'Reports' menu is expanded, and 'Vaccines Added but not Administered' is circled in red. A red arrow points from this menu item to the 'Report Selection Criteria' dialog box. The dialog box contains the following fields:

- Provider ***: NEVADA WEBIZ TRAINING
- Clinic ***: NEVADA WEBIZ TRAINING CLINIC
- Vaccination Date Range ***: From: 09/01/2016 Through: 09/30/2016
- Output Type**: PDF EXTRACT - Delimiter: |

Buttons for 'Run Report' and 'Cancel' are visible at the bottom right of the dialog.

1. In the “Reports” section of Nevada WebIZ, under the “Data Quality - User” section, click on the “Vaccines Added but not Administered” report.
2. Select your provider and clinic name in the drop-down menu for “Provider” & “Clinic” fields.
3. Enter the date range for the vaccinations to include on the report for the “Vaccination Date Range” fields. (Note: To avoid overloading our servers and slowing down the Nevada WebIZ system, please **use a date range no longer than 3 months.**)



Nevada’s Statewide Immunization Information System Vaccines Added but not Administered

September 08, 2016

Provider = NEVADA WEBIZ TRAINING, Clinic = NEVADA WEBIZ TRAINING CLINIC, Vaccination Date From = 09/01/2016, Vaccination Date Through = 09/30/2016

Patient	DOB	Vaccination	Dose	Clinic	Date	Age	Created By
RON, RON (3462574)	01/01/2015	CPOX (Varicella)	1	NVWEBIZTR	09/08/2016	1Y 8M 7D	NVDATA-2 NVDATA-2
		DTaP-Hep B-IPV	1	NVWEBIZTR	09/08/2016	1Y 8M 7D	NVDATA-2 NVDATA-2
		MMR	1	NVWEBIZTR	09/08/2016	1Y 8M 7D	NVDATA-2 NVDATA-2

Patient Name and WebIZ Number	Vaccine	Date Administered
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STEP 2 – COMPLETE THE TRANSACTIONS (2 methods):

1. If the Date Administered is several months or longer in the past (lot number is currently no longer available):
 - A. Go to the patient’s **Immunization Screen** and **Delete** that vaccine.

Vaccine	Dose	Date	Age	Clinic		
DTaP/Td/Tdap						
DTaP-Hep B-IPV	1	09/08/2016	1Y 8M 7D	NVWEBIZTR		<input type="button" value="Delete"/>

- B. Then go to the **Add History Screen** and re-enter that same vaccine as **History** on the date it was originally administered.

2. If this is a recent vaccine and you still have the lot number active in your refrigerator:
 - If you are a **Type 2 Provider** - Go to **Clinic Vaccine Defaults** to make sure the vaccine / lot number/ expiration date is listed – if not, add it to this screen.
 - If you are a **Type 3 Full Inventory Tracking Provider** – Go to **Inventory On-Hand** to make sure the vaccine lot is listed – vaccines should ALWAYS be entered into the Inventory screen upon delivery to your office.

- A. Then go to the patients **Immunization Screen** and click **Select Action -> Administer Vaccines**.
- B.

Immunizations Home

Links

Add Vaccines

Administer Vaccines

Add History

View

DOB	Age	Reminder Date	History of Varicella?	Date of Varicella
<input type="text" value="01/01/2015"/>	<input type="text" value="1Y 8M 7D"/>	<input type="text"/>	<input type="text" value="NO"/>	<input type="text" value="MM/DD/YYYY"/>

Administer

Patient is VFC eligible (HH:MM A/P)

DTaP-Hep B-IPV

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | NDC | Brand *

(C) SKB | AAAA | 01/01/18 | VFC | 58160-0811-52 | PEDIARIX (0.5 ML 8D SYR X 10 SYR)

Did not Admin Body Site * Route * Dosage Refusal Reason

Delete

VFC:VFC Eligible: Uninsured

NOTE: The primary reason that you will get a Syringe is because you did not log your vaccine inventory FIRST, prior to administering vaccines. If this lot number line states “No Inventory Available” when you get to this screen, it will cause a Syringe!