

## How to Run a CIIS Dosage Report

This report generates a list of the number of vaccinations given by dose number within a vaccine series, by vaccine type, by funding source and by the patient's age at the time of vaccine administration. This report can be used to help you see how much vaccine your clinic has administered over a given time period and estimate how much vaccine to order for the future. For example, if you are pre-booking influenza vaccine, you can run this report to view how much influenza vaccine your clinic administered over the previous influenza season.

### Once you log into CIIS, do the following to run a *Dosage Report*:

**Step 1.** Click on the *Reports/Forms* module in the left-hand navigation bar.

**Step 2.** Next, scroll down and click on the *Dosage Report*. You will now be navigated to the *Dosage Report* screen where you can enter the report criteria.

The screenshot displays the CIIS web application interface. At the top, a purple header bar contains the text "PROVIDER: PHYLLIS MANUAL CLINIC, CLINIC: PHYLLIS MANUAL CLINIC". On the left side, there is a navigation menu with the CIIS logo at the top. The menu items are: Home, Patients, Immunizations, Inventory, Reports/Forms (highlighted with a green arrow), and Settings. Below the menu, the version "Version 13.8-1" and copyright "Copyright © 2001-2014" are visible. The main content area is divided into several sections: "Patients with Vaccine Refusals Vaccine Recall", "Coverage Statistics" (with a sub-section "Clinic Immunization Count Dosage Report" circled in red), "Healthcare Worker Immunizations Immunization Rates Patient Counts by Age and Insurance Source Vaccinations by Funding Source", "VFC Reports" (with sub-sections "Patients Aged Out of their VFC Eligibility Code", "VFC Category Patient Count Report", and "VFC Vaccination History"), and "Data Quality - User" (with sub-section "Data Quality, Statistics - Scheduled"). A yellow callout box on the right contains the text: "Step 1. Click on the 'Reports/Forms' module. Step 2. Next click on the 'Dosage Report.'"

**Step 3.** Enter the *Report Selection Criteria*.

- **Please note:** for Report Type, CIIS will default to *Specific Clinics*.
- Select your *Provider* and *Clinic* from the drop-down arrows if not already populated on the screen.
- Select the *Vaccine* that you want to view from the drop-down arrow. (You can select a single vaccine or *All Vaccines*.)
- Select the *Vaccination Date Range* (only vaccine doses administered during the date range you enter will be included in the report.)
- Select the *Funding Source* from the drop-down arrow. (You do have the option of selecting *All Funding Sources*.)

**Step 3. Enter the Report Criteria:**  
 Note: CIIS will default to "Specific Clinics" under the "Report Type" field.

Select your "Provider" and "Clinic" from the drop-down arrows.

Select the "Vaccine" that you want to view from the drop-down arrow. (You can select a single vaccine or "All Vaccines.")

Select the "Vaccination Date Range" (Only vaccine doses administered during the date range you enter will be included in the report.)

Select the "Funding Source" from the drop-down arrow. (You do have the option of selecting "All Funding Sources.")

**Step 4. Click the "Run Report" button.**

In this example of the *Dosage Report*, you can see the following output:

- The dose number within the vaccine series that was administered to the patient. In this example, one 6 year old and one 7-10 year old received their first dose of seasonal influenza.
- The age group breakdown of patients who received seasonal influenza doses.
- Because we selected "VFC" as the Funding Source in this example, the report only shows information for seasonal influenza doses administered from the clinic's VFC inventory.
- The total number of seasonal influenza vaccines administered from 9/30/2013 through 3/25/2014.

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**Dosage Report**

Report Type = Clinic, Provider = PHYLLIS MANUAL CLINIC, Clinic = PHYLLIS MANUAL CLINIC, Vaccine = Influenza, Seasonal, Vaccination Date Range = 09/30/2013 - 03/25/2014, Funding Source = VFC

Age Group	<1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Age Unknown	Total
<b>PHYLLIS MANUAL CLINIC</b>														
<b>Influenza, Seasonal (VFC Eligible) - Influenza, Seasonal Injectable</b>														
	1	0	0	0	0	1	1	0	0	0	0	0	0	2
		0	0	0	0	1	1	0	0	0	0	0	0	2
Clinic TOT	0	0	0	0	1	1	0	0	0	0	0	0	0	2