

Running the *Vaccines Added but not Administered Report*

Once you log in to CIIS, follow these steps:

PROVIDER: TRAINING PROVIDER TYPE 2, CLINIC: TRAINING PROVIDER TYPE 2

WELCOME TO THE
COLORADO IMMUNIZATION INFORMATION SYSTEM

Home
+ Patients
Immunizations
Reports/Forms
+ Settings

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Default Provider/Clinic

Provider
TRAINING PROVIDER TYPE 2

Clinic
TRAINING PROVIDER TYPE 2

News

[12/23/2011] - CIIS Tips and Tricks

CIIS Tips and Tricks

"Forgot your password" Feature: Did you know you can reset your own password in CIIS by utilizing the "Forgot your password" link located on the CIIS Log-in Screen? If you forget your current password, this helpful feature allows you to complete a few simple steps to reset your own password rather than having to submit a Log-in Request form to CIIS User Support.

Step 1: Click on the Reports/Forms link on the left side of the homepage.

PROVIDER: , CLINIC:

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+ CRA Quick Add
+ Inventory
Campaigns
Reports/Forms
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VFC Reports

VFC Category Patient Count Report
VFC Eligible Patients over age 18
VFC Vaccination History

Data Quality - User

Patients with Possible Duplicate Vaccinations
Possible Patient Duplicates
Shots Before Birth
User Vaccination Details
Vaccines Added but not Administered

Inventory Management - Vaccine

Inventory Adjustment Inquiry
Inventory On-Hand
Inventory Pending Transfers
Inventory Summary By Funding Source
Inventory Transaction Inquiry
Inventory Transfer Inquiry

Step 2: Scroll down to the Data Quality-User category of reports and click on the *Vaccines Added but not Administered* report link.

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- Patients
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Vaccines Added but not Administered

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page. i

Report Selection Criteria

Provider
TRAINING PROVIDER TYPE 2

Clinic
TRAINING PROVIDER TYPE 2

Clinic County

Vaccination Date Range
From: 11/10/2012 Through: 12/04/2012

Step 3: Select your Provider and Clinic.

Step 4: Select the Clinic County.

Step 5: Select the Vaccination Date Range

Step 6: Click on "Run Report."

Step 3: Select your *Provider* and *Clinic* from the drop-down arrow.

Step 4: Select the *Clinic County* from the drop-down arrow. (Please note: if you use this field, it is the county of the administering clinic and not the county of residence of the patient.)

Step 5: Fill in the *Vaccination Date Range* (Keep in mind, when entering a date range, Immunizations that have been added but not administered in CIIS will automatically be deleted 35 days after the immunization date.)

Step 6: Click on the *Run Report* button

Example of Report Results



Vaccines Added but not Administered

Provider = TRAINING PROVIDER TYPE 2, Clinic = TRAINING PROVIDER TYPE 2, Vaccination Date From = 11/10/2012, Vaccination Date Through = 12/04/2012

December 04, 2012

Patient	DOB	Vaccination	Dose	Clinic	Date	Age	Created By
Bird, Big (0000000)	01/01/2000	Hep A, Ped/Adol	1	TRP	11/26/2012	12Y 10M 25D	PHYLLIS Nurse
Duck, Donald (1112223)	09/21/2011	DTaP	1	TRP	12/04/2012	1Y 2M 13D	PHYLLIS Nurse
Monster, Cookie (2223331)	12/27/2005	DTaP	1	TRP	11/19/2012	6Y 10M 23D	PHYLLIS Nurse



Here is an example of the Vaccines Added but not Administered Report. It shows the vaccination that was added, but not administered along with the dose number in the series. The report is generated in a PDF document and can be printed or saved from CIIS.