

**PRIVATE PROVIDER'S MONTHLY REPORT OF VACCINE USAGE\*  
(REPORT STATE-SUPPLIED VACCINE ONLY)**

Reporting Period: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility PIN: \_\_\_\_\_

**MONTHLY INVENTORY REPORT**

VACCINE	Lot Number	Expiration Date	A	B	C	D	E	F	Variance (A+B-C-D-E-F)
			Beginning of Month Inventory	Doses Added (Orders Received/ Transferred In)	Doses Administered	Doses Expired/Wasted /Spoiled	Doses Transferred Out	End of Month Inventory (Actual Physical Count)	
DT (Ped)									
DTaP									
DTaP/IPV/HepB (Pediarix)									
DTaP/IPV/Hib (Pentacel)									
Hep A (Ped)									
Hep B (Ped)									
Hib									
HPV									
IPV									
MCV									
MMR									
MMRV									
PCV									
PPSV									
Rotavirus									
Td									
Tdap									
Varicella									
Influenza-PF (0.25mL) Pediatric (6-35 months)									
Influenza (5.0mL) Multi-Dose Vial									
Influenza-PF (0.5mL) Single Dose Presentation									
Influenza-PF (0.2mL) Intranasal Sprayer									

Use page 3 for additional vaccine lot numbers.

Explanation of all doses lost or gained in "VARIANCE" section above: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\* This Report Will Account For Vaccines Previously Issued And Is To Be Submitted Monthly. Failure To Submit Report On Time Could Jeopardize Future Vaccine Supplies.

**PRIVATE PROVIDER'S MONTHLY REPORT OF VACCINE USAGE\*  
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**DOSES ADMINISTERED REPORT**

VACCINE	DOSES ADMINISTERED BY AGE GROUP (years)													TOTAL DOSES ADMINISTERED
	< 1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Unknown	
DT (Ped)														
DTaP														
DTaP/IPV/HepB (Pediarix)														
DTaP/IPV/Hib (Pentacel)														
Hep A (Ped)														
Hep B (Ped)														
Hib														
HPV														
IPV														
MCV														
MMR														
MMRV														
PCV														
PPSV														
Rotavirus														
Td														
Tdap														
Varicella														
Influenza-PF (0.25mL) <small>Pediatric (6-35 months)</small>														
Influenza (5.0mL) <small>Multi-Dose Vial</small>														
Influenza-PF (0.5mL) <small>Single Dose Presentation</small>														
Influenza-PF (0.2mL) <small>Intranasal Sprayer</small>														

\_\_\_\_\_  
AUTHORIZED SIGNATURE

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Facility PIN: \_\_\_\_\_

**ADDITIONAL VACCINE LOT NUMBERS  
MONTHLY INVENTORY REPORT**

VACCINE	Lot Number	Expiration Date	A	B	C	D	E	F	Variance (A+B-C-D-E-F)
			Beginning of Month Inventory	Doses Added (Orders Received/ Transferred In)	Doses Administered	Doses Expired/Wasted /Spoiled	Doses Transferred Out	End of Month Inventory (Actual Physical Count)	
DT (Ped)									
DTaP									
DTaP/IPV/HepB (Pediarix)									
DTaP/IPV/Hib (Pentacel)									
Hep A (Ped)									
Hep B (Ped)									
Hib									
HPV									
IPV									
MCV									
MMR									
MMRV									
PCV									
PPSV									
Rotavirus									
Td									
Tdap									
Varicella									
Influenza-PF (0.25mL) Pediatric (6-35 months)									
Influenza (5.0mL) Multi-Dose Vial									
Influenza-PF (0.5mL) Single Dose Presentation									
Influenza-PF (0.2mL) Intranasal Sprayer									

Copy this page for additional vaccine lot numbers.

Explanation of all doses lost or gained in "VARIANCE" section above: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

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**MONTHLY VACCINE ACCOUNTABILITY REPORT INSTRUCTIONS**

Monthly Inventory Report and Doses Administered Report is to be submitted monthly to your local health department.

Please contact your local health department for your reporting schedule.

**Monthly Inventory Report**

Each vaccine lot number should be captured on only one line entry.  
See page 3 for additional lot numbers.

**Column**

**A. Beginning of Month Inventory**

Enter the total number of state-supplied vaccine doses on-hand at the beginning of the month. The beginning inventory should be the same as the previous month's reported ending inventory.

**B. Doses Added (Orders Received / Transferred In)**

Enter the total number of state-supplied vaccine doses received during the month. Include state-supplied doses received and transferred in during the month.

**C. Doses Administered**

Enter the total number of state-supplied vaccine doses administered during the month.

**D. Doses Expired/Wasted/Spoiled**

Enter the total number of state-supplied vaccine doses expired, wasted, or spoiled during the month.

**E. Doses Transferred Out**

Enter the total number of state-supplied vaccine viable doses transferred out of the facility during the month. Please contact your local health department prior to transferring doses to another facility.

**F. End of Month Inventory (Actual Physical Count)**

Enter the total number of state-supplied vaccine doses on-hand at the end of the month. This total should reflect the physical inventory count at the end of the month.

**Variance (Columns A + B - C - D - E - F = Variance)**

**Net Doses Lost or Gained**

If entering monthly inventory data directly into the electronic spreadsheet, the variance column will auto-compute.

If entering monthly inventory data by paper, for each lot number entry, add columns A & B, then subtract columns C, D, E, & F to determine the variance. Enter the variance for each vaccine lot number entry

**IMPORTANT: Any figure other than zero indicates a variance in accountability. Please explain any doses lost or gained in the variance explanation section on the report.**

**Doses Administered Report**

**Doses Administered by Age Group**

Enter the total number of state-supplied vaccine doses administered by vaccine by age group during the month.

Age group categories are displayed in years.

Cells that are grayed-out indicate age groups that are outside of the Guidelines for Use of State-Supplied Vaccines.

For current Guidelines for Use of State-Supplied Vaccines visit:

<http://www.doh.wa.gov/cfh/immunize/vaccine/vaccine-supply.htm>

**Total Doses Administered**

If entering doses administered data directly into the electronic spreadsheet, the Total Doses Administered column will auto-compute.

If entering doses administered data by paper, for each vaccine line entry, add the totals from the doses administered by age group columns. Enter the sum into the Total Doses Administered column.

For questions regarding monthly accountability reporting, please contact your local health department.