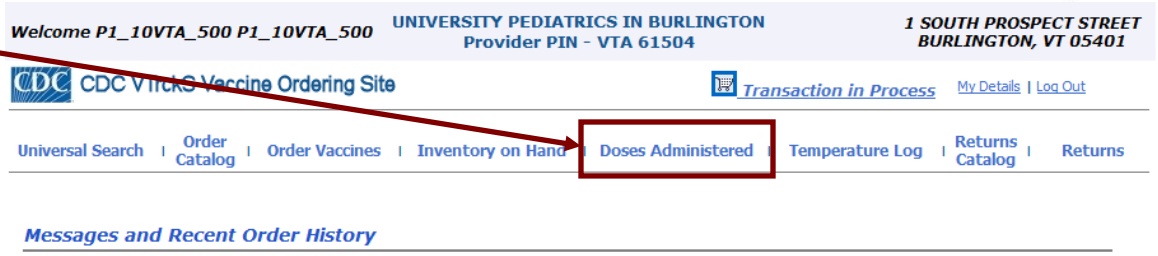
Doses Administered Quick Reference Guide

Providers will follow the steps below to create a doses administered document in VTrckS

Click on the **Doses Administered** link to a create doses administered document.

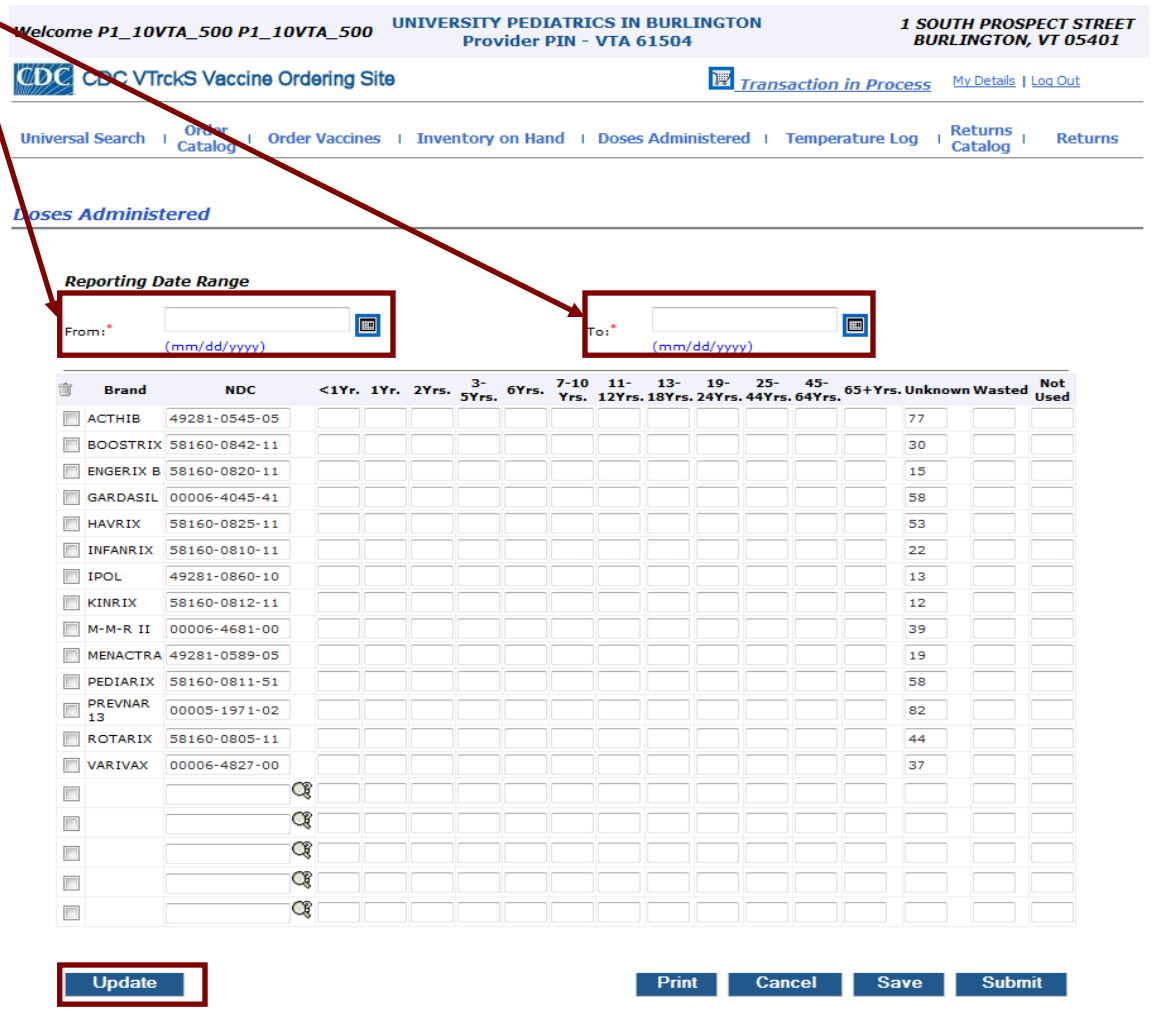


Click in the following required fields and enter the following information:, **Reporting Date Range** – Enter the date as MM/DD/YYYY format or click the calendar button to select the date.

Enter the **Quantity** to reflect the correct quantity for each NDC's doses that were administered.

For NDC's with doses that weren't administered, mark the **Check Box** located on the left of the brand name and click on the **Update** button.

New vaccines can be added by typing the NDC number in a blank NDC field. Click on the **Search** icon to the right of the NDC field if the NDC is unknown.



Once the required fields are entered, click on the **Update** button to refresh doses and NDC values.

Perform the following tasks if needed:

Print – prints the document,

Cancel – cancels the doses administered

Then click:

Save – saves the doses administered OR

Submit – submits the doses administered (required)

Welcome P1_10VTA_500 P1_10VTA_500 | UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 | 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site | Transaction in Process | My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Doses Administered

Reporting Date Range

From:* (mm/dd/yyyy) To:* (mm/dd/yyyy)

Brand	NDC	<1Yr.	1Yr.	2Yrs.	3-5Yrs.	6Yrs.	7-10 Yrs.	11-12Yrs.	13-18Yrs.	19-24Yrs.	25-44Yrs.	45-64Yrs.	65+Yrs.	Unknown	Wasted	Not Used
ACTHIB	49281-0545-05													77		
BOOSTRIX	58160-0842-11													30		
ENGERIX B	58160-0820-11													15		
GARDASIL	00006-4045-41													58		
HAVRIX	58160-0825-11													53		
INFANRIX	58160-0810-11													22		
IPOL	49281-0860-10													13		
KINRIX	58160-0812-11													12		
M-M-R II	00006-4681-00													39		
MENACTRA	49281-0589-05													19		
PEDIARIX	58160-0811-51													58		
PREVNAR 13	00005-1971-02													82		
ROTARIX	58160-0805-11													44		
VARIVAX	00006-4827-00													37		

Update | Print | Cancel | Save | Submit

Doses Administered has been submitted and the **Document Number** and **Document Status** have been created. To exit the screen click on the CDC VTrckS Vaccine Ordering Site link to return to the home page.

Welcome P1_10VTA_500 P1_10VTA_500 | UNIVERSITY PEDIATRICS IN BURLINGTON Provider PIN - VTA 61504 | 1 SOUTH PROSPECT STREET BURLINGTON, VT 05401

CDC VTrckS Vaccine Ordering Site | Transaction in Process | My Details | Log Out

Universal Search | Order Catalog | Order Vaccines | Inventory on Hand | Doses Administered | Temperature Log | Returns Catalog | Returns

Doses Administered

Document Number: 300010409
Document Status: SUBMITTED
VTrckS Contact ID : 20116408
VTrckS Contact Name : P1_10VTA_500 P1_10VTA_500

Reporting Date Range

From: 12/20/2011 To: 1/26/2012

Brand	NDC	<1Yr.	1Yr.	2Yrs.	3-5Yrs.	6Yrs.	7-10 Yrs.	11-12Yrs.	13-18Yrs.	19-24Yrs.	25-44Yrs.	45-64Yrs.	65+Yrs.	Unknown	Wasted	Not Used
ACTHIB	49281-0545-05													77		
BOOSTRIX	58160-0842-11													30		
ENGERIX B	58160-0820-11													15		
GARDASIL	00006-4045-41													58		
HAVRIX	58160-0825-11													53		
INFANRIX	58160-0810-11													22		
IPOL	49281-0860-10													13		
KINRIX	58160-0812-11													12		
M-M-R II	00006-4681-00													39		
MENACTRA	49281-0589-05													19		
PEDIARIX	58160-0811-46													58		
PREVNAR 13	00005-1971-02													82		
ROTARIX	58160-0805-11													44		
VARIVAX	00006-4827-00													37		

Print | Home