

Pennsylvania Division of Immunizations Vaccine Administration & Documentation

During all visits, patients should have their immunization history reviewed to assess for current needs. When a patient is due for immunizations the provider should:

- Screen for contraindications to recommended vaccines;
- Educate patients regarding what vaccines are due for administration and answer any questions that the patient may have;
- During education, the provider should give a current Vaccine Information Statement ([VIS](#)) for any and all vaccines the patient might receive;
- Providers can then prepare the vaccines. This should be done ensuring proper supplies are on hand, expiration dates have not passed, and if needed proper diluent is used.

All vaccinations should then be administered and documented as required by law in the patient's record. These records may be maintained on paper or electronically. Requirements as outlined in the [National Childhood Vaccine Injury Act \(NCVIA\)](#) for documentation include:

- Date of vaccine administration;
- Vaccine manufacturer;
- Vaccine lot number;
- Name and title of person administering vaccine;
- Address of the facility where the permanent record will reside, and
- [VIS](#) date printed, and date provided to the patient or parent/guardian.

The Vaccine Adverse Event Reporting System (VAERS) is a national program managed by the federal Centers for Disease Control and Prevention and the Food and Drug Administration to monitor the safety of all vaccines licensed in the U.S. It provides a nationwide system for reporting, analyzing, and publishing information on adverse events related to vaccines. Providers are required to submit VAERS reports regarding any adverse reaction following vaccine administration. VAERS reports can be submitted online at <https://vaers.hhs.gov/index> or by calling directly at 1-800-822-7967.