



Hepatitis A Vaccination Administration Log Instructions

Along with this document you have received either an Excel or PDF document titled “Hepatitis A Vaccination Log”. To monitor the quantity of state-funded Hepatitis A vaccine that is administered to close contacts of confirmed acute hepatitis A cases and/or other high-risk individuals, the Division of Infectious Disease Epidemiology (DIDE) is requesting that you document each state-funded vaccine your facility administers. For hospitals and other healthcare facilities reporting to the WV Health Information Exchange Network (WVHIN) or for facilities/local health departments reporting directly into the WV Immunization Information System (WVSIS) a log is not required.

Step 1: Please complete the contact information at the top of the Administration Log.

Step 2: Log each dose of state-funded Hepatitis A vaccine you administer in the line list area.

- Vaccine name
- The date you administer the Hepatitis A vaccine
- Vaccine lot number, manufacturer, and expiration date
- Patient Name (Last, First)
- Patient Date of Birth (##/##/####)
- Whether this is the patient’s 1st or 2nd dose of Hepatitis A vaccine. This is a drop-down option in the Excel file. If you do not know this information, simply indicate “unknown” or “unk”.
- The county in which the patient resides. If they are homeless, you may indicate the typical county they stay in, but also note that they report being homeless/transient/etc.

Step 3: Log Date Range.

The log *start date* is the date that the DIDE distributes the Hepatitis A vaccine and log to your facility.

The log *due date* is a week later. Updated logs and/or inventory counts need to be submitted by the 5th day of each month for the previous month.

Please fax the completed log to the DIDE at 304-558-8736

Step 4: If you are still administering vaccine after the Log due date, a new Log will need to be started. The new log will have a start date immediately following the due date of the previous log and a due date as above described.

If you have questions or need assistance, please contact the DIDE Epidemiologist On-Call by calling 304-558-5358, extension 1.