

# Vaccine Administration Documentation Requirements

**Every time** an immunization is administered the following information must be documented in the patient's record:

- Patients name
- Date of birth
- Vaccine type \*
- Vaccine manufacture \*
- Date the vaccination was given \*
- Vaccine Lot number \*
- Name and address of the clinic \*
- Signature and title of the person administering the vaccine \*
- Publication date of the Vaccine Information Statement (VIS) \*
- Date the VIS was given to the parent / guardian
- Site of vaccination
- Immunization adverse reaction indicator

**Added information is suggested:**

- Birth state and county
- Gender
- Mother's name and address

**\*Federal Documentation Requirements required by statute 42 US Code 300aa-25.**

**Adverse events following vaccinations should be reported to the Vaccine Adverse Event Reporting System (VAERS).**