

PEDIATRIC VACCINE DOSES ADMINISTERED
WORKSHEET

Instructions for Completing

Purpose:

The purpose of the PEDIATRIC VACCINE DOSES ADMINISTERED WORKSHEET is to provide a document to assist the non-DHEC immunization providers with completion of the VFC Program Provider Profile Form (DHEC 1145) required annually or more frequently if the number of children served changes or the status of the facility changes during the calendar year. This worksheet may be used as a tool to track the number of VFC/Non-VFC vaccine doses administered by age and VFC/Non-VFC eligibility category. The Vaccines For Children (VFC) Program Patient Eligibility Screening Record Form (DHEC 1146) must be completed regardless completed at each immunization visit to ensure the child's eligibility status has not changed. This form cannot be used in place of the DHEC 1146 form.

Providers must update the VFC enrollment form Federal VFC Provider Profile Form (DHEC 1145) within [SCIAPPS](#) immediately once the number of children served changes or the status of the facility changes during the calendar year.

Item-By-Item Instructions:

1. Record the month and year for reporting period.
2. Indicate the number of pages for reporting period.
3. For each child administered VFC/Non-VFC vaccine, enter patient identification and shot date. Also indicate the age range of the child, VFC/Non-VFC eligibility category, and check the vaccine doses administered.
4. Once the form is full or at the end of the reporting period, enter the totals for each VFC/Non-VFC eligibility category within each age range and the totals for VFC/Non-VFC vaccine doses administered.

Office Mechanics and Filing:

1. The completed PEDIATRIC VACCINE DOSES ADMINISTERED WORKSHEET is kept on file by the provider for a period of three (3) years.