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


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