Reporting Requirements

Records

Each person receiving an immunization should receive an individual record. A personal immunization card is provided to all newborn infants in the information package at the IWK Health Centre. Additional copies may be requested from Public Health.

Each practice or agency should develop protocols for documentation of immunization in accordance to professional documentation standards. The following information is required for documentation:

- Name
- DOB
- Health Card Number
- Vaccine Given
- Lot Number
- Date Given (Day, Month, Year)
- Site
- Route
- Dose
- Professional signature and designation
Reciprocal Notification

Public Health enters all immunization records of vaccines administered within the district into a provincial database called Application for Notifiable Disease Surveillance (ANDS).

Providers **SHOULD** supply immunization records to Public Health for each vaccine administered. Providers can either mail/fax the record using Reciprocal Notification form or send a copy of the electronic records (PHIM, Nightingale, or other). Submit immunization records monthly to Public Health.

The following data elements are required to be entered into ANDS:

- Name
- DOB
- Health Card Number
- Vaccine Given
- Lot Number
- Date Given (Day, Month, Year)
- Site
- Route
- Dose

This will ensure up to date records can be provided on request of the client or health care provider, and can be used in calculating immunization coverage rates.

**APPENDIX I - Reciprocal Notification Form**