



Vaccination Administration Report Form

When to complete this form: Healthcare professionals who administer vaccinations in NWT and do not have access to the electronic medical record vaccine module should use this report form to meet their legislative reporting requirement to report notifiable administered vaccines in NWT to the Office of the Chief Public Health Officer as per the Public Health Act, Immunization Regulations, R-038-2011. Immunization data MUST be reported within 4 weeks of date of vaccine administration. Please complete one (1) form for each individual receiving a vaccine. If more than one vaccine is administered to that person in the encounter, report all vaccines administered to that person on the same report form.

How to submit a completed form: Send completed forms to the Office of the Chief Public Health Officer via either: **Secure File Transfer:** to immunizations@gov.nt.ca or **Medical Confidential Fax:** 867-873-0442. **HSS preference for receiving forms is via Secure File Transfer.** For issues please contact immunizations@gov.nt.ca

Section 1: Client Information (one client per report form)											
Affix patient label	Last Name:						First Name:				
	Date of Birth (dd-mmm-yyyy):						HCN (including OOT HCNs): <input type="checkbox"/> No HCN				
	Home Community:						Province/Territory:				
	Phone Number/Best contact method:										
Section 2: Vaccine Administration Information											
	Date	Vaccine	Brand Name	Manufacturer	Lot #	Series #	Route	Site	Dose (mL)	Refused?	Immunizer Initials
1											
2											
3											
4											
5											
Notes:											
Section 3: Reporting Health Service Provider Information											
Clinic Site or Hospital Unit:							Name (print):				
If you must fax, please provide reason:					Signature:			Date:			



Instructions for completing the Vaccine Administration Report Form

Healthcare professionals (HCPs) have a legislative duty to report notifiable immunizations administered in Northwest Territories (NWT) to the Office of the Chief Public Health Officer (OCPHO) as per the Public Health Act, [Immunization Regulations \(“The Regulations”\), R-038-2011](#). Notifiable immunizations are defined in the Regulations’ Schedule.

When to Report using this report form:

Healthcare professionals who administer vaccinations in the Northwest Territories (NWT) and do not have access to the electronic medical record vaccine module for documentation should use this report form to report legislatively required vaccine administration information to the OCPHO.

Vaccine administration information MUST be provided to the OCPHO within four (4) weeks after the day the immunization was administered, unless otherwise directed by the OCPHO.

What to report:

Report vaccine administration information as outlined in the accompanying report form for any individual receiving a notifiable vaccine in the NWT. One report form is completed for each person receiving a vaccine(s). If more than one vaccine is given to a person in the health visit, report all vaccines administered on the same report form.

How to Report:

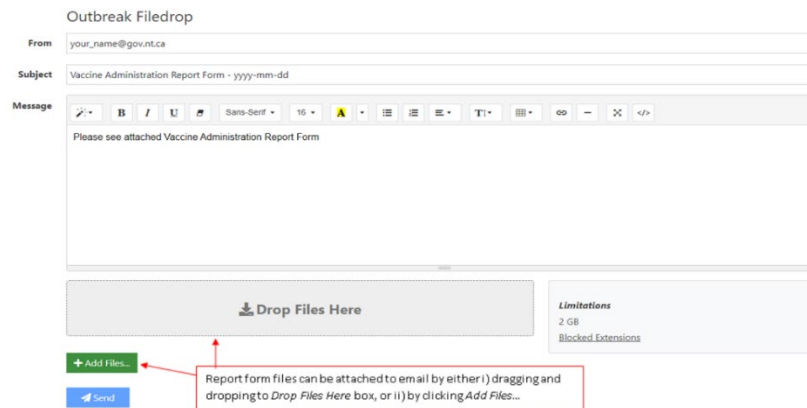
Send completed forms to the Office of the Chief Public Health Officer via either:

Report Method	How-to
Secure File Transfer (instructions on page 3)	immunizations@gov.nt.ca
Medical Confidential Fax	867-873-0442



How to submit the NWT Vaccine Administration Report Form via Outbreak Dropbox to OCPHO:

1. Download report form and save to desired location on computer.
2. Open form and fill in report form fields. Once completed, click **Save Form** button at bottom of form to save completed report form.
3. When ready to submit form, or several forms, click **Submit via SFT** button at bottom of form to open OCPHO Outbreak secure file transfer drop box window in default browser.
4. In Outbreak Filedrop window, fill in the following fields:
 - **From:** the submitting person's email address
 - **Subject:** brief email subject line re: vaccine administration report form
 - **Message:** brief message if desired
5. Attached saved report form(s) from step 1 by dragging and dropping file into *Drop Files Here* grey box, OR by clicking the *Add Files...* button to attach file(s).



6. Once file(s) are attached, click **Send** to submit to OCPHO.