



Possible Duplicate Vaccinations

1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Click Reports
3. Scroll down to the Data Quality – User section
4. Select Patients with Possible Duplicate Vaccinations report
5. Select the Vaccine Series you would like included on the report results
6. To select multiple Vaccine Series hold the Ctrl key while clicking the items
7. Enter Vaccination Date Range (one month is a good range)
8. Click Run Report
9. Report is available in PDF or Excel
10. Research the information on the report to determine if the vaccinations are duplicated