

# Philadelphia Immunization Program

## SPECIAL DELIVERY

The Philadelphia Department of Public Health  
Division of Disease Control

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### Updates to KIDS Plus Reporting!

- KIDS Plus Reporting Methods Available to Providers
- New Updates to the KIDS Plus Reporting Forms for Manual Reporters

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#### KIDS Plus Reporting Methods available to Providers

Providers are required to submit reports for all vaccine doses administered to patients of all ages at least once a month to the KIDS Plus Registry via official KIDS Plus reporting forms or electronic data. Consistent and complete reporting by all providers is required to ensure that KIDS Plus Registry data remains current and available to patients, parents and/or guardians, and providers. Complete reporting includes:

- 1) Inclusion of vaccination date and LOT number for each vaccine administered. Report the lot number on the vaccine box for all vaccines with multiple lot numbers. This is important for vaccine accountability within the VFC and VFAAR Programs, as well as for tracking in the event of a vaccine recall or the reporting an adverse event to the Vaccine Adverse Reporting System (VAERS).
- 2) Complete patient demographic information – including patient's full name, date of birth, gender, address, and VFC or VFAAR eligibility.
- 3) Your clinic's ID number, name, phone number, and date of submission.

Providers have two options for reporting to KIDS Plus

- **Electronic reporting:** Providers upload an electronic file from their EMR/EHR or Billing System to a secure Web File Repository (WFR). In addition, KIDS Plus is working with providers to submit HL7 batch files from EMR/EHR systems to help fulfill Medicaid and Medicare meaningful use requirements. If you have a new EMR/EHR system or would like more information on how to report electronically, please contact the KIDS registry at [KIDSregistry@phila.gov](mailto:KIDSregistry@phila.gov)
- **Manual reporting:** Fax Immunization Reporting Forms. Newly updated Immunization Reporting Forms are enclosed and can be found on the KIDS Plus webpage, <https://kids.phila.gov>.

#### New Updates to KIDS Plus Reporting Forms for Manual Reporters

KIDS Plus now has several updated reporting forms available for reporting immunizations. Each reporting form is tailored to be used for specific reporting purposes. An instruction sheet for utilizing the

new reporting forms is enclosed. Be sure to select the correct reporting form for the immunizations reported:

1. **Routine Immunization Reporting Form (Pediatric & Adolescent, Aged 0-18 Years)**  
Report all routine (non-influenza) immunizations (VFC and Private) administered to patients 0 through 18 years of age.
2. **Routine Immunization Reporting Form (Adults, Aged ≥19 Years)**  
Report all routine (non-influenza) immunizations (VFAAR and Private) administered to patients 19 years of age and older.
3. **Influenza Immunization Reporting Form (All Ages) (Available 2012-2013 influenza season)**  
Report influenza immunizations (VFC, VFAAR and Private) administered to patients of all ages. This form will be distributed annually prior to the influenza season.
4. **“No Doses Administered” Reporting Form**  
Report when zero doses of vaccine are administered in your office during a calendar month.

The new forms have a few major changes including:

- 1) Instruction sheet to assist in completion of reporting forms;
- 2) “No doses administered” reporting form;
- 3) Combined immunization reporting form for routine child and adolescent vaccines (ages 0-18);
- 4) A separate Influenza reporting form should be utilized to report all Influenza vaccines administered patients of any age (*Available 2012-2013 influenza season*);
- 5) Only Two (2) patients per form;
- 6) Reporting of patient VFC and VFAAR eligibility;
- 7) Reporting by more specific vaccine brand names and manufacturers;
- 8) Reporting of body site of vaccine administration.

**FAX ALL COMPLETED REPORTING FORMS TO  
KIDS PLUS REGISTRY AT 215-238-6944**