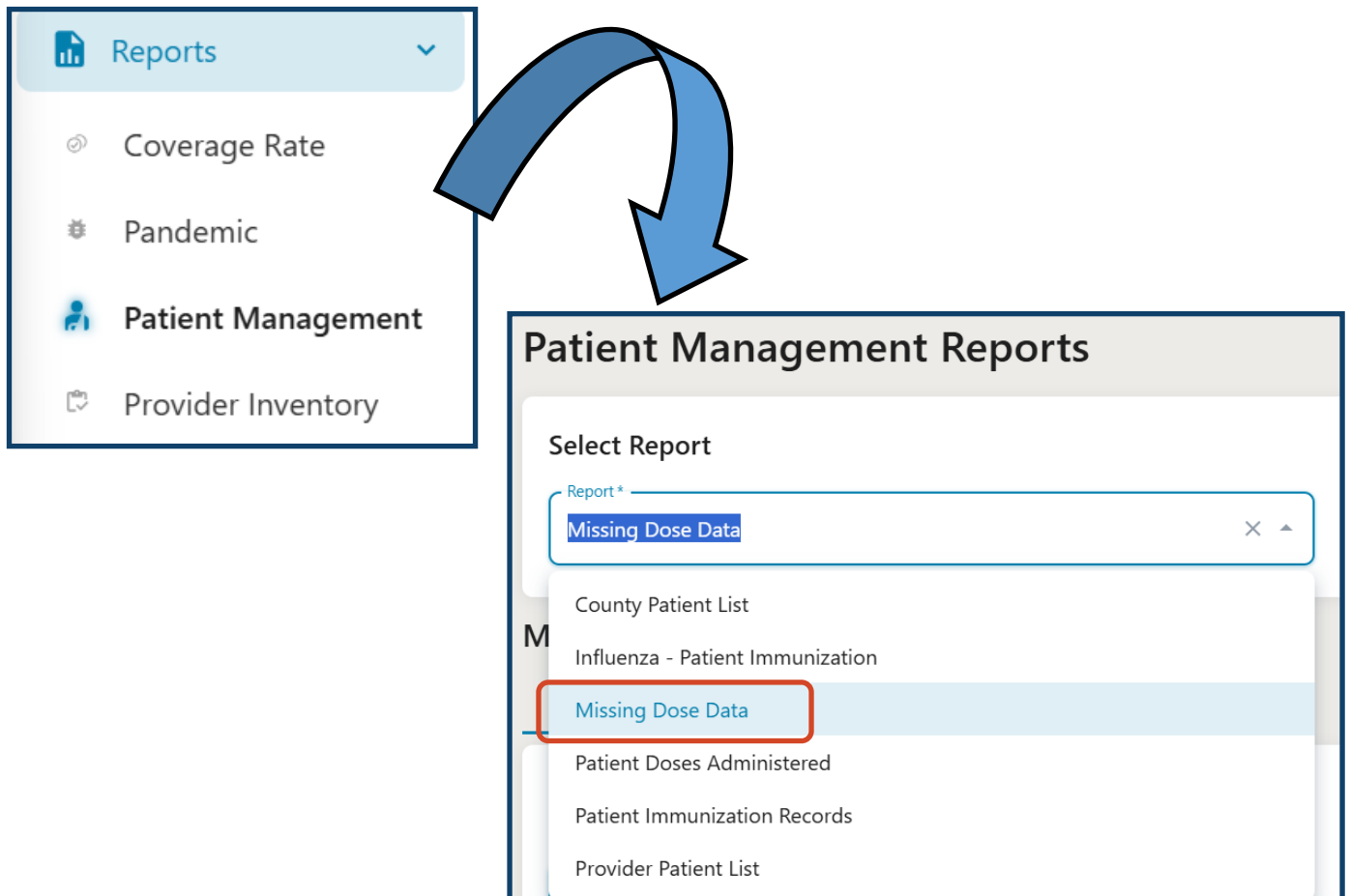# Missing Dose Data Report

Getting Started

The Missing Dose Data report provides a line list of patients missing required dose information for immunization doses that your provider site administered within the designated timeframe. This report can be run to make sure all administered doses are entered in the NDIIS with all required information.

How to Run a Missing Dose Data Report

1.) To access this report, select the **Patient Management** category from the **Reports** drop-down in the NDIIS **Main Menu**, then select **Missing Dose Data** from the **Select Report** drop-down. The report will open to the **Selection Criteria**.

2.) Select your provider site from the **Provider** drop-down.

⇒ The report can only be run for one provider site at a time.

3.) Enter the timeframe in the **Date from - to** fields.

⇒ The report will include doses with a dose administration date within this date range.

4.) Click **Run** to run the report.

5.) The completed report can be viewed from the **History** tab. The report results can be viewed as a CSV file by clicking **View Report**.

*The completed Missing Dose Data report lists all doses that have been indicated as **Administered** (i.e., historical dose toggle is off) that are missing required dose data elements. The report shows patient and dose information for the identified dose.*