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# Vaccine Tips

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July 2018

**It's just as important to document vaccines correctly as it is to administer them correctly.**

**Record these elements for every vaccine you administer:**

- vaccine manufacturer
- vaccine lot number
- date the vaccine is administered
- name, office address, and title of the person giving the vaccine
- VIS publication date
- date the VIS is given to the patient/parent/guardian

**Report vaccine errors to VERP and adverse events to VAERS.**

Review the [VAERS/VERP guide](#) for more information.

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**Need more training?** Review the [IZ Techniques video](#), take the lessons on the [EZIZ Training page](#), and ask your LHD's IZ Program if they offer skills-based training opportunities.



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Visit [EZIZ](#) to view the [2018 VFC Provider Operations Manual](#)