

MOBLIE IMMUNIZATION CLINIC LOG

Instructions for Completing

Purpose:

The purpose of the Mobile Immunization Clinic Log is to provide documentation of the offsite vaccination clinics provided through an a currently enrolled Vaccines For Children provider that is in good standing and allow this provider to service populations with the amount of vaccine both public and private that will be needed for each clinic provided. Providers will keep this log with their records for 3 years. All documentation of vaccines administered at these offsite clinics must be documented in SIMON within 10 days of being administered.

Item-By-Item Instructions:

1. VFC Provider will enter all information as the form requires. All fields must be completed.

Office Mechanics and Filing:

Completed Mobile Immunization Clinic Log(s) are to be maintained by the VFC provider as part of the VFC program records for (3) years. These logs must be kept as part of the VFC program records and be made available to the Immunization Division's State Office upon request and Immunization Division field staff during the VFC site visit.

DHEC 4131 (09/2020)

Under Retention schedule 15726
Record Group Number 169
Retention: 3 years, destroy