

# Oregon Immunization Program

## How to create Billing Reports in ALERT IIS

Log in to ALERT IIS.

Select **billing report request** from the Reports menu on the left-hand side of the screen.

The screenshot shows the ALERT IIS interface. On the left sidebar, under the 'Reports' section, 'billing report request' is highlighted with a red box. The main content area includes a navigation bar with tabs for 'home', 'manage access/account', 'forms', 'related links', 'logout', and 'help desk'. Below this, the user's role is identified as 'ALERT System Administrator'. The interface is divided into several sections: 'exceptions' (listing recent actions), 'announcements' (recent news items), 'release notes' (software updates), and 'Vaccine Order/Transfer Notification' (a table showing 0 orders and 1 transfer). Below these are sections for 'Active Inventory that is Going to Expire or Expired Lots with a Quantity ...', 'Inventory that is Running Low by Vaccine Group ...', and 'Inventory that is Running Low by Trade Name ...'.

Select a quarter and year or a beginning and ending month and year. Choose an organization from the **Use Single Organization** drop-down menu. The organization list will include all organizations that you have access to.

### Billing Report Request

**Select Report Time Period**

Quarter Year 2014  
 Begin Month Year End Month Year

**Select Billing Organization**

All Organization Statewide  
 All Organization Statewide Rollup  
 All Organization Statewide Rollup and Individual Breakout  
 Use Single Organization AMJEN MEDICAL CLINIC  Include Satellite Organizations

**Enter Memo Presentation Information...**

VFC Manager:  Admin. Specialist:

**Select Included Reports**

Include Memo  
 Include Summary  
 Include Detail

If you would like to include your satellite clinics, choose your main clinic then check the box to the left of [Include Satellite Organizations](#). If you include satellites, all of the information will be combined together on the cover letter and reports, so you will not be able to see which clinic gave each vaccine dose. You will be able to see how many doses each of your sites administered. If you need to see which clinic administered each individual dose, then you need to run each report individually.

Enter names for the [VFC Manager](#) and [Admin. Specialist](#). These do not have to be actual names, but in order to generate the reports those fields must have something in them.

Click the checkbox(es) next to the reports you would like to generate. Typically, there is no reason for you to generate the memo, but the summary and detail reports will contain useful information. If you want to check each individual dose, the detail report will provide the information you need to connect the dose to the person it was administered to.

Once you click on [generate](#), you will automatically be redirected to the [check billing report](#) screen. If you want to check your report status later, you can get back to the screen by clicking on the [check billing report](#) link on the left side menu under [Reports](#).