

North Carolina Immunization Registry (NCIR)

Adding and Editing New Immunizations

User Guide

Last Updated: October 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



NCDHHS COVID-19 Response


New vs. Historical Immunizations

New vs. Historical Immunizations (1 of 2)

- Immunizations are documented as “new” or “historical” depending on whether or not they were given using inventory managed in the NCIR.

Inventory managed in the NCIR: Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory**.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.
- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**.

History									
New Immunization Entry		Historical Immunization			Edit Client	Reports	Print	Print Confidential	
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit	
HenA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes		

New vs. Historical Immunizations (2 of 2)

New Immunization Entry

- Public doses (all public inventory is required to be managed in the NCIR)
- Private doses from private inventory that you opted to manage in the NCIR

Historical Immunization

- Private doses from private inventory **NOT** managed in the NCIR
- Immunizations entered from valid immunization records

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HepA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	

Steps for Adding New Immunizations

Step 1 of 4: Navigate to Client Record

1. Locate client record.
2. Select **History/Recommend**.

Once you have located your client's record, you can start documenting new immunizations by selecting the: **History/Recommend** button.

Personal Information - Client ID: 5999144

*Last Name	WONKA	Gender	<input checked="" type="radio"/> M <input type="radio"/> F <input type="radio"/> Unknown
*First Name	WILLIE	*Birth Date	05/01/2006
Middle Name		*Country of Residence	Wake
*Mother's Maiden Last		Last Notice	
*Mother's First Name			

*NOTE: Fields marked with an asterisk * are required.*

Buttons: Save, History/Recommend, Reports, Cancel

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 05/18/2009

Client Information | **Responsible Person(s)** | **Client Comment(s)**

Eligibility	Provider Organization Specific Data
Verification Date: Eligibility as reported by Responsible Person:	Chart # 5678 Status: Active
Ethnicity: Unknown	
Race: Unknown	

Audience

Typical User

Inventory Control

Administrator

Step 2 of 4: Choose Method of Entering Immunization

There are 2 ways to enter a live immunization from inventory.

1. New Immunization Entry

2. Add Selected

Both options will take you to the same entry screen. However, you must select the vaccines that you would like to document manually when **New Immunization** is clicked. **Add Selected** will add the selected immunizations (via the green check marks) automatically for you.

Client Information - Client ID: 5999144

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
WILLIE WONKA	05/01/2006	M		ACIP	5678
Address		123 elm street, RALEIGH, NC 27606			
Comments					

History New Immunization Entry Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	

Current Age: 3 years, 19 days

Vaccines Recommended by Selected Tracking S **Add Selected** Add Selected

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	DTP/aP	11/04/2007	11/04/2007	12/04/2007	04/30/2013
<input checked="" type="checkbox"/>	HepA	05/01/2007	05/01/2007	05/01/2025	
	HepB	Complete			
<input checked="" type="checkbox"/>	Hib	05/01/2007	05/04/2007	09/01/2007	04/30/2011
<input checked="" type="checkbox"/>	Influenza	11/01/2006	11/01/2006	05/01/2007	04/30/2025
<input type="checkbox"/>	Meningo	05/01/2017	05/01/2017	05/01/2021	04/30/2025
<input checked="" type="checkbox"/>	MMR	05/01/2007	05/01/2007	09/01/2007	
<input checked="" type="checkbox"/>	PneumoConjugate 7	06/12/2006	07/01/2006	08/01/2006	04/30/2011

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details

1. Choose your organization in the **Organization Site** drop down box
2. Choose your **Ordering Authority**
3. Choose who administered the shot

Current Age: 3 years, 19 days

Active immunization inventory on : 05/20/2009 OK Cancel

Unselect All **Defaults for new immunizations**

Immunization	* New	Organization Site	Ordering Authority	Administered By	Date Administered	Activate Expired
DTP/aP	<input checked="" type="checkbox"/>	Joy's Test Org	Doctor, Head	Sampson, Brock	05/20/2009	<input type="checkbox"/>
HepA	<input type="checkbox"/>					
HepB	<input type="checkbox"/>					
Hib	<input type="checkbox"/>					
HPV	<input type="checkbox"/>					
Meningo	<input type="checkbox"/>					
MMR	<input type="checkbox"/>					
PneumoConjugate 7	<input type="checkbox"/>					
Polio	<input type="checkbox"/>					
Rotavirus	<input type="checkbox"/>					
Td	<input type="checkbox"/>					
Tdap	<input type="checkbox"/>					
Varicella	<input type="checkbox"/>					

Make sure the vaccine is selected

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details (cont.)

4. Choose the **date** the shot was administered either by typing in the date or clicking on the calendar. (Note: you can leave the date administered box empty and it will default to the current date)
5. When you click on the calendar it will pop up and default to the current day. Click **OK**.
6. When you're finished click **OK**.

Current Age: 3 years, 19 days

When you're finished, click **OK** to continue documenting

Unselect All Defaults for new immunizations

Immunization	* New
DTP/aP	<input checked="" type="checkbox"/>
HepA	<input type="checkbox"/>
HepB	<input type="checkbox"/>
Hib	<input type="checkbox"/>
HPV	<input type="checkbox"/>
Meningo	<input type="checkbox"/>
MMR	<input type="checkbox"/>
PneumoConjugate 7	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>
Td	<input type="checkbox"/>
Tdap	<input type="checkbox"/>
Varicella	<input type="checkbox"/>

Organization Site: Joy's Test Org

Ordering Authority: Doctor, Head

Administered By: Sampson, Brock

Date Administered: 05/20/2009

When you click on the calendar it will pop up and default to the current day. Click **OK**

Audience

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Step 3 of 4: Enter Live Immunization Details (cont.)

You must first verify the patient's Eligibility by selecting from the drop-down box. You will not be able to progress past this screen without completing this step. The choices in the drop-down box are the same choices that were available on the VAL forms.

Click 'OK' once you are finished.

OK Cancel

New Immunizations (1)

Date Provided: 05/20/2009 Ordering Authority: Medicaid

Eligibility as reported by Responsible Person: []

Immun	Volume	Body Site	Route	Administered By	Remove
Pediarix\AC216584AA\state		left thigh	intramuscular	Sampson, Brock	<input type="checkbox"/>

Choose your Body Site the same way- click on the drop down box and choose your site.

VIS Publication Dates for New Immunizations

Pediarix\AC216584AA\state)		
Pediarix	DTP/aP:	05/17/2007
Pediarix	HepB:	07/18/2007
Pediarix	Polio:	01/01/2000

Notice that as you choose vaccines, the VIS Publication Date will display at the bottom with the most current date. You can choose the date of the actual copy that the patient received by clicking on the drop down box.

Choose your Trade Name and Lot Numbers by clicking on the drop-down arrow. *State supplied vaccine is in blue and Private supply vaccine is in black.*

Audience

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Inventory Control

Administrator

Step 4 of 4: Review Submissions

The shots that you have entered will appear under the **History** section on the **History/Recommend** screen.

Client Information - Client ID: 5999144

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
WILLIE WONKA	05/01/2006	M		ACIP	5678
Address: 123 elm street, RALEIGH, NC 27606					
Comments					

History

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
	05/20/2009	4 of 5	Pediarix ®	Full				
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
	05/20/2009		Pediarix ®	Full				
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
	05/20/2009	4 of 4	Pediarix ®	Full				

Audience

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Inventory Control

Administrator

Editing New Immunizations

Editing a Live Immunization

1. From the **Edit** screen you can change the following information for a live vaccine that your facility has administered:

- Date Provided
- Ordering Authority
- Administered By
- Body Site
- Administered Route
- Eligibility

2. You are also able to add **Reactions to IMMUNIZATION** on this page by selecting the corresponding reaction at the bottom of the screen.

Edit Immunization

Vaccine Group: DTP/aP - HepB - Polio Save

Vaccine Display Name: DTaP/Polio/Hep B Cancel

Trade Name: Pediarix Delete

Vaccine Lot Number: AC216584AA / state

Dose Size: .5 mL

Dosage From Inventory: Full

Inadequate Dose:

*Date Provided: 05/20/2009

*Eligibility as reported by Responsible Person: Medicaid

Date VIS Presented: 05/20/2009

*Ordering Authority: Doctor, Head

*Administered By: Sampson, Brock

*Body Site: left thigh

Administered Route: intramuscular

Disregard Primary Series: N

VIS Publication Date for DTP/aP: 05/17/2007

VIS Publication Date for HepB: 07/18/2007

VIS Publication Date for Polio: 01/01/2000

Entered by Site: Joy's Test Org

Input Source of Record: Created through User Interface

Coverage Violation Indicator: No

*NOTE: Fields marked with an asterisk * are required.*

Reactions TO IMMUNIZATION

General for all vaccines

Allergic reaction to this vaccine or to any of its unlisted vaccine components (anaphylactic)

DTaP, DTP, or any pertussis-containing vaccine

Persistent inconsolable crying lasting 3 hours or more within 48 hours

Fever $\geq 40.5^\circ$ (105° F) within 48 hours

Collapse or shock-like State within 48 hours

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Where to Go for More Help?



Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

NC Vaccines Help Desk

1-877-873-6247

For help desk hours or to submit a ticket, please click the link below:

https://ncgov.servicenow.com/csm_vaccine

Appendix

NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager