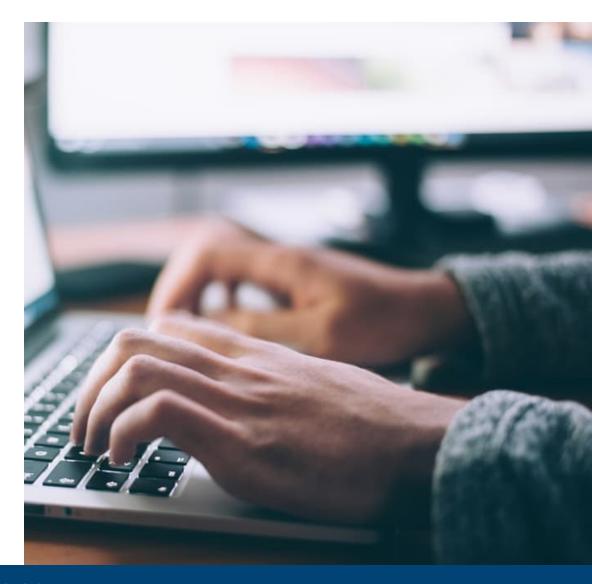
North Carolina Immunization Registry (NCIR)

Adding and Editing New Immunizations

User Guide

Last Updated: October 2022





NCDHHS COVID-19 Response

New vs. Historical Immunizations



New vs. Historical Immunizations (1 of 2)

• Immunizations are documented as "new" or "historical" <u>depending on whether or not they were given using inventory</u> 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**.





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





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.







Typical User

Inventory Control

Administrator

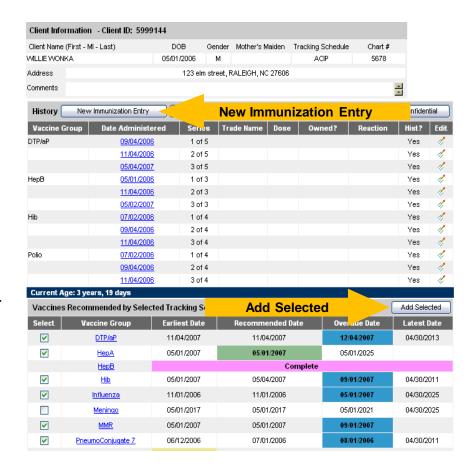
Step 2 of 4: Choose Method of Entering Immunization

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.

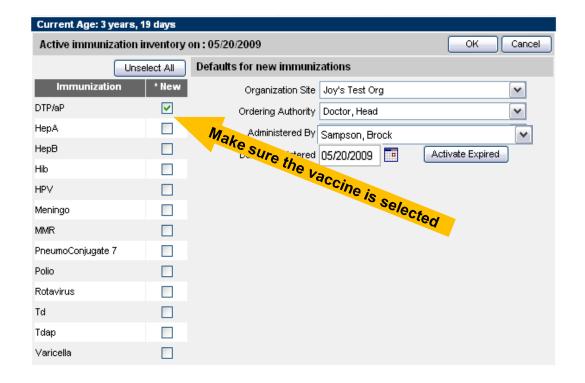






Step 3 of 4: Enter Live Immunization Details

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

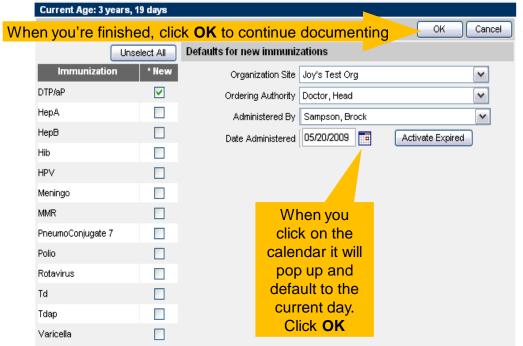






Step 3 of 4: Enter Live Immunization Details (cont.)

- 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**.

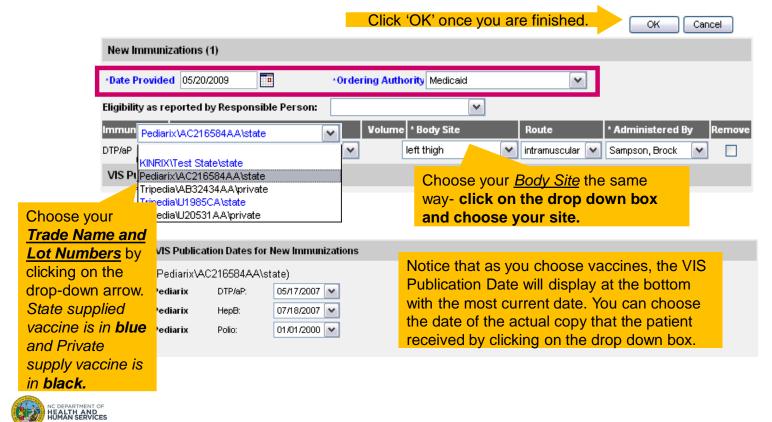






Step 3 of 4: Enter Live Immunization Details (cont.)

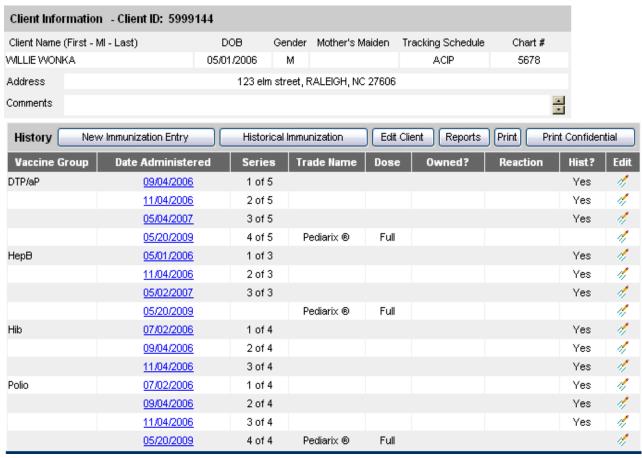
You must first verify the patient's Eligibility by selecting from the drop-down box. You will not be able to progress past this screen without completing this step. The choices in the drop-down box are the same choices that were available on the VAL forms.





Step 4 of 4: Review Submissions

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





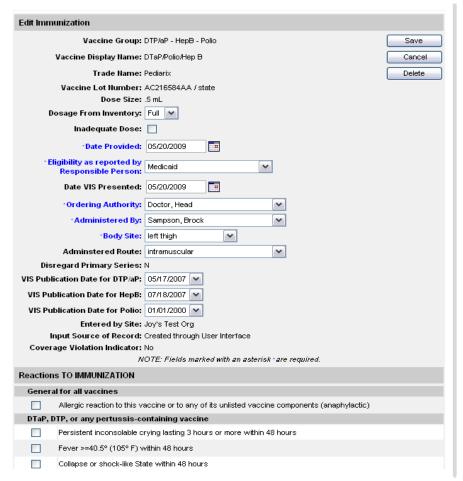


Editing New Immunizations



Editing a Live Immunization

- 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.







Where to Go for More Help?





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.servicenowservices.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

