North Carolina Immunization Registry (NCIR)

Efficient Ordering Processes (Non-COVID-19 Vaccine)

User Guide

Last Updated: October 2022

NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Why is it important?

Why is it important?

There is no such thing as a free vaccine.

- Expired vaccine

- Shipping costs

- Future interface with ordering system

Tips on avoiding vaccine delay

To avoid vaccine delays

NCIR Users should verify the following prior to placing an order:

❑ All recent orders have been received (no orders are "In Process");

❑ All inbound vaccine transfers have been accepted;

❑ All expired doses of vaccine have been removed from your inventory;

❑ and all administered doses have been reported to NCIP (in NCIR or on Vaccines Administered Logs).

Is there an order IN PROGRESS?

Accept All Inbound Transfers

Remove Expired Vaccine from Inventory
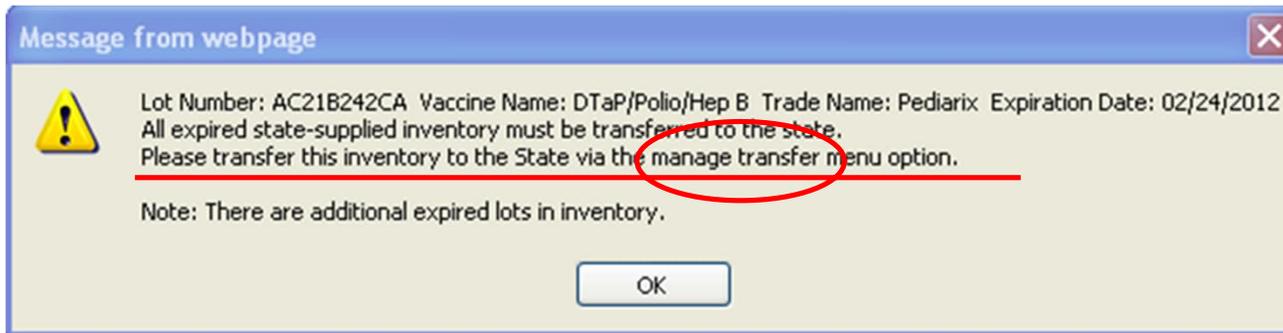
Run an inventory report …

Run an inventory report and verify vaccine currently on-hand

Report Date: 02/09/2012   Inventory Reconciliation Report / Worksheet   Page 1 of 1

| Funding Source	Vaccine Group	Trade Name	Lot Number	Expiration Date	NCIR Reported Doses On Hand	Actual Count of Doses On Hand
State	DTP/aP	Infanrix	AC14B140AA	10/20/2013	6	
State	DTP/aP	KINRIX	AC20B171CA	01/19/2013	26	
State	DTP/aP	KINRIX	AC20B184BA	09/02/2013	10	
State	DTP/aP	Pediarix	AC21B315BA	08/23/2013	66	
State	DTP/aP	Pentacel	C3952AA	03/07/2013	6	
State	DTP/aP	Pentacel	C4046AA	05/18/2013	10	
State	HPV	Gardasil	0963AA	11/09/2013	60	
State	HPV	Gardasil	1229AA	11/12/2013	30	
State	HepA	Havrix-Peds 2 Dose	AHAVB539CA	03/17/2014	75	
State	HepA	Havrix-Peds 2 Dose	AHAVB539CA	03/17/2014	30	
State	HepB	Engerix-B Peds	AHBVC077CA	04/21/2014	5	
State	Hib	PedvaxHIB	1515AA	03/18/2013	16	
State	Hib	PedvaxHIB	1525AA	03/19/2013	30	
State	Influenza	Flu-Mist	YK2208	04/07/2012	166	
State	Influenza	Fluzone Pres-Free	UT4118CA	06/30/2012	170	
State	Influenza	Fluzone Pres-Free	U4231BA	06/30/2012	12	
State	MMR	MMR II	0597AA	04/26/2013	68	
State	Meningo	Menveo	M10126A	02/28/2013	40	
State	Meningo	Menveo	M10130	02/28/2013	6	
State	Pneumo Poly 23	Pneumovax 23	1138AA	04/27/2013	8	
State	PneumoConjugate	Prevnar 13	916978	02/28/2013	64	
State	PneumoConjugate	Prevnar 13	F17155	02/28/2013	50	
State	Polio	IPOL	G10831	03/04/2013	6	
State	Rotavirus	ROTATEQ	1195AA	05/26/2013	19	
State	Rotavirus	ROTATEQ	1345AA	04/26/2013	40	
State	Td	Adacel	U4090BA	02/22/2014	20	
State	Td	Adacel	U4088AA	02/17/2014	22	
State	Varicella	Varivax	0772AA	06/03/2013	72	

Note Exceptions in "Special Instructions"

Special Instructions such as:

- Upcoming mass clinics

- Refrigerator size

- Holiday closures (no delivery)
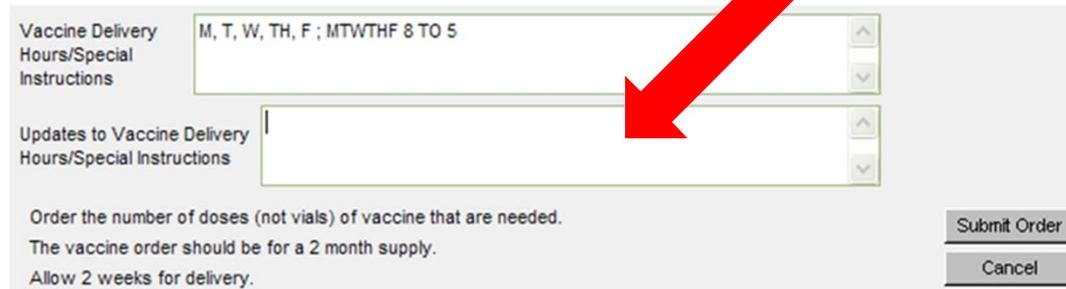
Remember to ORDER appropriately

- **O**utbound transfers must be completed

- **R**eceive inbound transfers

- **D**ocument all doses administered

- **E**xpired vaccine should be removed from inventory

- **R**equest vaccine quantities based on suggested order quantity

(Usage - Inventory On Hand = Suggested Order Quantity)

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.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