

North Carolina Immunization Registry (NCIR)

Managing Clinicians and Physicians

User Guide

Last Updated: October 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



NCDHHS COVID-19 Response

Overview

Overview

What is the North Carolina Immunization Registry (NCIR)?

The **North Carolina Immunization Registry (NCIR)** is a secure, web-based clinical tool which is the official source for North Carolina immunization information. Immunization providers may access all recorded immunizations administered in North Carolina, regardless of where the immunizations were given.

The purpose of NCIR is:

- To give patients, parents, health care providers, schools and child-care facilities timely access to complete, accurate and relevant immunization data;
- To assist in the evaluation of a child's immunization status and identify children who need (or are past due for) immunizations;
- To assist communities in assessing their immunization coverage and identifying areas of under-immunization.

Now, let's get started!

Managing Clinicians

Managing Clinicians

- Clinician information is used to indicate the individuals who ordered and administered an immunization (i.e. **Ordering Authority** and **Administered By**).
- Clinician information is required when documenting new immunizations.

Defaults for new immunizations

Organization Site ▼

Ordering Authority ▼

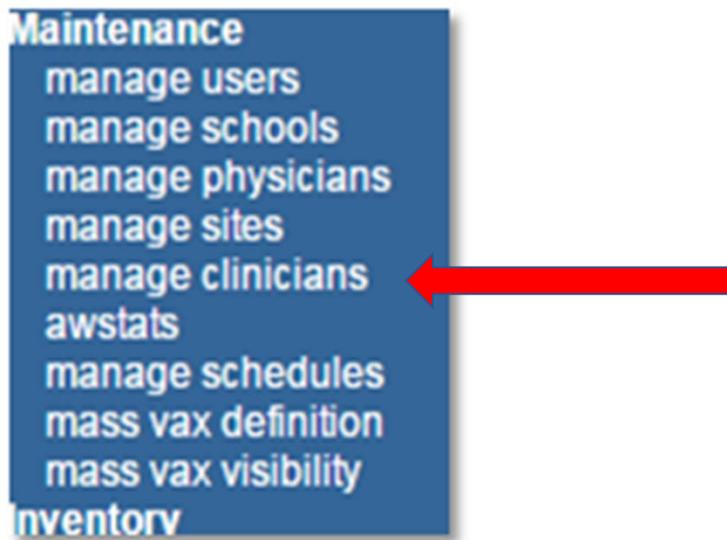
Administered By ▼

Date Administered 

Steps for Adding a Clinician

Step 1 of 4: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.



Step 2 of 4: Navigate to Add Clinician Screen

Select **Add Clinician**.

organization Alyssa Test Organization • user Athena Roberts • role Administrator

Organization Name: Alyssa Test Organization

Site List:

[Add Clinician](#) 

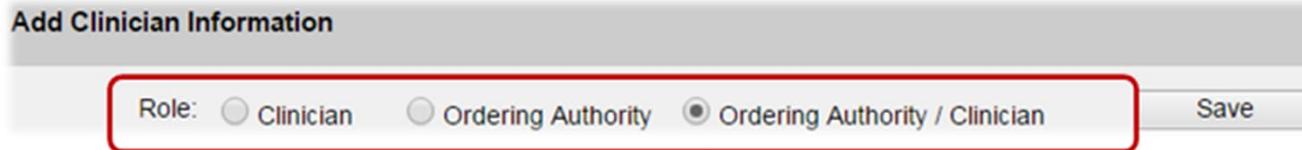
[Find Clinician](#)

[Clinician List](#)

Clinician Name	Role
akeClinician_FirstName	Ordering Authority / Clinician
arford, Tristan S.	Ordering Authority / Clinician

Step 3 of 4: Enter Role and Credentials

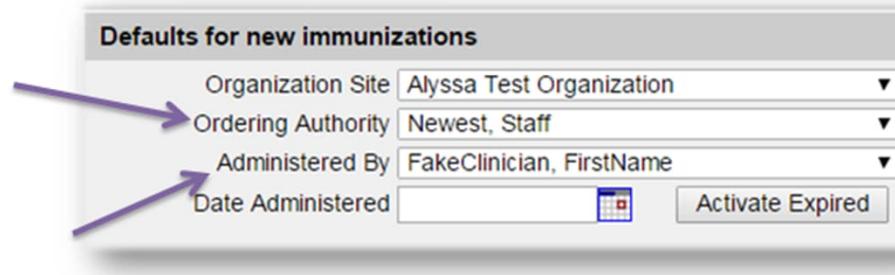
Select a **Role** and **Credentials**



Add Clinician Information

Role: Clinician Ordering Authority Ordering Authority / Clinician

- **Clinician:** An individual who physically immunizes clients (their name will be an option in the 'Administered By' pick list when documenting a new immunization)
- **Ordering Authority** is a MD, DO, PA, NP who signs standing orders for patients to receive vaccines (their name will be an option in in the 'Ordering Authority' pick list when documenting a new immunization)
- **Ordering Authority/Clinician** is an individual with both of the above roles (their name will be an option in both pick lists when documenting a new immunization)



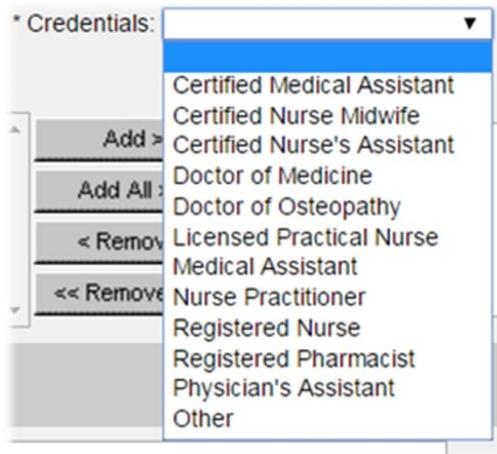
Defaults for new immunizations

Organization Site	Alyssa Test Organization	▼
Ordering Authority	Newest, Staff	▼
Administered By	FakeClinician, FirstName	▼
Date Administered	<input type="text"/>	<input type="button" value="Activate Expired"/>

Step 3 of 4: Enter Role and Credentials

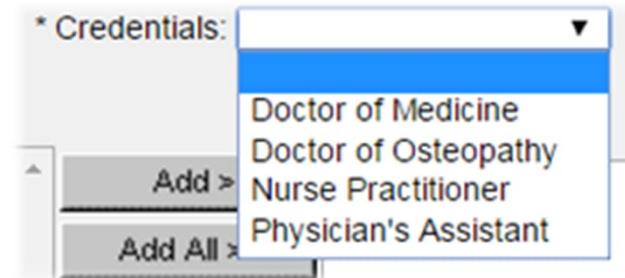
Select a **Role** and **Credentials**

'Clinician' credentials



Clinicians can be anyone in the organization who physically gives shots.

'Ordering Authority' and 'Clinician / Ordering Authority' credentials

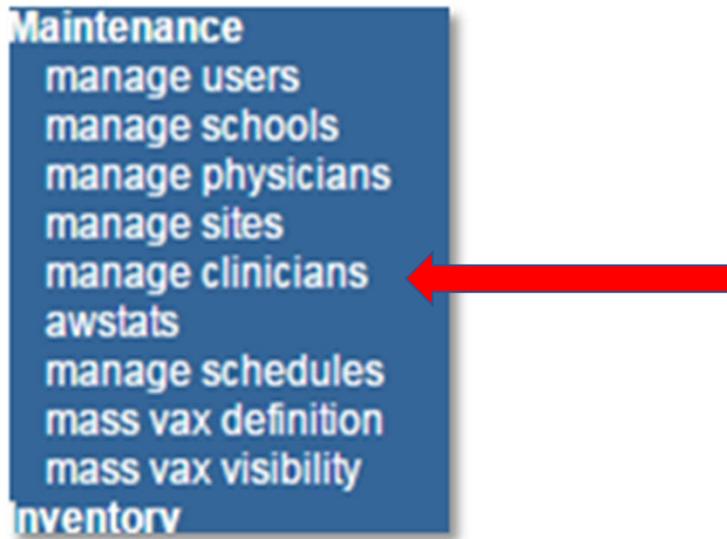


An Ordering Authority is an individual who is licensed by the state of North Carolina to authorize the giving of immunizations to a client.

Steps for Editing a Clinician

Step 1 of 3: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.



Step 2 of 3: Find the Clinician

Click on the blue, underlined name of the clinician you want to edit.

Organization Name: Alyssa Test Organization

Site List: ▼

Clinician Name	Role
FakeClinician_FirstName	Ordering Authority / Clinician
Newest_Staff	Ordering Authority / Clinician
Test_Authority_S	Ordering Authority / Clinician
Test_Clinician	Clinician

Step 3 of 3: Update

Update the information and click **Save**.

Managing Physicians

Managing Physicians

- Physician information is used to associate a client with a Primary Care Provider (PCP).
- Anyone in an administrator role can link a client to a primary care physician from the Edit Client screen in that client's record.
- In the request reminder (reminder/recall) function, a report can be run to target clients from one specific physician to contact for follow up.

Client Information Tab in Client Record

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

Eligibility

Verification
Date:
Eligibility as reported by Responsible Person:

Provider Organization Specific Data

Chart #
Status: Inactive
Tracking Schedule: ACIP

Ethnicity: Not Hispanic or Latino
Race: Black or African-American
Provider-PCP
School

Insurance Providers
Add >
< Remove

Associate client with Provider-PCP here

Reminder Recall

Select the School & Primary Care Provider ...

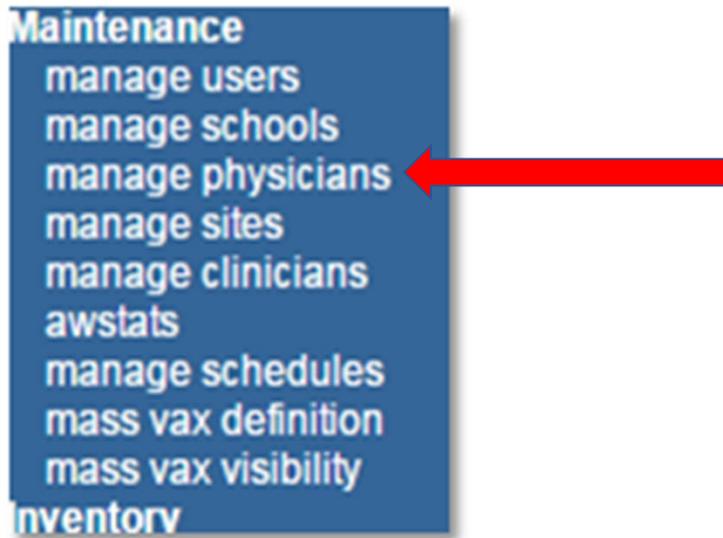
School
Provider - PCP

Run reminder/recall for Provider-PCP clients

Steps for Adding Physicians

Step 1 of 4: Navigate to Manage Physicians

Select **Manage Physicians** from the menu on the left-side panel.



Step 2 of 4: Navigate to Add Physician Page

Select **Add Physician**

Select a Physician to Edit

Physician Name

Physician Listing

Name	Street	City/State/ZIP	Email
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Step 3 of 4: Fill Out Identifying Information

Complete the identifying information

Add Physician

Prefix/Title	<input type="text"/>	Save	Cancel
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
* Last Name	<input type="text"/>		
Suffix	<input type="text"/>		
Street Address	<input type="text"/>		
Other Address	<input type="text"/>	P.O. Box	<input type="text"/>
City	<input type="text"/>	State	NC ▼
		Zip	<input type="text"/> - <input type="text"/>
Email	<input type="text"/>		

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

Step 4 of 4: Save

Click **Save**.

Add Physician

Prefix/Title	<input type="text"/>	<input type="button" value="Save"/>
First Name	<input type="text"/>	<input type="button" value="Cancel"/>
Middle Name	<input type="text"/>	
* Last Name	<input type="text"/>	
Suffix	<input type="text"/>	
Street Address	<input type="text"/>	
Other Address	<input type="text"/>	P.O. Box <input type="text"/>
City	State <input type="text" value="NC"/>	Zip <input type="text"/> - <input type="text"/>
Email	<input type="text"/>	

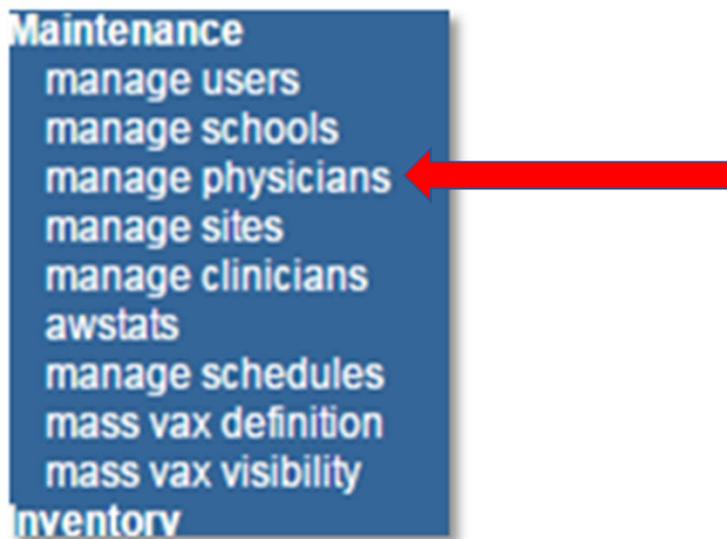
*NOTE: Fields marked with an asterisk * are required.*



Steps for Editing a Physician

Step 1 of 4: Navigate to Manage Physicians

Select **Manage Physicians** from the menu on the left-side panel.



Step 2 of 4: Select Physician

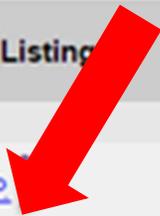
Click on the physician's name.

Select a Physician to Edit

Physician Name

Physician Listing

Name	Street	City/State/ZIP	Email
Test_Smart_P			



Step 3 of 4: Edit the Physician's Information

Make all changes.

Edit Physician **Physician Updated**

Prefix/Title	<input type="text"/>	<input type="button" value="Save"/>
First Name	Smart	<input type="button" value="Delete"/>
Middle Name	Physician	<input type="button" value="Cancel"/>
* Last Name	Test	
Suffix	Raleigh	
Street Address	5601 Six Forks	
Other Address	Building 2	P.O. Box <input type="text"/>
City	Raleigh	State <input type="text" value="NC"/> Zip 27609 - <input type="text"/>
Email	alyssa.roberts@dhhs.nc.gov	

Step 4 of 4: Save

Click **Save**.

Edit Physician **Physician Updated**

Prefix/Title	<input type="text"/>	<input type="button" value="Save"/>
First Name	Smart	<input type="button" value="Delete"/>
Middle Name	Physician	<input type="button" value="Cancel"/>
* Last Name	Test	
Suffix	Raleigh	
Street Address	5601 Six Forks	
Other Address	Building 2	P.O. Box <input type="text"/>
City	Raleigh	State <input type="text" value="NC"/> Zip 27609 - <input type="text"/>
Email	alyssa.roberts@dhhs.nc.gov	



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