

# North Carolina Immunization Registry (NCIR)

## Managing Clinicians and Physicians

### User Guide

Last Updated: March 22, 2022



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



# Overview

# Overview

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## 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.

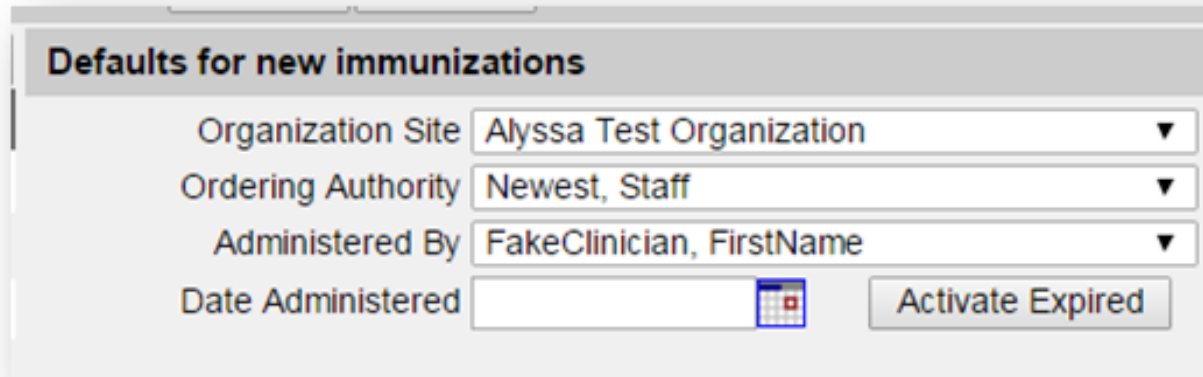
**Now, let's get started!**

# Managing Clinicians

# Managing Clinicians

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- 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.



The screenshot shows a dialog box titled "Defaults for new immunizations". It contains four rows of input fields:

- Organization Site: A dropdown menu with "Alyssa Test Organization" selected.
- Ordering Authority: A dropdown menu with "Newest, Staff" selected.
- Administered By: A dropdown menu with "FakeClinician, FirstName" selected.
- Date Administered: A text input field followed by a calendar icon and an "Activate Expired" button.

# Steps for Adding a Clinician

## Step 1 of 4: Navigate to Manage Clinicians

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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](#)

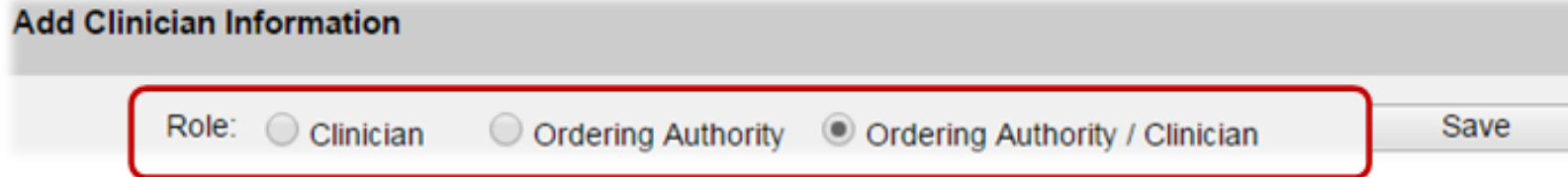
[Clinician List](#)

| Clinician Name                          | Role                           |
|---|--------------------------------|
| <a href="#">FakeClinician_FirstName</a> | Ordering Authority / Clinician |
| <a href="#">Jarford, Tristan S.</a>     | Ordering Authority / Clinician |



## Step 3 of 4: Enter Role and Credentials

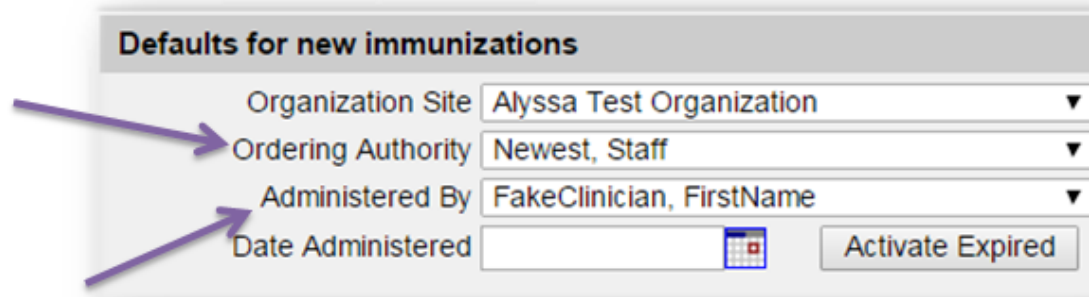
### Select a Role and Credentials



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

Ordering Authority

Administered By

Date Administered

# Step 3 of 4: Enter Role and Credentials

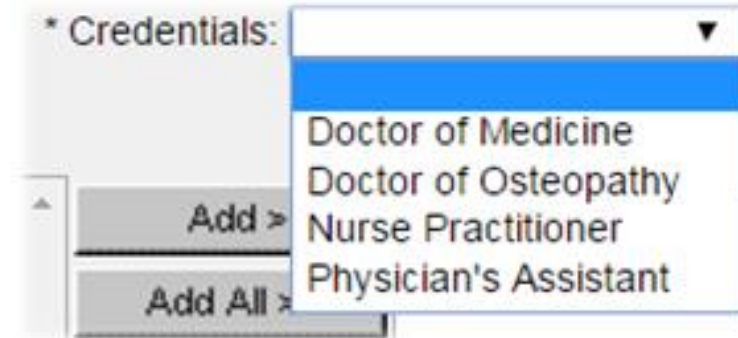
## Select a Role and Credentials

### '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.

# Step 4 of 4: Add the Clinician

Fill out all required information. Be certain to move your site to “Selected Sites.” Then click **Save**.

**Edit Clinician Information**

Role:  Clinician  Ordering Authority  Ordering Authority / Clinician

Prefix:

\* Last Name:

First Name:

Middle Name:

Suffix:  Credentials:

Complete site listing

\* Selected sites

**Address Information (optional)**

Street 1:

Street 2:

PO Box:

City:

State:  Zip:  -

Email:

Area Code:  Phone Number:  -  Ext.

**Inserted clinician: Test, Authority**

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



# Steps for Editing a Clinician

## Step 1 of 3: Navigate to Manage Clinicians

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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                           |
|---|--------------------------------|
| <a href="#">FakeClinician_FirstName</a> | Ordering Authority / Clinician |
| <a href="#">Newest_Staff</a>            | Ordering Authority / Clinician |
| <a href="#">Test_Authority_S</a>        | Ordering Authority / Clinician |
| <a href="#">Test_Clinician</a>          | Clinician                      |



## Step 3 of 3: Update

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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

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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 |
|------|--------|----------------|-------|
|------|--------|----------------|-------|



# Step 3 of 4: Fill Out Identifying Information

Complete the identifying information

**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           | <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

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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           | <input type="text"/> | 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

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





## Step 2 of 4: Select Physician

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Click on the physician's name.

Select a Physician to Edit

Physician Name

Physician Listing

| Name                         | Street | City/State/ZIP | Email |
|------------------------------|--------|----------------|-------|
| <a href="#">Test_Smart_P</a> |        |                |       |

# 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"/><br><input type="button" value="Delete"/><br><input type="button" value="Cancel"/> |
| First Name     | Smart                      |   |
| Middle Name    | Physician                  |   |
| * 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"/>       | Save  |
| First Name     | Smart                      | Delete  |
| Middle Name    | Physician                  | 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 <input type="text" value="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

*(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)*

[https://ncgov.servicenow.com/csm\\_vaccine](https://ncgov.servicenow.com/csm_vaccine)