North Carolina Immunization Registry (NCIR)

Adding New Clients

User Guide

Last Updated: March 22, 2022

NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

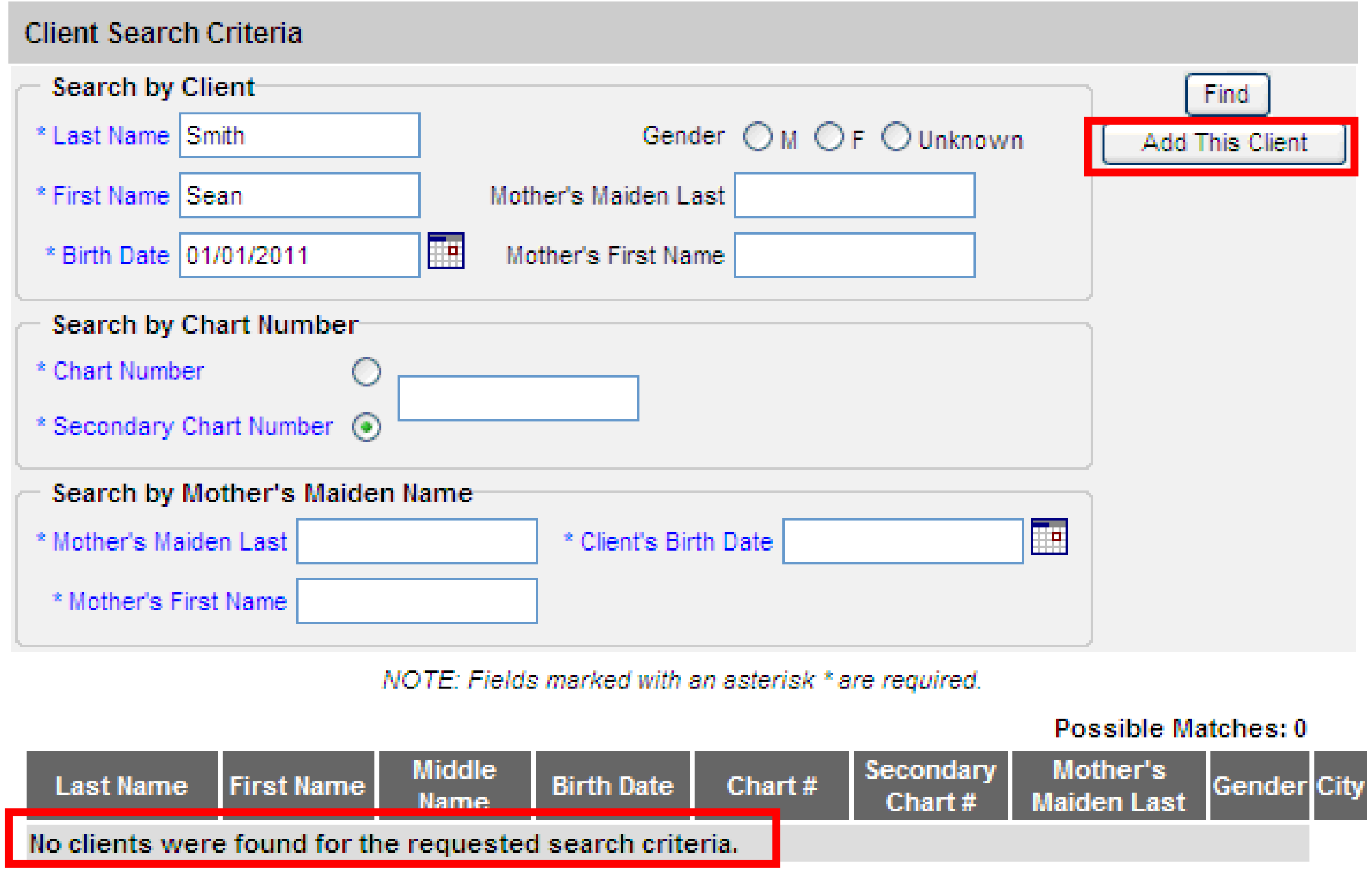
Steps for Searching for Clients

Step 1 of 5: Confirm New Client

In order to add a new client into the NCIR, you must first search for the client.

If you have conducted a client search and you receive the following message: “no clients were found for the requested search criteria”, your client is not located in the system.

You can add the patient into the NCIR by selecting **Add This Client**.



Audience

Typical User

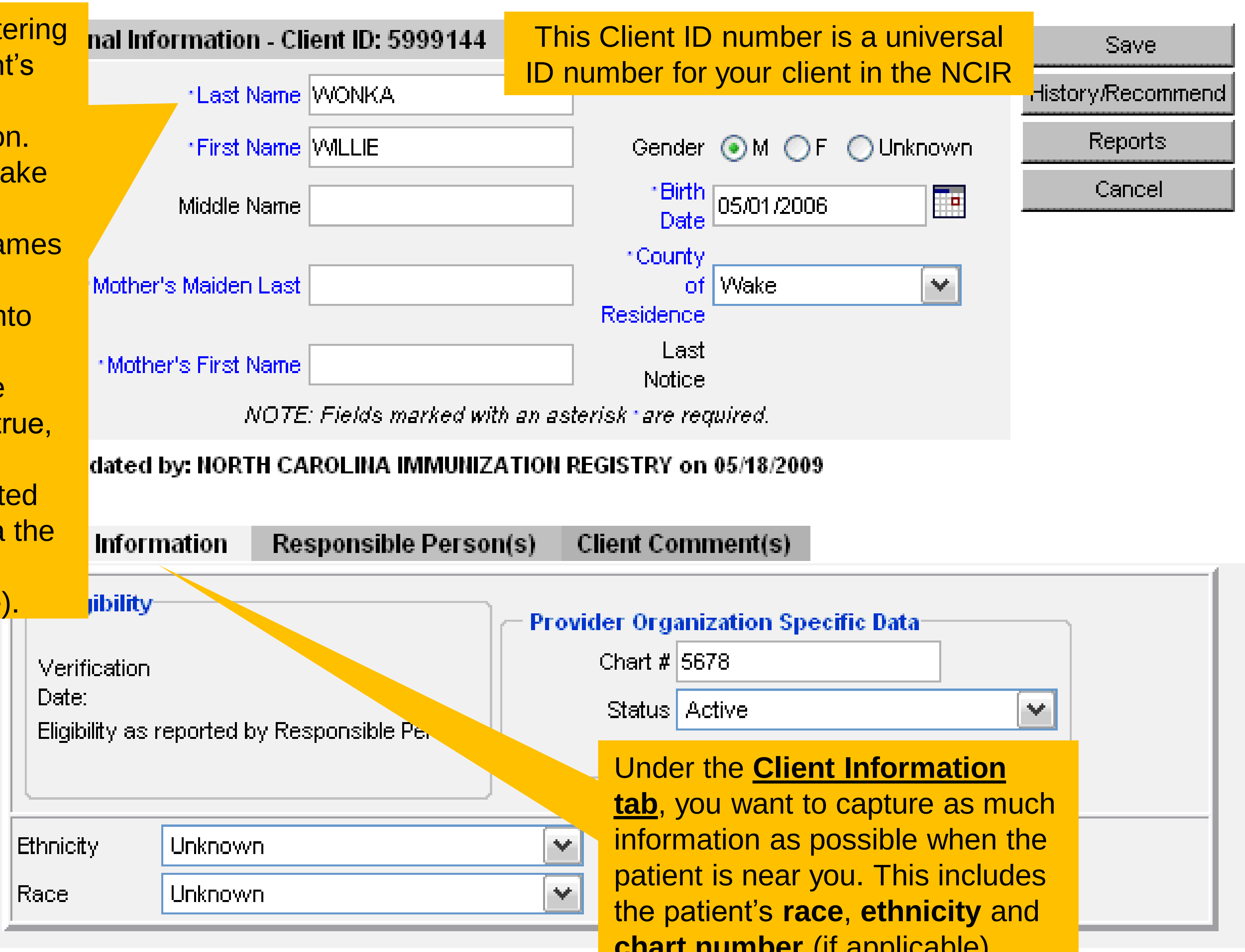
Inventory Control

Administrator

Step 2 of 5: Complete Personal and Client Information

When entering the patient's personal information. Please make sure that patient names that are entered into the NCIR reflect the patients' true, legally-documented name (via the birth certificate).

This Client ID number is a universal ID number for your client in the NCIR



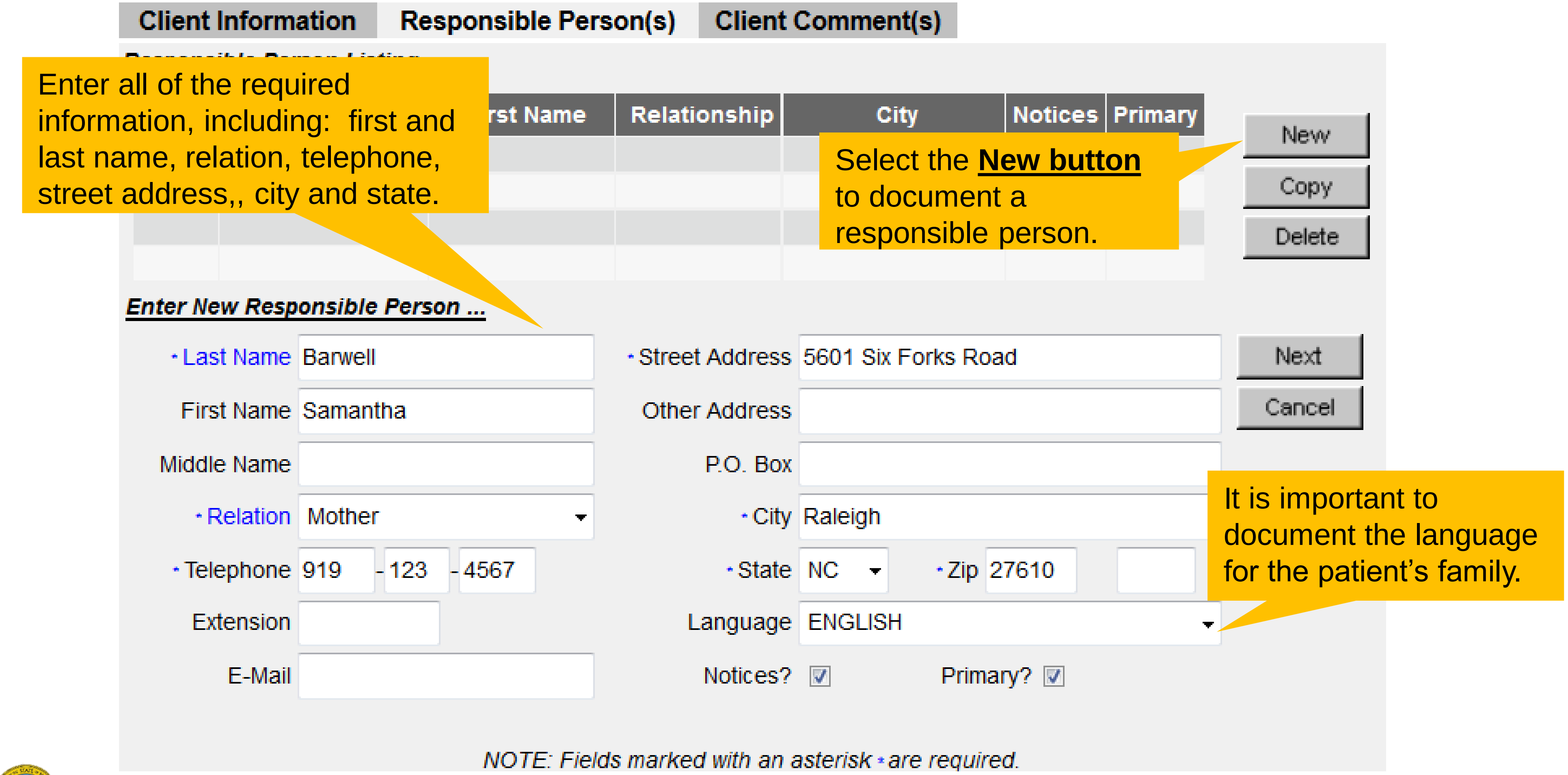
Under the **Client Information tab**, you want to capture as much information as possible when the patient is near you. This includes the patient's **race**, **ethnicity** and **chart number** (if applicable).

Audience

- **Typical User**
- **Inventory Control**
- **Administrator**

Step 3 of 5: Complete Responsible Person(s) Information

Under the **Responsible Person (s)** tab there is room for up to hold 4 responsible parties for the patient.
You must have at least **1** person entered for the patient.



Audience

Typical User

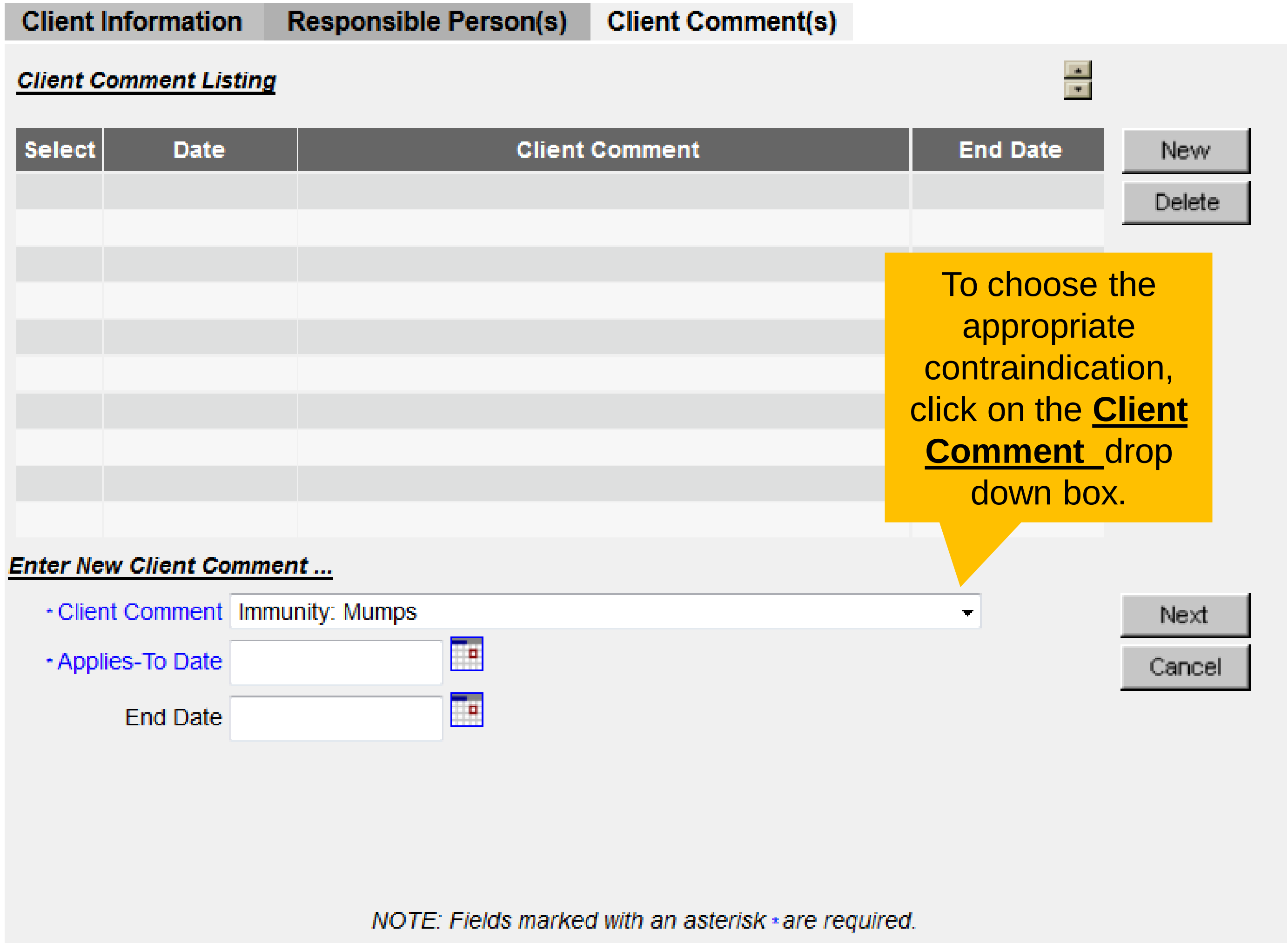
Inventory Control

Administrator

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Step 4 of 5: Complete Client Comment(s) Tab

Under the Client Comment(s) tab, there is a list of contraindications, refusals and religious exemptions approved by the CDC.



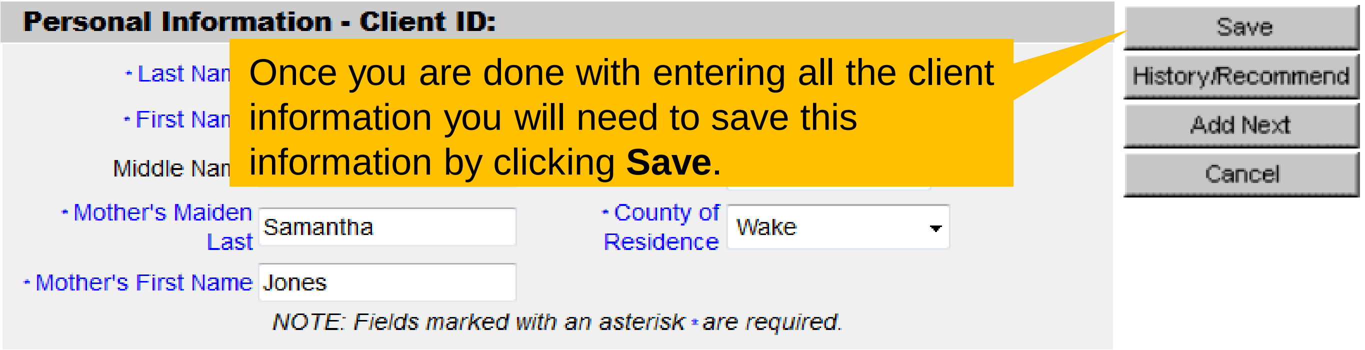
Audience

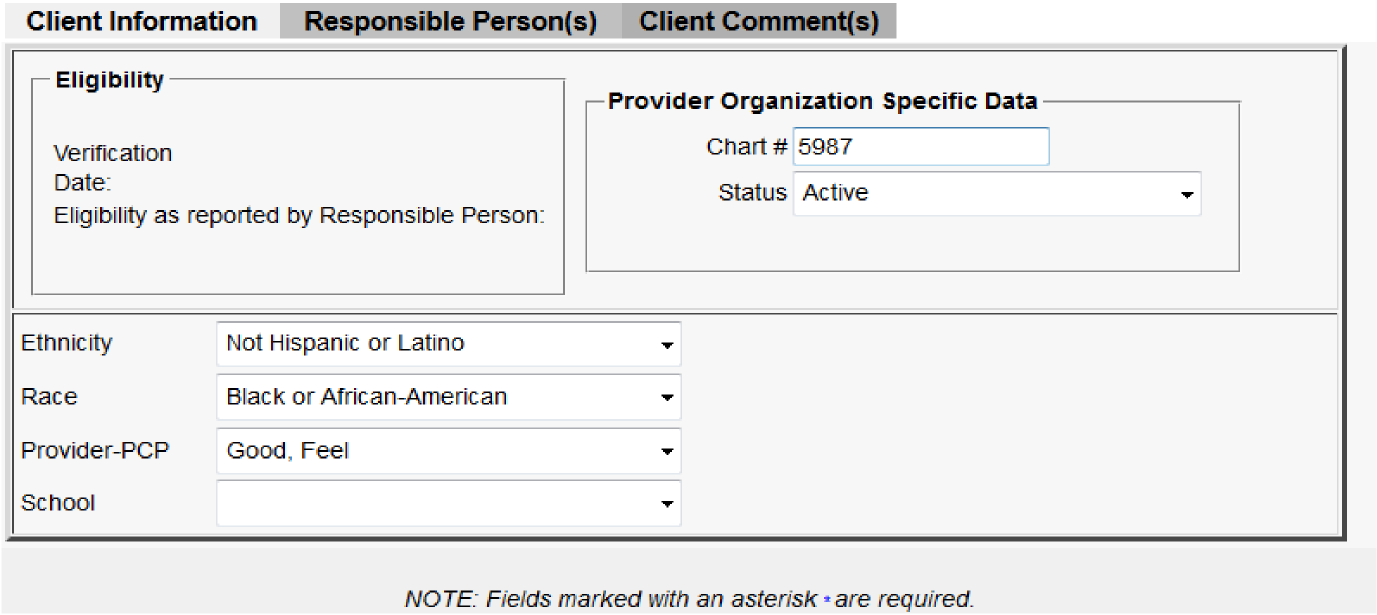
Typical User

Inventory Control

Administrator

Step 5 of 5: Save the Client Information





Audience

Typical User

Inventory Control

Administrator

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

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.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