

# North Carolina Immunization Registry (NCIR)

## Adding and Editing New Immunizations

### User Guide

Last Updated: March 22, 2022



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



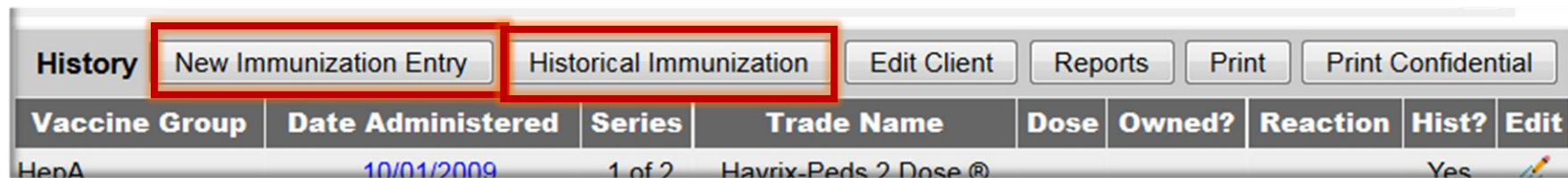
# New vs. Historical Immunizations

# New vs. Historical Immunizations (1 of 2)


- Immunizations are documented as “new” or “historical” depending on whether or not they were given using inventory 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**.



The screenshot shows a software interface with a top navigation bar and a data table below it. The navigation bar contains several buttons: 'History', 'New Immunization Entry', 'Historical Immunization', 'Edit Client', 'Reports', 'Print', and 'Print Confidential'. The 'New Immunization Entry' and 'Historical Immunization' buttons are highlighted with red boxes. Below the navigation bar is a table with the following columns: 'Vaccine Group', 'Date Administered', 'Series', 'Trade Name', 'Dose', 'Owned?', 'Reaction', 'Hist?', and 'Edit'. The first row of data shows 'HepA' for the vaccine group, '10/01/2009' for the date administered, '1 of 2' for the series, 'Havrix-Peds 2 Dose ®' for the trade name, and 'Yes' for the 'Hist?' column. There is also a small edit icon in the 'Edit' column.

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HepA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	


# 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

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HenA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	

# Steps for Adding New Immunizations

# Step 1 of 4: Navigate to Client Record

1. Locate client record.
2. Select **History/Recommend**.

**Personal Information - Client ID: 5999144**

\*Last Name

\*First Name

Middle Name

\*Mother's Maiden Last

\*Mother's First Name

Notice

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

Save  
History/Recommend  
Reports  
Cancel

Once you have located your client's record, you can start documenting new immunizations by selecting the: **History/Recommend** button.

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 05/18/2009

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

**Eligibility**

Verification  
Date:  
Eligibility as reported by Responsible Person:

**Provider Organization Specific Data**

Chart #

Status

Ethnicity

Race

## Audience

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.

Client Information - Client ID: 5999144

Client Name (First - MI - Last) WILLIE WONKA    DOB 05/01/2006    Gender M    Mother's Maiden    Tracking Schedule ACIP    Chart # 5678

Address 123 elm street, RALEIGH, NC 27606

Comments

History **New Immunization Entry** **Add Selected** Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	<a href="#">09/04/2006</a>	1 of 5					Yes	
	<a href="#">11/04/2006</a>	2 of 5					Yes	
	<a href="#">05/04/2007</a>	3 of 5					Yes	
HepB	<a href="#">05/01/2006</a>	1 of 3					Yes	
	<a href="#">11/04/2006</a>	2 of 3					Yes	
	<a href="#">05/02/2007</a>	3 of 3					Yes	
Hib	<a href="#">07/02/2006</a>	1 of 4					Yes	
	<a href="#">09/04/2006</a>	2 of 4					Yes	
	<a href="#">11/04/2006</a>	3 of 4					Yes	
Polio	<a href="#">07/02/2006</a>	1 of 4					Yes	
	<a href="#">09/04/2006</a>	2 of 4					Yes	
	<a href="#">11/04/2006</a>	3 of 4					Yes	

Current Age: 3 years, 19 days

Vaccines Recommended by Selected Tracking S **Add Selected** Add Selected

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	<a href="#">DTP/aP</a>	11/04/2007	11/04/2007	12/04/2007	04/30/2013
<input checked="" type="checkbox"/>	<a href="#">HepA</a>	05/01/2007	05/01/2007	05/01/2025	
	<a href="#">HepB</a>	Complete			
<input checked="" type="checkbox"/>	<a href="#">Hib</a>	05/01/2007	05/04/2007	09/01/2007	04/30/2011
<input checked="" type="checkbox"/>	<a href="#">Influenza</a>	11/01/2006	11/01/2006	05/01/2007	04/30/2025
<input type="checkbox"/>	<a href="#">Meningo</a>	05/01/2017	05/01/2017	05/01/2021	04/30/2025
<input checked="" type="checkbox"/>	<a href="#">MMR</a>	05/01/2007	05/01/2007	09/01/2007	
<input checked="" type="checkbox"/>	<a href="#">PneumoConjugate 7</a>	06/12/2006	07/01/2006	08/01/2006	04/30/2011

## Audience

Typical User

Inventory Control

Administrator

## Step 3 of 4: Enter Live Immunization Details

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

**Current Age: 3 years, 19 days**

Active immunization inventory on : 05/20/2009 OK Cancel

Unselect All Defaults for new immunizations

Immunization	* New	Organization Site	Ordering Authority	Administered By	Administered	Activate Expired
DTP/aP	<input checked="" type="checkbox"/>	Joy's Test Org	Doctor, Head	Sampson, Brock	05/20/2009	<span>Activate Expired</span>
HepA	<input type="checkbox"/>					
HepB	<input type="checkbox"/>					
Hib	<input type="checkbox"/>					
HPV	<input type="checkbox"/>					
Meningo	<input type="checkbox"/>					
MMR	<input type="checkbox"/>					
PneumoConjugate 7	<input type="checkbox"/>					
Polio	<input type="checkbox"/>					
Rotavirus	<input type="checkbox"/>					
Td	<input type="checkbox"/>					
Tdap	<input type="checkbox"/>					
Varicella	<input type="checkbox"/>					

*Make sure the vaccine is selected*

### Audience

Typical User

Inventory Control

Administrator



## 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**.

Current Age: 3 years, 19 days

When you're finished, click **OK** to continue documenting

Unselect All

Immunization	* New
DTP/aP	<input checked="" type="checkbox"/>
HepA	<input type="checkbox"/>
HepB	<input type="checkbox"/>
Hib	<input type="checkbox"/>
HPV	<input type="checkbox"/>
Meningo	<input type="checkbox"/>
MMR	<input type="checkbox"/>
PneumoConjugate 7	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>
Td	<input type="checkbox"/>
Tdap	<input type="checkbox"/>
Varicella	<input type="checkbox"/>

Defaults for new immunizations

Organization Site: Joy's Test Org

Ordering Authority: Doctor, Head

Administered By: Sampson, Brock

Date Administered: 05/20/2009

When you click on the calendar it will pop up and default to the current day. Click **OK**

### Audience

Typical User

Inventory Control

Administrator

## 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.

Click 'OK' once you are finished.

OK Cancel

**New Immunizations (1)**

**Date Provided** 05/20/2009 **Ordering Authority** Medicaid

**Eligibility as reported by Responsible Person:**

Immun	Volume	Body Site	Route	Administered By	Remove
Pediarix\AC216584AA\state		left thigh	intramuscular	Sampson, Brock	<input type="checkbox"/>

**Choose your Trade Name and Lot Numbers by clicking on the drop-down arrow. State supplied vaccine is in blue and Private supply vaccine is in black.**

**Choose your Body Site the same way- click on the drop down box and choose your site.**

**Notice that as you choose vaccines, the VIS Publication Date will display at the bottom with the most current date. You can choose the date of the actual copy that the patient received by clicking on the drop down box.**

**VIS Publication Dates for New Immunizations**

Pediarix\AC216584AA\state)		
Pediarix	DTP/aP:	05/17/2007
Pediarix	HepB:	07/18/2007
Pediarix	Polio:	01/01/2000

### Audience

Typical User

Inventory Control

Administrator

# Step 4 of 4: Review Submissions

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

**Client Information - Client ID: 5999144**

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
WILLIE WONKA	05/01/2006	M		ACIP	5678

Address: 123 elm street, RALEIGH, NC 27606

Comments:

**History** New Immunization Entry Historical Immunization Edit Client Reports Print Print Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	<a href="#">09/04/2006</a>	1 of 5					Yes	
	<a href="#">11/04/2006</a>	2 of 5					Yes	
	<a href="#">05/04/2007</a>	3 of 5					Yes	
	<a href="#">05/20/2009</a>	4 of 5	Pediarix ®	Full				
HepB	<a href="#">05/01/2006</a>	1 of 3					Yes	
	<a href="#">11/04/2006</a>	2 of 3					Yes	
	<a href="#">05/02/2007</a>	3 of 3					Yes	
	<a href="#">05/20/2009</a>		Pediarix ®	Full				
Hib	<a href="#">07/02/2006</a>	1 of 4					Yes	
	<a href="#">09/04/2006</a>	2 of 4					Yes	
	<a href="#">11/04/2006</a>	3 of 4					Yes	
Polio	<a href="#">07/02/2006</a>	1 of 4					Yes	
	<a href="#">09/04/2006</a>	2 of 4					Yes	
	<a href="#">11/04/2006</a>	3 of 4					Yes	
	<a href="#">05/20/2009</a>	4 of 4	Pediarix ®	Full				

## Audience

Typical User

Inventory Control

Administrator

# Editing New Immunizations

# Editing a Live Immunization

1. 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.

### Edit Immunization

**Vaccine Group:** DTP/aP - HepB - Polio Save

**Vaccine Display Name:** DTaP/Polio/Hep B Cancel

**Trade Name:** Pediarix Delete

**Vaccine Lot Number:** AC216584,AA / state

**Dose Size:** .5 mL

**Dosage From Inventory:** Full

**Inadequate Dose:**

**\*Date Provided:** 05/20/2009

**\*Eligibility as reported by Responsible Person:** Medicaid

**Date VIS Presented:** 05/20/2009

**\*Ordering Authority:** Doctor, Head

**\*Administered By:** Sampson, Brock

**\*Body Site:** left thigh

**Administered Route:** intramuscular

**Disregard Primary Series:** N

**VIS Publication Date for DTP/aP:** 05/17/2007

**VIS Publication Date for HepB:** 07/18/2007

**VIS Publication Date for Polio:** 01/01/2000

**Entered by Site:** Joy's Test Org

**Input Source of Record:** Created through User Interface

**Coverage Violation Indicator:** No

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

#### Reactions TO IMMUNIZATION

**General for all vaccines**

Allergic reaction to this vaccine or to any of its unlisted vaccine components (anaphylactic)

**DTaP, DTP, or any pertussis-containing vaccine**

Persistent inconsolable crying lasting 3 hours or more within 48 hours

Fever  $\geq 40.5^\circ$  ( $105^\circ$  F) within 48 hours

Collapse or shock-like State within 48 hours

## Audience

Typical User

Inventory Control

Administrator

# 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)

# Appendix



# NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
<b>Reports Only</b>	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
<b>Typical User</b>	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
<b>Inventory Control</b>	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
<b>Administrator</b>	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