North Carolina Immunization Registry (NCIR)

Adding and Editing New Immunizations

User Guide

Last Updated: March 22, 2022
New vs. Historical Immunizations
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**.
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
Steps for Adding New Immunizations
Step 1 of 4: Navigate to Client Record

1. Locate client record.

2. Select **History/Recommend**.

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

![Image of the Immunization Details page](image)

Make sure the vaccine is selected
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**.

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

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

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.
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 - M - 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

<table>
<thead>
<tr>
<th>History</th>
<th>New Immunization Entry</th>
<th>Historical Immunization</th>
<th>Edit Client</th>
<th>Reports</th>
<th>Print</th>
<th>Print Confidential</th>
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### Vaccine Group

<table>
<thead>
<tr>
<th>Vaccine Group</th>
<th>Date Administered</th>
<th>Series</th>
<th>Trade Name</th>
<th>Dose</th>
<th>Owned?</th>
<th>Reaction</th>
<th>Hist?</th>
<th>Edit</th>
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Editing New Immunizations
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.
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

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