North Carolina Immunization Registry (NCIR)

Reminder Recall

User Guide

Last Updated: March 22, 2022

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

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!

Request Reminder

Reminder

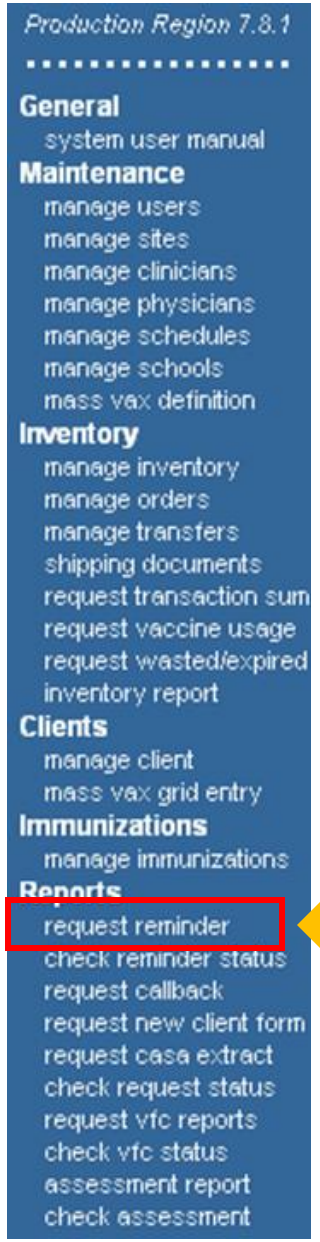
Request Reminder

- Used to generate reports, letters, address labels, or a client listing for clients “active” in the organization.
- Unlike the Assessment report, the Request Reminder reports will show client specific information.

Reminder Recall Report will help to...

- Determine which clients are not up to date with their immunizations.
- Provide a fast way to run a report with all the contact information for those clients that need to come back in.
- Improve immunization rates because you will be able to keep your clients up to date.

How to Run the Request Reminder Report



Click on **the <u>request reminder</u>** link under the *Reports* section.

How to Run the Request Reminder Report

Private Providers

Select vaccine group. The default is set to required vaccines.
You can add or remove additional vaccines as necessary.

Reminder/Recall Request

Select the Vaccine Group(s) ...

- Use All Vaccine Groups
- Use Vaccine Groups Selected

Adeno
Anthrax

Add >
< Remove

DTP/aP
HepB
Hib

Select the School & Primary Care Provider ...

School | Provider - PCP

Enter Additional Demographic Criteria ...

City | Zip Code | County

Type in your birth date range.

Enter the Date Criteria ...

*Birth Date Range From To
Target Date Range From To
Weeks Since Last Notice
NOTE: If Target Date is blank, today's date will be used.
Exclude clients more than Month(s) Overdue
Exclude from
Today's Date
Target From Date

Specify How to Sort the Report Data ...

Sort 1st By	Last Name	Ascending	Sort 3rd By	
Sort 2nd By	First Name	Ascending	Sort 4th By	

Generate | Cancel

NOTE: Fields marked with an asterisk * are required.

Click **Generate** when done.

How to Run the Request Reminder Report

Local Health Department

Reminder/Recall Request

Select Client Population ...

- Clients Associated with ALAMANCE COUNTY HEALTH DEPARTMENT
- Clients Residing in Selected Counties below
- Clients within ALAMANCE COUNTY HEALTH DEPARTMENT or Residing in Selected Counties

Available Counties | Add > | < Remove | * Selected Counties: Alamance, Hyde

NOTE: Fields marked with an asterisk * are required.

Select the Vaccine Group(s) ...

- Use All Vaccine Groups
- Use Vaccine Groups Selected

Adeno, Anthrax | Add > | < Remove | MMR, Polio, Varicella

Select the School & Primary Care Provider ...

School | Provider - PCP

Enter Additional Demographic Criteria ...

City | Zip Code | County

Enter the Date Criteria ...

*Birth Date Range From To

Target Date Range From To

Weeks Since Last Notice

NOTE: If Target Date is blank, today's date will be used.

Exclude clients more than Month(s) Overdue

Exclude from: Today's Date / Target From Date

Specify How to Sort the Report Data ...

Sort 1st By: Last Name, Ascending | Sort 3rd By

Sort 2nd By: First Name, Ascending | Sort 4th By

Generate | Cancel

Step 1. Select the Client Population.

Step 2. Select vaccine group. The default is set to required vaccines. You can add or remove additional vaccines as necessary.

Step 3. Type in your birth date range.

Step 4. Select **Generate.**

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

How to Run the Request Reminder Report

Status Report

Reminder Request Status

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM		QUEUE			01/02/2006	01/01/2007

Refresh
Cancel

Reminder Output Status

No Reminder Outputs Logged

Stage 1: Click **Refresh.**

Reminder Request Status

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
11/19/2007 12:33 PM		10 %			10/01/2005	10/01/2007

Refresh
Cancel

Reminder Output Status

No Reminder Outputs Logged

Stage 2: Loading.

Reminder Request Status

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM	07/27/2009 04:33 PM	100 %	4	2	01/02/2006	01/01/2007

Refresh
Cancel

Reminder Output Status

No Reminder Outputs Logged

Stage 3: Completed.

How to Run the Request Reminder Report

Request Reminder Process Summary

Reminder Request Process Summary

Step	Criteria Evaluated at this Step	Clients
1	Clients that are **active or inactive** for *SIX FORKS DEPOT.*	36
2	Clients that are **active** for *SIX FORKS DEPOT.*	32
3	Clients from Step 2 that are **born between 01/02/2006 and 01/01/2007.**	8
4	Clients from Step 3 that meet the following criteria: • **County** is not specified; • **School** is not specified; • **Provider** is not specified; • **Weeks Since Last Notice** is not specified.	8
5	Clients from Step 4 that meet the following criteria regarding vaccination status: • Clients that are **Recommended or Overdue** for one or more vaccinations **as of 07/27/2009**; • Use the following **vaccine groups: DTP/aP, HepB, Hib, MMR and Polio**; • Use for all clients. • **Exclude Overdue Reminders** is not specified	4
6	Clients from Step 5 that meet the following criteria. • Have one or more **responsible persons**; • At least one responsible person **receives notices**; • **City** is not specified • **Zip Code** is not specified	2
	Total Number of Clients Eligible for Reminder	**2**
7	Clients from Step 5 that are omitted from Step 6: Omitted Clients	(2)

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

How to Run the Request Reminder Report

Request Reminder Process Summary: Part 1

Reminder Request Process Summary

Step	Criteria Evaluated at this Step	Clients
1	Clients that are **active or inactive** for *SIX FORKS DEPOT.*	36
2	Clients that are **active** for *SIX FORKS DEPOT.*	32
3	Clients from Step 2 that are **born between 01/02/2006 and 01/01/2007.**	8
4	Clients from Step 3 that meet the following criteria: • **County** is not specified; • **School** is not specified; • **Provider** is not specified; • **Weeks Since Last Notice** is not specified.	8
5	Clients from Step 4 that meet the following criteria regarding vaccination status: • Clients that are **Recommended or Overdue** for one or more vaccinations **as of 07/27/2009;** • Use the following **vaccine groups: DTP/aP, HepB, Hib, MMR and Polio;** • Use for all clients. • **Exclude Overdue Reminders** is not specified	4
6	Clients from Step 5 that meet the following criteria. • Have one or more **responsible persons;** • At least one responsible person **receives notices;** • **City** is not specified • **Zip Code** is not specified	2
	Total Number of Clients Eligible for Reminder	
7	Clients from Step 5 that are omitted from Step 6: Omitted Clients	

Click on **Omitted Clients.**

Reminder Request Status

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM	07/27/2009 04:33 PM	100 %	4	2	01/02/2006	01/01/2007

Refresh

Cancel

Then, Click **Refresh.**

Reminder Output Status

Name	Type	Requested	Started	Completed	Status
Omitted Clients	Omitted Clients	07/27/2009 04:49 PM	07/27/2009 04:49 PM	07/27/2009 04:49 PM	Ready

When your report is ready click on the '**Omitted Clients**' link.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report: Omitted Clients

How do I fix the Omitted Clients?

Take the omitted list and the client query list and “clean up” those records as much as possible.

1. Print the omitted client list
2. Go back to Manage Client
3. Add the responsible person information

Report run on: 24 July 2009

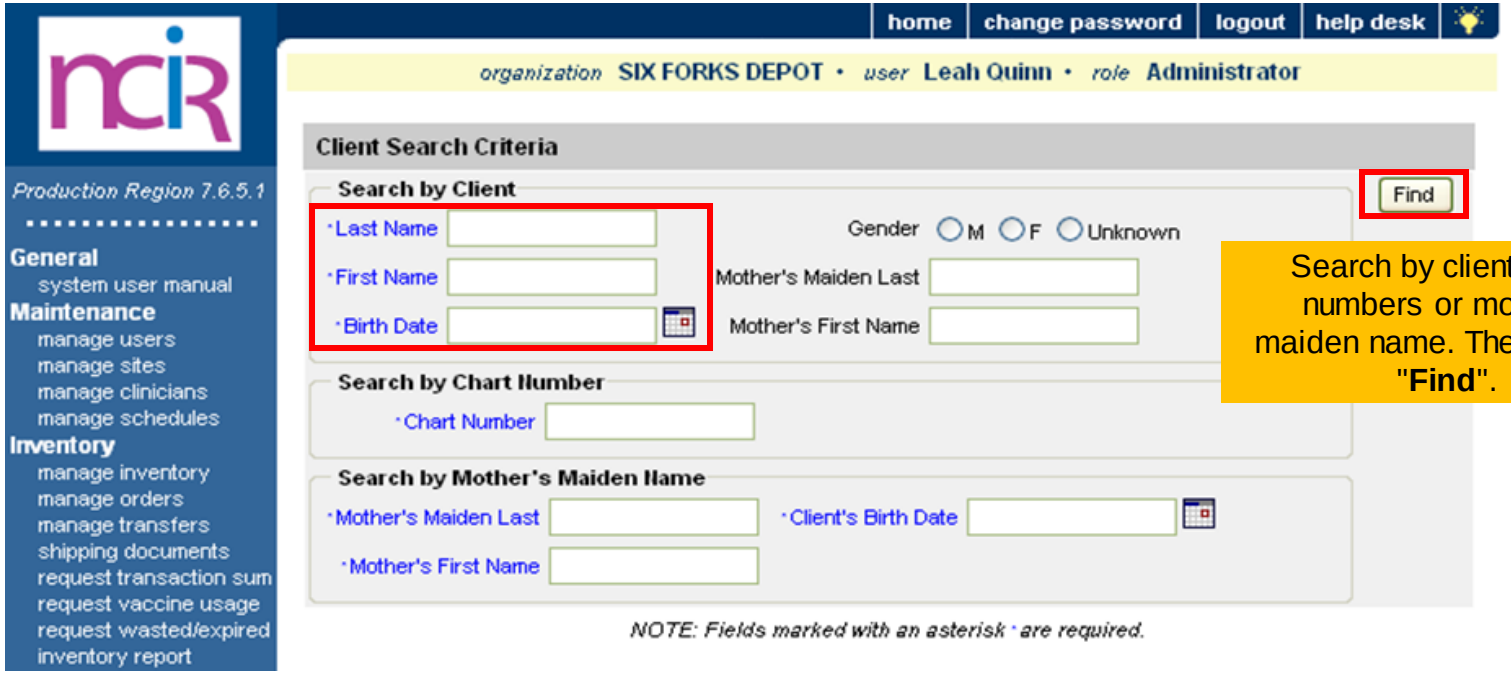
Reminder / Recall - Incomplete Address
Omitted Clients
SIX FORKS DEPOT

Page 1 of 1

Client Name (L, F M)	Birth Date:	Chart Number:
TEST, ANEW	12/31/2006	
TEST, TEST TEST	01/21/2006	5
ZEROFOURSEVEN, CRONE	05/04/2007	

Notice this client has a chart number.

Request Reminder Report: Omitted Clients



Search by client, chart numbers or mother's maiden name. Then, select "**Find**".

Go back to "**Manage Client**". Take the first client on your "**Omitted Clients**" list and enter the info into the Client search screen.

Report run on: 24 July 2009

Reminder / Recall - Incomplete Address
Omitted Clients
SIX FORKS DEPOT

Page 1 of 1

Client Name (L, F M)	Birth Date:	Chart Number:
TEST, ANEW	12/31/2006	
TEST, TEST TEST	01/21/2006	5
ZEROFOURSEVEN, CRONE	05/04/2007	

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report: Omitted Clients

Personal Information - Client ID: 10865377

*Last Name	TEST	SSN	- -
*First Name	ANEW	Gender	M F Unknown
Middle Name		*Birth Date	12/31/2006
*Mother's Maiden Last		*County of Residence	Out of State
*Mother's First Name		Last Notice	07/23/2009

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

Save | History/Recommend | Reports | Cancel

Last Updated by: NORTH CAROLINA IMMUNIZATION REGIST / on 07/15/2009

Click on the Responsible Person(s) Tab.

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

Eligibility

Verification Date:

Eligibility as reported by Responsible Person:

Chart #

Status Active

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

Responsible Person Listing

Select	Last Name	First Name	Relationship	City	Notices	Primary
◉	TEST	ANEW	Self	BROOKFIELD	No	Yes

New | Copy | Delete

Details for Responsible Person: ANEW TEST (Last Updated: 07/15/2009 09:07:36 PM)

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report: Responsible Person Information

"Notice" informs providers if reminder letter will be generated.

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 07/15/2009

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

Responsible Person Listing

Select	Last Name	First Name	Relationship	City	Notices	Primary
◉	TEST	ANEW	Self	BROOKFIELD	No	Yes

New | Copy | Delete

Details for Responsible Person: ANEW TEST (Last Updated: 07/15/2009 09:07:36 PM)

Last Name	TEST	*Street Address	1872 WAUWATOSA WAY
First Name	ANEW	Other Address	
Middle Name		P.O. Box	
*Relation	Self	*City	BROOKFIELD
*Telephone	- -	*State	WI *Zip 53810
Extension		Language	ENGLISH
E-Mail		Notices? ☐	Primary? ☑

Next | Cancel

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

Note that the √ has been removed from the "**Notices?**" box.

Note the last updated information.

Request Reminder Report

Reminder Request Status

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM	07/27/2009 04:33 PM	100 %	4	2	01/02/2006	01/01/2007

Refresh

Cancel

Click the report link which is underlined in blue.

Reminder Request Output Options

Output	Description	Additional Input
Client Query Listing	A list of clients eligible for reminder based on the report criteria (in .pdf format). Excludes omitted clients.	Report Name
Reminder Letter	Standard Reminder Letter.	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Reminder Card	Standard Reminder Card (4x5).	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Mailing Labels	Avery Mailing Labels.	Report Name
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name

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

Type in the name of the report.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report

Production Region 7.8.1

System Monitoring
check report status
General
system user manual
Organizations
switch organizations
manage organizations
manage org groups
switch org & role
Maintenance
manage users
manage schools
manage physicians
manage sites
manage clinicians
awstats
manage schedules
mass vax definition
mass vax visibility
Inventory
manage inventory
manage orders
manage transfers
shipping documents
request transaction sum
request vaccine usage
request wasted/expired
manual orders
inventory report
vaccine accountability
Immunizations
manage immunizations
Clients
manage client
merge clients
mass vax grid entry
Reports
request reminder
check reminder status
request callback

Reminder Request Status

Refresh

Cancel

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM	07/27/2009 04:33 PM	100 %	4	2	01/02/2006	01/01/2007

Reminder Output Status

Name	Type	Requested	Started	Completed	Status
24-35 mos	Client List	07/27/2009 05:14 PM	07/27/2009 05:14 PM	07/27/2009 05:14 PM	Ready

Report Link

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report

Report run on: 07/20/2009 03:30 PM

Client Query Listing

Page 1 of 4

Client Name (F M L)	Chart Number	Phone Number	Address	City/State/ZIP
MARIA BOCK - 06/29/2006	661		425 LAKE MIST CT	CHARLOTTE, NC 28277

Vaccine	Recmd Day	Immunization Dates
DTP/aP	09/29/2007	1) 09/05/2006 2) 10/31/2006 3) 01/23/2007
HepA	04/13/2008	1) 10/13/2007
HepB	Complete	1) 06/29/2006 2) 09/05/2006 3) 01/23/2007
Hib	07/23/2007	1) 09/05/2006 2) 10/31/2006 3) 01/23/2007
Influenza	02/14/2008	1) 12/29/2006 2) 02/14/2007
MMR	06/29/2007	
Meningo	06/29/2017	
PneumoConjugate	06/29/2007	1) 09/05/2006 2) 10/31/2006 3) 01/23/2007
Polio	06/29/2010	1) 09/05/2006 2) 10/31/2006 3) 01/23/2007
Varicella	06/29/2007	

Client Name (F M L)	Chart Number	Phone Number	Address	City/State/ZIP
MARIA BOCK - 06/29/2006	662		425 LAKE MIST CT	CHARLOTTE, NC 28277

Vaccine	Recmd Day	Immunization Dates
DTP/aP	06/06/2009	1) 10/31/2006 2) 01/23/2007 3) 12/06/2008
HepA	Complete	1) 10/13/2007 2) 07/23/2008
HepB	02/23/2007	1) 01/23/2007
Hib	Complete	1) 10/31/2006 2) 01/23/2007 3) 12/06/2008
Influenza	02/14/2008	1) 12/29/2006 2) 02/14/2007
MMR	06/29/2010	1) 07/06/2007
Meningo	06/29/2017	
PneumoConjugate	Complete	1) 10/31/2006 2) 01/23/2007 3) 12/06/2008
Polio	06/29/2010	1) 10/31/2006 2) 01/23/2007 3) 12/06/2008
Varicella	06/29/2010	1) 07/06/2007

Client Name (F M L)	Chart Number	Phone Number	Address	City/State/ZIP
MINDY HALL - 07/30/2006	657		123 ANNA LANE	CHARLOTTE, NC 28273

Vaccine	Recmd Day	Immunization Dates
DTP/aP	06/10/2009	1) 11/30/2006 2) 05/11/2007 3) 07/31/2007 4) 12/10/2008 (NV)
HepA	Complete	1) 07/31/2007 2) 07/10/2009
HepB	Complete	1) 07/30/2006 2) 05/11/2007 3) 07/31/2007
Hib	Complete	1) 11/30/2006 2) 05/11/2007 3) 07/31/2007
Influenza	01/30/2007	
MMR	07/30/2010	1) 07/31/2007
Meningo	07/30/2017	
PneumoConjugate	Complete	1) 05/11/2007 2) 07/31/2007 3) 07/10/2009
Polio	07/30/2010	1) 11/30/2006 2) 05/11/2007 3) 07/31/2007 4) 12/10/2008 (NV)
Varicella	07/30/2010	1) 07/31/2007

Questions to Consider:

- Are there any active duplicate clients under my organization?
- Have all doses administered been keyed into NCIR?
- Have keyed doses been entered correctly?
- Are there clients that need to be made inactive?

Request Reminder Report: Client Query Listing

Back

PEGGY PERSON - 08/15/1992 RPXX2 117 BULL RUN ITHACA, WI 53810

117 BULL RUN ITHACA, WI 53810

Vaccine	Recmd Day	Immunization Dates
HepA	08/15/1993	
HepB	08/15/1992	
Influenza	Contraindicated	
MMR	Contraindicated	
Meningo	08/15/2003	
Polio	03/01/1995	1) 01/01/1995
Td	02/01/2008	1) 01/01/2002 (NV) 2) 01/01/2008
Tdap/Pertussis	Complete	1) 01/01/2008
Varicella	Contraindicated	

Look for "blank" records.

Look for not valid (NV) shots.

Request Reminder Report: Client Query Listing

Report run on: 07/27/2009 05:14 PM

Client Query Listing

Page 1 of 1

Client Name (F M L)	Chart Number	Phone Number	Address	City/State/ZIP
TEST ME - 07/01/2008	9		5601 six forks road	RALEIGH, NC 27609
			5601 six forks road	RALEIGH, NC 27609
		(919) 707-5580		NC
		(919) 707-5580		NC

Vaccine	Recmd Day	Immunization Dates
DTP/aP	10/01/2009	1) 09/09/2008 2) 11/19/2008 3) 01/09/2009
HepA	01/06/2010	1) 07/06/2009
HepB	Contraindicated	1) 09/22/2008
Hib	08/03/2009	1) 09/09/2008 2) 11/19/2008 3) 02/03/2009
Influenza	04/03/2010	1) 02/03/2009 2) 04/03/2009
MMR	07/01/2009	
Meningo	07/01/2019	
PneumoConjugate	09/01/2008	
Polio	07/01/2012	1) 09/09/2008 2) 11/19/2008 3) 02/03/2009
Varicella	07/01/2009	

TESTER TESTDELETE - 01/10/2006	(919) 707-5580	5601 six forks road	RALEIGH, NC 27609

Vaccine	Recmd Day	Immunization Dates
DTP/aP	03/10/2006	
HepA	01/10/2007	
HepB	01/10/2006	
Hib	03/10/2006	
Influenza	11/10/2009	1) 11/12/2007 2) 12/17/2007 3) 11/10/2008
MMR	01/10/2007	
Meningo	01/10/2017	
PneumoConjugate	03/10/2006	
Polio	03/10/2006	
Varicella	01/10/2007	

Look for duplicate addresses.

Enter historical doses.

Request Reminder Report: Client Query Listing

Don't forget to report duplicates to the NCIR Help Desk!

CHRISTOPHE MICHAELS - 04/06/2006 111 CYPRESS ST CHARLOTTE, NC 28227

Vaccine	Recmd Day	Immunization Dates
DTP/aP	06/06/2006	
HepA	04/06/2007	
HepB	04/06/2006	
Hib	06/06/2006	
Influenza	10/06/2006	
MMR	04/06/2007	
Meningo	04/06/2017	
PneumoConjugate	06/06/2006	
Polio	06/06/2006	
Varicella	04/06/2007	

CHRISTOPHER MICHAELS - 04/06/2006 111 CYPRESS ST CHARLOTTE, NC 28227

Vaccine	Recmd Day	Immunization Dates
DTP/aP	06/06/2006	
HepA	04/06/2007	
HepB	04/06/2006	
Hib	06/06/2006	
Influenza	10/06/2006	
MMR	04/06/2007	
Meningo	04/06/2017	
PneumoConjugate	06/06/2006	
Polio	06/06/2006	
Varicella	04/06/2007	

Request Reminder Report: Client Query Listing

Client Evaluation:

- Responsible Persons: NC address and TX address
- No doses entered since 2006
- Received confirmation from parent that patient now lives in Texas
- Moved or Gone Elsewhere (MOGE)

BRITTANYA O'CAMPO - 09/16/2006 660

(651) 125-1252

89680 CAMPUS AVE CHARLOTTE, NC 28214
8756 YELLOW ROSE LANE DALLAS, TX 77714

Vaccine	Recmd Day	Immunization Dates
DTP/aP	02/04/2007	1) 12/04/2006
HepA	09/16/2007	
HepB	03/16/2007	1) 09/20/2006 2) 12/04/2006
Hib	02/04/2007	1) 12/04/2006
Influenza	03/16/2007	
MMR	09/16/2007	
Meningo	09/16/2017	
PneumoConjugate	02/04/2007	1) 12/04/2006
Polio	02/04/2007	1) 12/04/2006
Rotavirus	Max Age Exceeded	1) 12/04/2006
Varicella	09/16/2007	

Request Reminder Report: Client Query Listing

Personal Information - Client ID: 5999660

Save
History/Recommend
Reports
Cancel

*Last Name: O'CAMPO
*First Name: BRITTANYA
Middle Name:
*Mother's Maiden Last: O'CAMPO
*Mother's First Name: MAMA

SSN *(On File)*
Gender: M F Unknown
*Birth Date: 09/16/2006
*County of Residence: Mecklenburg
Last Notice: 07/21/2009

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

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 07/21/2009

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

Eligibility

Verification Date:
Eligibility as reported by Responsible Person:

Provider Organization Specific Data

Chart #:
Status: Active
*Tracking Schedule: ACIP

Change status to "**Inactive**" to inactivate client.

Request Reminder Report: Unable to locate

Inactivate client when the below three are met:

1. The client has not been seen by your office in the last 12 months

2. All available telephone numbers are no longer valid (disconnected or family no longer associated with number)

3. A postcard and/or letter has been returned as undeliverable and no other address information is known

Run Request Reminder!

Any time you edit client information (i.e. demographics, shot info.) the Request Reminder report must be run again in order to reflect the changes you have made.

Request Reminder Report - How To Generate Reminder Letters

Production Region 7.8.1

General
- system user manual

Maintenance
- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

Inventory
- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report

Clients
- manage client
- mass vax grid entry

Immunizations
- manage immunizations

Reports
- request reminder
- check reminder status
- request callback
- request new client form
- request casa extract
- check request status
- request vfc reports
- check vfc status
- assessment report
- check assessment

Reminder Request Status

Refresh

Cancel

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM	07/27/2009 04:33 PM	100 %	4	2	01/02/2006	01/01/2007

Reminder Request Output Options

Output	Description	Additional Input
Client Query Listing	A list of clients eligible for reminder based on the report criteria (in .pdf format). Excludes omitted clients.	Report Name
Reminder Letter	Standard Reminder Letter.	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Reminder Card	Standard Reminder Card (4x5).	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Mailing Labels	Avery Mailing Labels.	Report Name
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name

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

Free text will be added here and will appear at the bottom of the letter.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report

Reminder Output Status

Name	Type	Requested	Started	Completed	Status
24-35 mos	Reminder Letter	07/27/2009 05:57 PM	07/27/2009 05:57 PM	07/27/2009 05:57 PM	Ready

Report Link

Request Reminder Report - Sample Reminder Letter

Dear Beth Quinn,

Our records indicate that Tester Testdelete, has received the following immunizations:

Immunizations History		
Immunization	Date Administered	Series
Influenza	11/12/2007	1 of 2
Influenza	12/17/2007	2 of 2
Influenza	11/10/2008	Booster

Our records also show that Tester may be due for the following immunizations. If Tester received these or other immunizations from another health care provider, please call our office so that we can update Tester's record. Otherwise please take Tester to a health care provider to receive them.

Vaccines Recommended by Selected Tracking Schedule	
Vaccine	Date Needed
HepB	01/10/2006
DTP/aP	03/10/2006
PneumoConjugate 7	03/10/2006
Polio	03/10/2006
Hib	03/10/2006
HepA	01/10/2007
MMR	01/10/2007
Varicella	01/10/2007
Influenza	11/10/2009
Meningo	01/10/2017

The number for our office is: 919-707-5550

Please make sure to bring any insurance information on your next visit

Free text added

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report

Production Region 7.8.1

General
- system user manual

Maintenance
- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

Inventory
- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report

Clients
- manage client
- mass vax grid entry

Immunizations
- manage immunizations

Reports
- request reminder
- check reminder status
- request callback
- request new client form
- request casa extract
- check request status
- request vfc reports
- check vfc status
- assessment report
- check assessment

Reminder Request Status

Refresh

Cancel

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 04:32 PM	07/27/2009 04:33 PM	100 %	4	2	01/02/2006	01/01/2007

Reminder Request Output Options

Output	Description	Additional Input
Client Query Listing	A list of clients eligible for reminder based on the report criteria (in .pdf format). Excludes omitted clients.	Report Name
Reminder Letter	Standard Reminder Letter.	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Reminder Card	Standard Reminder Card (4x5).	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Mailing Labels	Avery Mailing Labels.	Report Name
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name

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

Free text will be added here and will appear at the bottom of the card.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report Status

Production Region 7.8.1

General
- system user manual

Maintenance
- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

Inventory
- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report

Clients
- manage client
- mass vax grid entry

Immunizations
- manage immunizations

Reports
- request reminder
- check reminder status
- request callback
- request new client form
- request casa extract
- check request status
- request vfc reports
- check vfc status
- assessment report
- check assessment

Reminder Output Status

Name	Type	Requested	Started	Completed	Status
24-35 mos	Reminder Card	07/27/2009 06:04 PM	07/27/2009 06:04 PM	07/27/2009 06:04 PM	Ready

Report is "**ready**"
Click on link to view.

Request Reminder Report Status - Sample of Reminder Card

Dear Beth Quinn,

Our records show that Tester Testdelete may be due for the following immunizations. If Tester received these or other immunizations from another health care provider, please call our office so that we can update Tester's record. Otherwise please schedule an appointment for Tester to receive them.

Vaccine Group	Date Needed
HepB	01/10/2006
DTP/aP	03/10/2006
PneumoConjugate 7	03/10/2006
Polio	03/10/2006
Hib	03/10/2006
HepA	01/10/2007
MMR	01/10/2007
Varicella	01/10/2007
Influenza	11/10/2009
Meningo	01/10/2017

Reminder card should be placed in an envelope to be HIPPA Compliant.

Request Reminder Report Status – Mailing Labels

Production Region 7.8.1

General
- system user manual

Maintenance
- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

Inventory
- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report

Clients
- manage client
- mass vax grid entry

Immunizations
- manage immunizations

Reports
- request reminder
- check reminder status
- request callback
- request new client form
- request casa extract
- check request status
- request vfc reports
- check vfc status
- assessment report
- check assessment

Reminder Request Status

Refresh

Cancel

Started	Completed	Status	Clients	Eligible	Birth From	Birth To
07/27/2009 06:10 PM	07/27/2009 06:12 PM	100 %	12	10	12/02/2002	01/01/2009

Reminder Request Output Options

Output	Description	Additional Input
Client Query Listing	A list of clients eligible for reminder based on the report criteria (in .pdf format). Excludes omitted clients.	Report Name
Reminder Letter	Standard Reminder Letter.	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Reminder Card	Standard Reminder Card (4x5).	Report Name Free Text: Please make sure to bring any insurance information on your next visit Phone #: 919-707-5550
Mailing Labels	Avery Mailing Labels.	Report Name
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name

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

Mailing Labels can be generated using the Standard Avery labels.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request Reminder Report Status - View Report

Reminder Output Status

Name	Type	Requested	Started	Completed	Status
0-72 mos	Mailing Labels	07/27/2009 06:13 PM	07/27/2009 06:13 PM	07/27/2009 06:13 PM	Ready

Click on link to view report.

Request Reminder Report Status - Sample Labels

Mailing Labels

QUINN
NANCY M FIRSTNAMETEST
5601 SIX FORKS ROAD
RALEIGH NC 27609

QUINN
TEST ME
5601 SIX FORKS ROAD
RALEIGH NC 27609

QUINN
TEST ME
5601 SIX FORKS ROAD
RALEIGH NC 27609

ADAM NCIR
ADAM NCIR
ROAD
RALEIGH NC 27609

REMIND TEST
REMIND TEST
5
RALEIGH NC 27609

PERSON TEST
REMIND TEST
5601 SIX FORKS ROAD
RALEIGH NC 27609

BETH QUINN
ROTAVIRUS TEST
5601 SIX FORKS ROAD
RALEIGH NC 27609

QUINN
ROTAVIRUS TEST
5601 SIX FORKS ROAD
RALEIGH NC 27609

MOMMA QUINN
TESTCF TETSCL
5601 SIX FORKS ROAD
RALEIGH NC 27609

BETH QUINN
TEST THREE
5601 SIX FORKS
RALEIGH NC 27699

BETH QUINN
TEST1 VFC
5601 SIX FORKS ROAD
RALEIGH NC 27609

Mailing Labels correspond with reminder cards and letters generated.

Request Reminder Report

How to get the Most From Reminder Recall

- Enter all children into the NCIR
- Enter historical immunizations *(properly and completely)*
- Check the '*Notices*' box for at least one responsible person

Strategies for Improving Immunization Rates

- Prioritize vaccinations in terms of staff responsibilities and communication among *ALL* staff members
- Check immunization status at every visit
- Give all needed vaccinations at each visit
- Educate parents

Strategies for Improving Immunization Rates Continued..

- Document any adverse reactions or contraindications to vaccines
- Consolidate immunization records
- Document attempted communication in patient record
- Inactivate clients that are no longer seen at your office or MOGE (moved or gone elsewhere)
- Schedule next visit before client leaves office
- Use Reminder/Recall

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