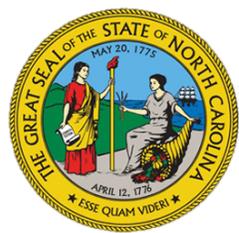


North Carolina Immunization Registry (NCIR)

Reminder Recall

User Guide

Last Updated: October 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



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

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

Click on the **request reminder** link under the *Reports* section.

How to Run the Request Reminder Report

Private Providers

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

Enter the Date Criteria ...

* Birth Date Range From To

Target Date Range From To

Weeks Since Last Notice

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.

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

Type in your birth date range.

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 Countries:

Add > < Remove

Selected Countries: 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:

Exclude clients more than Month(s) Overdue

Exclude from: Today's Date Target From Date

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

Specify How to Sort the Report Data ...

Sort 1st By: Last Name, Ascending

Sort 2nd By: First Name, Ascending

Sort 3rd By:

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.

How to Run the Request Reminder Report

Status Report

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

Reminder Output Status

No Reminder Outputs Logged

Stage 1: Click Refresh.

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

Reminder Output Status

No Reminder Outputs Logged

Stage 2: Loading.

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

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 <i>SIX FORKS DEPOT</i> .	36
2	Clients that are active for <i>SIX FORKS DEPOT</i> .	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: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ● 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)

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 <i>SIX FORKS DEPOT</i> .	36
2	Clients that are active for <i>SIX FORKS DEPOT</i> .	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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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.

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

organization SIX FORKS DEPOT • user Leah Quinn • role Administrator

Client Search Criteria

Search by Client

*Last Name Gender M F Unknown

*First Name Mother's Maiden Last

*Birth Date Mother's First Name

Search by Chart Number

*Chart Number

Search by Mother's Maiden Name

*Mother's Maiden Last *Client's Birth Date

*Mother's First Name

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

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	

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 REGISTRY on 07/15/2009

Client Information **Responsible Person(s)**



Eligibility

Verification Date: []

Eligibility as reported by Responsible Person: []

Organization Specific Data

Chart #: []

Status: Active

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

Responsible Person Listing

Select	Last Name	First Name	Relationship	City	Notices	Primary
<input checked="" type="radio"/>	TEST	ANEW	Self	BROOKFIELD	No	Yes
<input type="radio"/>						
<input type="radio"/>						
<input type="radio"/>						

- New
- Copy
- Delete

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

Request Reminder Report: Responsible Person Information

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
<input checked="" type="radio"/>	TEST	ANEW	Self	BROOKFIELD	No	Yes

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

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

NOTE: Fields marked with an asterisk * are required.

New
Copy
Delete
Next
Cancel

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

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

Note the last updated information.

Request Reminder Report

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

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 <input type="text"/>
Reminder Letter	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Reminder Card	Standard Reminder Card (4x5).	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Mailing Labels	Avery Mailing Labels.	Report Name <input type="text"/>
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name <input type="text"/>

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

Type in the name of the report.

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

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

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

Request Reminder Report

Report run on: 07/20/2009 03:30 PM		Client Query Listing		Page 1 of 4	
Client Name (FML)	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 Date:			
DTaP	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	06/29/2007				
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			
Vaccels	06/29/2007				
MARIA BOCK - 06/29/2006	662		425 LAKE MIST CT	CHARLOTTE, NC 28277	
Vaccine	Recmd Day	Immunization Date:			
DTaP	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	06/29/2010				
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			
Vaccels	06/29/2010	1) 07/06/2007			
MINDY HALL - 07/30/2006	657		123 ANNA LANE	CHARLOTTE, NC 28273	
Vaccine	Recmd Day	Immunization Date:			
DTaP	06/10/2009	1) 11/30/2006 2) 05/11/2007 3) 07/31/2007 4) 12/10/2008 (TV)			
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	07/30/2010				
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 (TV)			
Vaccels	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



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	Look for "blank" records.		
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			

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	(919) 707-5580 (919) 707-5580	5601 six forks road 5601 six forks road	RALEIGH, NC 27609 RALEIGH, NC 27609 NC NC																																	
<table border="1"> <thead> <tr> <th>Vaccine</th> <th>Recmd Day</th> <th>Immunization Dates</th> </tr> </thead> <tbody> <tr> <td>DTP/aP</td> <td>10/01/2009</td> <td>1) 09/09/2008 2) 11/19/2008 3) 01/09/2009</td> </tr> <tr> <td>HepA</td> <td>01/06/2010</td> <td>1) 07/06/2009</td> </tr> <tr> <td>HepB</td> <td>Contraindicated</td> <td>1) 09/22/2008</td> </tr> <tr> <td>Hib</td> <td>08/03/2009</td> <td>1) 09/09/2008 2) 11/19/2008 3) 02/03/2009</td> </tr> <tr> <td>Influenza</td> <td>04/03/2010</td> <td>1) 02/03/2009 2) 04/03/2009</td> </tr> <tr> <td>MMR</td> <td>07/01/2009</td> <td></td> </tr> <tr> <td>Meningo</td> <td>07/01/2019</td> <td></td> </tr> <tr> <td>PneumoConjugate</td> <td>09/01/2008</td> <td></td> </tr> <tr> <td>Polio</td> <td>07/01/2012</td> <td>1) 09/09/2008 2) 11/19/2008 3) 02/03/2009</td> </tr> <tr> <td>Varicella</td> <td>07/01/2009</td> <td></td> </tr> </tbody> </table>					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	
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																																				

Look for duplicate addresses.

TESTER TESTDELETE - 01/10/2006		(919) 707-5580	5601 six forks road	RALEIGH, NC 27609																																	
<table border="1"> <thead> <tr> <th>Vaccine</th> <th>Recmd Day</th> <th>Immunization Dates</th> </tr> </thead> <tbody> <tr> <td>DTP/aP</td> <td>03/10/2006</td> <td></td> </tr> <tr> <td>HepA</td> <td>01/10/2007</td> <td></td> </tr> <tr> <td>HepB</td> <td>01/10/2006</td> <td></td> </tr> <tr> <td>Hib</td> <td>03/10/2006</td> <td></td> </tr> <tr> <td>Influenza</td> <td>11/10/2009</td> <td>1) 11/12/2007 2) 12/17/2007 3) 11/10/2008</td> </tr> <tr> <td>MMR</td> <td>01/10/2007</td> <td></td> </tr> <tr> <td>Meningo</td> <td>01/10/2017</td> <td></td> </tr> <tr> <td>PneumoConjugate</td> <td>03/10/2006</td> <td></td> </tr> <tr> <td>Polio</td> <td>03/10/2006</td> <td></td> </tr> <tr> <td>Varicella</td> <td>01/10/2007</td> <td></td> </tr> </tbody> </table>					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	
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PneumoConjugate	03/10/2006																																				
Polio	03/10/2006																																				
Varicella	01/10/2007																																				

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 8756 YELLOW ROSE LANE	CHARLOTTE, NC 28214 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

Last Name O'CAMPO **SSN (On File)**

First Name BRITTANYA **Gender** M F Unknown

Middle Name

Birth Date 09/16/2006

Mother's Maiden Last O'CAMPO **County of Residence** Mecklenburg

Mother's First Name MAMA **Last Notice** 07/21/2009

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

Save
History/Recommend
Reports
Cancel

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
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
Started	Completed	Status	Clients	Eligible	Birth From	Birth To	Cancel
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 <input type="text"/>
Reminder Letter	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Reminder Card	Standard Reminder Card (4x5).	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Mailing Labels	Avery Mailing Labels.	Report Name <input type="text"/>
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name <input type="text"/>

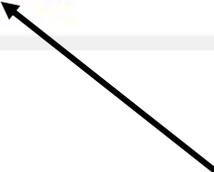
*NOTE: Fields marked with an asterisk * are required.*

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

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

Request Reminder Report

Production Region 7.8.1

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check vfc status
assessment report
check assessment

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 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 <input type="text"/>
Reminder Letter	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Reminder Card	Standard Reminder Card (4x5).	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Mailing Labels	Avery Mailing Labels.	Report Name <input type="text"/>
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name <input type="text"/>

NOTE: Fields marked with an asterisk * are required.

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

Request Reminder Report Status

Production Region 7.8.1

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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

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manage client
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manage immunizations

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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
Started	Completed	Status	Clients	Eligible	Birth From	Birth To	Cancel
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 <input type="text"/>
Reminder Letter	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Reminder Card	Standard Reminder Card (4x5).	Report Name <input type="text"/> Free Text <input type="text" value="Please make sure to bring any insurance information on your next visit"/> Phone # <input type="text" value="919-707-5550"/>
Mailing Labels	Avery Mailing Labels.	Report Name <input type="text"/>
Client Extract	A .txt file of clients eligible for reminder based on the report criteria. Includes omitted clients.	Report Name <input type="text"/>

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

Mailing Labels can be generated using the Standard Avery labels.

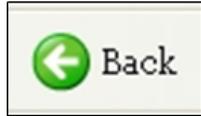
Request Reminder Report Status - View Report

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

REMIND TEST
REMIND TEST
5
RALEIGH NC 27609

MOMMA QUINN
TESTCF TETSCL
5601 SIX FORKS ROAD
RALEIGH NC 27609

QUINN
TEST ME
5601 SIX FORKS ROAD
RALEIGH NC 27609

PERSON TEST
REMIND TEST
5601 SIX FORKS ROAD
RALEIGH NC 27609

BETH QUINN
TEST THREE
5601 SIX FORKS
RALEIGH NC 27699

QUINN
TEST ME
5601 SIX FORKS ROAD
RALEIGH NC 27609

BETH QUINN
ROTAVIRUS TEST
5601 SIX FORKS ROAD
RALEIGH NC 27609

BETH QUINN
TEST1 VFC
5601 SIX FORKS ROAD
RALEIGH NC 27609

ADAM NCIR
ADAM NCIR
ROAD
RALEIGH NC 27609

QUINN
ROTAVIRUS TEST
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

For help desk hours or to submit a ticket, please click the link below:

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