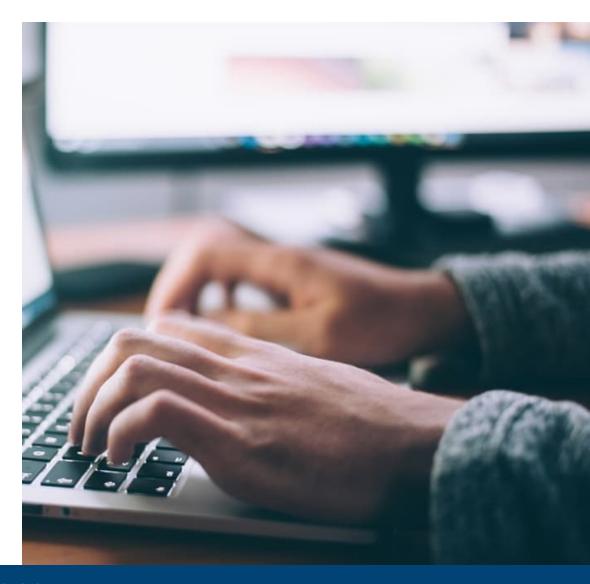
North Carolina Immunization Registry (NCIR)

Reviewing and Printing Immunization Records

User Guide

Last Updated: October 2022





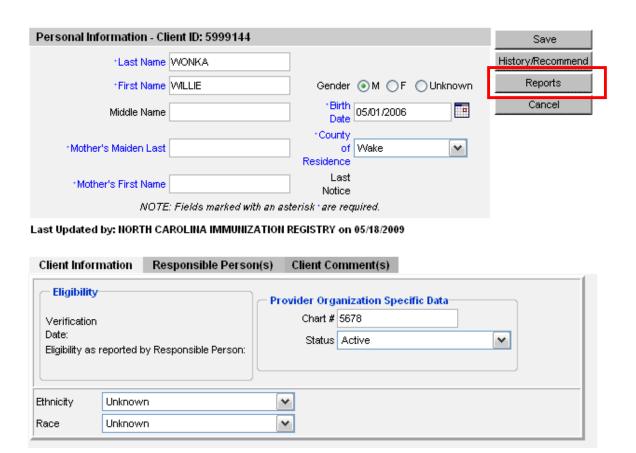
NCDHHS COVID-19 Response

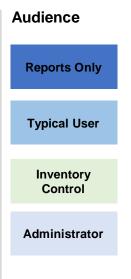
Steps for Printing Immunization Records



Step 1 of 3: Navigate to Client Search

- 1. From the home page, click on Manage Client and then search for your client's record.
- 2. Click on Reports

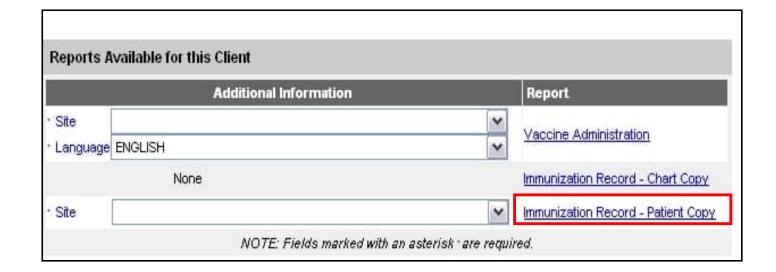






Step 2 of 3: Select the Type of Copy

From here you can choose to view a Patient Copy by clicking on the **Site** drop down arrow and choosing your site and then click on **Immunization Record-Patient Copy.**



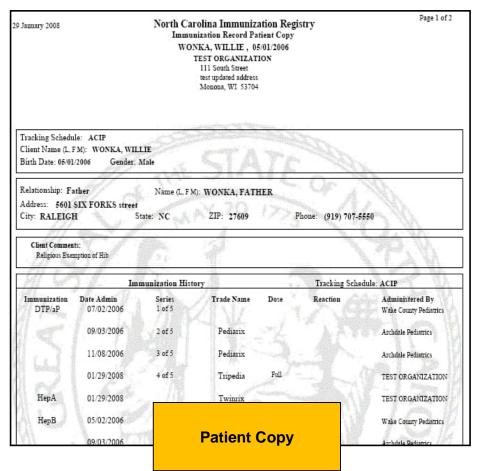


Note: You must have Adobe Acrobat Reader in order to view these reports.



Step 3 of 3: Print

Print the generated copy





Reports Only

Typical User

Inventory Control

Administrator



Where to Go for More Help?





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

