

# North Carolina Immunization Registry (NCIR)

## Adding and Editing Historical Immunizations

### User Guide

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NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



# Overview

# Overview

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## 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 create an accurate and complete immunization data to enhance services for patients, parents, health care providers, schools and child care facilities
- 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!**

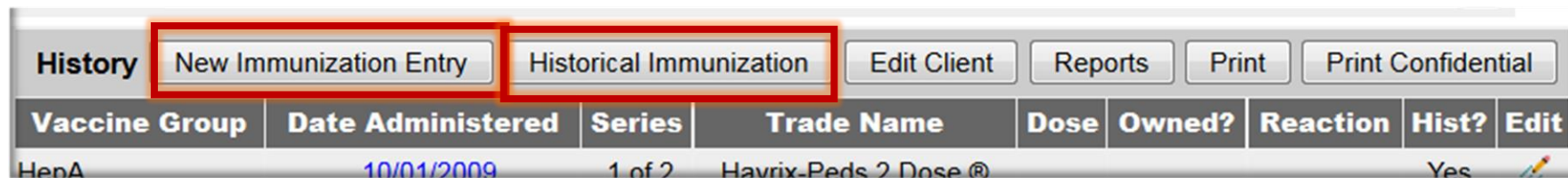
# New vs. Historical Immunizations

# 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 toolbar and a data table. The toolbar contains buttons for '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 toolbar is a table with the following data:

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

- Doses from inventory managed by an organization in the NCIR

## Historical Immunization

- Immunizations entered into NCIR, but not using an organization's current inventory (such as when recording an out-of-state record)

The screenshot shows a software interface with a navigation bar and a data table. The navigation bar includes buttons for '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: HenA, 10/01/2009, 1 of 2, Havrix-Peds 2 Dose @, and Yes.

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 Historical Immunizations

# Step 1 of 9: Navigate to Client Record

1. Click **Manage Client** on the left-side of the home page and find your client.
2. From within the client record, click **History/Recommend**.

The screenshot shows the 'mcr' (My Client Record) interface. At the top, it displays the organization 'Alyssa Test Organization', the user 'Athena Roberts', and the role 'Administrator'. The main section is titled 'Personal Information - Client ID: 12965909'. It contains several input fields: Last Name (TEST), First Name (CLIENT), Middle Name (CAROLINA), Mother's Maiden Last (MISS), and Mother's First Name (A). There are also radio buttons for Gender (M, F, Unknown), a date picker for Birth Date (01/01/1990), a dropdown for County of Residence (Orange), and a text field for Last Notice (09/16/2015). A yellow arrow points to the 'History/Recommend' button on the right. Below the personal information, there is a note: 'NOTE: Fields marked with an asterisk \* are required.' and a status line: 'Last Updated by: Maia's Test Org - Private on 04/22/2016'. The bottom section has three tabs: 'Client Information', 'Responsible Person(s)', and 'Client Comment(s)'. The 'Client Information' tab is active and shows 'Eligibility' and 'Provider Organization Specific Data' sections. The 'Eligibility' section includes 'Verification Date: 03/02/2016' and 'Eligibility as reported by Responsible Person: American Indian/Alaskan Native'. The 'Provider Organization Specific Data' section includes 'Chart # 2596' and 'Status Active'. Below these are dropdown menus for Ethnicity (Not Hispanic or Latino), Race (Other Race), Provider-PCP (test, physician), and School.

## Audience

Typical User

Inventory Control

Administrator



# Step 2 of 9: Review History

Review the **History/Recommendations** Screen.

The **History** section details the patient's immunizations that are documented in the NCIR.

**Client Information - Client ID: 12870110**

Client Name (First - MI - Last) DOB Gender Mother's Maiden Name  
 CLIENT TEST 01/01/2001 U  
 Address 5601 Six Forks Rd, Raleigh, NC 27609 (919) 707-5599  
 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
HepA	<a href="#">04/14/2012</a>	1 of 3	Twinrix ®				Yes	
HepB	<a href="#">04/14/2012</a>	1 of 3	Twinrix ®				Yes	
Influenza	<a href="#">09/22/2015</a>	1 of 1	AFLURIA ®	Full				
	<a href="#">04/14/2016</a>	Booster	AFLURIA ®				Yes	
PneumoConjugate	<a href="#">04/14/2016</a>	NOT VALID	Prevnar 13 ®					

**Current Age: 15 years, 3 months, 28 days**

**Vaccines Recommended by Selected Tracking Schedule**

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input type="checkbox"/>	<a href="#">HepA</a>	01/01/2019	01/01/2019	01/01/2019	
<input type="checkbox"/>	<a href="#">HepB</a>	01/01/2019	01/01/2019	01/01/2019	
<input checked="" type="checkbox"/>	<a href="#">HPV</a>	01/01/2010	<b>01/01/2012</b>	01/01/2028	12/31/2027
<input type="checkbox"/>	<a href="#">Influenza</a>	05/12/2016	04/14/2017	10/14/2017	
<input checked="" type="checkbox"/>	<a href="#">Meningo</a>	01/01/2012	01/01/2012	<b>01/01/2014</b>	12/31/2022
<input checked="" type="checkbox"/>	<a href="#">MMR</a>	01/01/2002	01/01/2002	<b>05/01/2002</b>	

The **Client Information** section lists the patient's personal and demographic information and any client comments.

The client's **Current Age** is shown in the blue strip.

The **Vaccines Recommended** section is based on the ACIP schedule, current age, vaccination history, and any client comments.

## Audience

- Typical User
- Inventory Control
- Administrator

**Make sure that you verify and compare your immunization record to the history already entered in the NCIR.**



# Step 3 of 9: Navigate to Historical Immunization

Click **Historical Immunization**

**Client Information - Client ID: 12870110**

Client Name (First - MI - Last)      DOB      Gender      Mother's Maiden      Tracking Schedule      Chart #  
 CLIENT TEST      01/01/2001      U           ACIP     

Address      5601 Six Forks Rd, Raleigh, NC 27609 (919) 707-5596

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
HepA	<a href="#">04/14/2016</a>						Yes	
HepB	<a href="#">04/14/2016</a>						Yes	
Influenza	<a href="#">09/22/2016</a>							
	<a href="#">04/14/2016</a>	BOOSTER					Yes	
PneumoConjugate	<a href="#">04/14/2016</a>	NOT VALID	Prevnar 13 ®				Yes	

**Current Age: 15 years, 3 months, 28 days**

**Vaccines Recommended by Selected Tracking Schedule**      Add Selected

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input type="checkbox"/>	<a href="#">HepA</a>	01/01/2019	01/01/2019	01/01/2019	
<input type="checkbox"/>	<a href="#">HepB</a>	01/01/2019	01/01/2019	01/01/2019	
<input checked="" type="checkbox"/>	<a href="#">HPV</a>	01/01/2010	<b>01/01/2012</b>	01/01/2028	12/31/2027
<input type="checkbox"/>	<a href="#">Influenza</a>	05/12/2016	04/14/2017	10/14/2017	
<input checked="" type="checkbox"/>	<a href="#">Meningo</a>	01/01/2012	01/01/2012	<b>01/01/2014</b>	12/31/2022
<input checked="" type="checkbox"/>	<a href="#">MMR</a>	01/01/2002	01/01/2002	<b>05/01/2002</b>	

Click **Historical Immunization**. This will open the Historical Immunization Entry Grid at the bottom of your screen.

## Audience

- Typical User
- Inventory Control
- Administrator

# Step 4 of 9: Select Vaccine

1. Under the **Vaccine** column, find the vaccines to be documented.

The screenshot shows the MCIr system interface. At the top, there are navigation links: home, change password, logout, help desk. Below that, the user information is displayed: organization GKANDERSON THE GREAT AND POWERFUL OZ, user Brandon Rector, role Administrator. The client information section shows Client ID: 3857275, Client Name: HARLEY QUINN, DOB: 01/24/1977, Gender: U, Tracking Schedule: ACIP. A yellow arrow points to the 'Vaccine' column in the table below. The table has columns for Vaccine, Date Administered, Series, Trade Name (Vaccine), Dose, Owned?, Reaction, Hist?, and Edit. The table is currently empty, with a message stating 'This client has no immunizations associated with it.' The left sidebar contains a navigation menu with categories: General, Maintenance, Inventory, Clients, Immunizations, Reports, Admin Support, Data Exchange, and Organizations.

Vaccine	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
This client has no immunizations associated with it.								
Tradenname Details								
Anthrax								
DTP/aP								
HepA								
HepB								
Hib								
HPV								
Influenza								
Meningo								
MMR								
Pneumo Poly 23								
PneumoConjugate								
Polio								
Rotavirus								
Td								
Varicella								

## Audience

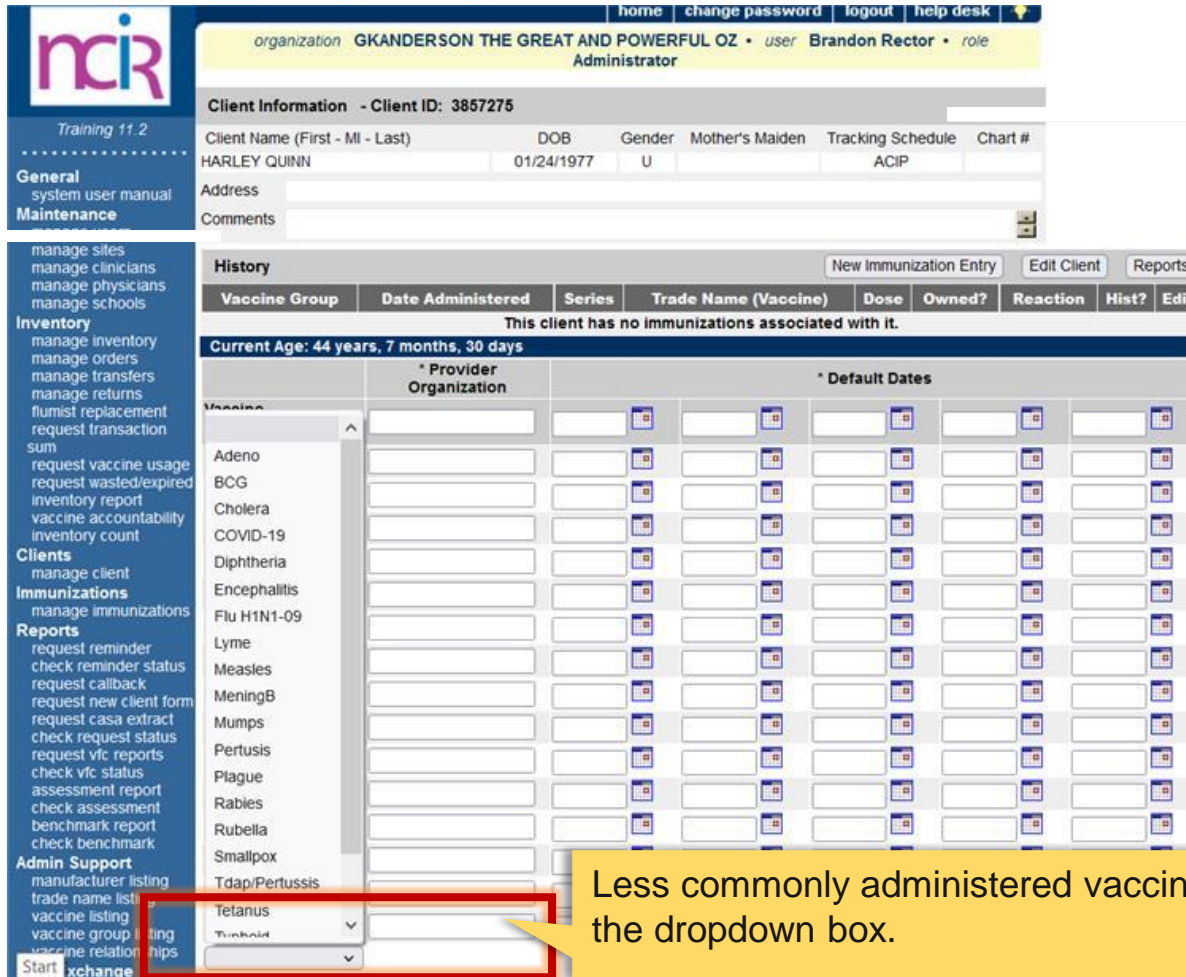
Typical User

Inventory Control

Administrator

# Step 4 of 9: Select Vaccine

2. If a vaccine is not listed, click the blank dropdown arrow in the last box in the **Vaccine** column.



The screenshot shows the MCR system interface. At the top, there is a navigation bar with links for home, change password, logout, and help desk. Below this, the organization is identified as "GKANDERSON THE GREAT AND POWERFUL OZ" and the user as "Brandon Rector" with the role of "Administrator".

The main section displays "Client Information" for Client ID: 3857275. The client's name is HARLEY QUINN, DOB is 01/24/1977, and Gender is U. The tracking schedule is ACIP. There are fields for Address and Comments.

Below the client information is a "History" section with a table of immunizations. The table has columns for Vaccine Group, Date Administered, Series, Trade Name (Vaccine), Dose, Owned?, Reaction, Hist?, and Edit. A message states: "This client has no immunizations associated with it." Below this, there is a section for "Current Age: 44 years, 7 months, 30 days" with columns for \* Provider Organization and \* Default Dates.

The "Vaccine" column contains a dropdown menu. A red box highlights the dropdown menu, and a yellow callout box points to it with the text: "Less commonly administered vaccines are listed in the dropdown box." The dropdown menu shows "Tetanus" and "Tetoid" as options.

## Audience

Typical User

Inventory Control

Administrator



# Step 5 of 9: Document Provider Organization

In the first text box next to each vaccine to be documented, enter the **Provider Organization** name.

History New Immunization Entry Edit Client Reports

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
This client has no immunizations associated with it.								
Current Age: 15 years, 2 months, 19 days								
	* Provider Organization			* Default Dates				
Vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Tradename Details"/>								
Anthrax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
COVID-19	Test Family Practice	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTP/aP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HepA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HepB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HPV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Influenza	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MMR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumo Poly 23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PneumoConjugate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rotavirus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Td	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Varicella	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In the Provider Organization column, enter the name of the organization that administered the immunization.

## Audience

Typical User

Inventory Control

Administrator

# Step 6 of 9: Enter Date of Administration

In the next text box, enter the **Date of Administration**.

Vaccine	* Provider Organization	* Default Dates				
<input type="text"/> <input type="button" value="Tradename Details"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anthrax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
COVID-19	Test Family Practice	04/29/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTP/aP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HepA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HepB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HPV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Influenza	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MMR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumo Poly 23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PneumoConjugate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rotavirus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Td	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Varicella	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document the date the vaccine was administered.

## Audience

Typical User

Inventory Control

Administrator

Save Save and Submit

Cancel

# Step 7 of 9: Navigate to Tradename Details

Click Tradename Details.

Vaccine	* Provider Organization	* Default Dates					
Tradename Details	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTP/aP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	04/29/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HPV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Influenza	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MMR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PneumoConjugate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rotavirus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Td	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tdap/Pertussis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Varicella	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on the Tradename Details Button.

## Audience

Typical User

Inventory Control

Administrator

**Note:** You must document Trade Name and Lot Number in case of vaccine recall.

# Step 8 of 9: Document Trade Name and Lot Name

Enter the Trade Name and Lot Number and click Save.

Historical Immunizations (1)						
Remove	Immunization	* Date Provided	Date Estimated	Trade Name	Lot Number	Provider Org
<input type="checkbox"/>	COVID-19	04/29/2016	<input type="checkbox"/>	<input type="text" value="▼"/>	<input type="text"/>	West Family Practice
					<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Click Save.

Select the Trade Name from the drop down box.

Enter the Lot Number.

### Audience

Typical User

Inventory Control

Administrator



# Step 9 of 9: Review History

Review the history to verify that the documented immunizations were recorded accurately.

**Client Information - Client ID: 12870110**

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
CLIENT TEST	01/01/2001	U		ACIP	

Address: 5601 Six Forks Rd, Raleigh, NC 27609 (919) 701-3330

Comments: [Text Area]

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**History**    [New Immunization Entry](#)    [Historical Immunization](#)    [Edit Client](#)    [Reports](#)    [Print](#)    [Print Confidential](#)

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
COVID-19	<a href="#">04/29/2016</a>	1 of 2	COVID-19 Pfizer-BioNTech®				Yes	
HepA	<a href="#">04/14/2012</a>	1 of 3	Twinrix®		No		Yes	
HepB	<a href="#">04/14/2012</a>	1 of 3	Twinrix®		No		Yes	
Influenza	<a href="#">09/22/2015</a>	1 of 1	AFLURIA®	Full	No			
PneumoConjugate	<a href="#">04/14/2016</a>		Prevnar 13®		No		Yes	
	<a href="#">06/01/2017</a>		Prevnar 13®		No			

**Current Age: 20 years, 9 months, 4 days**

**Vaccines Recommended by Selected Tracking Schedule**

Select	Vaccine Group	Earliest Date	Recommend
<input checked="" type="checkbox"/>	<a href="#">COVID-19</a>	05/20/2016	05/20/2016
<input checked="" type="checkbox"/>	<a href="#">HepA</a>	01/01/2019	01/01/2019

When you click **Save and Submit** (or **Save** from the Tradename Details screen) you are sent back to the main **History/ Recommend** screen.

## Audience

- Typical User
- Inventory Control
- Administrator

# Additional Notes on Adding Historical Immunizations

# Next Dose Dates

Whenever a new vaccine is added to a patient's record, the recommendations update to show the earliest/recommended and overdue date for the next dose.

The screenshot shows the NCIr system interface for a client named HARLEY QUINN. The client's information includes DOB 01/24/1977, Gender U, and Tracking Schedule ACIP. A history entry shows a COVID-19 vaccine administered on 09/22/2021. The current age is 44 years, 7 months, and 30 days. A table of recommended vaccines is displayed, with the 'Earliest Date', 'Recommended Date', and 'Overdue Date' columns highlighted in a red box. The table lists several vaccines including HepA, HepB, MMR, Td, Tdap/Pertussis, and Varicella, each with its respective dates. A 'Category B\* Recommendation' section below the table states that there are no Category B recommendations available for this client.

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input type="checkbox"/>	<a href="#">COVID-19</a>	COVID-19, mRNA, LNP-S, PF, 0.3mL	10/13/2021	10/13/2021	11/03/2021	
<input checked="" type="checkbox"/>	<a href="#">HepA</a>		01/24/1978	01/24/1978	01/24/1979	
<input checked="" type="checkbox"/>	<a href="#">HepB</a>		01/24/1977	01/24/1977	04/24/1977	
<input checked="" type="checkbox"/>	<a href="#">MMR</a>		01/24/1978	01/24/1978	05/24/1978	
<input checked="" type="checkbox"/>	<a href="#">Td</a>		01/24/1984	01/24/1984	02/24/1984	
<input checked="" type="checkbox"/>	<a href="#">Tdap/Pertussis</a>		01/24/1984	01/24/1988	01/24/1989	
<input checked="" type="checkbox"/>	<a href="#">Varicella</a>		01/24/1990	01/24/1990	01/24/1991	

**Category B\* Recommendation**

Select	Vaccine Group	Vaccine	Earliest Date	Recommended Date	Overdue Date	Latest Date
There are no Category B recommendations available for this client.						

\*Category B recommendations are made for individual clinical decision making.

## Audience

Typical User

Inventory Control

Administrator

# Short Cut: Adding Multiple Vaccines Administered by the Same Provider

Vaccine	* Provider Organization	* Default Dates			
Tradename Details	Test NCIR Org Name				
DTP/aP					
HepA					
HepB					
Hib					
HPV	Test NCIR Org Name				
Influenza					
Meningo					
MMR					
PneumoConj					
Polio	Test NCIR Org Name				
Rotav					
Td					
Tdap/Pertussis					
Varicella					

Click in the box to paste

Click in the box to paste

In the first/top blank box in the **Provider Organization** column, type the name of the provider organization that gave the vaccines.

Next to each vaccine the provider administered, left-click inside the blank text box. The information entered at the top is auto-pasted.

Save Save and Submit Cancel

## Audience

Typical User

Inventory Control

Administrator

# Short Cut: Adding Multiple Vaccines Administered on the Same Day

Vaccine	* Provider Organization	* Default Dates							
Tradename Details	Test NCIR Org Name	04/29/2016							
DTP/aP									
HepA									
HepB									
Hib									
HPV	Test NCIR Org Name	04/29/2016							
Influenza									
Meningo									
MMR									
PneumoConjugate									
Polio	Test NCIR Org Name	04/29/2016							
Rotavirus									
Td									
Tdap/Pertussis									
Varicella									

In the first/top blank box in the vaccination date column, type the date the doses were given.

Next to each vaccine administered on that date, left-click inside the blank date column text box. The date entered at the top is auto-pasted.

## Audience

Typical User

Inventory Control

Administrator

# Short Cut: Adding Multiple Dates of the Same Vaccine by the Same Provider

In the first/top blank box in the **Provider Organization** column, type the name of the provider organization that gave the vaccines.

Vaccine	Provider Organization	Default Dates							
COVID-19	Test Family Practice	02/21/2021	03/14/2021	09/15/2021					
DTP/aP									
HepA									
HepB									
Hib									
HPV									
Influenza									
Meningo									
MMR									
PneumoConjugate									
Polio									
Rotavirus									
Td									
Tdap/Pertussis									
Varicella									

Save Save and Submit Cancel

Next to the vaccine, enter in all the dates each dose of the vaccine was administered.

## Audience

Typical User

Inventory Control

Administrator

# Save vs. Save and Submit

Vaccine	* Provider Organization	* Default Dates					
Tradename Details	Test NCIR Org Name	04/29/2016					
DTP/aP							
HepA							
HepB							
Hib							
HPV	Test NCIR Org Name	04/29/2016					
Influenza							
Meningo							
MMR							
PneumoConjugate							
Polio	Test NCIR Org Name	04/29/2016					
Rotavirus							
Td							
Tdap/Portussis							
Varicel							

**Save** allows you to save the information that you have entered, but does not take you away from the historical immunization entry grid screen.

**Save and Submit** records all the documented information and returns you to the main History/ Recommend screen.

Save    Save and Submit    Cancel

## Audience

- Typical User
- Inventory Control
- Administrator

# Editing Historical Immunizations



# When to Edit a Historical Immunization

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- To correct information documented inaccurately
  - The Trade Name
  - Vaccine Lot Number
  - Date Provided
  - Provider Org Name
- To document a vaccine reaction for that specific dose
- To delete the dose

***Any organization is able to edit information documented for a historical immunization regardless of which organization recorded the dose.***

# Step 1 of 2: Navigate to the Dose

1. In the **History** section in the client record, find the row with the dose that needs to be edited.
2. Click on the icon in the **Edit** column (last column).

**Client Information - Client ID: 12870110**







Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
CLIENT TEST	01/01/2001	U		ACIP	

Address: 5601 Six Forks Rd, Raleigh, NC 27609 (919) 707-5596

Comments

---

**History**    [New Immunization Entry](#)    [Historical Immunization](#)    [Edit Client](#)    [Reports](#)    [Print](#)    [Print Confidential](#)

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Edit
COVID-19	<a href="#">04/29/2016</a>	1 of 2	COVID-19 Pfizer-BioNTech®			Yes	
HepA	<a href="#">04/14/2012</a>	1 of 3	Twinrix®		No	Yes	
HepB	<a href="#">04/14/2012</a>	1 of 3	Twinrix®		No	Yes	
Influenza	<a href="#">09/22/2015</a>	1 of 1	AFLURIA®	Full	No		
PneumoConjugate	<a href="#">04/14/2016</a>		Pevnar 13®		No	Yes	
	<a href="#">06/01/2017</a>		Pevnar 13®	Full	No		

**Current Age: 20 years, 9 months, 4 days**

**Vaccines Recommended by Selected Tracking Schedule**    [Add Selected](#)

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	<a href="#">COVID-19</a>	05/20/2016	05/20/2016	06/10/2016	
<input checked="" type="checkbox"/>	<a href="#">HepA</a>	01/01/2019	01/01/2019	01/01/2019	

## Audience

Typical User

Inventory Control

Administrator

# Step 2 of 2: Edit the Dose

Make the edits and click **Save**.

(Or click **Delete** and then **OK** to delete the dose).

### Edit Historical Immunization

Vaccine Group: COVID-19 Save

Vaccine Display Name: COVID-19, mRNA, LNP-S, PF, 0.3mL Cancel

Trade Name: COVID-19 Pfizer-BioNTech Delete

Vaccine Lot Number: 6789PF View Update History

Inadequate Dose:

\* Date Provided: 04/29/2016

Date Estimated:

\* Provider Org Name: Test Family Practice

Disregard Primary Series: N

VIS Date: Unknown

*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**

Fever >=40.5° (105° F) within 48 hours

Encephalopathy within 7 days

Collapse or shock-LIKE State within 48 hours

Convulsions (fits, seizures) within 72 hours

Persistent inconsolable crying lasting 3 hours or more within 48 hours

**DT or Td, DtaP, or any tetanus-containing vaccine**

Guillain-Barré syndrome within 6 weeks

From the **Edit** screen you can change the following information for a historical dose:

- Trade Name
- Vaccine Lot Number
- Date Provided
- Provider Org Name

You are also able to add **Reactions to IMMUNIZATION** on this page by selecting the corresponding reaction at the bottom of the screen.

## 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 8:00 AM – 4:45 PM ET)*

[https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.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