North Carolina Immunization Registry (NCIR)

Adding and Editing Historical Immunizations

User Guide

Last Updated: October 2022

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**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 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.
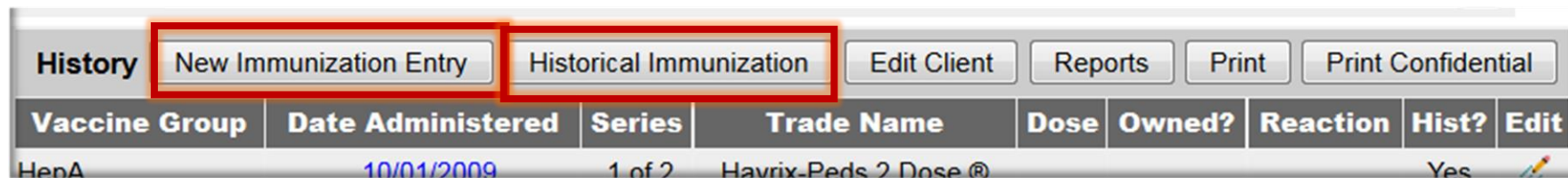
Now, let's get started!

New vs. Historical Immunizations

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New vs. Historical Immunizations (1 of 2)

- Immunizations are documented as "new" or "historical" <u>depending on whether or not they were given using inventory managed in the NCIR</u>.

    Inventory managed in the NCIR**: Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.

- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**.

New 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)

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	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	

Steps for Adding Historical Immunizations

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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**.

Audience

| Typical User |
| Inventory Control |
| Administrator |

Review the **History/Recommendations** Screen.

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

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

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

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

Client Information - Client ID: 12870110

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	
CLIENT TEST	01/01/2001	U		
Address	5601 Six Forks Rd, Raleigh, NC 27609 (919) 707-559			
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	04/14/2012	1 of 3	Twinrix ®				Yes	
HepB	04/14/2012	1 of 3	Twinrix ®				Yes	
Influenza	09/22/2015	1 of 1	AFLURIA ®	Full				
	04/14/2016	Booster	AFLURIA ®				Yes	
PneumoConjugate	04/14/2016	NOT VALID	Prevnar 13 ®					

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
☐	HepA	01/01/2019	01/01/2019	01/01/2019	
☐	HepB	01/01/2019	01/01/2019	01/01/2019	
☑	HPV	01/01/2010	**01/01/2012**	01/01/2028	12/31/2027
☐	Influenza	05/12/2016	04/14/2017	10/14/2017	
☑	Meningo	01/01/2012	01/01/2012	**01/01/2014**	12/31/2022
☑	MMR	01/01/2002	01/01/2002	**05/01/2002**	

Audience

Typical User

Inventory Control

Administrator

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

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Click **Historical Immunization**

Audience

Typical User

Inventory Control

Administrator

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	04/14/						Yes	
HepB	04/14/						Yes	
Influenza	09/22/							
	04/14/	Booster					Yes	
PneumoConjugate	04/14/2016	NOT VALID	Prevnar 13 ®				Yes	

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

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
☐	HepA	01/01/2019	01/01/2019	01/01/2019	
☐	HepB	01/01/2019	01/01/2019	01/01/2019	
☑	HPV	01/01/2010	**01/01/2012**	01/01/2028	12/31/2027
☐	Influenza	05/12/2016	04/14/2017	10/14/2017	
☑	Meningo	01/01/2012	01/01/2012	**01/01/2014**	12/31/2022
☑	MMR	01/01/2002	01/01/2002	**05/01/2002**	

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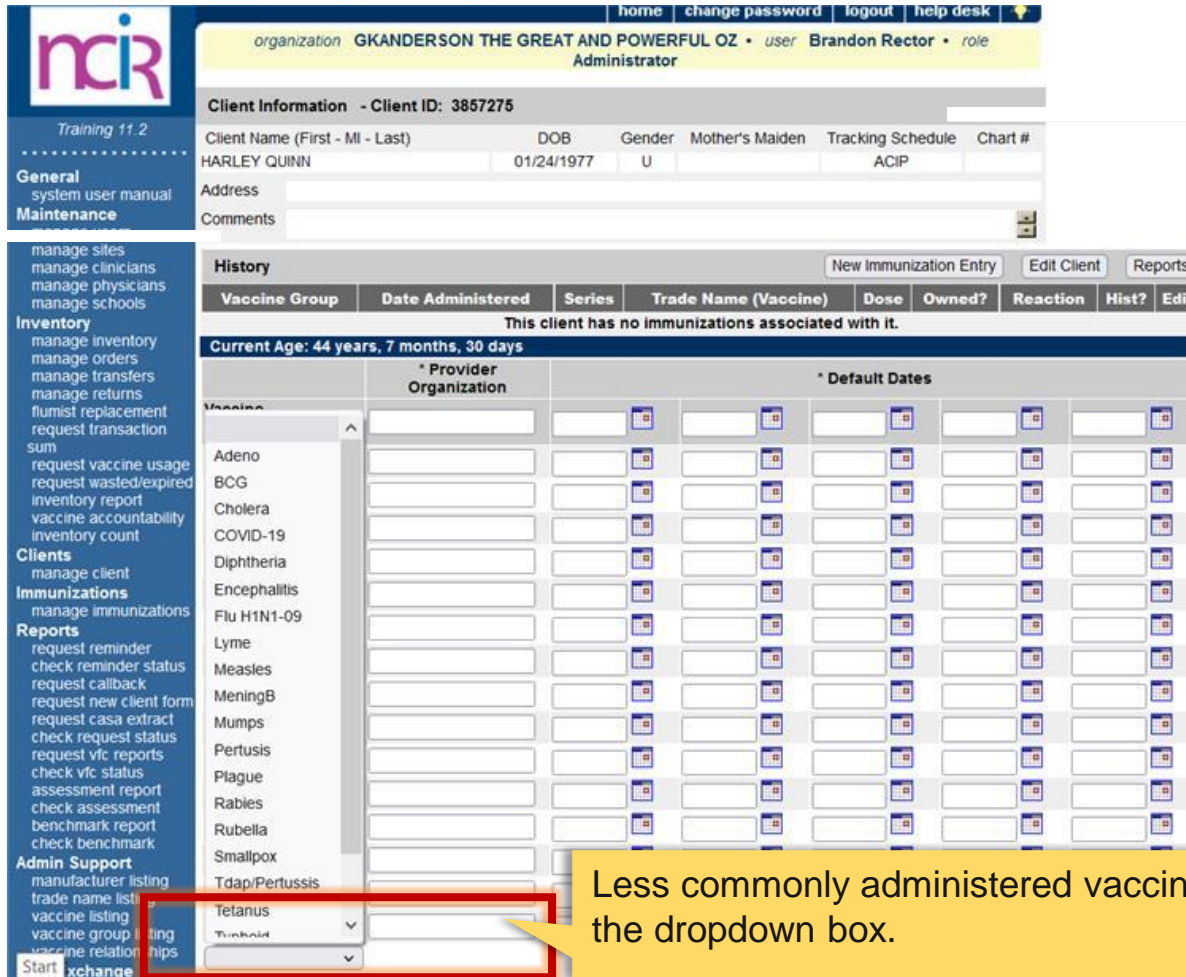1. Under the **Vaccine** column, find the vaccines to be documented.

Audience

Typical User

Inventory Control

Administrator

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

Less commonly administered vaccines are listed in the dropdown box.

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Step 5 of 9: Document Provider Organization

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

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

Audience

Typical User

Inventory Control

Administrator

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

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

Document the date the vaccine was administered.

Save   Save and Submit   Cancel

Audience

Typical User

Inventory Control

Administrator

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Click **Tradename Details**.

Audience

Typical User	
Inventory Control	
Administrator	

Click on the **Tradename Details** Button.

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**.

Audience

Typical User

Inventory Control

Administrator

Step 9 of 9: Review History

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

Audience

| Typical User |
| Inventory Control |
| Administrator |

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-~~3596~~				
Comments						

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	04/29/2016	1 of 2	COVID-19 Pfizer-BioNTech®				Yes	
HepA	04/14/2012	1 of 3	Twinrix®		No		Yes	
HepB	04/14/2012	1 of 3	Twinrix®		No		Yes	
Influenza	09/22/2015	1 of 1	AFLURIA®	Full	No			
PneumoConjugate	04/14/2016		Prevnar 13®		No		Yes	
	06/01/2017		Prevnar 13®	Full	No			

Current Age: 20 years, 9 months, 4 days

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Earliest Date	Recommen...	...te
☑	COVID-19	05/20/2016	05/20/2...	
☑	HepA	01/01/2019	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.

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Additional Notes on Adding Historical Immunizations

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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.

Audience

Typical User

Inventory Control

Administrator

Short Cut: Adding Multiple Vaccines Administered 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.

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

Click in the box to paste

Click in the box to paste

Audience

Typical User

Inventory Control

Administrator

Short Cut: Adding Multiple Vaccines Administered on the Same Day

Audience

Typical User

Inventory Control

Administrator

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.

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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.

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

Audience

Typical User

Inventory Control

Administrator

Vaccine								
Tradename Details								
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

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Save vs. Save and Submit

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

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

Audience

Typical User

Inventory Control

Administrator

Editing Historical Immunizations

When to Edit a Historical Immunization

- 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.

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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).

Audience

Typical User

Inventory Control

Administrator

Client Information - Client ID: 12870110

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	T_____	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

Click

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	H	Edit
COVID-19	04/29/2016	1 of 2	COVID-19 Pfizer-BioNTech®				Yes	
HepA	04/14/2012	1 of 3	Twinrix®		No		Yes	
HepB	04/14/2012	1 of 3	Twinrix®		No		Yes	
Influenza	09/22/2015	1 of 1	AFLURIA®	Full	No			
PneumoConjugate	04/14/2016		Prevnar 13®		No		Yes	
	06/01/2017		Prevnar 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
☑	COVID-19	05/20/2016	05/20/2016	06/10/2016	
☑	HepA	01/01/2019	01/01/2019	01/01/2019	

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Step 2 of 2: Edit the Dose

Make the edits and click **Save**.

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

Audience

| Typical User |
| Inventory Control |
| Administrator |

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.

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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

Appendix

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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