North Carolina Immunization Registry (NCIR)

Adding and Editing Historical Immunizations

User Guide

Last Updated: October 5, 2021
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
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**.
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)
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**.
Step 2 of 9: Review History

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 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.

*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**

Click **Historical Immunization**. This will open the Historical Immunization Entry Grid at the bottom of your screen.
Step 4 of 9: Select Vaccine

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

Less commonly administered vaccines are listed in the dropdown box.
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.
Step 6 of 9: Enter Date of Administration

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

Document the date the vaccine was administered.
Step 7 of 9: Navigate to Tradename Details

Click Tradename Details.

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**.
Step 9 of 9: Review History

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

When you click **Save and Submit** (or **Save** from the Tradename Details screen) you are sent back to the main **History/Recommend** screen.
Additional Notes on Adding Historical Immunizations
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.
### 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.
**Short Cut: Adding Multiple Vaccines Administered on the Same Day**

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.
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.
Save vs. Save and Submit

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>* Provider Organization</th>
<th>* Default Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tradename Details</td>
<td>Test NCIR Org Name 04/29/2016</td>
<td></td>
</tr>
<tr>
<td>DTP/aP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HepA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HepB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hib</td>
<td></td>
<td></td>
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<tr>
<td>HPV</td>
<td></td>
<td></td>
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<tr>
<td>Influenza</td>
<td></td>
<td></td>
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<tr>
<td>Meningo</td>
<td></td>
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</tr>
<tr>
<td>MMR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PneumoConjugate</td>
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<tr>
<td>Polio</td>
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<td></td>
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<tr>
<td>Rotavirus</td>
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<td></td>
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<tr>
<td>Td</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap/Pertussis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Audience
- Typical User
- Inventory Control
- Administrator
Editing Historical Immunizations
When to Edit a Historical Immunization

• To correct information documented inaccurately
  o The Trade Name
  o Vaccine Lot Number
  o Date Provided
  o 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).
Step 2 of 2: Edit the Dose

Make the edits and click **Save**.

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

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.
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

NCIR Help Desk
1-877-873-6247
ncirhelp@dhhs.nc.gov
Appendix
## NCIR Roles

<table>
<thead>
<tr>
<th>NCIR Role</th>
<th>Role Definition</th>
<th>Corollary Role in CVMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Only</td>
<td>This person in NCIR is only able to search for clients and view/print client specific records.</td>
<td>N/A</td>
</tr>
<tr>
<td>Typical User</td>
<td>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.</td>
<td>Healthcare Provider</td>
</tr>
<tr>
<td>Inventory Control</td>
<td>Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrator</td>
<td>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.</td>
<td>Location Manager</td>
</tr>
</tbody>
</table>