

North Carolina Immunization Registry (NCIR)

Adding and Editing Historical Immunizations

User Guide

Last Updated: October 5, 2021



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



NCDHHS COVID-19 Response

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

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**.

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HenA	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)

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
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**.

organization Alyssa Test Organization • user Athena Roberts • role Administrator

Personal Information - Client ID: 12965909

Last Name: TEST
First Name: CLIENT
Middle Name: CAROLINA
Gender: ☐ M ☒ F ☐ Unknown
Birth Date: 01/01/1990
County of Residence: Orange
Mother's Maiden Last: MISS
Mother's First Name: A
Last Notice: 09/16/2015

NOTE: Fields marked with an asterisk * are required.

Last Updated by: Maia's Test Org - Private on 04/22/2016

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

Eligibility

Verification Date: 03/02/2016
Eligibility as reported by Responsible Person: American Indian/Alaskan Native

Provider Organization Specific Data

Chart #: 2596
Status: Active

Ethnicity: Not Hispanic or Latino
Race: Other Race
Provider-PCP: test, physician
School:

Save **History/Recommend** **Reports** **Cancel**

Audience

Typical User

Inventory Control

Administrator

Step 2 of 9: Review History

Review the **History/Recommendations** Screen.

Client Information - Client ID: 12870110

Client Name (First - MI - Last) DOB
CLIENT TEST 01/01/2001
Address 5601 Six Forks Rd, F
Comments

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

History New Immunization Entry Historical Immunization Edit Client Reports Print Print Confidential

Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
		1 of 3	Twinrix ®				Yes	
		1 of 3	Twinrix ®				Yes	
		1 of 1	AFLURIA ®	Full				
		Booster	AFLURIA ®				Yes	
PneumoConjugate	04/14/2016	NOT VALID	Pre					
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"/>		01/01/2019	01/01/2019	01/01/2019				
				01/01/2019				
				01/01/2028	12/31/2027			
				10/14/2017				
				01/01/2014	12/31/2022			
<input checked="" type="checkbox"/>	MMR	01/01/2002	01/01/2002	05/01/2002				

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.

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	04/14/2016						Yes	
HepB	04/14/2016						Yes	
Influenza	09/22/2016						Yes	
	04/14/2016						Yes	
PneumoConjugate	04/14/2016	NOT VALID	Prenar 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"/>	HepA	01/01/2019	01/01/2019	01/01/2019	
<input type="checkbox"/>	HepB	01/01/2019	01/01/2019	01/01/2019	
<input checked="" type="checkbox"/>	HPV	01/01/2010	01/01/2012	01/01/2028	12/31/2027
<input type="checkbox"/>	Influenza	05/12/2016	04/14/2017	10/14/2017	
<input checked="" type="checkbox"/>	Meningo	01/01/2012	01/01/2012	01/01/2014	12/31/2022
<input checked="" type="checkbox"/>	MMR	01/01/2002	01/01/2002	05/01/2002	

Audience

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Control

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Step 4 of 9: Select Vaccine

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

The screenshot shows the NCIR web application interface. At the top, there are navigation links: home, change password, logout, help desk. Below this, the organization is listed as 'GKANDERSON THE GREAT AND POWERFUL OZ' and the user is 'Brandon Rector' with the role of 'Administrator'. The client information section shows 'Client ID: 3857275' and 'Client Name (First - MI - Last): HARLEY QUINN'. The client's DOB is '01/24/1977', Gender is 'U', and Tracking Schedule is 'ACIP'. The 'History' section shows 'This client has no immunizations associated with it.' Below this is a table for selecting vaccines. The table has columns: Vaccine, Group, Date Administered, Series, Trade Name (Vaccine), Dose, Owned?, Reaction, Hist?, and Edit. A green arrow points to the 'Vaccine' column header. The table lists various vaccines including Anthrax, DTP/aP, HepA, HepB, Hib, HPV, Influenza, Meningo, MMR, Pneumo Poly 23, PneumoConjugate, Polio, Rotavirus, Td, and Varicella. At the bottom right, there are buttons for 'Save', 'Save and Submit', and 'Cancel'.

Vaccine	Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
Tradenname Details									
Anthrax									
DTP/aP									
HepA									
HepB									
Hib									
HPV									
Influenza									
Meningo									
MMR									
Pneumo Poly 23									
PneumoConjugate									
Polio									
Rotavirus									
Td									
Varicella									

Audience

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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 NCIR (North Carolina Immunization Registry) interface. The top navigation bar includes links for home, change password, logout, and help desk. The user is logged in as Brandon Rector, Administrator, for the organization GKANDERSON THE GREAT AND POWERFUL OZ. The client information section shows Client ID: 3857275, Client Name: HARLEY QUINN, DOB: 01/24/1977, Gender: U, Mother's Maiden: , Tracking Schedule: ACIP, and Chart #: . The vaccine selection table has columns for Vaccine Group, Date Administered, Series, Trade Name (Vaccine), Dose, Owned?, Reaction, Hist?, and Edit. The table is currently empty, and a message states: 'This client has no immunizations associated with it.' A red box highlights the 'Trade Name (Vaccine)' column, and a yellow callout box points to the dropdown arrow in the last box of the row, indicating that less commonly administered vaccines are listed there.

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
This client has no immunizations associated with it.								
Current Age: 44 years, 7 months, 30 days								
* Provider Organization								
* Default Dates								
Measles								
Adeno								
BCG								
Cholera								
COVID-19								
Diphtheria								
Encephalitis								
Flu H1N1-09								
Lyme								
Measles								
MeningB								
Mumps								
Pertussis								
Plague								
Rabies								
Rubella								
Smallpox								
Tdap/Pertussis								
Tetanus								
Typhoid								
Varicella								

Less commonly administered vaccines are listed in the dropdown box.

Audience

Typical User

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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.

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								
Tradename Details								
Anthrax								
COVID-19	Test Family Practice							
DTP/aP								
HepA								
HepB								
Hib								
HPV								
Influenza								
Meningo								
MMR								
Pneumo Poly 23								
PneumoConjugate								
Polio								
Rotavirus								
Td								
Varicella								

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

Save Save and Submit Cancel

Audience

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Control

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Step 6 of 9: Enter Date of Administration

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

	* Provider Organization	* Default Dates					
Vaccine							
Tradename Details							
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

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Control

Administrator

Step 7 of 9: Navigate to Tradename Details

Click **Tradename Details**.

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

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"/>	<div>▼</div>		West Family Practice
					<div>Save</div>	<div>Cancel</div>

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) 701-5550					
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		Prevnam 13®		No		Yes	
	06/01/2017		Prevnam 13®	Full	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"/>	COVID-19	05/20/2016	05/20/2016
<input checked="" type="checkbox"/>	HepA	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.

ncir

home change password logout help desk

organization GKANDERSON THE GREAT AND POWERFUL OZ • user Brandon Rector • role Administrator

Client Information - Client ID: 3857275

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart #
HARLEY QUINN 01/24/1977 U ACIP

Address

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	09/22/2021	1 of 2	COVID-19 Pfizer-BioNTech®				Yes	

Current Age: 44 years, 7 months, 30 days

Vaccines Recommended by Selected Tracking Schedule Add Selected

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

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Training 11.2

General
system user manual

Maintenance
manage users
manage sites
manage clinicians
manage physicians
manage schools

Inventory
manage inventory
manage orders
manage transfers
manage returns
flumist replacement
request transaction
sum
request vaccine usage
request wasted/expired
inventory report
vaccine accountability
inventory count

Clients
manage client

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
benchmark report
check benchmark

Admin Support
manufacturer listing

Audience

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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		

Save Save and Submit Cancel

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		

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

Save Save and Submit Cancel

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

- 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	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
<input checked="" type="checkbox"/>	COVID-19	05/20/2016	05/20/2016	06/10/2016	
<input checked="" type="checkbox"/>	HepA	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

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

Trade Name: COVID-19 Pfizer-BioNTech

Vaccine Lot Number: 6789PF

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.

Save

Cancel

Delete

View Update History

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 $\geq 40.5^{\circ}$ (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>

NCIR Help Desk

1-877-873-6247

ncirhelp@dhhs.nc.gov

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