

Subject: North Carolina Immunization Registry Access Policy

Effective date: August 1, 2007

Updated: August 1, 2011

Policy

Access to the North Carolina Immunization Registry (NCIR) cannot exceed the boundaries defined by state law for access to immunization information. Per North Carolina Administrative Code:

10A NCAC 41A .0406 ACCESS TO IMMUNIZATION INFORMATION

(a) Physicians, local health departments and the Department shall, upon request and without consent release the immunization information specified in Paragraph (b) of this Rule to the following organizations:

- (1) schools K-12, whether public, private or religious;
- (2) licensed and registered childcare facilities as defined in G.S. 110-86(3) and G.S. 110-101;
- (3) Head Start;
- (4) colleges and universities, whether public, private or religious;
- (5) Health Maintenance Organizations; and
- (6) Other state and local health departments outside of North Carolina.

Currently, persons or institutions providing medical care or immunization services to children who are not current participants in NCIP may be granted access to the NCIR by signing a NCIR access provider agreement. The Registry Unit Manager will consider and approve all requests for NCIR access.

Procedure

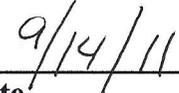
In order to obtain access to NCIR, the following process must take place:

- 1. Providers must contact the NCIR System Administrator by email or phone to request access.
- 2. A questionnaire will be forwarded to the provider/organization to be completed and returned to the NCIR System Administrator.
- 3. The questionnaire will be reviewed and final approval for access given by the NCIR Unit Manager.
- 4. The approved provider/organization will be notified and sent an NCIR-only agreement for review and signature.
- 5. Once the agreement is returned to the NCIR System Administrator, NCIR webinar training will be scheduled, and the provider/organization will be notified of the training date.
- 6. After successful completion of training, the provider/organization will register online for an NCID account.
- 7. The provider must contact the NCIR System Administrator once registered to complete the process for NCIR access.

Reference: NCIR Access Provider Agreement



Approved by



Date