North Carolina Immunization Registry (NCIR) Quick Reference Guide

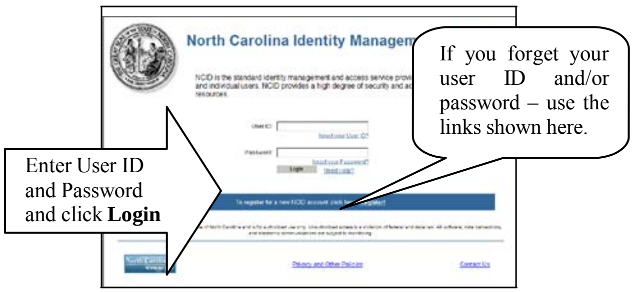
Bookmarking the NCIR Website

- Type in the https://ncir.dhhs.state.nc.us web address and then bookmark the site, (it will bookmark the NCID website).

- Edit the bookmark by right- clicking on the bookmark itself, left-clicking on "**Properties**" and retyping the NCIR web address into the URL blank.

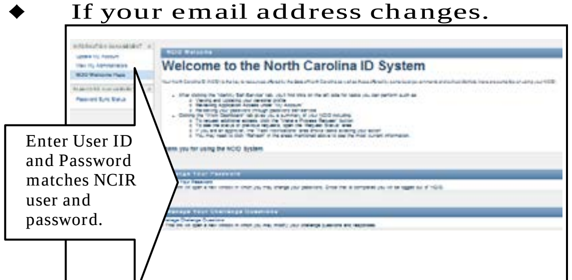
Username/Login and Password

- Username and password are **not** case sensitive.
- Do not share usernames and passwords.
- For added security, close the browser window after logging out of the NCIR.



Updating User Profile Information

- Type in the https://**ncid**.nc.gov web address.
- If your email address changes.



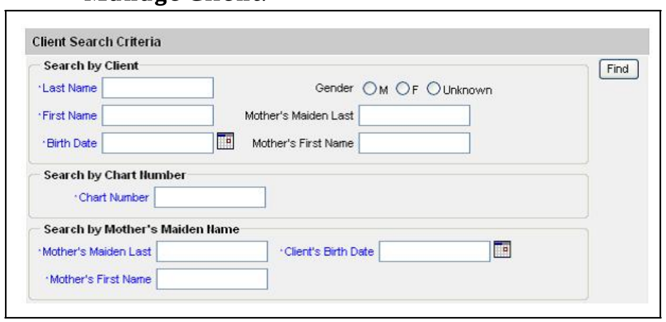
- **Locked Out?**
  - * LHDs contact your NCID Administrator https://www.ncid.its.state.nc.us
  - * Private Providers contact the ITS Help Desk at 1-800-722-3946

NCIR Homepage

Searching for a Client

Many clients are already in the NCIR – and those who move to NC are easy to add!

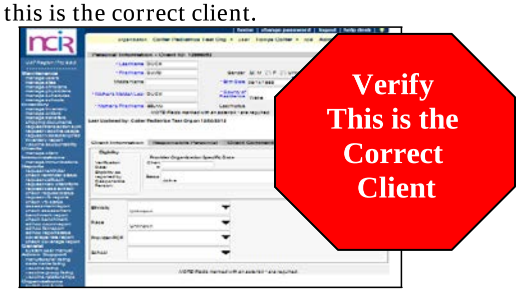
- Using the navigation menu on the left, click **Manage Client**.



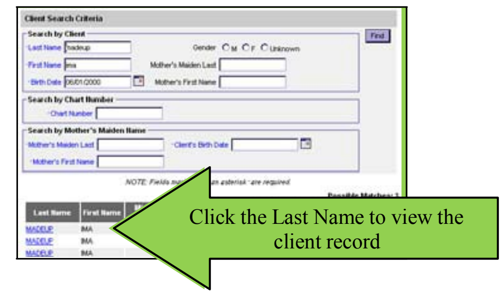
3 Ways to Search – only choose one:

- Search by Client:
  - ◊ Last Name
  - ◊ First Name
  - ◊ Birth Date
- Search by Chart Number:
  - ◊ This must be assigned & entered **by** your organization
- Search by Mother's Maiden Name:
  - ◊ Mother's Maiden Last
  - ◊ Mother's First Name
  - ◊ Client's Birthdate
- *If the client has a hyphenated last name, try entering only one portion of the last name (i.e. Johnson-Smith – enter "Johnson").*
- Click **Find**.

- If the client appears in the Search results, check the name and Date of Birth to ensure that this is the correct client.



- If there are multiple clients that met your search criteria, you will see all possible matches listed:



- If the client was not found, you will see the message below:

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden Last	Gender	City

No clients were found for the requested search criteria.

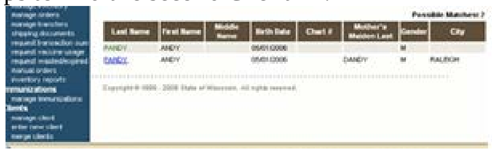
- Click the **Add This Client** button to add the client.

- The information that you entered on the search screen (Last Name, First Name, DOB) will all be retained on the 'enter new client' screen.

Duplicate Client Records

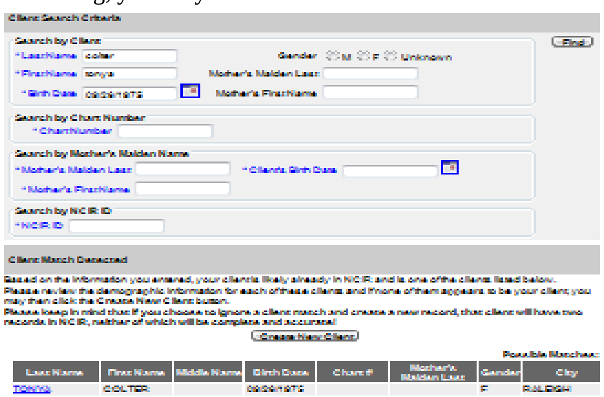
- If you locate a duplicate Client record, contact the NCIR Help Desk, at NCIRHelp@dhhs.nc.gov
- Please note the NCIR **Client ID** number for **both** client records and if possible, which record to keep and which one to delete.

- To find the Client ID, place your cursor over the last name of the first duplicate listed, the name will turn green, select the name and the Client ID number will appear at the top of the screen. Follow the same steps to find the second Client ID.



Adding a New Client

1. Enter all of the REQUIRED information (noted by a blue asterisk): *Last Name, First Name, Date of Birth, and County of Residence*
2. *Mother's Maiden Last Name, Mother's Maiden First Name and gender assist with deduplication of clientsts.*
3. *Chart Number is optional (organization specific)* *Please enter correct Ethnicity/Race.* *Status defaults to "Active".*
4. Click **SAVE.**
5. If a client already exists in the NCIR with exact or similar information to the client that you are creating, you may see the screen shown below:

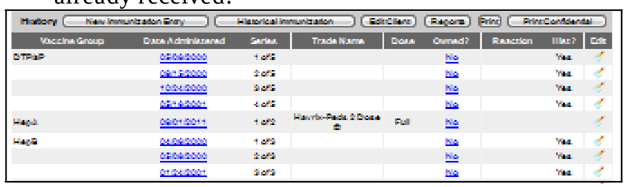


If you are sure this is not the same client, click the "create new client" button.

6. If you think this may be the same client, click the last name of the client, highlighted in blue.
7. If no match is found, click Create New Client button.
8. Click on **Responsible Persons**
   - Complete as much information as possible for each individual (minimum requirements: name, relationship, address and/or phone number)
   - **Notices** should remain checked unless it is specified that a responsible person does not want to receive immunization reminders.
   - Default for language is always "English" unless you select otherwise.
   - Only one person entered on this screen can be selected as "**Primary**"; be sure that a primary person is designated
   - To add more than one person, click on **Next**
   - Scroll to the top of the screen and click **Save**
9. See the section on **Viewing History/Recommend** for steps to view a client's immunization history.

Viewing History/Recommend

- From the client demographics screen, click **History/Recommend**
- From the homepage, click **Manage Immunizations,** search for the client, and you will be taken directly to the History/Recommend screen.
- The screen has 4 sections:
  - Client Information
  - History
  - Current Age
  - Vaccines Recommended by Tracking Schedule
- The history section lists vaccines the client has already received:



- **Vaccine Group** – vaccine group for each immunization entered
- **Date Administered** – actual day the client was given the vaccine
- **Series** – the sequence number within the immunization series
- **Trade name** – trade name of the vaccination received, if available
- **Dose** – magnitude (amount administered – e.g. full, half, etc.)
- **Owned?** – whether or not this shot was administered by your organization
- **Reaction** – any reactions the client had after receiving a vaccine
- **Hist?** – whether the recorded immunization was historical or not
- **Edit** - will allow you to edit the recorded immunization (see **Editing a Dose of Vaccine** for specifics)
- The client's age displays in a solid blue field between the immunization history and before the recommendations.

Note: age is calculated by date of birth and today's date

Current Age: 11 months, 7 days

- Vaccines Recommended by Selected Tracking Schedule are based on:
  - Current ACIP Recommendations
  - Age of the client
  - History *entered* in the NCIR
  - Any client comments and/or contraindications

Vaccines Recommended by Selected Tracking Schedule — Add Selected

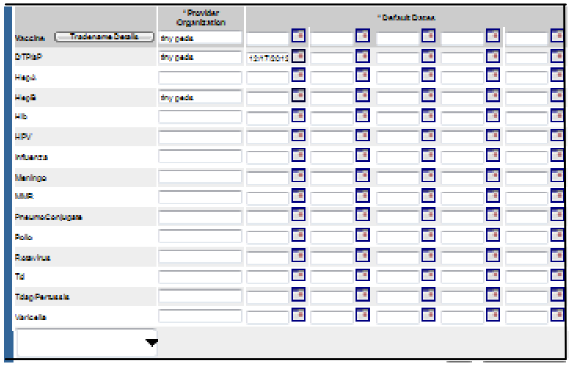
Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
	DTP/aP	Contraindicated			
☐	HepA	01/01/2009	01/01/2009	01/01/2027	
	HepB	Complete			
☐	Hib	01/01/2009	01/27/2009	05/01/2009	12/31/2012
☑	Influenza	08/24/2008	08/27/2008	**09/27/2008**	
☐	Meningo	01/01/2019	01/01/2019	01/01/2023	12/31/2026
☐	MMR	01/01/2009	01/01/2009	05/01/2009	
☐	PneumoConjugate 7	01/01/2009	01/01/2009	01/01/2009	12/31/2012
☐	Polio	**08/24/2008**	01/01/2012	01/01/2015	
	Rotavirus	Complete			
☐	Varicella	01/01/2009	01/01/2009	05/01/2009	12/31/2020

- **Select** - check boxes which can be used to pre-select any of the tracking schedule's immunizations (for entering doses given from inventory)
- **Vaccine Group** - recommended vaccine group name
- **Earliest Date** - dates which note the earliest date the selected client could receive the corresponding immunization
- **Recommended Date** - dates which note the date that the selected client is recommended to have the corresponding immunization
- **Overdue Date** - dates which note the date that the client is past due for the corresponding immunization
- **Latest Date** - the date after which the client should *not* receive the corresponding immunization

Entering Historical Immunizations

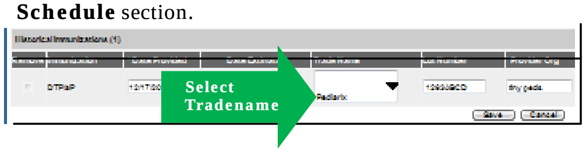
Historical immunizations are immunizations that are not given from inventory.

1. Search for the client using **manage client** or **manage immunizations**.
2. Click on the **History/ Recommend** button if using the manage client option
3. Compare the client's current immunization record with the doses listed in the NCIR and update as necessary. If doses are missing from the NCIR, click on **Historical Immunization** *(located in the gray History bar in the middle of the page).*
4. Key in the provider organization next to the vaccine trade name details section. If all shots that you are entering were given at the same place, click in the blank box for provider organization it will automatically fill-in as needed.



5. If you are unsure of where the doses were administered, enter **Reported by: <your facility's name>**. Click on the calendar icon to the right for the **Date Administered** and select date or key in the date MM/DD/YYYY.

6. To enter the **Trade Name and Lot Number** click on **the Trade Name** Details button(make sure provider organization and date are filled in first)**, then verify date, select** trade name and key in lot number**,** click **SAVE**. Please **note**: for certain vaccines, (e.g. combination vaccines, Hib, etc.) tradename is necessary to apply the correct vaccine schedule information under the **Vaccines Recommended by Selected Tracking Schedule** section.



Entering New Immunizations

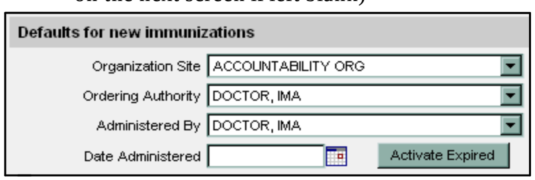
New immunizations are immunizations given from inventory.

1. Search for the client using **manage client** or **manage immunizations**
2. Click on the **History/ Recommend** button if using the manage client option Review comments under "**Client Information**" at the top of the page and the "**Current Age**" in the blue bar about 2/3 of the way down the page.
3. Review the **Vaccines Recommended by Selected Tracking Schedule** below the age. The recommendations are based on the ACIP schedule, the child's age, client comments (contraindications), and vaccination history.
4. The **select** column contains check boxes which can be used to pre-select any of the tracking schedule's immunizations when adding immunizations to the selected client.
   - The check box will be disabled if the tracking schedule's recommended vaccination is contraindicated, or if all required immunizations for that vaccine group have been received.
   - The box is automatically selected for any vaccines that are recommended or overdue.
   - To deselect any of the recommended vaccines, click the checkmark to remove it. Any vaccines that are not recommended or overdue, but still may be applied to the series (as noted by earliest date) may be added by clicking in the box next to the vaccine name to add a checkmark.
   - Any vaccines that are not recommended or overdue, but still may be applied to the series (as noted by earliest date) may be added by clicking in the box next to the vaccine name to add a checkmark.
   - If you administer a vaccine that does not appear in the schedule, you will be able to add it on the next screen.

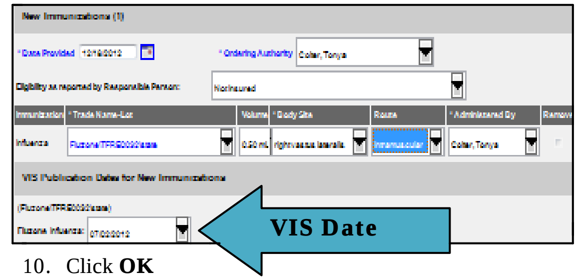
5. After making your vaccine choices, click **Add Selected**. Another entry screen will be displayed. The vaccines that you selected will have a checkmark in the **New** column. **If you administered any vaccine that does not have a check next to it in the **New** box, click on that box to add a checkmark.

Note: Only vaccine that you have available in inventory will become selected. If you are lacking some vaccine or notice not everything from the previous screen will be checked on this screen.

6. Under **Defaults for New Immunizations** verify or complete the following;
   a. **Organization Site** (for those organizations with multiple sites)
   b. **Ordering Authority** (the doctor who signs the standing orders for vaccines to be administered)
   c. **Administered By** (the clinician who administered the vaccine)
   d. **Date Administered** (will default to today's date on the next screen if left blank)



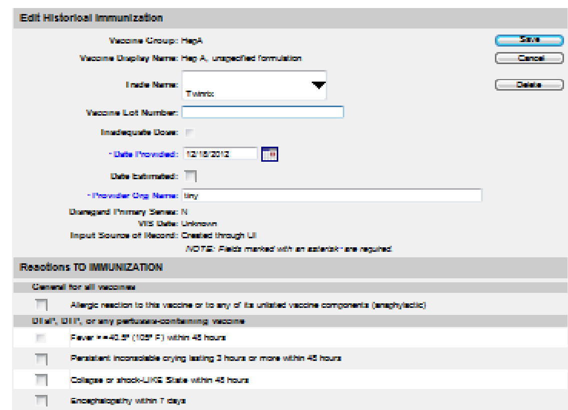
7. Click **OK.**
8. Choose an **Eligibility**
9. Choose the **Trade Name/ Lot Number,** the **Body Site** and enter/verify the **Route** for each vaccine selected. ** *As you select the trade name and lot number the most current date for each VIS will display on the bottom of the page.*



10. Click **OK**

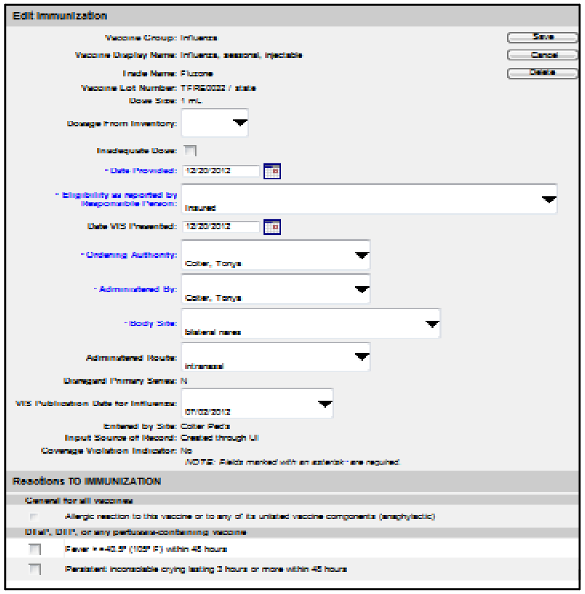
Editing a Dose of Vaccine

1. To edit a dose of vaccine (including adding a vaccine reaction), click the **Edit** button next to the appropriate vaccine date on the **History/ Recommend** screen.
2. Any person, at any organization, may delete or update a historical immunization. You may update any of the following fields for historical immunizations:
   - Tradename
   - Lot number
   - Date provided
   - Provider Organization
   - Any reactions associated with vaccine administration



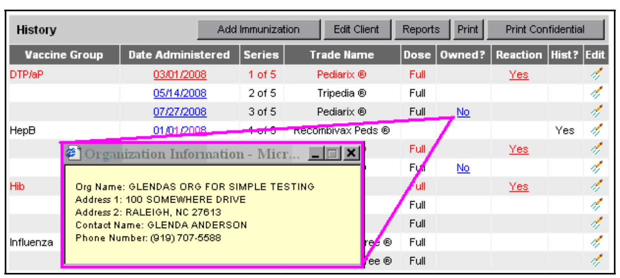
3. You may only delete or update a dose of vaccine from inventory, if it was administered by your organization. You may update any of the following fields for doses from your inventory:
   - Dosage From Inventory (full, half, etc.)
   - Whether the dose was inadequate
   - Date provided
   - Eligibility
   - Ordering Authority
   - Administered By
   - Body Site
   - Route of Administration

- VIS date (The system allows the VIS date to be editable **only** on the day the immunization was administered.)
- Any reactions associated with vaccine administration



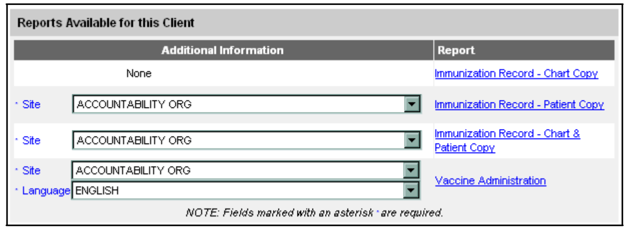
Note: If an incorrect lot number was entered, the dose must first be deleted and then re-entered with the correct lot number.

If the vaccine was given from another organization's inventory (as noted by **No** in the **Owned?** column) click on the hyperlink to view which organization administered the shot as well as the contact information.



How to Print Immunization Records

1. After you have searched for and found the appropriate client, from the client demographics screen or from the History/Recommend screen, click **Reports**.



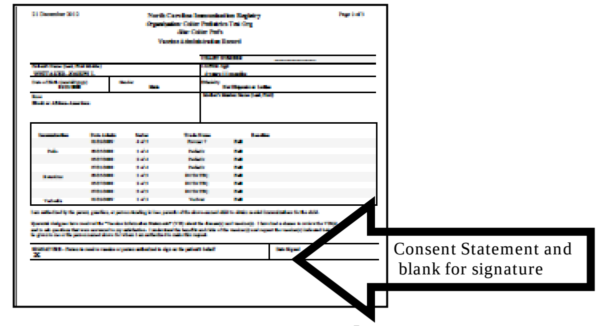
a. For a **Chart Copy** only, click on the link - **Immunization Record - Chart Copy**. It will open n Adobe .pdf file in a separate window.

b. For a **Patient Copy** only, choose the **Site** (if not defaulted) and then click on the link – **Immunization Record - Patient Copy**. It will open an Adobe .pdf file in a separate window.

c. To print both the **Chart and Patient Copy** at the same time, choose the **Site**, and then click **Immunization Record-Chart & Patient Copy**. It will open an Adobe .pdf file in a separate window.

***Note**: The Immunization Record – Patient Copy fulfills the requirements for an official immunization record.*

d. To print a Vaccine Administration record, choose the **Site**, choose a **language** (prints a consent statement in preferred language for signature), and then click on the link **Vaccine Administration**.



How to Print a New Client Form

The New Client Form should be used as a contingency plan in case of an NCIR outage or a localized Internet Service Provider outage. The New Client Form contains all information necessary to enter the client and/or doses administered in to the NCIR at a later time.

1. From the left hand menu bar, click on **Request New Client Form**
2. Choose a site from the site drop-down box (this is the site information that is printed at the top of the report) **Click Generate**
3. The report should open in a new window as an Adobe .pdf file.

It is a good idea to keep several of these blank forms on hand in case of an outage.

In the event that the NCIR is unavailable and you do not have any forms on hand, they are also available on the Immunize NC website in both English and Spanish: http://www.immunizenc.com/NCIR.htm
Click on:

- New Client Form – English
- New Client Form – Spanish

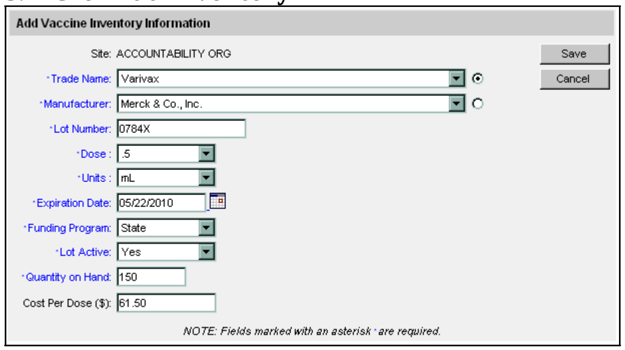
QUESTIONS? Contact the NCIR Help Desk at 1-877-USE-NCIR.

How to Add Inventory to the NCIR

***You should use this procedure to add your private supply of vaccine along with your state supplied MMRV and Varicella to your inventory. All other state supplied vaccine should be accepted into your inventory via Manage Transfers. To see how to do this, please see:* **Accepting Your State Supplied Vaccine Order.**

If the vaccine lot number is NOT already in your inventory:

1. Click **Manage Inventory**
2. Click **Show Inventory**
3. Click **Add Inventory**



4. Choose the **Trade Name,** the Manufacturer will automatically populate
5. Enter the **Lot Number** (It should be located on the box or vial of vaccine)
6. Select the **Dose** size from the drop-down box (Found under the 'dosage and administration' portion of the package insert)
7. Choose the **Units** (will always be mL unless you are administering a vaccine in capsule form)

Note: tubes are not considered capsules.

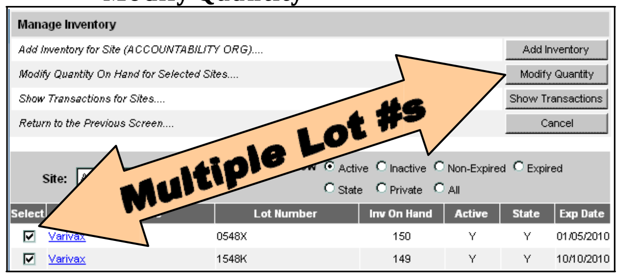
8. Enter the **Expiration Date** (should be located on the box or vial of vaccine)

Note: PCV7 expiration dates should be entered as the **last** day of the month of expiration.

9. Choose the **Funding Program** (should be private unless you are entering the state supplied vaccine specified above; in which case you would choose public **)
10. The **Lot Active** drop-down must be set to Yes to be saved. Yes will make the Lot number appear in the drop down box under the Lot Number/ Trade Name when documenting administration of a dose of vaccine. If you do not want the lot number to appear in the drop-down box, change the active indicator to No after saving the initial information.
11. Enter the **Quantity on Hand** (enter in the number of doses not boxes or vials).
12. Enter the **Cost Per Dose** for Varicella and MMRV (found on CDC's website - http://www.cdc.gov/vaccines/programs/vfc/cdc-vac-price-list.htm).
13. Click **Save**

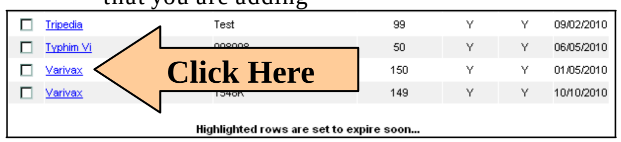
If the lot number already exists in your inventory:

1. Click **Manage Inventory**
2. Click **Show Inventory**
3. To get to the modify quantity on hand screen:
   - Place a check mark in the 'select' box and click **Modify Quantity**



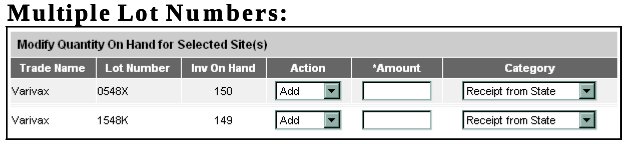
OR

   - Click the Tradename link beside the lot number that you are adding

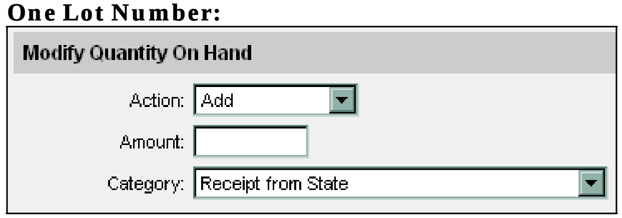


4. Under the modify quantity on hand section, make sure the action is **Add**, enter the number of doses that you are adding, choose **Receipt from State** as your category for Varicella and MMRV, for private vaccine, choose **Receipt from Inventory**
5. Click **Save**

Multiple Lot Numbers:



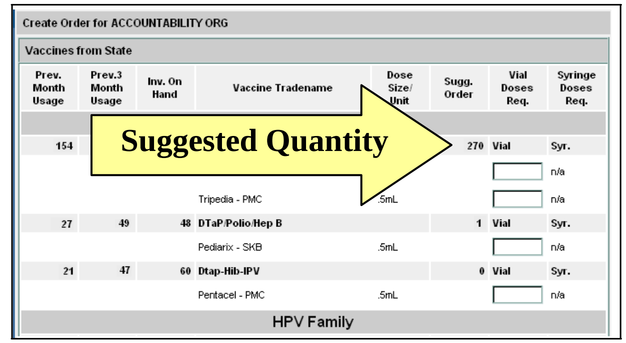
One Lot Number:



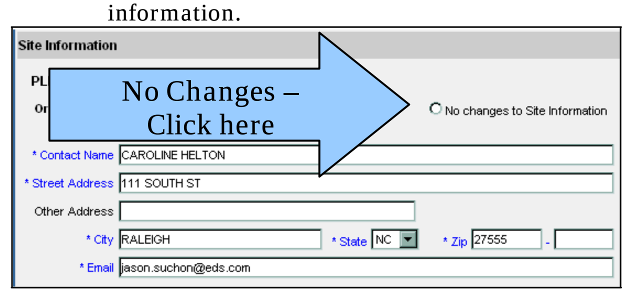
How to Place a Vaccine Order

Before placing an order, please make sure that all doses administered have been keyed in to the NCIR.

1. Click **Manage Order**
2. Click **Create Order**
3. The Suggested order quantity is calculated from your doses administered and your viable state-supplied inventory on hand. Review the **Suggested Order Quantity** to assist with placing your order.
4. Enter the amount, in doses, of each vaccine you're requesting in the corresponding boxes. You may order vials, syringes or a combination of the two based on availability. Make sure that you place the order for **all** vaccines.



5. Scroll to the bottom of the page to verify your shipping information:
   - If all the shipping information is correct, click on the radio button next to **No Changes to Site Information**.
   - If any information, including name, address and delivery hours needs to be changed, highlight the incorrect information and type in the new information.



6. Click **Submit Order**.
7. You will be redirected to the **Manage Order** page where your order shows up as **Pending** (An order in Pending status may be edited or updated).

Accepting Your State - Supplied Vaccine Order (or an incoming transfer from another organization)

1. When you receive your physical order of state – supplied vaccine, verify that the vaccine type, lot number, expiration date and quantity of the vaccines in the shipping container match what is listed on the packing list.
2. Login to the NCIR and click **Manage Transfers.**
3. Under **Inbound Transfer** you should see your order from the Vaccine Distribution organization* as shown below:

Inbound Transfer

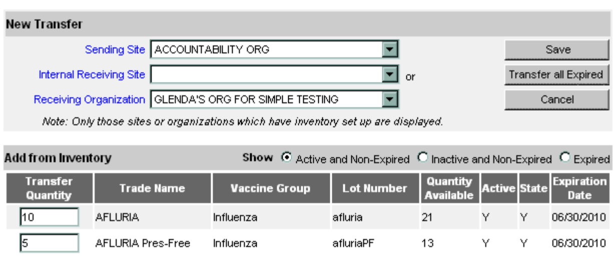
Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
01/02/2008	ORDER	Vaccine Distribution	ACCOUNTABILITY ORG	01/02/2008		

4. Click on the date under **Create Date.**
5. Verify that the order in the NCIR (amount, lot number, and trade name) matches your packing list. If the packing list does not match the NCIR, please call the Help Desk at 877-873-6247.
6. If everything matches, click **Accept Transfer**.
7. Click **Ok.** The vaccine should now be active in your inventory.

<u>* Note: an incoming transfer from another organization will display that organization's name in the '**Sending Org: Site**' box.</u>

Transferring Vaccine to another NCIR User

1. Click **Manage Transfers**
2. Click **New Transfer**
3. Choose the **Sending Site** and the **Receiving Site/Organization**** (you may choose only one)
4. Enter the number of doses that you are transferring in the **Transfer Quantity** box next to the Trade Name/Lot number.

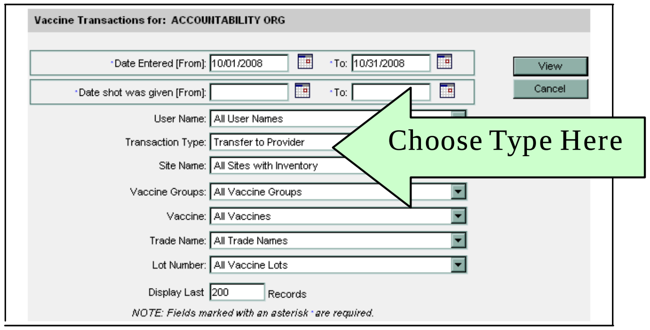


5. Click **Save**. You should see a message saying 'Saved Successfully'.
6. You must generate either a **Packing List** or **Label** in order to complete the transfer.
7. Click **Ship**
8. Enter a **Ship Date**
9. Click **Ship** again to complete the transfer.
10. You will see a message saying 'Transfer Successfully Shipped' and it should show up in your outbound transfer list with a **Ship Date**.
11. The transfer is ready for the receiving organization to accept into their inventory.

**** Internal Receiving site** = if you have multiple sites set up within your organization.
**** Receiving Organization** = an external organization (outside of your organization).

Transferring Vaccine to a Non-NCIR User

1. Click **Manage Inventory**
2. Click **Show Inventory**
3. **To Modify the quantity:**
   - If you are transferring multiple vaccines, put a check in the select column beside each vaccine Tradename/lot number that you are transferring and click **Modify Quantity**
   - If you are only transferring one vaccine, you may click the Tradename link next to the lot number that you are transferring
4. On the Modify quantity screen, choose **Subtract** from the **ACTION** drop down box.
   - Enter the number of doses being transferred in the **AMOUNT** drop down box.
   - Choose **Transfer to Provider** in the **Category** drop down box.
   - Click **Save**. These doses have now been subtracted from your available inventory.
   - To Report to Immunization Branch:
     - Click **Manage Inventory**
     - Click **Show Transactions**
     - In the **Date Entered [From] and [To]** boxes, enter the date the transfer was entered.
     - In the **TRANSACTION TYPE** drop down box choose **Transfer to Provider**.



     - Click **View**.
     - Print this page.
     - At the bottom of the page, write down the Organization that you transferred the vaccine to, with a contact name and phone number. Fax to the Immunization Branch at **1-800-544-3058.**
- *Instead of the transaction report, you may complete a UCVDP Vaccine Transfer form (found online at: http://www.immunizenc.com) and fax it to the Immunization Branch at 1-800-544-3058.*

How to Report Expired State-Supplied Vaccine

- Click **Manage Transfer**
- Click **New Transfer**
- Click **Transfer All Expired**
- Verify **transfer quantity.** If the number of doses being returned is incorrect, please highlight and update the quantity being returned.
- Enter **Preventive Action** (what you will do in the future to prevent the vaccine from being wasted)
- Click **Save**
- You must generate either a **Packing List** or **Label** in order to complete the transfer.
- Click **Ship**
- Enter the ship date if different than the default date
- Click **Ship** again
- Click **Request Wasted/Expired** under the Reports option in the menu bar
- Enter the **From and To** dates to run the report
- Click **Generate**
- Print the report and put it in the box with the vaccine to be returned.

If you need a pre-paid mailing label to send back the vaccine, call the help desk at* ***1-877-873-6247.

How to Remove Private Expired Vaccine

- Click **Manage Inventory**
- Click **Show Inventory**
- Click the **Expired** radio button

- **To Modify the quantity** (only select vaccines with "**N"** in the **State** Column or click the **Private** radio button**):**
  - If you are expiring multiple vaccines, put a check in the select column beside each vaccine.

Tradename/lot number that you are removing and click **Modify Quantity**

- If you are only expiring one vaccine, you may click the Tradename link next to the lot number that you are removing

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
☐	AFLURIA	65465465	22	N	Y	06/30/2008
☑	ActHib	987	1	N	N	12/31/2005
☐	Adacel	AD887	4	N	Y	08/31/2008
☑	Boostrix	pri444	1	N	N	01/01/2008
☐	Fluzone	11125	1	N	Y	06/30/2008

- On the Modify quantity screen choose **Remove – Expired Private** from the **Categor**y drop down box

Modify Quantity On Hand for Selected Site(s)					
Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
Boostrix	pri444	1	Subtract	1	Remove - Expired Private

- All other fields will populate automatically
- Click **Save**
- Expired Inventory should be removed

How to Report Wasted Vaccine

- Click **Manage Inventory**
- Click **Show Inventory**
- **To Modify the quantity:**
  - If you are transferring multiple vaccines, put a check in the select column beside each vaccine Tradename/lot number that you are transferring and click **Modify Quantity**
  - If you are only transferring one vaccine, you may click the Tradename link next to the lot number that you are transferring
- On the Modify quantity screen, choose **Subtract** from the **ACTION** drop down box.
- Enter the number of doses that were wasted
- Choose **Wasted Doses** from the **Categor**y drop down box
- Type in the **Reason Wasted** (what caused the vaccine to become non-viable) and **Preventive Action (**what you will do in the future to prevent the vaccine from being wasted)
- Click **Save**
- Click **Request Wasted/Expired** under the **Reports** option in the menu bar
- Enter the **From and To** dates to run the report
- Click **Generate**
- Print the report and put in the box with the vaccine to be returned. ***Vaccine that has been drawn up should always be discarded in a "sharps" container and reported as wasted.***

***If you need a pre-paid mailing label, to send back the vaccine, call the help desk at* **1-877-873-6247**.

How to Register with NCID- Private Provider Users

- Open a new Internet Explorer browser window and type **https://ncir.dhhs.state.nc.us** in the address bar.
- Click the **First Time NCID User** link (blue link in the middle box)
- Choose your user type as **Business**
- Click **Continue**
- Verify the **Country** drop down box (should default to United States)
- Click **Next (Personal Info)>>**
- Complete the personal information required (denoted by red asterisks)
- Click **Next (Password Info)>>**
  Choose a **username** that you want to use to log in. User IDs must be at least six (6) characters and it must start with a letter. The maximum length a User ID can have is thirty two (32) characters. Also note that only the following characters in the User ID are allowed:
- Can contain letters (A-Z) or numbers (0-9)
- hyphen (-)
- underscore (_)
- dot (.)
  - You must then choose a password. Passwords must be: Minimum Length of Eight (8) Characters. Maximum length of Thirty-Five (35) Characters.
  - Minimum of One (1) numeric character.
  - Special characters may be used (~ ! @ # $ % ^ & * _ - = : ; > < , . ? } { |)
- You will need to answer 5 challenge questions:
  - Choose from among nineteen (19) different challenge questions
  - The five (5) questions MUST be different
  - The answers to these five (5) questions will be used as prompts in the event that you forget your password
  - Please select questions that have only one short, clear answer and can be remembered easily
- Click **Next (Review Collected Data)>>**
- Review all the information to make sure it is accurate. Print this screen and keep it in a secure location for your records.
- Click **Submit Registration** (click only one time)
- If you have registered correctly then you will receive confirmation of registration. (This confirmation will also have your username on it)
- Print out the confirmation and take it to your Administrator to be added as a user in the NCIR.

How to Add a New User to the NCIR

Before a user may be added to the NCIR, they must have completed NCID registration (see **How to Register with NCID** above).

- Click **Manage Users**
- Click **Add User**
- Type in the username in the box provided
- Click **Verify**
- Confirm that the personal information retrieved is correct for the user that you are adding.
- Choose the **Role** for the user by clicking on the drop down box and selecting the appropriate role.
- Click **Save**
- You should see the message '**User has been successfully saved.**'

Note: Please remember to inactivate users when they are no longer at your practice.

How to Add a Clinician to the NCIR

- Click **Manage Clinicians**
- Click **Add Clinicians**
- Choose the **Role** first:

Role: ○ Clinician ○ Ordering Authority ◉ Ordering Authority / Clinician

  - **Clinician:** anyone who administers vaccines
  - **Ordering Authority:** MD, DO, PA, NP that signs the standing orders for vaccines to be administered
  - **Ordering Authority/Clinician:** MD, DO, PA, NP that signs standing orders as well as administers vaccine
- Enter the **Last Name**
- Enter the **First Name**
- Choose **Credentials** from the drop down box
- Under the **Complete Site Listing** box double click the name of each site where the ordering authority/clinician works. When double clicked, it will show up under the **Selected Site** box or you may click the site name and the add button until it moves from left to right.
- The address information is optional.
- Click **Save**.

Note: Please remember to inactivate clinicians when they are no longer at your practice.

ncir

QUESTIONS? Contact the NCIR Help Desk at 1-877-USE-NCIR.