

Hello,

We are truly excited to be able to allow pharmacies access to the North Carolina Immunization Registry. The North Carolina Immunization Registry (NCIR) is a secure, web-based resource that can be used as a clinical tool and serves as the official immunization record, so we place a high value on data integrity for information entered in the registry. The North Carolina Immunization Branch plans to provide training that will teach immunizing pharmacists how to perform essential functions in the NCIR.

The current training process for pharmacies is a “train the trainer” approach. Pharmacies will need to identify one or more trainers who will be responsible for training the individual pharmacists and users within their store(s). These trainers must complete a few enrollment steps and attend a live demonstrative webinar that will authorize them to become a certified NCIR pharmacist trainer. The specific steps the trainers must complete to become certified are outlined in the document, “Certified NCIR Trainer.” Prior to your identified trainers attending this live webinar, each chain and independent pharmacy must submit five important documents, which are listed with a description below:

1. Pharmacy Agreement Currently, every individual pharmacy will need to provide a signed pharmacy agreement. This agreement must be signed by the lead immunizing pharmacist or Pharmacy Manager for each participating pharmacy.
2. NCIR Pharmacy Trainer’s Agreement – describes the trainer’s role and responsibilities as the trainer and must be completed and signed by each trainer listed on the Pharmacy Trainer Contact List.
3. NCIR Confidentiality Agreement - must be reviewed and signed by each trainer identified.

Once you have completed all of the attached forms (Pharmacy Agreement, NCIR Pharmacy Trainers Contact List, NCIR Pharmacy Trainer’s Agreement, and NCIR Confidentiality Agreement), please return these documents by email or fax to the appropriate account executive listed below:

Independent (Non-Mutual) Pharmacies, Independent (Mutual) Pharmacies, Carlie C's, Josef's, Mast, Drugs America and Health Care Center.	Account Executive: Hope Watson Fax: (919) 870-4823 Email: Hope.Watson@dhhs.nc.gov Phone: (919) 707-5557
Costco, Farm Fresh, Food Lion, Ingles, Kmart, Kroger, Sam's Club, BI-LO, CVS and Publix Pharmacies.	Account Executive: Brittney Wooten Fax: (919) 870-4823 Email: Brittney.Wooten@dhhs.nc.gov Phone: (919) 707-5116
Rite-Aid, Target and Harris Teeter Pharmacies	Account Executive: Kathryn Carney Fax: (919) 870-4823 Email: Kathryn.Carney@dhhs.nc.gov Phone: (919) 707-5597
Walgreens and Walmart Pharmacies	Account Executive: Shirelle Everett Fax: (919) 870-4823 Email: Shirelle.Everett@dhhs.nc.gov Phone: (919) 707-5598

If you do not see your store listed above, please contact **Brittney Wooten** for additional information.

Once we receive these documents, the trainers listed on the NCIR Pharmacy Trainers Contact List will receive instructions to complete the process to become a certified NCIR trainer.