# Table of Contents

## I. Contact Information
- Immunization Branch Contact Information
- Regional Immunization Nurse Contact Information - Map
- Regional Immunization Consultant Contact Information - Map
- Important Website Information

## II. NCIP Program Information
- Provider Vaccine Agreement
- NCIP Requirements
- NC Immunization Law
- Borrowing Form

## III. Clinical/Administrative Information
- Suggested Supplies Checklist for Immunization Clinic
- Standards for Child & Adolescent Immunization Practices
- Standards for Adult Immunization Practices
- Skills Checklist for Vaccine Administration
- Healthcare Personnel Vaccination Recommendations
- Screening Section
  - Coverage Criteria
  - Screening Questionnaire for Child and Teen Immunization
  - Determining Eligibility for Vaccines Indicated as VFC-Only
  - Determining Eligibility for VFC Vaccines Flow Chart
- Administration Section
  - It's Federal Law! (VIS)
  - Administering Vaccines: Dose, Route, Site, and Needle Size
  - Check Your Vials
- Documentation Section
  - Vaccine Administered Log (VAL)
  - Vaccine Administration Record
  - Adult Vaccine Administration Record
  - Certificate of Immunization (Lifetime card)
  - Medical Exemption Statement
  - Physician’s Request for Medical Exemption
  - VAERS Form
  - Report Vaccine Errors
- Billing Section
  - NCIP Billing Brief

## IV. Storage & Handling
- Minimum Required Vaccine Ordering, Handling, and Storage Procedures
- Routine Vaccine Management Plan
- Emergency Vaccine Management Plan
- Vaccine Requisition/Inventory Form
- Vaccine Transfer Form
- Wasted/Expired Vaccine Report
- Returning Expired/Spoiled Vaccine
- Refrigerator Temperature Log
- Freezer Temperature Log
- Vaccine Storage Labels
- NCIP Vaccine Transport Guidance
V. Communicable Disease Reporting & Law
   a. Local Health Department Use of Revised Communicable Disease Reporting Forms Memo
   b. Communicable Disease Report
   c. Reporting of Communicable Diseases Law

VI. Resources
   a. Continuing Education Opportunities
   b. Employee Immunization Educational Roster Examples
   c. Clinic Refrigerator Vaccine Warning Stickers
   d. Reminder Postcards – English
   e. Reminder Postcards – Spanish
   f. Lifetime Immunization Record

VII. North Carolina Immunization Registry (NCIR)
    a. NCIR Education Web Page
    b. NCIR Quick Reference Guide
    c. Best Practices for Successfully Using NCIR
    d. NCIR Confidentiality Agreement
    e. Mass Clinic Form (English)
    f. Mass Clinic Form (Spanish)