



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

DANIEL STALEY
DIRECTOR

January 22, 2018

MEMORANDUM

TO: North Carolina Immunization Registry (NCIR) Pharmacy Participants

FROM: Wendy Holmes, RN, Head ^{WH}
Immunization Branch

SUBJECT: 2018 NCIR Immunizing Pharmacy Agreement

The purpose of this memo is to notify NCIR immunizing pharmacy participants of the annual re-enrollment process and provide the enclosed NCIR Immunizing Pharmacy agreement documents that must be signed by the Pharmacy Manager/Supervising Immunizing Pharmacist who will assume responsibility over all immunizing pharmacists within their identified pharmacy. All pharmacies that are accessing the NCIR are required to update their agreement annually and comply with all conditions of the NCIR Immunizing Pharmacy Agreement.

Before returning the 2018 NCIR Immunizing Pharmacy Agreement:

- review the current users that access the NCIR
- inactivate any users that no longer work for your organization or no longer need access to the NCIR
- verify you have a current NCIR Confidentiality Agreement on file for each NCIR user
http://www.immunize.nc.gov/providers/ncir/pdf/confidentiality_form.pdf
- Return the signed NCIR Immunizing Pharmacy Agreement by the due date of January 31, 2018 and retain a copy for your records

Failure to return this document by **January 31, 2018** will result in inactivation of your NCIR account. Please contact us immediately if your organization no longer wishes to access the NCIR.

Completed agreements should be mailed or faxed to the Branch at:

Immunization Branch
1917 Mail Service Center
Raleigh, NC 27699-1917
Fax: 1-800-544-3058

If you have any questions or need assistance with updating this agreement you may call the Immunization Help Desk, Monday through Friday, 8 a.m. to 5 p.m. at 1-877-873-6247, option 1.

Thank you.

cc: North Carolina Board of Pharmacy

www.ncdhhs.gov | www.publichealth.nc.gov | www.immunize.nc.gov
Tel 919-707-5550 • Fax 919-870-4824
Location: 5601 Six Forks Road • Raleigh, NC, NC 27609
Mailing Address: 1917 Mail Service Center • Raleigh, NC 27699-1917
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