North Carolina Immunization Registry (NCIR)

Monkeypox Response Partners (New NCIR Users) Inventory Management User Guide

Last Updated: August 5, 2022
Purpose
Given the limited number of JYNNEOS doses currently available for distribution and future allocations being dependent on our state’s vaccine uptake, visibility into current inventory amounts and utilization rates are critical. In order for providers to be able to obtain doses of JYNNEOS, they must agree to timely documentation of administrations as well as inventory management within NCIR.
Manage Inventory
Step 1 of 2: Navigate to Inventory

1. On the homepage, click **Manage Inventory**
2. On the Manage Inventory page, click **Show Inventory**

### Inventory Alerts

**Vaccine Order/Transfer Notification**

<table>
<thead>
<tr>
<th>Order(s)</th>
<th>Shipped</th>
<th>Awaiting Return Shipment</th>
<th>Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Active Inventory That Is Going to Expire**

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Trade Name</th>
<th>Lot Number</th>
<th>On Hand</th>
<th>State</th>
<th>Exp Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY Acetaminol</td>
<td>22125</td>
<td>7</td>
<td>Y</td>
<td>07/01/2023</td>
<td></td>
</tr>
<tr>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY Fliczone Pro-Free</td>
<td>664-684</td>
<td>10209</td>
<td>Y</td>
<td>08/03/2024</td>
<td></td>
</tr>
<tr>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY Gardasil</td>
<td>1236x</td>
<td>09</td>
<td>Y</td>
<td>06/05/2030</td>
<td></td>
</tr>
<tr>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY Trivalent</td>
<td>U1395CA</td>
<td>20</td>
<td>Y</td>
<td>08/06/2023</td>
<td></td>
</tr>
</tbody>
</table>

**Inventory That Is Running Low By Vaccine Group**

<table>
<thead>
<tr>
<th>Vaccine Group</th>
<th>Quantity On Hand</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>No vaccine group have a low inventory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inventory That Is Running Low By Trade Name**

<table>
<thead>
<tr>
<th>Trade Name</th>
<th>Quantity On Hand</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>No noticed</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
Step 2 of 2: Manage Inventory

From this screen you can add inventory, modify quantity, and show transactions for your inventory.

You can look at any combination of inventory in the NCIR by clicking on the radio button next to your selection. For example, if you want to see all your active, public vaccine click on the radio button next to Active and State.

Vaccine’s that will expire in less than 120 days will be highlighted in pink.
Requesting JYNNEOS
How to obtain doses

All JYNNEOS vaccine is currently allocated outside of NCIR. Providers* need to work directly with one of the five regional health department hubs: Buncombe, Mecklenburg, Wake, New Hanover, and Pitt counties in order to obtain doses via a transfer.

If you are unable to locate vaccine from a nearby Hub, and have an urgent need, please use the Monkeypox MCM request form.

*Only providers who have completed the enrollment survey and have been approved by the Immunization Branch are eligible for transfers pending vaccine availability.
Steps for Accepting JYNNEOS Transfers
Step 1 of 4: Navigate to Manage Transfers

Click on Manage Transfers.
Step 2 of 4: Navigate to Your Order

1. Find your transfer under the **Inbound Transfers**.
2. Click on the **Create Date** in blue. This is going to take you to where you can view the transfer.
Step 3 of 4: Accept Transfer

1. You will see your transfer at the bottom of the screen. You must verify that these lot numbers and amounts match what you have received from the transferring hub. If they do not match, please call your hub directly.

2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.

3. If your physical vaccines matches the NCIR transfer then you can accept it straight into your inventory by clicking Accept Transfer.

4. When you click Accept Transfer, you will see a pop up message like below.

5. Click OK
Step 4 of 4: Review

When you have successfully added your transfer into your NCIR inventory, then you will see the message below in red. You can double check to make sure your inventory is in the NCIR by going back to Manage Inventory and then clicking Show Inventory.

You can verify the vaccine has been entered into NCIR inventory.
Steps to Run an Inventory Reconciliation Report
Step 1 of 3: Navigate to Inventory Report

An inventory reconciliation report will show you what the NCIR says you have in your inventory and give you room to write your actual count from your vaccine storage unit so that you can begin to balance your inventory.

1. From the homepage, click Inventory Report.
Step 2 of 3: Select Criteria

1. Choose your **Site**.
2. Choose your **Funding Source**.
3. Click **Generate Report** when finished.

- Once you click on Inventory Report, you have the choice of what you want to appear in the report itself.
- Make sure that if your organization has multiple sites that you have the correct site selected or you can run the report for all the sites in a single organization.
- You can run the report for all private, all state supplied or both. **Please note:** Although JYNNEOS doses are supplied via the state, the inventory will show as private for the funding source.
- These options give you a wider variety of ways to keep your inventory balanced.
### Step 3 of 3: Generate Report

**Inventory Reconciliation Report / Worksheet**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Vaccine Group</th>
<th>Trade Name</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>NCIR Reported Doses On Hand</th>
<th>Actual Count of Doses On Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td>Anthrax</td>
<td>Anthrax</td>
<td>FDD70019 Private</td>
<td>01/01/2010</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td>DTP/aP</td>
<td>Certiva</td>
<td>555</td>
<td>01/31/2009</td>
<td>274</td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td>DTP/aP</td>
<td>DT</td>
<td>121252555</td>
<td>05/20/2009</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td>DTP/aP</td>
<td>DTP</td>
<td>098898</td>
<td>10/20/2009</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td>DTP/aP</td>
<td>Pediarix</td>
<td>ABC234</td>
<td>01/01/2009</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td>DTP/aP</td>
<td>Pediarix</td>
<td>UA2345AA</td>
<td>01/30/2010</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>HepB</td>
<td>Recombivax-Adult</td>
<td>REC23</td>
<td>01/01/2009</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>HIB</td>
<td>ActHib</td>
<td>U1234AA</td>
<td>05/05/2009</td>
<td>702</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Hib</td>
<td>PedvaxHIB</td>
<td>0259U</td>
<td>10/17/2009</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Influenza</td>
<td>Flu-Mist</td>
<td>FLU234</td>
<td>01/01/2009</td>
<td>6.5</td>
<td></td>
</tr>
</tbody>
</table>

Once you have counted the actual vaccine in your vaccine storage unit and you compare it to what the NCIR says you have on hand, both columns should match. If they do not you need to run down the list of possible inventory discrepancies. (see next slide)
Steps for Modifying Quantity
Step 1 of 2: Modify Quantity

1. Click in the box next to the Trade Name in blue until the green check appears.
2. Click Modify Quantity
Step 2 of 2: Modify Quantity

1. Choose the **Action** from the drop down box. Either **Add** or **Subtract**.
2. Enter the **Amount** in doses that is being modified.
3. Choose the reason under the **Category** drop down box.

This screen will allow you to modify the quantity of as many vaccines as you choose on the previous screen. It is good to use this option if you have several lot numbers to edit.
Most Common Reasons to Modify Quantity

**Wasted Doses**: Select this option if there was any vaccine waste for a particular lot. When you select the Wasted Doses category, you will be required to enter additional information.

**Error Correction**: Select this option if you have made any errors in entry. For example, you entered 100 instead of 10 for the quantity. You will also be required to enter a reason for error correcting.

**Before you error correct any JYNNEOS vaccines, you should contact your Regional Immunization Consultant**, so that you may be guided in how to find errors before changing quantities in vaccine lots. The expectation is to ensure all doses of JYNNEOS are accounted for either through administrations or active inventory.

![Image of Manage Inventory and Modify Quantity On Hand for Selected Site(s) form](image)

**NOTE**: Fields marked with an asterisk (*) are required.
Error Correction

When to Use Error Correction

• Use this category when adding to or subtracting from inventory doses that were keyed or documented incorrectly
  • i.e. if 100 is entered instead of 10

When NOT to Use Error Correction

• If inventory is expired
• If a storage and handling issue caused the dose to be unusable
• If the vaccine is pre-drawn and not used
Avoid Documentation Errors

• Enter all immunizations administered into the NCIR as soon as possible (at the time of administration or by the close of business day on the same day)

• Only enter immunizations administered by you, under your username

• Document all doses that have been administered, transferred, wasted and/or expired in the NCIR

In Summary

• Error Correction should be used infrequently

• Use best practices to maintain vaccine inventory correctly in the NCIR

• If you are unable to reconcile your inventory, error correction should be your last option
Different Types of Transfers
## Definitions

### Manage Transfer

Create a New Transfer....

Return to the Previous Screen....

### Transfer List

#### Outbound Transfer

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>Sending Org:Site</th>
<th>Receiving Org:Site</th>
<th>Ship Date</th>
<th>Receive Date</th>
<th>Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ORDER</td>
<td></td>
<td></td>
<td>12/19/2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Outbound Transfer.

#### Inbound Transfer

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>Sending Org:Site</th>
<th>Receiving Org:Site</th>
<th>Ship Date</th>
<th>Receive Date</th>
<th>Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19/2006</td>
<td>ORDER</td>
<td></td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>12/19/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/03/2006</td>
<td>ORDER</td>
<td></td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>06/25/2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Historic Transfer (last 7 days by default)

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>Sending Org:Site</th>
<th>Receiving Org:Site</th>
<th>Ship Date</th>
<th>Receive Date</th>
<th>Return Date</th>
<th>Restock Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/08/2008</td>
<td>ORDER</td>
<td></td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>04/08/2008</td>
<td>04/09/2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outbound Transfers to NCIR Users
Step 1 of 6: Navigate homepage

You can view any pending Inbound or Outbound transfers in the NCIR under the Vaccine Order / Transfer Notification portion of the Home Page. In addition to the Manage Transfer Screen.

1. Click Manage Transfer

When you have transfers that are in queue for one reason or another they will show up under the Vaccine Order/Transfer Notification portion of the home page.
Step 2 of 6: Navigate to New Transfer

Using the Manage Transfer function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.

1. To transfer vaccine to another provider on the NCIR, start by clicking **New Transfer**.
Step 3 of 6: Complete Transfer Information

1. Choose your **Receiving Organization** as the facility that you are transferring vaccine to (NCIR only).

2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** radio button next to your choice.

3. Enter the **Transfer Quantity** in the box next to the vaccine you are wanting to transfer. Remember to enter the amount in doses.

4. Click **Save** when you are ready to finish the transfer.
Step 4 of 6: Navigate to Packing List

In order to finish this transfer, you must view or print the Packing List or Label. You will not be able to complete the transaction without doing this step. Click **Packing List**.

The vaccine that you are transferring will show up under **Transfer Item**.

You should see this message “Saved Successfully”.
Step 5 of 6: Complete Transaction

Once back to the Edit Transfer screen, click Ship twice to complete transaction.

The Packing List will come through as a pop up box, so make sure that you have your pop up blocker turned off if it is on. You can print this slip out if you would like to, otherwise just click the X in the corner to close the window. When you close the box you will be sent back to the Edit Transfer screen.
Step 6 of 6: Check Transaction Details

If the transfer was completed, you will see the message in blue Transfer Successfully Shipped and the transfer will show up under Outbound Transfer.

Note:

- If a “Ship Date” does not appear on the Outbound Transfer, then the transfer was not finished.
- If the date of transfer is different than the current date shown, then type the correct date in the box next to “Enter Ship Date”.
- Once the Transfer is completed, the vaccine is immediately removed from the Sender’s NCIR inventory and ready to Accept into the Receiver’s inventory.
Inbound Transfers
Step 1 of 3: Navigate homepage

Click **Manage Transfers** and pending inbound transfers can be seen under the Inbound Transfer heading.
Step 2 of 3: Find Transfer

Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.

Find your transfer and click on the **Create Date** link in blue.

### Transfer List

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>Sending Org/Site</th>
<th>Receiving Org/Site</th>
<th>Ship Date</th>
<th>Receive Date</th>
<th>Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/06/2006</td>
<td>TRANSFER</td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>Vaccine Distribution</td>
<td>04/06/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/19/2006</td>
<td>ORDER</td>
<td>Vaccine Distribution</td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>12/19/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/08/2006</td>
<td>ORDER</td>
<td>Vaccine Distribution</td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>05/25/2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Historic Transfer** (last 7 days by default)

<table>
<thead>
<tr>
<th>Create Date</th>
<th>Type</th>
<th>Sending Org/Site</th>
<th>Receiving Org/Site</th>
<th>Ship Date</th>
<th>Receive Date</th>
<th>Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/06/2006</td>
<td>ORDER</td>
<td>Vaccine Distribution</td>
<td>NORTH CAROLINA IMMUNIZATION REGISTRY</td>
<td>04/06/2000</td>
<td>04/06/2000</td>
<td></td>
</tr>
</tbody>
</table>
Step 3 of 3: Accept Transfer

To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount received. If your physical vaccine matches the NCIR then accept.

You will see this pop up message that makes sure you want to add the vaccine into your inventory. Click **OK**.
Adding New Users
Step 1 of 6: Navigate to Manage Users

Select **Manage Users** from the left-side menu.
Click **Add User**.

### Add User

**Provider Org Name**: 001 Final test organization

**Organization Code**: Final

**Username**: Athena

**User First Name**

**User Last Name**

**User Middle Initial**

**Role**

**Status**: Active

**Street Address**

**Other Address**

**City**

**State**

**Zip**

**Email**

*NOTE: Fields marked with an asterisk * are required.*

---

**Audience**

**Administrator**
Step 3 of 6: Enter Username

Type in the Username.

Note: Usernames can be obtained by clicking “Register” on the NCIR log in page.
Step 4 of 6: Verify

Click Verify.

Add User

Provider Org Name: 001 Final test organization
Organization Code: Final

* Username: Athena

* User First Name
* User Last Name
User Middle Initial

* Role

* Status: Active

Street Address
Other Address

City
* State
Zip

NOTE: Fields marked with an asterisk * are required.
The system will retrieve the user's personal information. Confirm that the information is correct.
Choose the appropriate user Role. Click Save.
Things to Remember when Adding Users
1. You cannot add a user who registered for an ‘individual account’ type. You will receive this error message:

**Validation Errors**

- Users who registered for an individual account type cannot be added. Only business, local or state government user types can be added. Please have the user reregister through NCID to create a user id with the appropriate user type.

- The user must re-register for a new account with NCID and select ‘Business Account’ type (*not applicable to LHDs).
Things to Remember when Adding Users

2. If the user has not registered correctly, has not activated their account through the email link from NCID, or if the user ID you entered was incorrect, you will get an error message.

Validation Errors

- Cannot add this user. This user is not defined in NCID.
3. Click **Find** with no names in the fields to see your full list of users.
4. To inactivate, change the **Status** by clicking the ‘Inactive’ button.
Managing Clinicians
Clinician information is used to indicate the individuals who ordered and administered an immunization (i.e. Ordering Authority and Administered By).

Clinician information is required when documenting new immunizations.

![Image of Defaults for new immunizations window]
Steps for Adding a Clinician
Step 1 of 4: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.
Step 2 of 4: Navigate to Add Clinician Screen

Select **Add Clinician**.
Step 3 of 4: Enter Role and Credentials

Select a **Role** and **Credentials**

- **Clinician**: An individual who physically immunizes clients (their name will be an option in the ‘Administered By’ pick list when documenting a new immunization)

- **Ordering Authority** is a MD, DO, PA, NP who signs standing orders for patients to receive vaccines (their name will be an option in the ‘Ordering Authority’ pick list when documenting a new immunization)

- **Ordering Authority/Clinician** is an individual with both of the above roles (their name will be an option in both pick lists when documenting a new immunization)
Step 3 of 4: Enter Role and Credentials

Select a **Role** and **Credentials**

- **‘Clinician’ credentials**
  - Clinicians can be anyone in the organization who physically gives shots.

- **‘Ordering Authority’ and ‘Clinician / Ordering Authority’ credentials**
  - An Ordering Authority is an individual who is licensed by the state of North Carolina to authorize the giving of immunizations to a client.
Step 4 of 4: Add the Clinician

Fill out all required information. Be certain to move your site to “Selected Sites.” Then click Save.
Documenting Expired Vaccine
1. It’s a good idea to count your expired vaccines before you begin the process to document them in the NCIR. This helps ensure that the physical count of vaccines matches what the NCIR reports your facility as having on hand.

2. Click Manage Inventory
1. You should get a pop-up for the expired vaccine. Click OK.
2. Click **Show Inventory**.
3. Click **Expired**.

The following private lot has expired. Please remove this inventory on the Edit Inventory or Modify Quantity screens with 'Remove -Private Expired' as the category.

Lot Number: 12323  Vaccine Name: Smallpox monkeypox vaccine (SNS)  Trade Name: JYNNEOS  Expiration Date: 07/01/2022

![Manage Inventory](image)

**Site:** Forks Primary Adult Side

**Show:**
- [ ] Active
- [ ] Inactive
- [ ] Non-Expired
- [ ] Expired

<table>
<thead>
<tr>
<th>Select</th>
<th>Trade Name</th>
<th>Lot Number</th>
<th>NDC</th>
<th>Inv On Hand</th>
<th>Active</th>
<th>State</th>
<th>Exp Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AFLURIA IIIV 4 P-Free, Ped</td>
<td>12587/pk</td>
<td>33332-0219-20</td>
<td>18</td>
<td>Y</td>
<td>Y</td>
<td>01/31/2065</td>
</tr>
</tbody>
</table>
1. Click on the expired vaccine trade name
2. At the bottom of the page, choose Remove-Expired Private as the category. The action and amount will auto populate.
3. Click Save
DO NOT SEND JYNNEOS VACCINE BACK TO MCKESSON SPECIALTY, THE STATE OF NORTH CAROLINA, OR THE CENTERS FOR DISEASE CONTROL AND PREVENTION.

PLEASE DISCARD ALL EXPIRED JYNNEOS VIA THE PROTOCOLS OR PROCEDURES OF YOUR OFFICE.
Reporting Wasted Vaccine
Steps to Document Wasted or Spoiled JYNNEOS Vaccine
Step 1 of 5: Navigate to Inventory Page

From the homepage, click Manage Inventory

Audience

Administrator
Step 2 of 5: Navigate to Inventory

Click **Show Inventory**.
Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.
2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
3. Click the **Select** box next to the vaccine so the check appears.
4. Click **Modify Quantity**.

Y = Yes (i.e. state vaccine)
Step 4 of 5: Enter Wasted Dose Quantity

1. In the **Modify Quantity On Hand** section, choose ‘Subtract’ from the **Action** drop down list.
2. Enter the number of doses wasted in the **Amount** column.
3. Choose ‘**Wasted Doses**’ from the **Category** drop down box.
4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
5. Click **Save**.
Reasons for Wastage

The following reasons may be recorded in the provided text box when using “Wasted Doses” in the Modify Quantity function to waste JYNNEOS vaccine.

• Broken Vial/Syringe
• Expired Vaccine
• Failure to store properly upon receipt
• Lost or unaccounted for vaccine
• Mechanical failure Natural disaster/Power outage
• Open vial but all doses not administered
• Recall
• Storage Unit too cold
• Storage Unit too warm
• Vaccine drawn into syringe but not administered
• Vaccine spoiled in transit (Freezer/Warm)
You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.
New vs. Historical Immunizations
Immunizations are documented as “new” or “historical” depending on whether or not they were given using inventory managed in the NCIR.

**Inventory managed in the NCIR:** Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory**.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.
- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**. (This option should not be used for JYNNEOS at this time).
New Immunization Entry

- Doses from inventory managed by an organization in the NCIR

Historical Immunization

- Immunizations entered into NCIR, but not using an organization’s current inventory (such as when recording an out-of-state record) DO NOT ENTER JYNNEOS DOSES AS HISTORICAL.
Adding and Editing New Immunizations
Steps for Adding New Immunizations
1. Locate client record.

2. Select **History/Recommend**.

Once you have located your client’s record, you can start documenting new immunizations by selecting the **History/Recommend** button.
There are 2 ways to enter a live immunization from inventory.

1. **New Immunization Entry**

2. **Add Selected**

Both options will take you to the same entry screen. However, you must select the vaccines that you would like to document manually when **New Immunization** is clicked. **Add Selected** will add the selected immunizations (via the green check marks) automatically for you.
Step 3 of 4: Enter Live Immunization Details

1. Choose your organization in the **Organization Site** drop down box
2. Choose your **Ordering Authority**
3. Choose who administered the shot
Step 3 of 4: Enter Live Immunization Details (cont.)

4. Choose the **date** the shot was administered either by typing in the date or clicking on the calendar. (Note: you can leave the date administered box empty and it will default to the current date)

5. When you click on the calendar it will pop up and default to the current day. Click **OK**.

6. When you’re finished click **OK**.
Step 3 of 4: Enter Live Immunization Details (cont.)

You must first verify the patient’s Eligibility* by selecting from the drop down box. You will not be able to progress past this screen without completing this step. **Ensure the patient’s Race and Ethnicity is also documented/reviewed.**

Click ‘OK’ once you are finished.

Notice that as you choose vaccines, the VIS Publication Date will display at the bottom with the most current date. You can choose the date of the actual copy that the patient received by clicking on the drop down box.

*JYNNEOS is available free of charge to all high risk patients, regardless of insurance status.
Step 4 of 4: Review Submissions

The shots that you have entered will appear under the History section on the History/Recommend screen.
Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)
https://ncgov.servicenowservices.com/csm_vaccine