

Subject: Request for Records from NCIR

Effective date: April 15, 2009

Updated: November 1, 2011

Policy:

North Carolina Administrative Code states the following regarding sharing of immunization information:

10A NCAC 41A 0406 ACCESS TO IMMUNIZATION INFORMATION

- (a) Physicians, local health departments and the Department shall, upon request and without consent release the immunization information specified in Paragraph (b) of this Rule to the following organizations;
 - (1) schools K-12, whether public, private or religious;
 - (2) licensed and registered childcare facilities as defined in G.S. 110-86(3) and G.S. 110-01;
 - (3) Head Start;
 - (4) colleges and universities, whether public, private, or religious;
 - (5) Health Maintenance Organizations; and
 - (6) Other state and local health departments outside of North Carolina.

- (b) The following is the immunization information to be released to the organizations specified in Paragraph (a) of this Rule:
 - (1) name and address;
 - (2) name of the parent, guardian, or person standing in *loco parentis*;
 - (3) date of birth;
 - (4) gender;
 - (5) race and ethnicity
 - (6) vaccine type, date and dose number administered;
 - (7) the name and address of the physician or local health department that administered each dose; and
 - (8) the existence of a medical or religious exemption determined by the Immunization Section to meet the requirements of G.S. 130A-156 and 10A NCAC 41A. 0404 or G.S. 130A-157. If such a determination has not been made by the Division of Public Health, the person shall have access to the certification of medical and religious exemptions required by G.S. 130A-156 or G.S. 130A-157 and 10A NCAC 41A .0404.

The only individual client records held by the Immunization Branch are those records contained in NCIR. Requests for copies of individual client records from NCIR should be processed using the following guidelines:

NCIP participants who are not yet using NCIR may request records by phone. Their identity must be verified using VACMAN. Records will be faxed to the provider.

In-state medical providers who are not NCIP participants and any out-of-state providers or out-of-state local and state health departments must make their request for records in writing by either faxing or e-mailing the request. The request should include the full name of the provider or health department, address, phone and fax numbers and a contact person's name. Records will be faxed to the provider to the attention of the contact person.

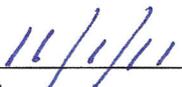
Parents requesting copies of their children's records from NCIR should be referred to the local health department in the county where the child last received immunizations. Immunization Branch staff should not tell the parent whether or not the child has a record in NCIR, or release any information regarding the child.

Adults requesting copies of their own records from NCIR must also contact the local health department in the county where they last received immunizations.

Childcare programs, Head Start programs, schools (K-12) or colleges and universities should be referred to the health department in the county where the child last received immunizations.

Any requests for NCIR records from attorneys or other outside parties or agencies (e.g. Department of Social Services) not recognized in **10A NCAC 41A .0406** must be made in writing and mailed to the Immunization Branch at 1917 Mail Service, Raleigh, NC 27699-1917, Attention: Customer Service Manager. Requests should be referred to the Office of Regulatory and Legal Affairs for review prior to respond to the request or sending records. No faxed requests from attorney and outside agencies can be accepted.


Approved by


Date