

NCIP Provider

Resource Guide

This page is intentionally left blank

Table of Contents

- I. Contact Information
 - a. Immunization Branch Contact Information
 - b. Regional Immunization Nurse Contact Information- Map
 - c. Regional Immunization Consultant Contact Information - Map
 - d. Communicable Disease Control Nurse – County Health Departments
 - e. Important Website Information

- II. NCIP Program & Policy Information
 - a. Provider Vaccine Agreement
 - b. Web page NCIP Policies
 - c. Responsibilities of Provider Office
 - d. Financial Restitution
 - e. NC Immunization Law
 - f. Borrowing Policy Memo
 - g. Borrowing and Replacement Form
 - h. Web Page NCIP Memos

- III. Clinical/Administrative Information
 - a. Suggested Supplies Checklist for Pediatric & Adult Immunization
 - b. Standards for Child & Adolescent Immunization Practices
 - c. Standards for Adult Immunization Practices
 - d. Healthcare Personnel Vaccination Recommendations
 - e. Screening Section
 - i. Coverage Criteria
 - ii. Screening Questionnaire for Child and Teen Immunization
 - iii. Determining Eligibility for Vaccines Indicated as VFC-Only
 - iv. Determining Eligibility for VFC Vaccines Flow Chart
 - f. Administration Section
 - i. It's Federal Law! (VIS)
 - ii. Check Your Vials
 - g. Documentation Section
 - i. Vaccine Administered Log (VAL)
 - ii. Vaccine Administration Record
 - iii. Adult Vaccine Administration Record
 - iv. Certificate of Immunization (Lifetime card)
 - v. Medical Exemption Statement
 - vi. Physician's Request for Medical Exemption
 - vii. VAERS Form
 - viii. Report Vaccine Errors
 - h. Billing Section
 - i. NCIP Billing Brief

- IV. Storage & Handling
 - a. Minimum Required Vaccine Ordering, Handling and Storage Procedures
 - b. Routine Vaccine Management Plan
 - c. Emergency Vaccine Management Plan
 - d. Vaccine Requisition/Inventory Form
 - e. Vaccine Transfer Form
 - f. Wasted/Expired Vaccine Report
 - g. Returning Expired/Spoiled Vaccine
 - h. Refrigerator Temperature Log
 - i. Freezer Temperature Log
 - j. Vaccine Storage Labels
 - k. 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. Free Immunization Resources for Clinicians Order Form
 - b. Free Immunization Resources for Clinicians to Share with Patients Order Form
 - c. Continuing Education Opportunities
 - d. Employee Immunization Educational Roster
- Examples
 - e. Clinic Refrigerator Vaccine Warning Stickers
 - f. Immunization Schedule Postcards
 - g. Reminder Postcards – English & Spanish
 - h. Lifetime Immunization Record
 - i. School Entry Requirements Pocket Guide
 - j. Freddy Fox Coloring Book

- VII. North Carolina Immunization Registry (NCIR)
 - a. Web Page of NCIR Policies
 - b. NCIR Confidentiality Agreement (two copies)
 - c. Self Registration for NCIR Users ID
 - d. NCIR Rollout User Roles
 - e. New Client form
 - f. Quick Reference Guide
 - g. NCIR Rollout Best Practices
 - h. NCIR Training Modules Web Print Screen
 - i. NCIR Standardized Rollout Documents Web Print Screen
 - j. Mass Clinic Form- English
 - k. Mass Clinic Form- Spanish
 - l. NCIR Education Monthly Online Training Classes