

**Subject: Internal Policy for Providers/Administrators to Activate and Deactivate Users in the NCIR**

**Effective date: March 1, 2011**

**Policy:**

It is the policy of the Immunization Branch that providers who are actively using the NCIR to be fully responsible for activating all new users, and also for deactivating users who leave the practice in accordance with their NCIP/NCIR Provider Agreement. The **administrator(s) in each practice are required** to be familiar with the steps to activate a user as well as what is to be done to deactivate a user who leaves the practice. A user is defined as an employee who registers for a username to access the NCIR, and receives a user ID and password when completed. The user has also signed an NCIR User Confidentiality Agreement. (See attached.) In the event that the administrator is no longer with the practice, and there is no back up serving in that role, **the physician who signed the NCIR agreement** will need to contact the NCIR Help Desk and ask for another user to be added. The physician will need to provide the user's name and/or user ID to the NCIR Help Desk staff.

To **activate** a user, the administrator should do the following:

1. Once the administrator logs into the NCIR, under the tab labeled *Maintenance*
2. Click the *manage users* link
3. On the user search screen, click on *add user*
4. In the username box, type in the username and click *verify*
5. Select the user's role from the drop-down box
6. Click the *Save* button

To **deactivate** a user, the administrator should do the following:

1. Click the *manage users* link
2. Click the *find* button
3. Select the user to deactivate by clicking on the last name in blue
4. Select the radio button *Inactive* on the blue *Status* line
5. Click the *Save* button

  
Approved by

5/18/11  
Date

**North Carolina Immunization Registry  
User Confidentiality Agreement**

**Name of Practice/Agency: Name of Practice/Agency**

(Name of Practice/Agency)

As a user of the North Carolina Immunization Registry under

Name of Practice/Agency

(Name of Practice/Agency)

I agree to abide by the following policies:

1. Use information contained in the registry only for purposes for which it is intended.
2. Release registry information only to those parties allowed access by North Carolina law and North Carolina administrative code.
3. Keep all information contained in the registry confidential.
4. Keep my assigned user ID and password confidential.
5. Report any violations of confidentiality that I witness.

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Employee Name (Please Print)

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Employee Signature/Date

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On-site NCIR Administrator Signature/Date