

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. Important Website Information

- II. NCIP Program & Policy Information
 - a. Provider Vaccine Agreement
 - b. Web page NCIP Policies
 - c. Financial Restitution
 - d. NC Immunization Law
 - e. Borrowing Form

- 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. Skills Checklist for Immunization
 - e. Healthcare Personnel Vaccination Recommendations
 - f. 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
 - g. Administration Section
 - i. It's Federal Law! (VIS)
 - ii. Administering Vaccines: Dose, Route, Site, and Needle Size
 - iii. Check Your Vials
 - h. 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
 - i. 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. Continuing Education Opportunities
 - b. Employee Immunization Educational Roster

Examples

- c. Clinic Refrigerator Vaccine Warning Stickers
 - d. Immunization Schedule Postcards
 - e. Reminder Postcards – English & Spanish
 - f. Lifetime Immunization Record
 - g. School Entry Requirements Pocket Guide
- VII. North Carolina Immunization Registry (NCIR)
 - a. NCIR Confidentiality Agreement
 - b. Registration with NCID for NCIR
 - c. NCIR Home Page
 - d. User Help Links
 - e. Menu Options
 - f. Logging in to NCIR & Common Issues
 - g. Searching for Clients
 - h. New Client Form
 - i. Adding New Clients
 - j. Adding & Editing Historical Immunizations
 - k. Adding & Editing New Immunizations
 - l. NCIR Quick Reference Guide
 - m. Best Practices for Successfully Using NCIR
 - n. NCIR Education Web Page
 - o. Mass Clinic Form (English)
 - p. Mass Clinic Form (Spanish)