



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section

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Beverly Eaves Perdue, Governor  
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State Health Director

July 9, 2012

**MEMORANDUM**

**TO:** North Carolina Immunization Program (NCIP) Participants

**FROM:** Beth Rowe-West, R.N., B.S.N., *BRW*  
Head, Immunization Branch

**SUBJECT:** Upcoming Ordering Changes to the North Carolina Immunization Registry (NCIR)

The purpose of this memo is to notify providers of an upcoming change to the NCIR, which is tentatively scheduled for the end of July, 2012. There will be four changes added to the on-line ordering screen that will automate our current practice of managing vaccine orders. These changes will prohibit providers from placing orders through the NCIR under certain circumstances. The changes are being implemented to prepare for the Centers for Disease Control and Prevention’s (CDC’s) new vaccine ordering system that will interface with the NCIR. The flags and warning messages may be seen on the first attachment.

The following are circumstances under which new orders cannot be created through the NCIR:

1. Provider has an unaccepted inbound transfer.
2. Provider has another order created within the prior 14 days.
3. Provider has an order that is “in progress” or “pending.”
4. Provider has expired inventory on hand that is older than 31 consecutive days.

Providers should take time to do the following before these ordering changes are implemented in the NCIR:

- Transfer any expired inventory. (For instructions, see the second attached document.)
- Make sure all Inbound Transfers from Vaccine Distribution and other providers are accepted.
- Ensure that complete orders are placed when ordering vaccine. Providers should not order vaccine more than once a month to ensure compliance with the Vaccines for Children Program (VFC) ordering rules.

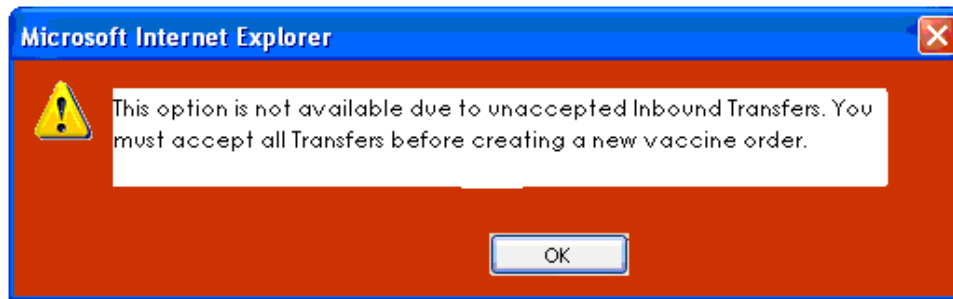
Please remember, taking time to resolve any outstanding issues now will result in a smoother transition to these new changes. For issues that you may be having difficulty resolving, contact the Helpdesk at 1-877-873-6247.

Thank you for all you do to help protect the health of our citizens.

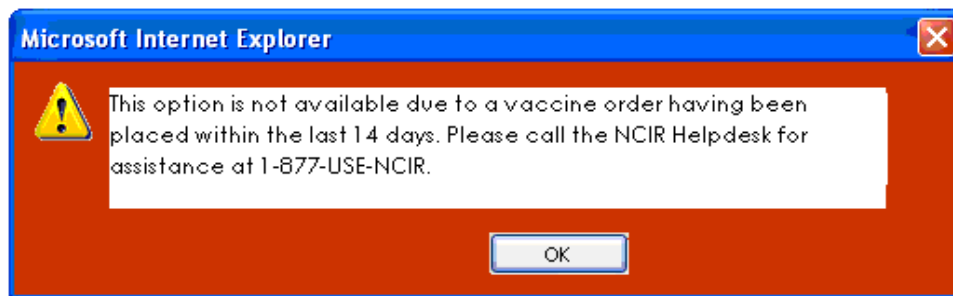
**Attachments**

cc: RICs SMT CO Staff Vaccine Manufacturers Steve Shore  
RINs Joy Reed Greg Griggs Jessica Gerdes

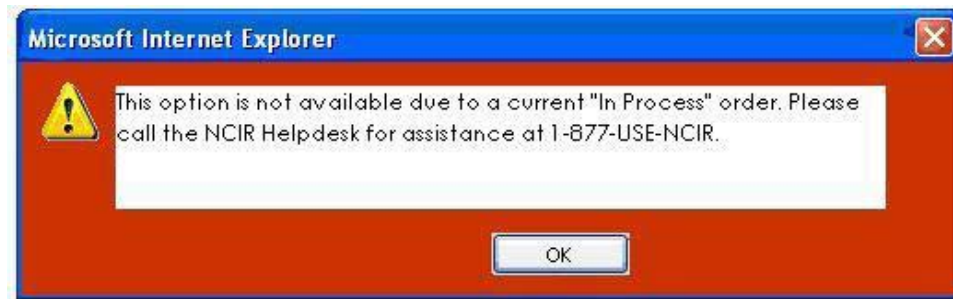
1.1 Due to unaccepted inbound transfers - ERROR MESSAGE: This option is not available due to unaccepted Inbound Transfers. You must accept all Inbound Transfers before creating a new vaccine order.



1.2 Due to a vaccine order having been created within the last 14 days (regardless of current status) – ERROR MESSAGE: This option is not available due to a vaccine order having been placed within the last 14 days. Please contact NCIR Helpdesk at 1-877-USE-NCIR.



1.3 Due to a vaccine order being "in process" - ERROR MESSAGE: This option is not available due to a current "In process" order. Please contact Customer Service for assistance.



1.4 Due to expired inventory on hand, older than one month; this option is unavailable at this time. Please remove expired inventory on hand before continuing.



**I have expired vaccine in NCIR**

**State Supplied Vaccine**

- Click **Manage Transfers** (On Blue Toolbar on left).
- Click **New Transfer** (On Grey Bar in upper right).
- Click on the **Transfer all Expired** button (The boxes will populate with number of expired doses).
- Type in Preventive Action.
- Click on **Packing List** and Print the packing list. (If you don't see the packing list open on a different screen you may need to unblock pop-ups for the NCIR website. If your computer did block a pop-up, you will see a yellow bar at the top of the screen that says a popup was blocked).
- Click **Ship** and then click **Ship** again on next screen.
- Click on **Request Wasted/Expired** report (On Blue Toolbar on left). Enter **From date** and **To date** for dates when wasted or expired vaccine was transferred. Click **Generate**.
- Box all wasted/expired vaccine\* and send the wasted/expired vaccine, packing list and wasted/expired form to\*\*:

Immunization Branch Materials Area  
2226A Capital Blvd.  
Raleigh, NC 27604

\*Do not send back wasted vaccine that has already been drawn up, but still mail the wasted/expired form and note on it that vaccine was drawn up.

\*\*Pre-paid mailing labels are available at <http://bit.ly/NCIPWastedLabel>.

**Privately Purchased Vaccine**

- Click **Manage Inventory**.
- Click **Show Inventory**.
- Above the actual inventory you will see several bullets. Click on the **Expired Bullet**.
- Find the private trade name and lot number that is expired and select the item by clicking in the box next to the corresponding **Trade Name**.
- Go to the top of the page and click on **Modify Quantity**.
- Choose **Subtract** from the **ACTION** drop down box.
- Enter the number of doses that are expired in the **AMOUNT** drop down box.
- Choose **Remove-Expired Private** in the **REASON** drop down box.
- Click **Save**.

