



North Dakota Immunization Information System (NDIIS) H1N1 Influenza Vaccine Questions and Answers October 1, 2009

1. How do I know my facility's provider ID?

Your facility's provider ID is the same as your Prevention Partnership Provider Number and is listed at the bottom left hand corner of the NDIIS. If you don't have access to NDIIS or are unsure contact the Immunization Program at 800.472.2180.

2. Our vaccine is being sent to our local public health unit (LPHU), do I use my provider ID on the scanning form or theirs?

When scanning vaccine you'll use your provider ID even if your vaccine is shipped directly to the LPHU. The provider ID field is located on the bottom left hand corner of the scanning form. The provider ID field allows other providers to know where the vaccine was administered.

3. Does our facility have to scan into NDIIS and manually enter immunization data?

No. If your facility is scanning immunization records into NDIIS you **WON'T** have to manually enter the information into NDIIS.

4. What should we do if a lot number isn't in our inventory when we administer a vaccine?

It may take a couple of days for McKesson to send the shipping logs to the NDIIS. After receiving the vaccine, if your facility is scanning immunization records into NDIIS continue to scan the information. If your facility is manually entering vaccine and the lot numbers don't appear in your inventory after a couple of days contact the immunization program at 1-800-472-2180. Providers will not be able to enter vaccine into the NDIIS without a lot number.

5. Do providers need to keep the scanning form after scanning?

Yes, providers will store the scanning form as they would the traditional vaccine administration record.

6. What types of pencils/pens can be used on the scanning form?

The form will scan the best with dark pens. Pencil lead wears off the form and isn't ideal for storage of the form. Do not use red pens.

7. Who will be receiving software for scanning?

The software will be available for all H1N1 vaccine providers. The software will be downloaded from a website that will be sent out in the near future with detailed instructions on scanning.

8. What type of scanner can we use for scanning H1N1 vaccine to NDIIS?

All TWAIN compliant scanners are compatible with the scanning software. See your scanner's specs to determine whether it's TWAIN compliant. Most scanners are TWAIN compliant. These types of scanners are available at most local office supply stores.

9. What should we do if we need to transfer the vaccine to another facility?

If transferring the vaccine to another facility go to the lot distribution tab in NDIIS and select transfer. Mark the lot number that needs to be transferred and the facility the vaccine is being transferred to, print off the packing slip and send a copy of the packing slip with the vaccine. H1N1 vaccine can only be transferred to facilities that have signed the H1N1 provider agreement. Hospitals will need to do this if transferring vaccine to satellite clinics. Local public health units will need to do this if receiving vaccine for clinics in their county.

10. Will the North Dakota Department of Health (NDDoH) scan on behalf of clinics?

No. If unable to conduct scanning, then doses will have to be manually entered into the NDIIS. Private providers may contact the local public health unit in their area to determine whether or not the local public health unit will scan on a provider's behalf.

11. Will the NDDoH purchase scanners for private providers?

No. Most private providers should already have a compatible scanner, if not, the NDDoH will not be purchasing them for private providers.

12. Where can I get copies of the scanning form?

A copy of the scanning form is available at www.ndflu.com. The NDDoH will be printing scanning forms and they will be distributed to providers with H1N1 influenza vaccine. The scanning form should be used as the vaccine administration record.

13. Are providers required to report doses administered of H1N1 influenza vaccine to the NDIIS?

Yes. All doses administered of H1N1 influenza vaccine must be reported to the NDIIS within one week of administration. This can be done by manual data entry or scanning.

14. Do providers need to report doses administered to the NDDoH separately from entering into the NDIIS?

No. Data entry into the NDIIS is sufficient. The NDDoH will be able to determine doses administered from the NDIIS.