

# National Immunisation Register (NIR) 2011

Provider Browser Manual



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# Provider Browser Manual

The National Immunisation Register (NIR) system aims to improve the delivery of immunisation services by providing an accurate record of an individual's immunisation history across the primary, community and secondary health sector. NIR is comprised of customised Concerto™ Workflow Engine (cWorkflow Engine) software and the Rhapsody™ Message Interface Manager and is capable of managing a wide variety of programmes.

## Concerto

NIR is a computer application written to work with Concerto™ Medical Applications Portal (Concerto MAP), a product of Orion Health. Orion Health is a New Zealand based company whose products are widely used in the health community.

Concerto and NIR run inside *Microsoft® Internet Explorer*. Many of the keys and shortcuts familiar to users of the Internet can also be used with NIR; e.g.

- single clicking a link or icon to switch between application screens
- pressing the **Tab** key to move to the next field in a form (or **Shift-Tab** to move back through the form)
- pressing **F11** to expand NIR to full screen (press F11 a second time to restore the screen to its default view)
- pressing **F5** to refresh the information on the screen
- using **Alt+F4** to close the NIR application

## Audience

The audience for this document are the **Provider Browser** users of NIR. A provider browser is any health provider who accesses the NIR system to manage the medical records of individuals with whom they are associated. Provider browsers are usually GPs who do not have a Practice Management System (PMS) configured to fulfil this function.

Once a provider browser has located the medical record of one of their individuals, he or she can:

- **Update** demographic and other information for associated individuals
- **Record** an immunisation
- **Track** overdue immunisations/task updates by viewing an individual's full task list (or by fax if they are registered with a fax number)
- **Change** the enrolment status of the individual in any programme
- **Refer** a hard-to-reach individual to Outreach Services

Provider browsers are automatically notified when one of 'their' individuals receives an immunisation from another provider. They are also able to create an association with new or visiting individuals, following which they can record the details of any immunisations they may give to that individual.






## Manual Conventions

### NIR-Specific Icons











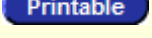
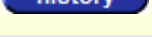

Icon	Description
	<b>Patient Details</b> - opens the <b>Individual Details</b> screen, where the individual's contact, name and ethnicity details, along with caregiver information if appropriate, can be viewed and/or edited
	<b>Medical Details</b> - opens the individual's <b>Medical Details</b> screen, where the individual's enrolled programmes, nominated providers and enrolment status can be viewed
	<b>Full Task</b> - opens the individual's <b>Full Task List</b> , which shows the individual's scheduled, completed and historical tasks
	<b>Current Task</b> - opens the individual's <b>Current Task List</b> , which shows the individual's currently due and overdue tasks
	<b>Activity Summary</b> - opens the individual's <b>Activity Summary</b> , displaying his or her immunisation history in a table
	<b>Individual Search</b> - locate the medical record of an individual in your DHB
	<b>Provider Search</b> - locate the record of one or more providers associated with your DHB
	<b>Status Query</b> - search for an individual's immunisation history

### Standard Concerto Icons

Icon	Description
	<b>Search</b> - opens a search dialog from which specific information can be located and selected
	<b>Add</b> - click to add specified information to a record
	<b>Delete</b> - click to delete the data associated with this icon
	<b>Select</b> - selects the associated item so that additional information can be viewed or added
	<b>Contract</b> - click to hide the content of an expandable item
	<b>Expand</b> - click to display the content of an item
	<b>Auto-hide</b> - hides the Concerto menu bar, which is normally displayed on the left side of the screen

	<b>Auto-hide</b> - re-displays a 'hidden' Concerto menu bar
	<b>Concurrency</b> - identifies when another vaccine has been given at the same time as a MeNZB vaccination
 AEFISA	<b>AEFI</b> - identifies the presence of an <b>Adverse Effect Following Immunisation</b>
	<b>Document</b> - indicates the presence of further information relating to the associated event
	<b>Calendar</b> - click to display a calendar

## Buttons

Button	Description
	Saves all entered and changed information
	Returns to the previous screen and save any changes you have made
	Prints the current screen information. This button may be labelled <b>Printable</b> , in which case the screen is changed to a more suitable format prior to printing
	Adds the entered details to the NIR
	Initiates a search based on the criteria you have entered
	Cancels the current action
	Clears the screen and resets all content to their default values
	Refreshes and updates screen content
	Displays the next results screen
	Displays the previous results screen
	View the current screen content formatted for printing
	View a list of past changes to an individual's details
	Saves all information, closes the current screen and reopens the originating screen

## The NIR System

The National Immunisation Register will benefit individuals by facilitating the delivery of immunisation services while providing an accurate record of that individual's immunisation history.

The Register will provide national and district level information on immunisation coverage rates and will assist in achieving New Zealand's immunisation coverage targets. This will improve individual and community-wide health through the control or elimination of vaccine-preventable diseases.

### Benefits

NIR has been designed to function primarily by integrating with existing Practice Management Systems (PMS) to capture and present data about individuals. Using a web interface to provide access to this data offers the following advantages:

- the screens have a clean and uncluttered appearance and can be regularly refreshed with up-to-date information on an individual's position within NIR
- everything that can be done in the PMS can be duplicated with the web interface by viewing, editing and otherwise managing individual data
- the screens have a consistent and familiar appearance to most users who have already used a web browser to access the Internet
- additional functionality over and above that offered by the PMS is available, such as the ability to communicate electronically with a wide range of health care providers

The health care provider benefits from using NIR in a number of ways:

- recall lists are shorter, because if an individual sees a different provider for a scheduled visit, they will not appear on the recall list
- treatments are safer and more accurate, because if an unfamiliar individual comes to a provider, the provider can check their status on the database rather than relying on information provided by the caregiver
- where individuals have missed treatments, they can be identified using their nominated GPs and Well Child providers
- the overall provider-individual relationship is improved and cemented

### How it Works

In many cases, GPs will not use NIR directly. Their role will be to send and receive messages using their own PMS, which will manage the communication with the NIR system. GPs are able to obtain individual information from NIR using browser access, Status Query messaging, or by contacting the NIR administrator by telephone or fax.

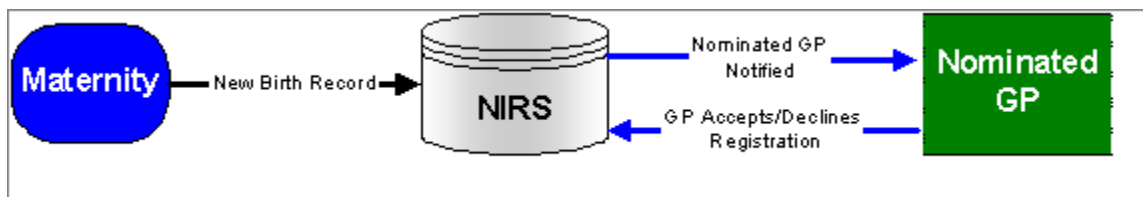
The following information flow diagrams illustrate the way NIR works in a number of situations.

## Registration of a New Individual

The main aim of NIR is to maintain a record of the care of all individuals to improve their standard of health and to minimise the risk of an epidemic. Ensuring that newborns are entered into the system is the most efficient way of capturing the required information.

When an individual is born, the individual's parent/guardian(s) are informed that the individual will be registered on the NIR (an individual's parent or guardian has the right to opt the individual off the NIR database at any stage; refer to the *NIR 5.0 Privacy Policy* for details). As part of this registration, parent/guardians have the option to nominate an immunisation provider for the individual.

As well as parent/guardian and nominated provider information, other providers associated with the individual can be identified in NIR. This can include other GPs, Well Child Providers (WCP) and Lead Maternity Carers (LMC). When these details are entered into NIR, the nominated provider is informed they have been chosen by the individual's parent/guardian(s).



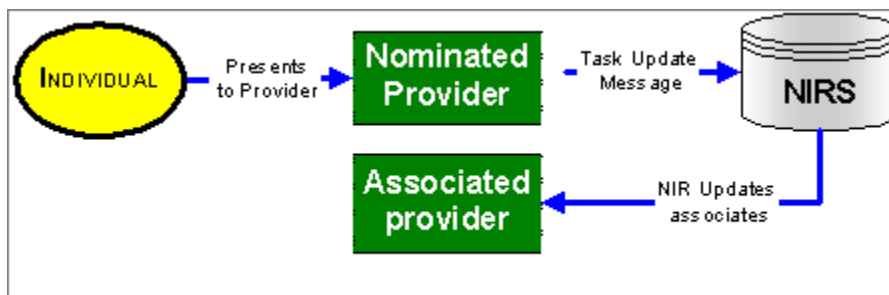
### *Nominated Provider Notification*

In the information flow diagram above, the new individual is registered into NIR with all the necessary information and the nominated provider is notified. The provider responds by *Accepting* or *Declining* the registration.

Where the nominated GP declines the nomination, the individual's DHB administrator is notified by NIR. He or she must then contact the individual's parent/guardian(s) to identify an alternative nominated provider.

## When an Individual's Immunisation Becomes Due

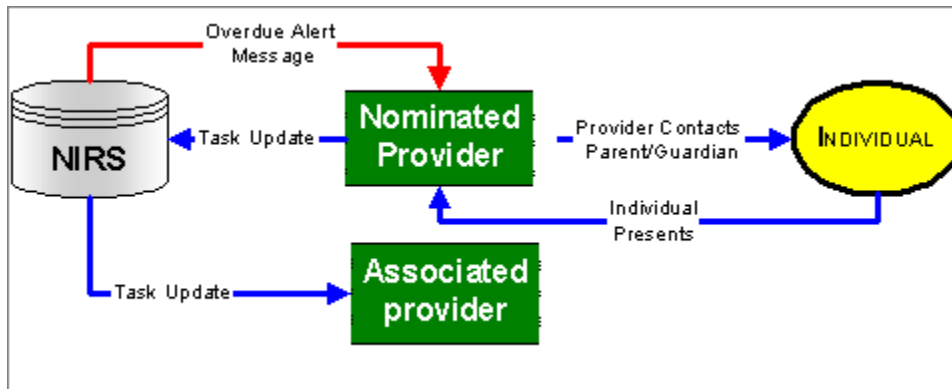
GPs are responsible for maintaining their own records of an individual's immunisations using their PMS.



### *Task Update Messaging*



When a task becomes due, the individual's parent/guardian(s) are contacted by the nominated provider to arrange an appointment. Once the individual has presented for the task, the results are sent to NIR (for the purposes of NIR, the result is simply that the task has/has not been carried out). NIR then sends a task update message to other providers associated with the individual (providers can elect to stop receiving messages if they do not consider them to be relevant).



### Overdue Messaging

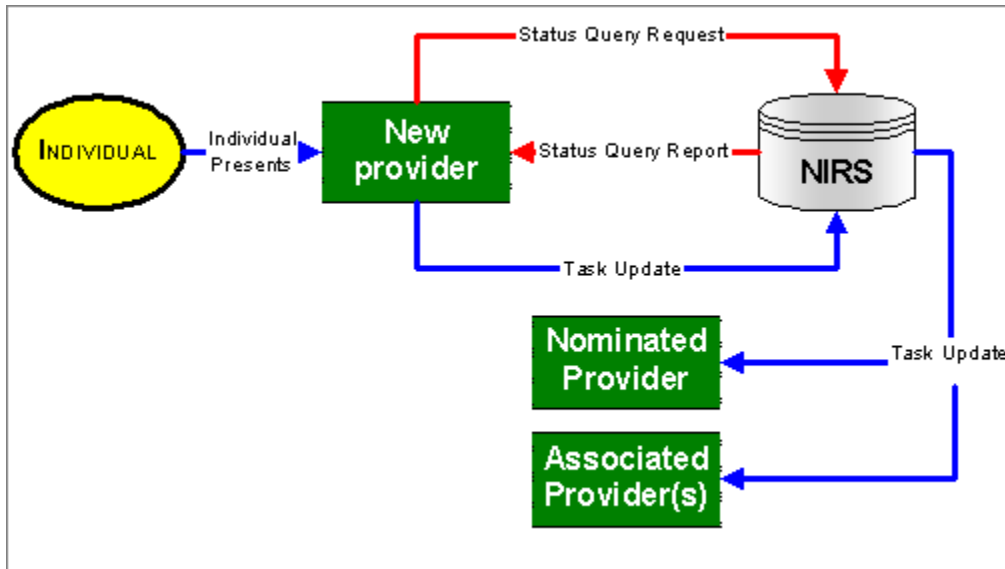
When a task becomes *overdue* (exceeds task overdue alert period), NIR generates an overdue message and sends it to the provider. The individual's nominated provider (using their follow-up procedures) contacts the individual's parent/guardian(s) to arrange an appointment. Once the individual has presented for the task, the results are sent to NIR, which in turn updates associated providers.

**⚠** NIR will only generate reminders when a task becomes overdue *and* where the provider has elected to receive overdue notifications.

## Individual Presents to a Different GP

Another issue with the traditional record keeping system was that there was no way for a health care provider to know if one of their individuals had received treatment from another provider. This meant that the nominated provider could spend considerable time chasing up on individuals who had in fact already received treatment. A second problem was that if an individual presented to a provider other than their nominated provider, the provider was unable to accurately gauge the individual's status, which could result in the individual receiving the wrong immunisation or treatment.

Because NIR provides a centralised repository for this information, these issues are eliminated.



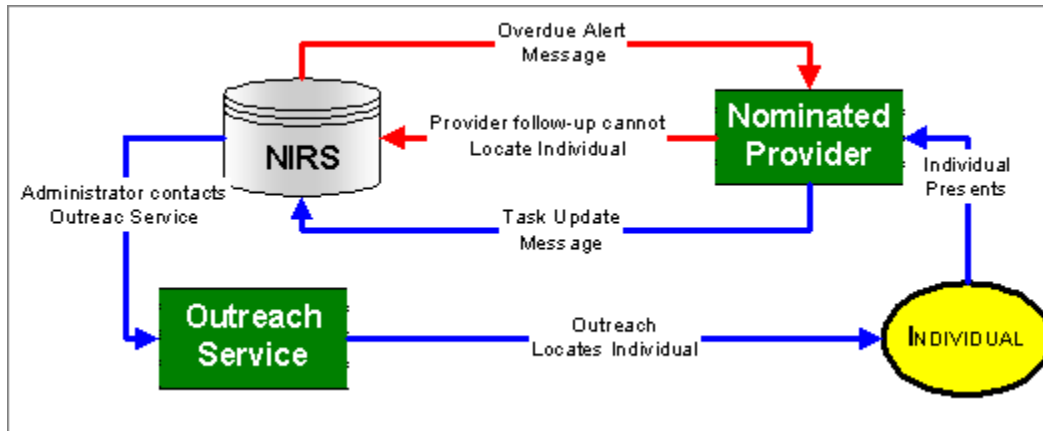
### Status Query and Update

When an individual presents to a new provider, the provider contacts NIR to obtain the individual's status. This is achieved using a [Status Query](#), either through messaging or the web browser. When the individual's status is returned, the GP can process required tasks with confidence that they have not already been completed.

Completed task details are sent to NIR and to all providers who have opted to receive notification when such tasks have been completed by another provider. The new provider is considered an associated provider for the individual from this point on, but he or she can elect to stop receiving update messages if they do not consider them to be relevant.

## Individuals Not Fully Vaccinated

In the past, it has proved difficult to identify individuals without a medical record and who were, as a result, missing out on their health care benefits. Now that most individuals are registered on NIR from birth, a process exists by which these individuals can be identified and located, minimising the chance that they will not be seen by health care providers.



### Referral to Outreach

When a task becomes due and none of the individual's providers can locate the individual, the DHB administrator for that individual is notified. He or she can then engage an Outreach Services provider to locate the individual and complete any outstanding tasks. The administrator can record and update the process within NIR. The result is that either the individual is located and their record is updated with their completed vaccinations or that NIR obtains a reason for the loss of contact, such as relocation or the death of the individual.

## Programmes

Individuals can be registered on a range of Immunisation programmes, including Childhood Immunisation, Meningococcal B, HepB and BCG. Each programme includes the following features:

- **Rules** - which govern when a task is to be scheduled. Task scheduling rules take into account the individual's age and the dates when earlier tasks were completed
- **Data Items** - which capture information recorded at the time a task is completed. Data items include the expiry date and batch number of a vaccine, the body site where the vaccine was administered and the name of the vaccinator who administered it

## a. Getting Started

### NIR Login

The first step in working with the National Immunisation Register (NIR) System is to log in to Concerto. This is achieved by clicking the link on your desktop or entering the web address provided by your administrator.

This action displays the NIR Login page. Enter your User ID and Password, remembering that the latter is case-sensitive. Click the **Login** button to proceed.



The screenshot shows the login interface for the National Immunisation Register. At the top, there is a large purple rounded rectangle containing the text "National Immunisation Register" in white, with "National" on the first line, "Immunisation" on the second line, and "Register" on the third line. Below this, the text "NIR: Recording immunisation history" is displayed in purple, followed by "Medical Applications Portal" in grey. A prompt "Please enter your user ID and password" is centered above two input fields. The first field is labeled "User ID" and the second is labeled "Password". Below the input fields is a blue "Login" button.

*NIR Login Screen*

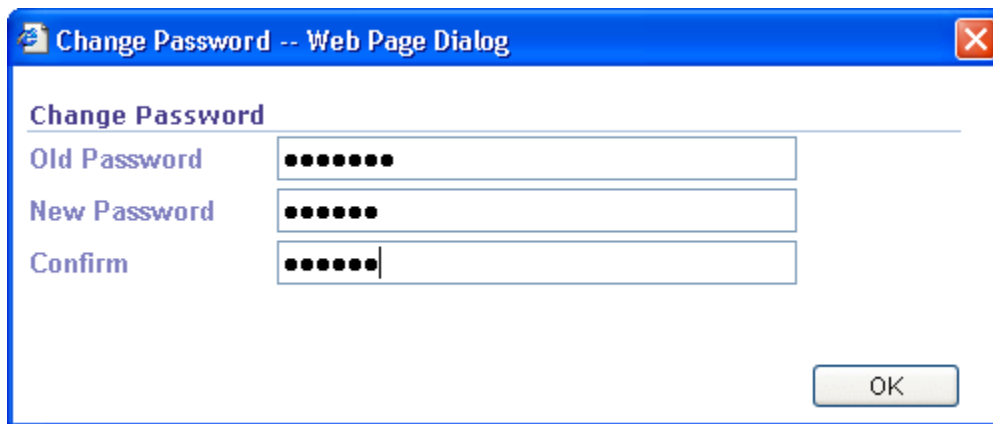
## First Time Login

For your first NIR login, the system administrator will have given you a username/password combination. The password will be valid once only; after logging in you will be asked to change it to one of your own choosing.



### *Change Password Alert*

Clicking the **OK** button opens a screen in which you must enter the new password - twice, to ensure no mistake is made.






### *Change Password Dialog*

**!** Your password should be at least six characters long, include UPPER and lower case letters, and should have a mixture of letters, numbers and special characters such as the exclamation and question marks. It should be easy for you to remember and difficult for others to guess, and should not be the same as any other password you have. Your NIR password expires automatically every three months, and will have to be re-entered. You will not be able to specify a password you have used previously.


## Standard Screen Layout

The first screen seen by users following login is the *NIR Welcome Screen*:



Component	Description
<b>Context Bar</b>	The <b>Context Bar</b> shows the name of the <i>Welcome</i> page following login in. Once you have selected an individual's record, the Context Bar displays his or her name, NHI Number and Date of Birth, along with icons to easily switch to other NIR screens
<b>System Date and Time</b>	Displays the current date and time
<b>Menu Bar</b>	Located on the left of the screen and containing links to all NIR features
<b>Autohide</b> 	Located at the top of the Menu Bar. Toggles the display of the <b>Menu Panel</b> . When hidden, more screen space is available to view an individual's details
<b>Username</b>	The currently logged in user's Username
<b>Help</b> 	Displays a <b>Help</b> screen with information relating to the screen you are currently viewing
<b>Home</b> 	Displays the user's <b>Home Page</b> , which is the first one seen following a successful login
<b>Logout</b>	Closes the NIR application and returns you to the login screen

## My Details

The **Common** menu is available to all NIR users and includes the **My Details** icon . Clicking this icon opens a screen displaying the current user's ID along with other NIR-related details.

**My Details**

provider

Change my password... Change

Home Page ▼

Inactivity Timeout 1 hour ▼

Your maximum timeout is currently 1 hour.

Important Message Notification

Display until dismissed  
 Display for 10 seconds  
 Never display

Groups I belong to

NIR Provider Browser  
Users  
Workflow Engine Providers  
Workflow Engine Users

**My Attributes**

Users			
E-mail	<input style="width: 95%;" type="text" value="mail@address.co.nz"/>	Full Name	Sam Eaves
DHB Description	Bay of Plenty		
Workflow Engine Providers			
WE Provider ID	156000	WE Provider Namespace	NZMC

OK
Cancel
Save

*My Details Screen - Provider User*

### My Details Panel

The **My Details** panel includes the following options and details:

1. **Change my password...** - allows the user to change his or her password
2. **Home Page** - allows the user to select the page they wish to see first following login
3. **Inactivity Timeout** - allows the user to specify a time period within which, if they do not use their computer, they will be logged out of NIR
4. **Important Message Notification** - not used in this version of the NIR application

The **Groups** to which the user belongs are listed on the right of this panel. A user's group memberships determines which NIR features he or she will have access to.

## My Attributes Panel

The **My Attributes** panel is divided into two sections:


### 1. Users

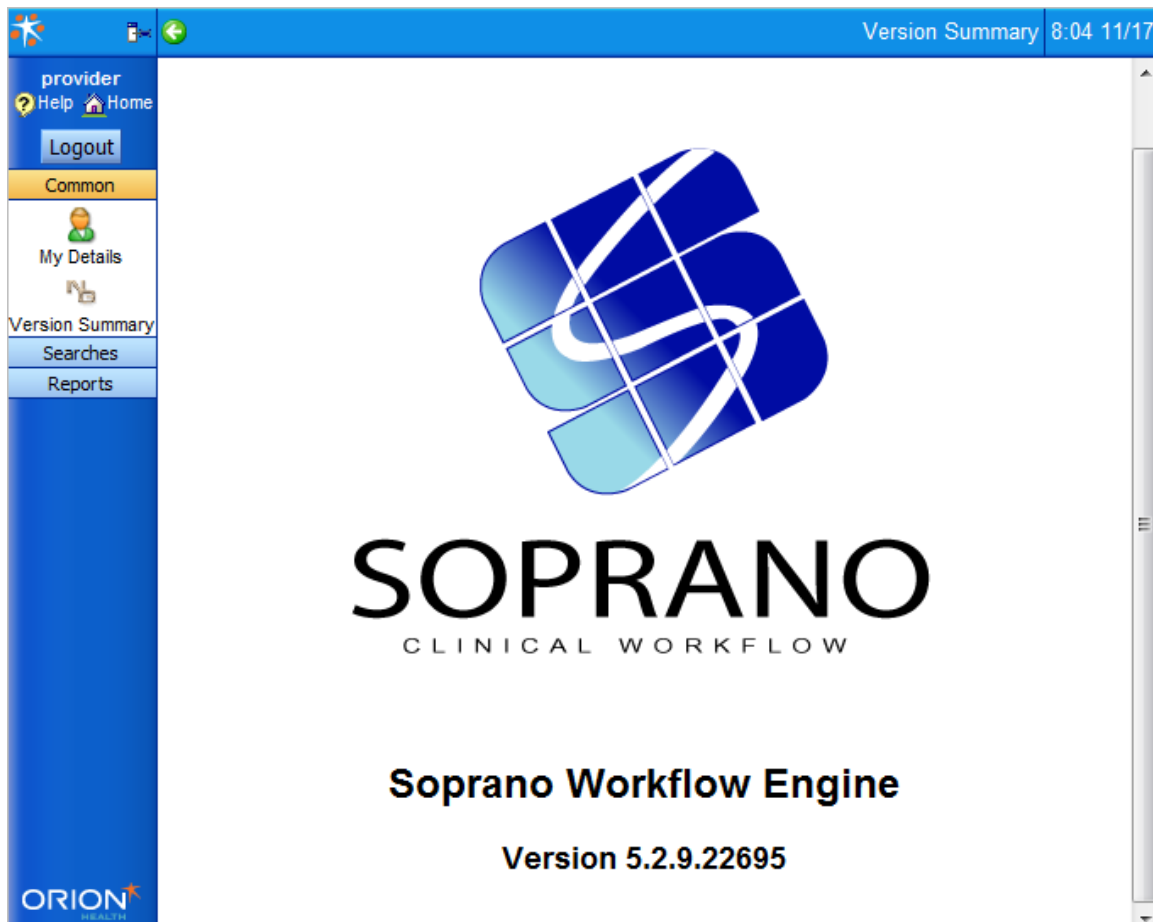
- **E-mail** - the user's e-mail address
- **Full Name** - the user's full name
- **DHB Description** - the name of the DHB with which the user is associated

### 2. Workflow Engine Providers

- **WE Provider ID** - the user's professional identifier number
- **WE Provider Namespace** - the name of the authority that issued the user's professional identifier

## Version Summary


The **Common** menu also includes the **Version Summary** icon . Clicking this icon displays the current NIR version and service pack numbers; information which may be of use if you are reporting a problem to the MOH Help Desk.






*NIR Version Summary Screen*



## Individual Search

The **Individual Search** screen allows you to search for an individual or group of individuals matching the search criteria you specify. Click the **Individual Search** icon  in the **Searches** menu to display this screen, shown in *Individual Search Screen*:

**Search Criteria**


<p><b>NHI</b> <input style="width: 100%;" type="text"/></p> <p><b>Programme</b> <input style="width: 100%;" type="text" value="▼"/></p> <p><b>DHB</b> <input style="width: 100%;" type="text" value="▼"/></p> <p><b>Place Of Birth</b> <input style="width: 100%;" type="text"/>  <b>Reset</b></p> <p><b>Database Status</b> <input style="width: 100%;" type="text" value="▼"/></p>	<p><b>Name</b> <input style="width: 100%;" type="text"/>  <small>Example    Smith, John    John Smith</small></p> <p><b>Date of Birth</b> <input style="width: 100%;" type="text"/>  </p> <p><b>Age Range</b> From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/> years</p> <p><b>Gender</b> <input style="width: 100%;" type="text" value="▼"/></p>
---	--

Select a favourite search  Enter a new favourite search  

**Search Results**




Enter search criteria above and hit Search


*Individual Search Screen*

-  Provider browser users can only search for individuals associated with their clinic; as a result the DHB field will be read-only. The records of individuals associated with other clinics or DHBs can be viewed following a [Status Query](#) search.

## Individual Search Criteria

The **Individual Search** criteria are described in the following table:

Criteria	Description
<b>NHI</b>	The National Health Index number - unique to every patient. If entered, no other criteria need be specified
<b>Name</b>	The individual's first and last name must be specified using the format 'firstname familyname' or 'familyname, firstname'. This information can be partial; e.g. searching for 'Harr' will return individuals named 'Harry' and 'Harrison'. Name information is not case-sensitive. A wildcard can be used in a name; e.g. 'smart, %well' will return all individuals with the familyname 'Smart' and whose first name ends with the string 'well'
<b>Programme</b>	The search returns individuals registered on the selected programme
<b>DHB</b>	A read-only view of the DHB with which the DHB administrator is associated
<b>Date of Birth</b>	The individual's date of birth, in <i>dd/mm/yyyy</i> format. Either enter the date manually or use the <b>Calendar</b> icon  . If entering manually, the <b>Invalid</b> icon  changes to <b>Valid</b>  when the date is recognised



<b>Place of Birth</b>	Click the <b>Search</b> icon  to locate the individual's place of birth and associated domicile code. If a Date of Birth is specified, the Age Range will be ignored
<b>Age Range</b>	The range (in years) within which the individual's age lies. Enter the lowest possible age in the <b>From:</b> field followed by the highest possible age in the <b>To:</b> field
<b>Database Status</b>	The individual's Status in NIR. The default status is Return all statuses with other options: Active, Inactive, Deceased, Opt-off, Overseas, Provisional Opt-off and Deceased Unconfirmed
<b>Gender</b>	The gender of the individual. The possible values are Male, Female, Indeterminate and Unknown



*Individual Search Criteria*

**Favourite Searches**













A **Favourite Search** is a search that contains frequently used criteria. They are saved using an appropriate name and can be recalled at any time to quickly list the matching individuals.

**Search Criteria**

<p>NHI <input type="text"/></p> <p>Programme <input type="text" value="Childhood Immunisation"/></p> <p>DHB <input type="text" value="Bay of Plenty"/></p> <p>Place Of Birth <input type="text"/>  <a href="#">Reset</a></p> <p>Database Status <input type="text" value="Active"/></p>	<p>Name <input type="text"/></p> <p style="font-size: small;">Example <input type="text" value="Smith, John"/> <input type="text" value="John Smith"/></p> <p>Date of Birth <input type="text"/> </p> <p>Age Range From <input type="text" value="7"/> To <input type="text" value="8"/> years</p> <p>Gender <input type="text" value="Male"/></p>
--	---



   [Reset](#) [Search](#)

**Search Results**

NHI	Name	Date of Birth	Address	Gender	Notes Available	
KKA1179	Geisler, CHRISTIAN RICHARD	01/10/2001	56 Beach Road Tauranga	Male	No	   
KKA2043	LEAUSUASU, Niketta	01/10/2001	10 McCullough Ave Papatoetoe Auckland	Male	No	   
VVV6982	OTTEMA, Diedrie	14/10/2001	4 Inland Road Kerikeri Northland	Male	No	   






[Printer friendly version](#) [Download CSV results](#) [>>](#)

*Favourite Searches*

Selecting a previously created Favourite Search from the drop-down list of saved searches immediately lists the matching individuals. Add a new favourite search, or remove an existing one, by clicking the corresponding **Add**  or **Delete**  icons.

## Individual Search Results

Click the **Search** button to return a list of individuals whose details match the criteria you have specified. These are listed in the **Search Results** panel.

Search Results						
NHI	Name	Date of Birth	Address	Gender	Notes Available	
AAB3548	DAVIS, Donna Marie	01/01/2008	107 Beach Road Tauranga	Male	No	
AAB3599	EDEN, Betty	01/01/2007	107 Beach Road Tauranga	Male	No	
AAB3815	JENNA, Margaret	01/01/2008	107 Beach Road Tauranga	Male	No	
KKA0016	MAINE, Susan Joy	21/02/1995	56 Beach Road Tauranga	Male	No	
SPP2528	NEUFEL, Gerta	04/12/1972	10 Beach Road Matua Tauranga	Male	No	

[Printer friendly version](#) [Download CSV results](#)

Up to ten names can be displayed following a search. If more are available, navigation icons are available at the bottom of the screen to allow navigation to the next (or previous) block of results. If no results are returned, a message will be displayed to this effect, and you should widen your criteria before repeating the search.

Search results are displayed in columns. Click a column title to sort the list by that column; click a second time to reverse the sort. The information contained in each of the columns is described in the following table:

Column	Description
<b>NHI</b>	The individual's NHI number
<b>Name</b>	The individual's name (last name appears first)
<b>Date of Birth</b>	The individual's date of birth, in <i>dd/mm/yyyy</i> format
<b>Address</b>	The individual's current address
<b>Gender</b>	The individual's gender
<b>Notes Available</b>	If Yes, one or more notes have been added to the individual's record by an NIR administrator. Providers are not able to view a note's contents
<b>NIR Icons</b>	Icons providing direct access to the corresponding NIR screen. Refer to NIR Screens for details


## Search Unsuccessful

If a search using wider criteria still returns the *No Results Found* message, or fails to list the individual's record you seek, run a [Status Query Search](#) to extend your search to the NHI Database.


## b. NIR Screens

### Individual Details

An individual's **Individual Details** screen lists his or her identification, birth and family, registration status, alerts, contacts, address and parent/guardian details. This screen is opened by selecting the **Individual**

**Details** icon  , either in the list of names returned by a search or in the Context Bar once the individual's record has been selected.

Fields marked on the Individual Details screen with an asterisk ( \* ) are required; amendments to the individual's record cannot be saved if one or more required fields are blank.

 Providers will only be able to open details for individuals they have been aligned with, either as a nominated or associated provider. If a provider is not aligned to the selected individual and still wishes to view the record, it may be accessed following a [Status Query](#) search.

**Individual Details**

**Identification**


NHI\*


Title  Family Name\*  First\*  Second  Third

Name\*

Alias Names

**Birth and Family**

Date Of Birth\*  

Place of Birth  

Date of Death

Gender\*

Marital Status

Ethnicity

**Address**

Address Type *	Line 1 *	Line 2	Suburb	Town *	Country	Domicile Code	Effective Date
Current	56 Beach Road			Tauranga			19/01/2004

**Registration Status**

Status

Updated By

DHB

Source of Record

Registration Date 16/01/2006

"Confirmation of Amendment to Registration on NIR" Letter

**Alerts**


Adverse Reaction Alert Notes

**Contraindication**

**Contacts**

Contact Type\*  Contact Number\*

**Parent/Guardian**



Individual Details Screen

## Identification

The **Identification** panel contains the individual's National Health Index (NHI) identifier, along with their primary and alias names.

Field	Description
<b>NHI</b>	The individual's unique National Health Index number, in read-only format
<b>Name</b>	The individual's <b>Title</b> , <b>Family Name</b> and <b>First</b> , <b>Second</b> and <b>Third Names</b>
<b>Alias Names</b>	Other names by which the individual is known; e.g. a maiden name or alternative first name(s)

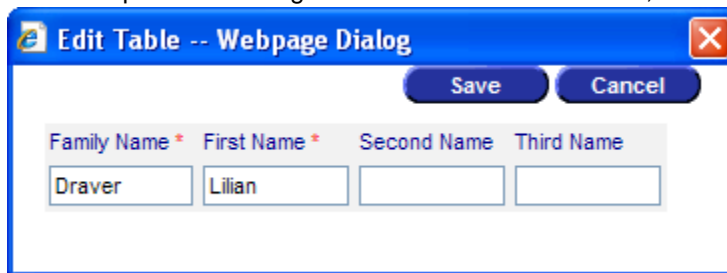
### Individual Identification Details

To add an alias, enter the details in the **Alias Names** fields and click the **Add** icon .

### Editing or Deleting Alias Details

Right click the row corresponding with the alias details you wish to amend or remove. From the resulting context menu, select:

- **Edit** - to open the existing alias details in a new window, from where they may be amended




### Editing an Alias

- **Delete** - to remove the selected alias details from the individual's record

## Birth and Family


The **Birth and Family** panel lists the individual's birth, gender and ethnicity details.


Field	Description
<b>Date of Birth</b>	The individual's date of birth in <i>dd/mm/yyyy</i> format
<b>Place of Birth</b>	Records the <b>Maternity Facility</b> where a child was born (including home birth). This field is typically populated by maternity download messages that register most individuals on the NIR. The individual's place of birth cannot be entered directly; click the <b>Search</b> icon  to locate the required information
<b>Date of Death</b>	The individual's date of death in <i>dd/mm/yyyy</i> format (only specified when the individual's death is known for certain). This action changes the individual's <b>Status</b> to <i>Deceased</i> and cancels all scheduled tasks
<b>Gender</b>	The individual's gender
<b>Marital Status</b>	The individual's marital status
<b>Ethnicity</b>	The individual's ethnicity. Multiple ethnicities may be entered, with the first indicated ethnicity considered to be the primary


### Place of Birth


The Place of Birth field is used to record the **Maternity Facility** where the child was born (including home birth). This field is primarily populated by maternity download messages that register most individuals on the system.


**Birth and Family**

Date Of Birth\*  

Place of Birth  

Date of Death  

Gender\*  

The field can be populated or updated by searching for the facility using the **Search** icon , which opens the pop-up search screen shown in *Place of Birth Pop-Up Search*:

Search Criteria	
Code <input type="text"/>	Description <input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Search"/>	
Search Results	
Code	Description
4029	Akaroa Community Hospital
3111	Ashburton
4114	Bay of Islands
8457	Birthcare Auckland
8523	Birthcare Huntly
3240	Botany Downs Maternity Hospital
5918	Buller
4013	Burwood
8566	Charlotte Jean Maternity Unit
4030	Chathams Hospital
4014	Christchurch Womens
4316	Clevely Health Centre
8569	Clutha Health First
D466	CMDHBLMC
8561	Dannevirke Community Hospital
<input type="button" value="&gt;&gt;"/>	

Enter appropriate criteria or scroll through the list until the required maternity facility is displayed. Select by clicking anywhere on its corresponding row; this closes the pop-up search and imports the chosen facility into the Individual Details screen.

## Registration Status

The default **Status** for individuals is **Active**, which means that **Task Update** messages will be generated and sent whenever an individual's immunisation task becomes due.

Field	Description
<b>Status</b>	The individual's current status in the NIR, which will typically be <b>Active</b> . Read-only
<b>Change to</b>	The Status options with which an individual's record can be associated. Read-only for all users except NIR administrators
<b>Updated By</b>	The name of the process or individual who last updated this record. This information is automatically added at the time the record was updated
<b>DHB</b>	The DHB the individual is associated with, based on their entered address. Read-only
<b>Source of Record</b>	Only populated for records migrated from Kidslink, and identifies the DHB to which they initially 'belonged'. Read-only
<b>Registration Date</b>	The date the individual was first registered with NIR, in read-only format
<b>Letter</b>	When an individual's record is updated, the administrator (only) can select this checkbox to instruct NIR to generate a <b>Confirmation of Amendment to Registration on NIR</b> letter for the individual or his or her parent/guardian to confirm the changes

### Registration Status Details

## Alerts

The **Alerts** panel contains checkboxes which are automatically selected, and their labels displayed in **red** whenever an **Adverse Reaction** or **Contraindication** is recorded by the provider and verified by CARM (Center for Adverse Reaction Monitoring) for the individual receiving an immunisation.

**Alert Notes** can be added by the user to further describe the nature of the alert.

**Alerts**


Adverse Reaction    Alert Notes

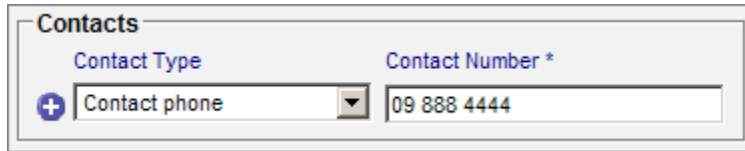
Contraindication

### Alert Details



## Contacts

The **Contacts** panel lists the different ways in which the individual, or his or her parents/guardians, can be contacted. New contact details are added by selecting a **Contact Type** from the drop-down list, followed by entering matching information into the **Contact Number** field. Click the **Add** icon  to complete the process.



The screenshot shows a 'Contacts' panel with two main fields: 'Contact Type' and 'Contact Number \*'. The 'Contact Type' field is a dropdown menu currently showing 'Contact phone'. To the left of this dropdown is a blue plus icon. The 'Contact Number \*' field is a text input box containing the number '09 888 4444'.

### Contact Details

#### Editing or Deleting Contact Details

Right click the row corresponding with the contact details you wish to amend or remove. From the resulting context menu, select:

- **Edit** - opens the existing contact details in a new window, from where they may be amended
- **Delete** - removes the selected contact details from the individual's record



## Addresses

An individual must have a **Current** address, although other address types (**Business**, **Mailing** or **Permanent**) can also be specified. When entering or editing an address, be sure to specify its **Effective Date** - the date from which the change applies.

#### Editing or Deleting Address Details

Click the row corresponding with the address details you wish to amend or remove. From the resulting context menu, select:

- **Edit** - to open the existing address details in a new window, from where they may be amended

Address	Address Type *	Line 1 *	Line 2	Suburb	Town *	Country	Domicile Code	Effective Date
	Current	704 Fountains Road		R D 5	Ashburton			07/05/2006
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Address Details

- **Delete** - to remove the selected address details from the individual's record

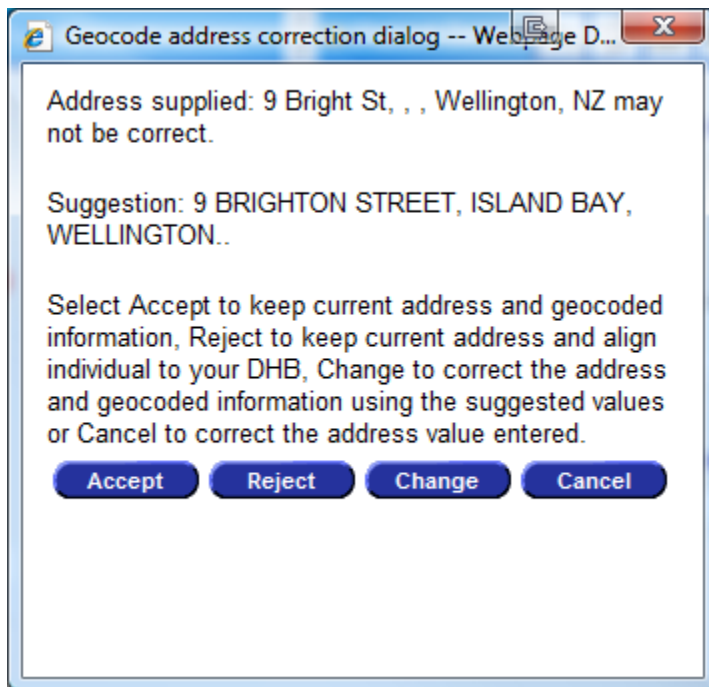
## Address Geo-Coding

The current address is linked to a Geo-Coding system that determines the DHB that the individual is resident in. This sets the DHB value at the top of the **Individual Details** screen and also populates the X and Y co-ordinates, which can be viewed through the **Individual History** screen. The DHB value automatically assigns the record to the correct DHB administrator for record maintenance and support.

Because of geo-coding restrictions, all addresses must match actual, physical locations. To prevent errors, do not include abbreviations; e.g. use 'street' rather than 'st'. If an unrecognised address is specified in, e.g. a new suburb, notify the individual's DHB administrator. He or she will in turn notify the geo-coding company to request an update to their software.

## Correcting an Address



When an unrecognised address is entered, a dialog is displayed with the following options presented to the user:




### *Geocode Address Correction Dialog*



- **Accept** - retains the address as entered. The address will be geo-coded using the suggestion on the Geocode Address Correction dialog. The individual's associated DHB will be changed to match the DHB in which the suggested address is located
- **Reject** - retains the address as entered. The individual's associated DHB will be changed to match the current user's DHB
- **Change** - replaces the entered address with the one suggested on the Geocode Address Correction dialog. The individual's associated DHB will be changed to match the DHB in which the suggested address is located
- **Cancel** - closes the dialog so that the entered address can be manually edited

## Parent/Guardian

All individuals registered on the NIR up to the age of 16 must have associated parent/guardian details. New parent/guardian details can be entered by clicking the **Add** icon  in the **Parent/Guardian** panel, or details that no longer apply can be removed by clicking the **Delete** icon .

By default, existing parent/guardian details are hidden. Expand the panel to display these details by clicking the **Maximise** icon  alongside the caregiver's name; his or her details can then be amended using the same techniques as described in the **Individual Details** panels.

**Parent/Guardian**

 
Father - [Dean, Tamara]

**Identification**

NHI

**Name**

Family Name *	First Name *	Second Name
<input type="text" value="Dean"/>	<input type="text" value="Tamara"/>	<input type="text"/>

**Alias Names**

Family Name *	First Name *	Second Name	Third Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Relationship**

Relationship Code \*


Father


Primary Caregiver

**Contacts**


Contact Type *	Contact Number *
<input type="text" value="+"/>	<input type="text"/>


Address Type *	Line 1 *	Line 2	Suburb	Town *	Country	Domicile Code	Effective Date *
Current	Not Specified			Not Specified			16/01/2006




Cancel
Save
Printable
History

### Parent/Guardian Details

 The NHI field for a parent/guardian is not required on NIR. This field is also not validated so it is important that if a parent/guardian's NHI is specified, it is entered accurately.

Multiple parent/guardian details can be entered; click the **Add** icon  as many times as required - but note that only one can be identified as the primary caregiver.

## History

An individual's **History** screen records all changes that have been made to their details as recorded on the NIR. Historical details are displayed in black type; current details are colored.

**Full History**

**INDIVIDUAL - KKA0016**, born on: 21/02/1995

**General Individual Details**

- RENEE LILY Draver (21/02/1995) (Male)

**Database Status**

Status	Date Effective	Changed by	Reason
ACTIVE	16/01/2006		

**Ethnicities**

- Pacific Island not further defined
- European not further defined
- NZ European / Pakeha

**Address List**

Address Type	Address Details	Domicile Code	Date Effective	Geocode X	Geocode Y
Current	56 Beach Road Tauranga		19/01/2004	2787734	6388282

**DHB List**

- Bay of Plenty

**Birth Place List**

- Tauranga

**PARENT/GUARDIAN - Father**, SPP2137

**Parent/Guardian Name**

- Tamara Dean (Unknown)
- Bruce K Stallone (Unknown)

**Address List**

Address Type	Address Details	Domicile Code	Date Effective	Geocode X	Geocode Y
Current	Not Specified Not Specified		16/01/2006		
Current	Not Specified Not Specified		16/01/2006		

Print

*Individual History Screen*

The History screen is accessed by clicking the **History** button at either the top or bottom of the **Individual Details** screen. The following fields are included in an individual's History, provided they contain data:

Field	Description
<b>Individual</b>	The NHI number and date of birth of the selected individual
<b>General Individual Details</b>	Name(s), Date of Birth and Gender updates
<b>Alias Name List</b>	Alias updates
<b>Database Status</b>	Changes in the individual's programme participation status, along with any reasons given
<b>Contact List</b>	Contact updates
<b>Ethnicities</b>	Ethnicity updates
<b>Address List</b>	Changes to the individual's address details, including their domicile and geo-coding details
<b>DHB List</b>	DHB alignment history
<b>Birth Place List</b>	Place of birth history. This value should be static, but the user is able to update if a wrong place of birth is assigned to the individual
<b>Parent/Guardian</b>	The individual's caregiver and caregiver identification details, along with a Primary Caregiver notification
<b>Parent/Guardian Name</b>	The individual's caregiver name change history
<b>Address List</b>	The individual's caregiver address change history

#### *Individual History Details*


### Updating History

The **History** screen is read-only and can only be updated by changes saved on the **Individual Details** screen.

Hovering the mouse pointer over an historical item displays a tooltip identifying when the corresponding information was changed, along with the name of the user who made the change.

## Medical Details

The **Medical Details** screen displays a list of the programme groups and programmes the individual is registered on along with their status history in each one. The screen is organised into grouped tabs, each of which lists the programmes associated with that group. In the example shown in *Medical Details Screen*, the **Immunisation** group lists the immunisation programmes the individual is associated with, along with his or her status in each one.

Open an individual's Medical Details screen by clicking the **Medical Details** icon  either in the list of names returned by a search or in the context bar once an individual's record has been selected. A typical example is shown in *Medical Details Screen*:

The screenshot shows the 'Immunisation Group' screen. On the left, there is a list of immunisation programmes: BCG, Childhood Immunisation, Hep B, HPV, MeNZB, and Pneumococcal. The main area is split into two tables. The top table, 'Provider Information (for Immunisation Group)', lists providers with columns for Name, Status, Clinic, Provider Role, Nominated Provider, and Identifier. The bottom table, 'Programme Enrolment History (for BCG)', lists enrolment records with columns for Created Date, Status, Created By, Reason / Comment, and Sub Status.

Provider Information (for Immunisation Group)						
Name	Status	Clinic	Provider Role	Nominated Provider	Identifier	
Eaves, Sam	Active	Otumoetai Doctors Ltd	GP	<input checked="" type="checkbox"/>	156000(NZMC)	

Programme Enrolment History (for BCG)					
Created Date	Status	Created By	Reason / Comment	Sub Status	
17/11/2008	Active	provider			

### Medical Details Screen

Further tabs can include:

- **Administrator Letters Group** - listing the letters not associated with a particular programme (such as a confirmation letter generated whenever an individual's demographic details change) that have been, or are to be, generated for the individual
- **Administrator Programme Group** - used by the **Outreach** programme to record contact attempts for those individuals who have proved hard to reach

### <Programme> Group Panels


An individual's <programme> group **Medical Details** screen is divided into three panels:

1. **Programme List** - the programmes the individual is or has been registered on
2. **Provider Information** - the providers who are responsible for completing the tasks associated with the individual's enrolled programmes
3. **Programme Enrolment History** - the changes to the individual's enrolment history in a selected programme

## Programme List

The **Programme List** panel lists the programmes the individual is, or has been, registered on. Programmes are grouped under a descriptive name which appears as a tab label at the top of the screen. This implementation of NIR includes the **Immunisation** programme group only, with the following associated programmes:


1. BCG
2. Childhood Immunisation
3. Hep B
4. HPV (funded for females only)
5. MeNZB
6. Pneumococcal


Viewing the Programme List panel can be toggled by clicking the **Hide Tree** icon . When this panel is hidden, more screen space becomes available for viewing Provider and Enrolment History data.

### Display Active Episodes Only

If the **Display Active Episodes Only** checkbox at the top of the Programme List is selected, only those programmes whose status is not **Deleted** will be listed.

### Associating a Programme with an Individual

If you wish to enrol an individual in a programme from the Immunisation programme group, scroll to the bottom of the screen and select it from the **Programme** drop-down list. Click the **Add** icon  to add the programme to the list.

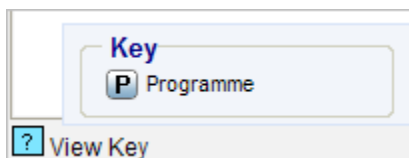
 When you enrol an individual in the **Pneumococcal** programme, a *Schedule Initialisation* task will be created in the **Task List** panel of the **Full Task List** screen. Processing this task, triggers the generation of the PCV tasks.

Refer to **Processing a Task** in the **Full Task List** section for details on how to process a task.

If an individual is enrolled by mistake onto a programme, that programme cannot be removed from their record. The solution is to change the individual's enrolment status in the programme to *withdrawn*.

### View Key

Each programme appearing in the Programme List has an associated icon that identifies the type of programme it is. A **Key** describing each icon option is available by clicking the **View Key** link at the bottom of the screen; an example is shown in *View Programme Key*:



This implementation of NIR includes the **Programme** option only.

## Provider Information

The **Provider Information** panel lists all providers associated with an individual and who are responsible for completing the tasks associated with any programmes that he or she is enrolled in. The title of this panel identifies the currently selected Programme Group; this implementation of NIR includes the **Immunisation** programme group only.

Provider information appearing on this panel is organised into columns:

Field	Description
<b>Name</b>	The provider's Family and First Name(s)
<b>Status</b>	Active providers are always displayed. Clearing the <b>Display Active Providers only</b> checkbox will result in all providers who have had a previous association with the individual being listed, along with their current status
<b>Clinic</b>	The Clinic name with which the provider is associated
<b>Provider Role</b>	The nature of the provider's association with the individual. Typical values are GP, Lead Maternity Caregiver and Well Child Provider
<b>Nominated Provider</b>	The provider primarily responsible for maintaining the individual's association with the programme and who will receive <b>Task Update</b> messages when a task is processed by another provider. There can only be one nominated provider per Programme Group
<b>Identifier</b>	The identifier assigned to the provider, which typically is their NZNC or NZMC number

### *Provider Details*

A provider is associated to an individual's record in three ways:

1. Through the Maternity Download (which can also set the Nominated flag)
2. Through the completion of an immunisation task
3. Manually associated by an administrator

Only administrators are permitted to modify the **Nominated Provider** flag, the provider's **Role** in regard to the individual and to add or delete providers from the list. Providers who are not the nominated provider are known as Associated Providers.



## Programme Enrolment History

Selecting a programme from the individual's **Programme List** displays a list of details relating to their enrolment status in that programme. This information is read-only; only DHB or National NIR administrators are able to change the enrolment status of an individual in their enrolled programmes

An individual's Enrolment History is organised into columns:

Column	Description
<b>Created Date</b>	The date the individual was registered on the programme. If an individual's enrolment status has changed, the date on which this occurred will appear in this column
<b>Status</b>	The current and historical enrolment status of the individual in the selected programme. The individual's current status in this programme is listed first
<b>Created By</b>	The <b>User ID</b> of the person who changed the individual's status
<b>Reason / Comment</b>	The text of the reason or comment recorded at the time of the status update. An individual registered with Outreach, e.g. will display the comment ' <i>With Outreach</i> '
<b>SubStatus</b>	Further information relating to the individual's <b>Status</b> in the selected programme


*Programme Enrolment History*

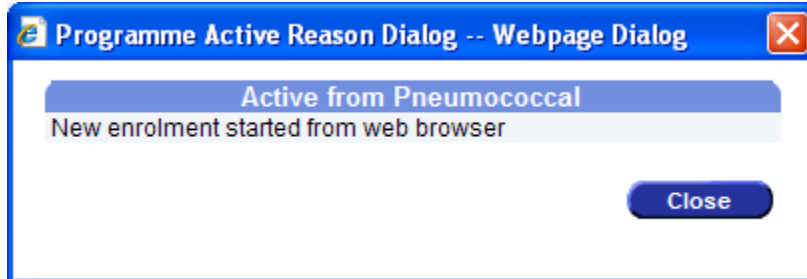
## Programme Status Options

The status options that an individual's involvement with a programme's can have are:

- **Active** - specified when the individual is participating in all programme activities
- **Inactive** - automatically specified when an individual's registration status on the **Individual Details** screen is changed to *Deceased Unconfirmed, Deceased, Provisional Opt-off or Opt-Off*
- **Deleted** - typically specified to correct a programme enrolment mistake. A status change to Deleted can only be performed if the associated programme does not include any completed tasks
- **Not Eligible** - specified when an immunisation has been given concurrently with a MeNZB vaccination and the individual does not fit within the birth cohort. The child must be enrolled in the Immunisation programme in order to record what has been given, but he or she is not then eligible for further follow up in that programme
- **On Hold** - specified when a child temporarily ceases their involvement with the programme. No update reminders will be generated. The status automatically reverts to *Active* if a task update message is received after the effective date, except for when it is *On-hold with Outreach*, where *any* incoming update message will result in a status change to *Active*. A child's status in all programmes is automatically changed to *On Hold* if their registration status is changed to *Overseas*
- **Withdrawn** - specified when an individual (or their parent/guardian) ceases further involvement with the programme. A reason must be provided whenever *Withdrawn* is selected, and further information may be provided as free text

## Reason/Comment

Some programme enrolment history screens may have a **Flag** icon  displayed in the **Reason / Comment** column; this indicates that an associated message is present. Click the icon to view the message; an example is shown in *Programme Enrolment History Message*:



*Programme Enrolment History Message*

## Full Task List


An individual's **Full Task List** lists all completed, current, overdue and future tasks in the programmes in which he or she is enrolled and **Active**. A 'task' in this context refers to a single or combined immunisation, or a checkup with a Well Child GP or nurse.

### Rules

An individual's tasks are automatically created at the time of their enrollment by the action of rules which take into account both the New Zealand Immunisation Schedule and the individual's age. The following examples illustrate the action of these rules:

1. when the first shot is given to an individual enrolled in the Childhood Immunisation programme, the rules will determine the dates when follow-up shots will become due
2. if an individual receives his or her 5 month Well Child check, all earlier uncompleted checks will be automatically removed from their schedule
3. if an individual is under the age of six months and is thought to be at-risk for Meningitis B, they will be scheduled to receive four MeNZB immunisation shots. If they are over this age, three shots are scheduled

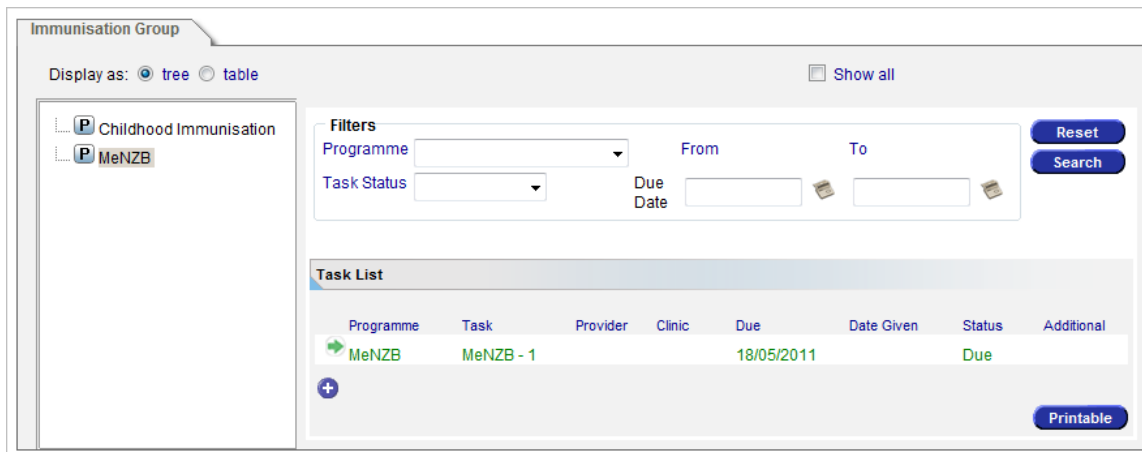
## Opening the Full Task List

Open an individual's Full Task List by clicking the **Full Task List** icon  either in the list of names returned by a search or in the Context Bar once an individual's record has been selected.

The Full Task List screen can be displayed in either **Tree** or **Table** view.

### Full Task List - Tree View

In **Tree View**, the individual's enrolled and **Active** programmes are listed on the left of the screen, with the filter panel and task list on the right. A user wishing to view the tasks associated with a particular programme must click its name in the tree.



Immunisation Group

Display as:  tree  table  Show all

Childhood Immunisation  
 MeNZB

**Filters**

Programme  From  To

Task Status  Due Date

**Task List**

Programme	Task	Provider	Clinic	Due	Date Given	Status	Additional
MeNZB	MeNZB - 1			18/05/2011		Due	

## Full Task List - Table View

In **Table View**, the tasks associated with an individual's enrolled and **Active** programmes are listed on screen, below the filter panel. A user wishing to view the tasks associated with a particular programme must select it from the **Programme** drop-down list in the filter panel, then click the **Search** button.

Immunisation Group

Display as:  tree  table Show all

**Filters**

Programme: MeNZB From To

Task Status:  Due Date:

Reset Search

**Task List**

Programme	Task	Provider	Clinic	Due	Date Given	Status	Additional
MeNZB	MeNZB - 1			18/05/2011		Due	

Printable

A user is able to view a task's details or enter its processing data from either task list view; the steps are the same.

## Filtering the Full Task List

Filter criteria can be applied to the Full Task List in both Tree and Table view to limit the number of listed tasks. All filter options are initially blank.

- **Programme** - the programme whose tasks you wish to display
- **Task Status** - the status; i.e. *Completed*, *Declined* or *Overdue*, of the tasks you wish to list
- **Due Date** - the earliest and/or latest due date for tasks which are to be listed. Enter the date manually using the format: dd/mm/yyyy or by clicking the **Calendar** icon

Click the **Search** button to refresh the individual's full task list with the specified criteria. Clear all criteria by clicking the **Reset** button.

## Show All


Select the **Show all** checkbox at the top of the Filter panel to list tasks whose processing status has been deleted. Such tasks will be displayed in grey text, with an associated **Flag** icon which, if clicked, will identify the user who deleted the task's processing details along with the reason given at the time.

Deleting a task resets its processing status to **Due** on its originally scheduled date. This action is used to correct the situation where a task has been processed in error.

## Viewing the Task List

Processed tasks are sorted in the Full Task List by the **Date Given** column, with the earliest tasks to be processed listed first. Due, Overdue and Future tasks are listed by **Due Date**, with the earliest due date listed first.

Information in the full task list is displayed in columns, some of which will be blank depending on the task's Status:

Column	Description
<b>Programme</b>	The name of the programme with which the task is associated
<b>Task</b>	The name of the task
<b>Provider</b>	The name of the provider who processed the task
<b>Clinic</b>	The name of the clinic where the task's processing was completed
<b>Due</b>	The date at which the task is or was due
<b>Date Given</b>	The date on which the task was processed
<b>Status</b>	The task's current status
<b>Additional</b>	Additional information relating to the task's processing; e.g. the reason given at the time a task was declined. A <b>Flag</b> icon  may be present alongside any additional comments; click to open a screen displaying the comment text or other details relating to the task's processing



## Task Colour Codes

Colour coding is used to identify the status of listed tasks:

- **Black** - processed tasks
- **Green** - tasks that are currently due
- **Red** - tasks that are currently overdue. Overdue tasks have been due for longer than a trigger period - typically 4 weeks
- **Blue** - tasks that will become due at some future date
- **Grey** (only available when the **Show all** checkbox has been selected) - tasks whose processing details have been deleted



## Viewing Task Details

The following icons are present on the Full Task List and are associated with tasks that have been processed:

-  - delete the task's processing status and revert it to Due
-  - view the details recorded at the time the task was processed


A selected task's details screen is shown in *Viewing Task Completion Details*:

ObservationReportTitle **Task Completion Details - AG-DTaP-IPV-6w**

Updated By	Updated Date	Status			
 provider	May 5 2008 11:51AM	Completed			
 Inglis, Kate	Jan 16 2008 10:57AM	Completed			

Provider*	Eaves, Sam (Otumoetai Doctors Ltd)			
Updated By	Date Due	Completed Date	Status	Details
Task Details	Eaves, Sam	12/11/1998	17/01/2005	Completed
Update Reason				
Batch Number*	11112	Batch Expiry Date*	AEFI Date 200508	
Body Site*	Vastus Lateralis / Right (outer thigh)		Vaccinator*	Nrs. Kate Inglis (156000:NZNC)

[Cancel](#)

If the task selected for viewing has previously been updated, the names of the users who performed the update are listed in the rightmost panel. Click the **Select** icon  alongside the name of a such a user to view the details he or she entered.

## Printing the Full Task List

Click the **Printable** button to open the full task list in a new window, formatted as it will appear on paper. Use your browser's standard printing options to set the printer and number of copies to be printed.

## Processing a Task

The **Task Processing** screen is similar to that shown in [Editing Task Details](#), but with all fields initially blank. If you are a provider who is associated with two or more clinics, as well as entering the required processing details, you will also have to specify the clinic in which the contact with the individual took place. This is done by selecting from the **Clinic** drop-down list at the top of the screen, prior to clicking the **Submit** button when all other details are entered.

## Processing a Completed Task

The Details screen for a completed **Immunisation** task is shown in the following screenshot:

The screenshot shows the 'Immunisation Group' interface. At the top, there are tabs for 'Immunisation Group' and 'Administrator Letters Group'. Below this, the 'Provider\*' is set to 'Eaves, Sam' and a 'Clinic' dropdown is present. The main section is for 'MeNZB - 1'. It includes fields for 'Due' (18/05/2011) and 'Completed' (18/05/2011). A 'Status' dropdown menu is open, displaying options: 'Completed', 'Declined', 'Rescheduled', and 'Closed'. Other fields include 'Batch Number', 'Body Site', 'Batch Expiry Date', and 'Vaccinator'. At the bottom, there are three buttons: 'Exit', 'Submit', and 'Printable'.

When **Completed** is selected, the **Details** drop-down list is displayed, as shown in the following screenshot:


This screenshot is similar to the previous one, but the 'Status' dropdown is now set to 'Completed'. The 'Details' dropdown menu is open, showing 'Given Overseas' selected. This selection has triggered the appearance of a 'Date' field next to it. The 'Due' and 'Completed' dates remain 18/05/2011. The 'Batch Number' and 'Body Site' fields are still empty. The 'Vaccinator' field has a magnifying glass icon. The 'Exit', 'Submit', and 'Printable' buttons are still at the bottom.

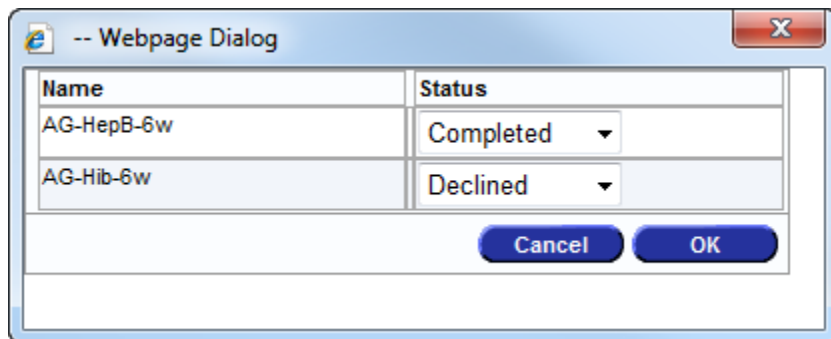
1. Leave the **Details** drop-down list blank, UNLESS the vaccination has been given overseas, in which case you need to select **Given Overseas** from the drop-down list.
2. Add further details before clicking the **Submit** button to complete the processing. If **Given Overseas** was selected from the **Details** drop-down list, the additional fields are not mandatory, as the information may not be available.

### Processing a Completed Immunisation Task - Alternative Given

Some tasks, such as those in the Childhood Immunisation programme, involve multiple vaccines given together. There may be instances when an individual, or his/her guardian, wishes to accept some of the antigen components of the vaccine and decline others. In such a case, enter a **Completed** date as normal and specify the task **Status** as `Completed`. In the **Details** drop-down list, select `Alternative Given`. This action opens a dialog, listing all the possible antigen components. The antigens which have been given or declined are individually identified through this dialog.

The steps for processing a **Completed Immunisation - Alternative Given** task are:

1. Open the individual's Full Task List.
2. Click the **Select** icon  corresponding with the scheduled task e.g. **AG-Hib-HepB-6w**.
3. Select an outcome of `Completed` with the details: `Alternative Given`.
4. In the dialog that appears, select a status for the components that were actually given to the individual, and a status for those that were declined. NIR will check that all antigen components have been accounted for.





- Click the **OK** button to return to the **Task Completion** screen. Separate tasks will have been created for all components which were given, and those that were declined. Process these as normal and click the **Submit** button to complete the processing.

Immunisation Group
Administrator Letters Group

Provider\* Eaves, Sam
Clinic

**AG-Hib-HepB - 6w**

Due	Completed	Status	Details
<input type="text" value="12/05/2011"/>	<input type="text" value="18/05/2011"/>	<input type="text" value="Completed"/>	<input type="text" value="Alternative given"/>

**AG-Hib-6w**

Due	Completed	Status	Details
<input type="text" value="12/05/2011"/>	<input type="text"/>	<input type="text" value="Declined"/>	<input type="text"/>

Additional Details

**AG-HepB-6w**

Due	Completed	Status	Details
<input type="text" value="12/05/2011"/>	<input type="text"/>	<input type="text" value="Completed"/>	<input type="text"/>

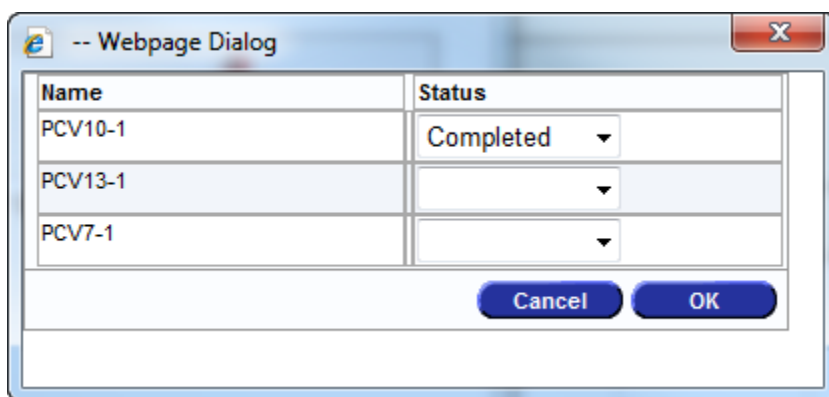
Batch Number	<input type="text"/>	Batch Expiry Date	<input type="text"/>
Body Site	<input type="text"/>	Vaccinator	<input type="text"/>

### Processing a Completed PCV Task - Alternative Given

If you administered a Pneumococcal vaccine, for example, **PCV-1**, enter a **Completed** date as normal and select **Alternative given** from the **Details** drop-down list. This action opens a dialog, listing the PCV7, PCV10 or PCV13 vaccines as selectable alternatives.

The steps for processing a **Completed PCV - Alternative Given** task are:

1. Open the individual's Full Task List.
2. Click the **Select** icon corresponding with the scheduled PCV task, for example, **PCV-1**.
3. Select a status of **Completed** with the details: **Alternative given**.
4. In the dialog that appears, select a status of **Completed** for the PCV vaccine that was actually given to the individual, for example:



5. Click the **OK** button to return to the **Task Completion** screen. A separate task will have been created for the alternative PCV given. Process these as normal and click the **Submit** button to complete the processing.

Immunisation Group Administrator Letters Group

Provider\* Eaves, Sam Clinic

**PCV-1**

Due	Completed	Status	Details
29/06/2011	18/05/2011	Completed	Alternative given

**PCV10-1**

Due	Completed	Status	Details
29/06/2011		Completed	

Batch Number:  Batch Expiry Date:

Body Site:  Vaccinator:

Exit Submit Printable

### Processing a Declined Task

When an immunisation task is declined, the user must select from the standard list of reasons why the task was declined then, optionally, add further details before clicking the **Submit** button to complete the processing.

The screenshot shows a web application interface for managing immunisation tasks. At the top, there are tabs for 'Immunisation Group', 'Administrator Letters Group', 'Administrator Programme Group', and 'Well Child Group'. Below the tabs, the 'Provider\*' is set to 'Eaves, Sam' and the 'Clinic' is selected from a dropdown. The task is identified as 'MeNZB - 3'. There are two date fields: 'Due' (24/05/2011) and 'Completed' (18/05/2011). The 'Status' is set to 'Declined', and a dropdown menu is open showing a list of reasons: 'Choice - parental/guardian', 'Choice by Individual', 'Permanent contraindication', and 'Natural immunity confirmed by documented serology'. There is an 'Additional Details' text area. At the bottom right, there are three buttons: 'Exit', 'Submit', and 'Printable'.

### Processing a Rescheduled Task

When an immunisation task is rescheduled, the user must select one of the standard reasons why the task was rescheduled before clicking the **Submit** button.

The screenshot shows the same web application interface as above, but the 'Status' is now 'Rescheduled'. The 'Due' date is 24/05/2011 and the 'Completed' date is 18/05/2011. The dropdown menu for reasons is open, showing: 'Parental/individual choice to reschedule', 'Temporary contraindication', and 'Referred elsewhere for immunisation eg specialist'. The 'Printable' button is visible at the bottom right.

## Processing a Closed Task

When an immunisation task is closed, the user must select from the standard list of reasons why the task is to be closed then, optionally, add further details before clicking the **Submit** button.

The screenshot shows the Orion Health Provider Browser interface. At the top, there are tabs for 'Immunisation Group', 'Administrator Letters Group', 'Administrator Programme Group', and 'Well Child Group'. Below these, the 'Provider\*' is 'Eaves, Sam' and the 'Clinic' is selected. The task is identified as 'MeNZB - 3'. The 'Due' date is '24/05/2011' and the 'Completed' date is '18/05/2011'. The 'Status' is 'Closed'. The 'Details' dropdown menu is open, showing two options: 'Provider Instruction' and 'Change In Schedule'. At the bottom right, there are three buttons: 'Exit', 'Submit', and 'Printable'.

## Processing a Hep B / Serology Task

Hepatitis B serologic test results must be processed.


The steps for processing a Hep B / Serology test task are:

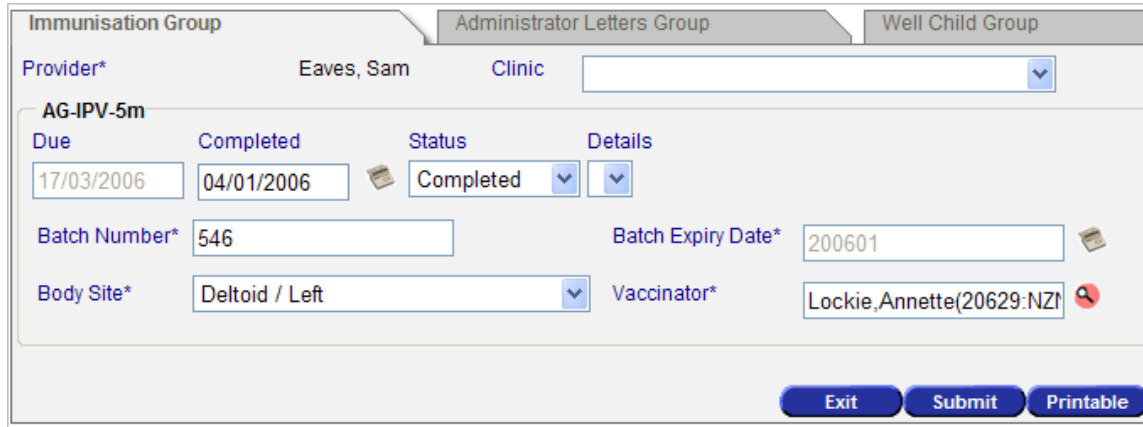
1. Open the individual's Full Task List.
2. Click the **Select** icon corresponding with the Hep B Serology task, for example, **5mth HepB Serology**. Please note that an **8mth HepB Serology** test task is also available.
3. Enter a **Completed** date and specify the **Status**. When **Completed** is selected, the following options are displayed in the **Details** drop-down list:

The screenshot shows the Orion Health Provider Browser interface. At the top, there are tabs for 'Immunisation Group', 'Administrator Letters Group', 'Administrator Programme Group', and 'Well Child Group'. Below these, the 'Provider\*' is 'Eaves, Sam' and the 'Clinic' is selected. The task is identified as '5mth HepB Serology'. The 'Due' date is '01/11/1999' and the 'Completed' date is '18/05/2011'. The 'Status' is 'Completed'. The 'Details' dropdown menu is open, showing three options: 'Indeterminable', 'Protection', and 'Unprotected'. At the bottom right, there are three buttons: 'Exit', 'Submit', and 'Printable'.

4. Select the relevant option from the **Details** drop-down list. If **Unprotected** is selected, the **Task List** will be populated with a **HepB high risk - booster or extra dose** task, which can be processed.
5. Click the **Submit** button to complete the processing.


## Editing Task Details

The **Select** icon  is available on the individual's full task list to update the details of a previously processed task. Clicking this icon opens a screen similar to *Editing Task Details*, enter or select the new information and click the **Submit** button to update the task's details.




The screenshot shows a web form for editing task details. At the top, there are three tabs: 'Immunisation Group' (selected), 'Administrator Letters Group', and 'Well Child Group'. Below the tabs, the 'Provider\*' is set to 'Eaves, Sam' and the 'Clinic' is a dropdown menu. The main task is 'AG-IPV-5m'. It features a table with columns for 'Due', 'Completed', 'Status', and 'Details'. The 'Due' date is 17/03/2006, 'Completed' is 04/01/2006, and 'Status' is 'Completed'. Below the table, there are input fields for 'Batch Number\*' (546), 'Batch Expiry Date\*' (200601), 'Body Site\*' (Deltoid / Left), and 'Vaccinator\*' (Lockie,Annette(20629:NZ)). At the bottom right, there are three buttons: 'Exit', 'Submit', and 'Printable'.

## Concurrency

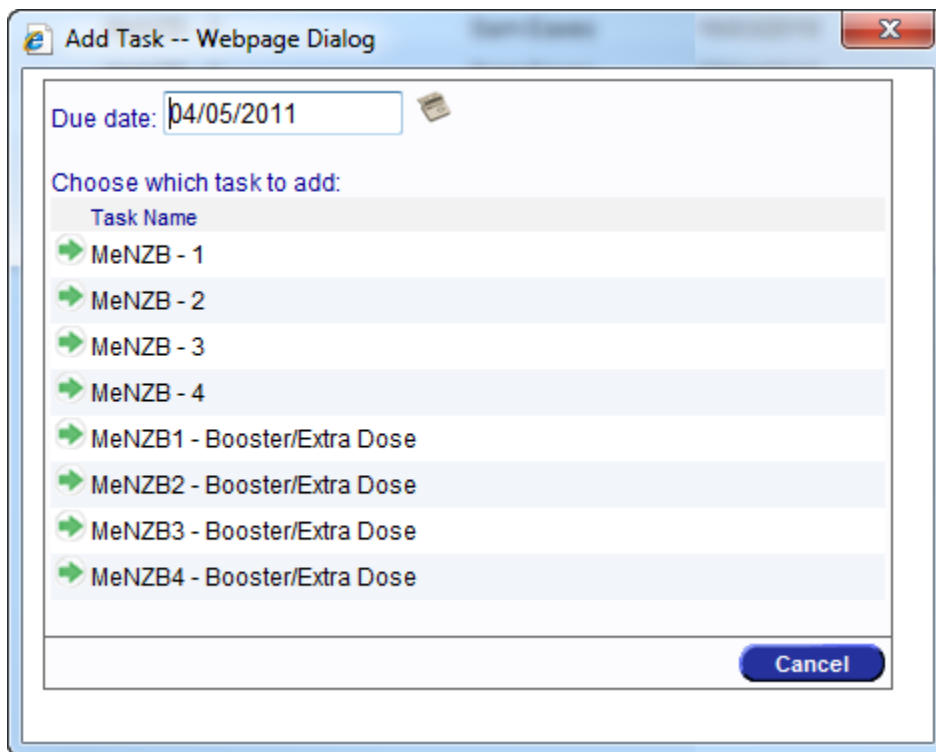
When a MeNZB immunisation is given to an individual on the same day as an immunisation from any other programme, the system will flag those tasks on the Full Task List with the **Concurrency** icon .

The presence of this icon is a visual reminder that a MeNZB shot was given concurrently with another immunisation, and that a careful watch should be taken for adverse interactions.

## Manually Adding a Task

Extra or non-scheduled tasks can be added to an individual's programme from the Full Task List, in both Tree or Table view. Scroll to the bottom of the screen and click the **Add** icon  to display a list of tasks appropriate to the current or selected programme; the following screenshot shows the tasks that may be added to the MeNZB programme.

Adjust the **Due Date** as required and click the task's **Select** icon  to add it to the individual's task list.



### Manually Adding a Child Immunisation Task


When a task is added to the childhood immunisation programme, the task list is usually accompanied by an **Indicator** which identifies the reason for administering the vaccine. E.g. the indicator '6W' shows where the associated vaccine falls on the NZ Immunisation Schedule. A full list of indicators is given below:

Indicator Value	Meaning	Indicator Value	Meaning
1	Over 65 years (Influenza)	6	Booster or extra dose
2	Under 16 years, eligible condition (Influenza)	7	Post partum
3	Eligible condition (Influenza)	8	Low birth weight
4	Sexual or household contact	9	HepB carrier mother
5	Primary course	10	At risk for TB
6W	Six weeks	3M, 5M, 15M	Three, five and fifteen months
4Y, 11Y, 65Y	Four, eleven and sixty-five years		

#### *Task Indicators*

## AEFI Alerts

When an individual has a significant reaction following a vaccination, the provider who identifies the AEFI ( *Adverse Event Following Immunisation*) during task processing notifies the Centre for Adverse Reactions Monitoring (CARM). Once the data sent by the provider has been analysed, the DHB administrator is informed of the outcome. He or she will then update the individual's record.

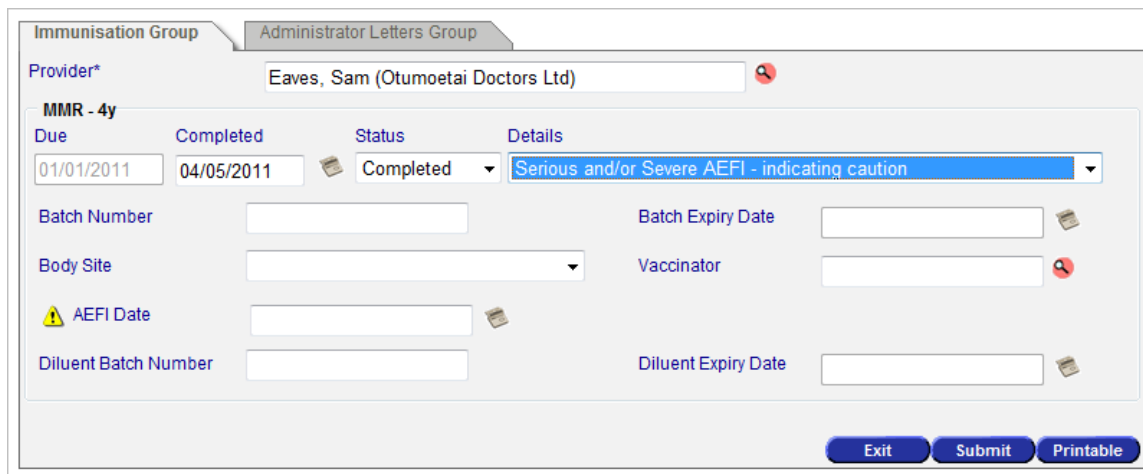
Tasks with an AEFI-related outcome are identified by the presence of the  AEFI symbol on the individual's Full Task List. It will be associated with one of the three outcome codes:

- **AEFIOT** - Other AEFI or concern
- **AEFISA** - Severe AEFI with anaphylaxis
- **AEFISO** - Severe AEFI (other)

## Recording an AEFI

An Adverse Effect Following Immunisation (AEFI) would not typically be recorded at the time of immunisation. When an AEFI has been confirmed by CARM to the DHB administrator, he or she will then need to locate the affected individual's record and, from their Full Task List, edit the completed task to include an AEFI.

When this action is taken, an **AEFI Date** field is displayed and must be completed.



Immunisation Group Administrator Letters Group


Provider\* Eaves, Sam (Otumoetai Doctors Ltd)

MMR - 4y

Due	Completed	Status	Details
01/01/2011	04/05/2011	Completed	Serious and/or Severe AEFI - indicating caution

Batch Number  Batch Expiry Date

Body Site  Vaccinator

 AEFI Date

Diluent Batch Number  Diluent Expiry Date


Exit Submit Printable

When a task is updated with AEFI details, the **Adverse Reaction** checkbox on the **Individual Details** screen will be selected and displayed in red.



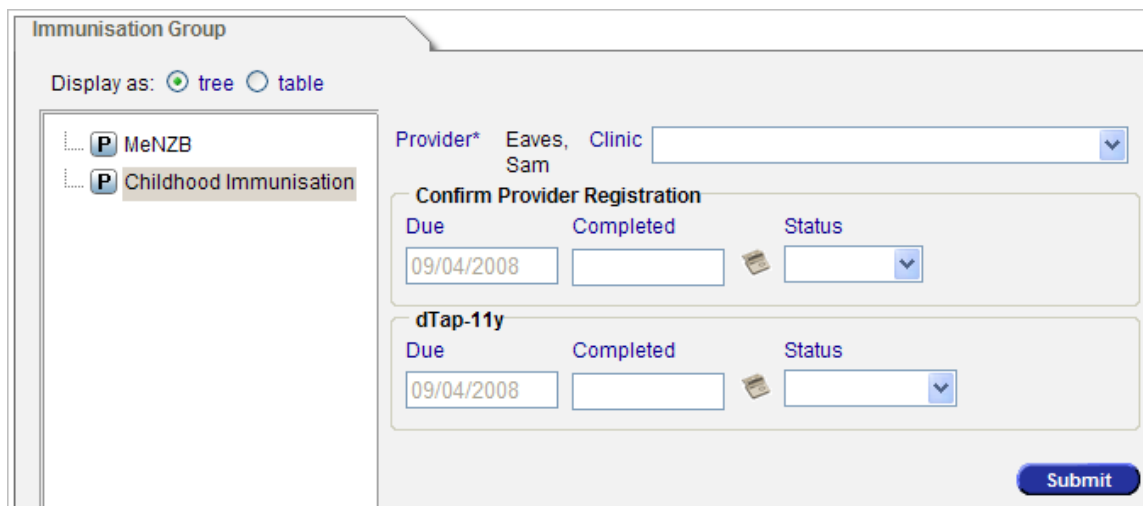
## Current Task List

An individual's **Current Task List** only lists the due and overdue tasks in the programmes in which he or she is currently *Active*.

Open an individual's Current Task List by clicking the **Current Task List** icon  either in the list of names returned by a search or in the Context Bar once an individual's record has been selected. The Current Task List can be displayed in either **Tree** or **Table** view:

### Current Task List - Tree View

In **Tree View**, the individual's enrolled and *Active* programmes are listed on the left of the screen, with the task list on the right. A user wishing to view the due or overdue tasks associated with a particular programme must click its name in the tree.



Immunisation Group

Display as:  tree  table

- [-] P MeNZB
- [-] P Childhood Immunisation

Provider\* Eaves, Clinic Sam

**Confirm Provider Registration**

Due	Completed	Status
09/04/2008	<input type="text"/>	<input type="text"/>

**dTap-11y**

Due	Completed	Status
09/04/2008	<input type="text"/>	<input type="text"/>

Current Task List Screen - Tree View

### Current Task List - Table View

In **Table View**, due and overdue tasks associated with an individual's enrolled and Active programmes are listed on screen.

**Immunisation Group**

Display as:  tree  table

Provider\* Eaves, Sam Clinic

MeNZB - 2		
Due	Completed	Status
<input type="text" value="31/12/2007"/>	<input type="text"/>	<input type="text"/>

MeNZB - 3		
Due	Completed	Status
<input type="text" value="11/02/2008"/>	<input type="text"/>	<input type="text"/>

Confirm Provider Registration		
Due	Completed	Status
<input type="text" value="09/04/2008"/>	<input type="text"/>	<input type="text"/>

dTap-11y		
Due	Completed	Status
<input type="text" value="09/04/2008"/>	<input type="text"/>	<input type="text"/>

*Current Task List - Table View*

In either view, your name as the individual's nominated provider is displayed at the top of the screen. If you are associated with two or more clinics, you will need to select the clinic within which the contact with the individual was made.

### Processing a Task from the Current Task List

Processing a task from the Current Task List in either Tree or Table view is the same as from an individual's Full Task List.



## Activity Summary

An individual's **Activity Summary** lists their processed tasks, including immunisations (whether given or declined), generated letters and Outreach Services outcomes.

Activity Summary - Immunisation Group Tab

## Activity Summary Filter Options

Filter options control which task summaries are included in the display.

Field	Description
<b>Activities From</b>	The date of the earliest task, in <i>dd/mm/yyyy</i> format. Enter a date manually or click the <b>Calendar</b> icon 
<b>To</b>	The date of the most recent task, in <i>dd/mm/yyyy</i> format. Enter a date manually or click the <b>Calendar</b> icon 
<b>Group</b>	This filter is not used by NIR
<b>Summary/page</b>	Select the number of tasks to be included in the summary. The default is 4 but this can be increased to 6. Once a value has been selected, click the <b>Search</b> button to refresh the screen
<b>Order By</b>	Select whether the tasks are listed in <i>ascending</i> or <i>descending</i> date order

Activity Summary Filter Options

Click the **Reset** button to clear all filter settings.




Remember that the **Search** button must be clicked to refresh the screen whenever new filter criteria are applied.

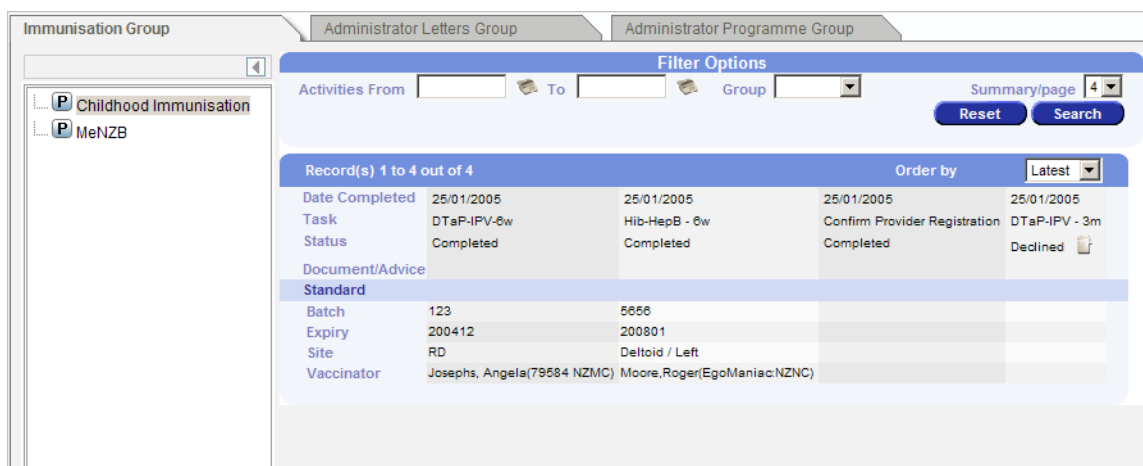
## Viewing the Activity Summary

The Activity Summary screen includes up to three tabs, depending on which of an individual's tasks have, or have not, been processed:

- **<Programme> Group** - lists the individual's processed tasks in the **<Programme>** programme; the screen shown in *Activity Summary - Immunisation Group Tab* includes the **Immunisation** programme group. If the individual is associated with other programme groups, they will be displayed as additional tabs at the top of the screen
- **Administrator Letters Group** - lists all letters generated as part of the individual's involvement in all programmes
- **Administrator Programme Group** - summarises the individual's involvement with Outreach Services

### Immunisation Group


The **Immunisation Group** tab lists the details of the individual's processed tasks, grouped by programme. If there are additional details associated with a task, such as the reason why it may have been declined, a **Document** icon  will be present. Clicking this icon will display the additional details text in a new window.



Immunisation Group | Administrator Letters Group | Administrator Programme Group


Filter Options  
 Activities From  To  Group   
 Summary/page 4  
 Reset Search

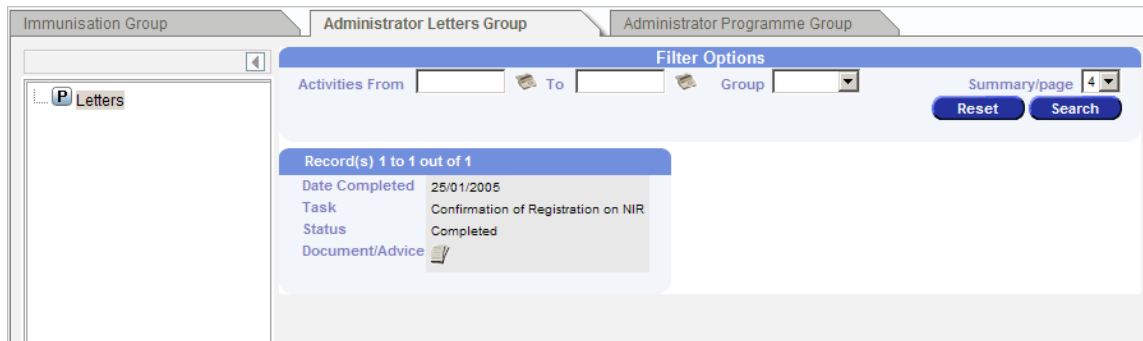
Record(s) 1 to 4 out of 4  
 Order by Latest

Date Completed	25/01/2005	25/01/2005	25/01/2005	25/01/2005
Task	DTaP-IPV-6w	Hib-HepB - 6w	Confirm Provider Registration	DTaP-IPV - 3m
Status	Completed	Completed	Completed	Declined 
Document/Advice				
<b>Standard</b>				
Batch	123	5656		
Expiry	200412	200801		
Site	RD	Deltoid / Left		
Vaccinator	Josephs, Angela(79584 NZMC)	Moore, Roger(EgoManiac:NZNC)		

Activity Summary - Immunisation Group Tab

### Administrator Letters Group

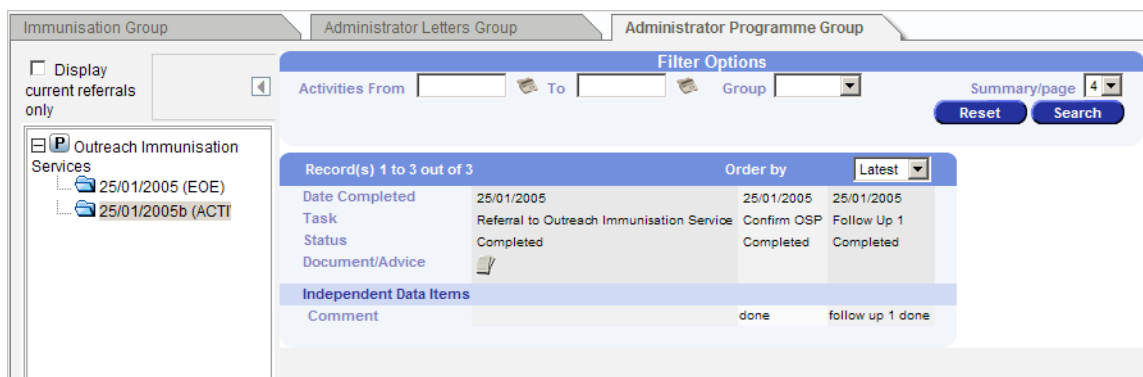
The **Administrator Letters** tab lists the documents that have been generated by NIR and sent to the individual or his/her guardian. The contents of the generated document can be viewed by clicking the associated **Document** icon  .



Activity Summary - Administrator Letters Group Tab


### Administrator Programme Group

The **Administrator Programme** tab lists the individual's contacts with the **Outreach Services** programme. Such contact usually occurs when the individual has missed several task appointments and has proved hard to contact by normal means. In such a case, an Outreach provider can locate the individual and give him/her their overdue immunisations in their own home or wherever they are found.



Activity Summary - Administrator Programme Group Tab

Click the **Display current referrals only** checkbox in the top, left corner to list the current Outreach referral only.

Comments entered at the time of each Outreach contact can be viewed, and any documents generated at the time, can be viewed (and printed) by clicking the associated **Document** icon  .

## c. Status Query Search

### Status Query

**Status Query Search** is used to locate an individual's immunisation record and to view a summary of their processed, due and future tasks. The difference between a **Status Query** and an **Individual** search is:

- **Status Query Search** - returns the record of any individual enrolled in any NIR programme, regardless of the DHB in which they reside
- **Individual Search** - returns the record of only those individuals who are associated with one or more of the same clinics that the logged in provider is associated with

### Status Query Criteria

Access Status Query Search by clicking the **Status Query Search** icon  in the **Searches** menu.



#### Status Query Search Criteria


Status Query search criteria are described in the following table:

Field	Description
<b>NHI</b>	The individual's NHI number. If an NHI is specified, all other information will be ignored. The system checks the validity of all NHI numbers before carrying out a search; if the number is not valid a warning will be displayed and the search will not be performed. NHI numbers are case-sensitive
<b>Name</b>	The individual's first and last name must be specified using the format 'firstname familyname' or 'familyname, firstname'. This information can be partial; e.g. searching for 'Harr' will return individuals named 'Harry' and 'Harrison'. Name information is not case-sensitive and must be entered in conjunction with <b>Age</b> and <b>Gender</b> data
<b>Wildcard</b>	If selected (which is the default), a wildcard can be used in a name; e.g. 'smart, %well' will return all individuals with the familyname 'Smart' and whose first name ends with the string 'well'. At least two characters must be specified, including the wildcard, when entering familyname or firstname search criteria
<b>SoundEx</b>	If selected, full name information must be provided. However, the system will return results which 'sound like' the entered criteria; e.g. a search specifying 'Philips' will return both 'Philips', 'Phillips' and 'Filips'. Wildcard searches only operate for the NHI database, not the NIR

<b>Age Range</b>	The upper and lower limits (in years) within which the individual's age lies. Please make sure the <b>To</b> field is greater than 10.
<b>Gender</b>	The individual's gender or sex


### Status Query Search Successful

When an individual's record is returned by a Status Query search, the provider's first task is to check the individual's details to ensure that the correct record has been located. This can be done by checking the individual's Status Query Report; a typical example is shown in *Status Query Report*.



## Status Query Report for: Virinder BRUNES

Individual status as at 06/05/2008 08:41



**Note: Immunisation history may be incomplete due to individual being (a) enrolled on the MeNZB programme but not within the NIR birth cohort, or (b) within the NIR birth cohort but with earlier tasks not recorded on the NIR**

<b>Last Name:</b> BRUNES	<b>First Name:</b> Virinder	<b>NHI:</b> FLX6981	
<b>Date of Birth:</b> 14/01/2006	<b>Age:</b> 2 years, 3 months	<b>Database Status:</b> ACTIVE	
<b>Gender:</b> M	<b>Ethnicity:</b> NZ European / Pakeha	<b>Status Created:</b> 08/06/2006	
<b>GP:</b> Sam Eaves			
<b>GP Clinic:</b> Otumoetai Doctors Ltd			

<b>Childhood Immunisation</b>	Programme Status: <b>ACTIVE</b>	Status Created: <b>08/06/2006</b>
-------------------------------	---------------------------------	-----------------------------------

Task	Status	Due	Complete	Provider	Clinic	Batch	Expiry	Diluent Batch	Diluent Expiry	Site
AG-DTaP-IPV - 3m	Completed	14/4/2006	10/4/2006	Sam Eaves	Otumoetai Doctors Ltd	AC20B04	Mar-08			LVL
AG-Hib-HepB - 3m	Overdue	14/4/2006								
AG-DTaP-IPV - 5m	Overdue	14/6/2006								
AG-HepB-5m	Overdue	14/6/2006								
MMR - 15m	Overdue	14/4/2007								
Hib-15m	Overdue	14/4/2007								

Print
Record Task




### Status Query Report

### Printing the Report

Click the **Print** button to open a standard Print screen, from which the printer and number of copies can be specified before printing the report.

### Recording a Task

Typically a provider will be carrying out a Status Query search because he or she wishes to locate the record for an individual they have not seen before. This is so that the provider can then process an immunisation task for the individual. This is achieved by clicking the **Record Task** button at the bottom of the screen, an action which displays the individual's personal and Parent/Guardian details. This allows the provider to confirm that the correct record has been located.

Individual Details	
NHI*	FLX6981
Family Name*	BRUNES
First Name*	Virinder
Gender	Male
Date Of Birth*	14/01/2006  2 years, 3 months
Ethnicity	Ethnicity Code * NZ European / Pakeha  <input type="text"/>
Please enter the current address	
Line 1*	116 Woods Rd
Suburb	<input type="text"/>
City/Town/Region*	R D 3 Winton
Effective Date	08/06/2006 
Parent/Guardian Details	
Relationship	Mother
NHI	CUN1579
Family Name	Ulrich
First Name	James
Address Type	Mailing
Line 1	116 Woods Road
Suburb	Oreti Rd3
City/Town/Region	Winton
Select Programme	MeNZB
Select Task	<input type="text"/>
<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>MeNZB1</li> <li>MeNZB2</li> <li>MeNZB3</li> <li>MeNZB4</li> <li>MeNZB1 - Booster/Extra Dose</li> <li>MeNZB2 - Booster/Extra Dose</li> <li>MeNZB3 - Booster/Extra Dose</li> <li>MeNZB4 - Booster/Extra Dose</li> </ul> </div>	
<input type="button" value="Save"/>	

*Recording a Task*



To record a task, select the programme with which it is associated from the drop-down list at the bottom of the screen, followed by the task itself. This action expands the screen to include the selected task's details which can then be completed by the provider.

Parent/Guardian Details

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">Relationship</td> <td>Mother</td> </tr> <tr> <td>NHI</td> <td>CUN1579</td> </tr> <tr> <td>Family Name</td> <td>Ulrich</td> </tr> <tr> <td>First Name</td> <td>James</td> </tr> </table>	Relationship	Mother	NHI	CUN1579	Family Name	Ulrich	First Name	James	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">Address Type</td> <td>Mailing</td> </tr> <tr> <td>Line 1</td> <td>116 Woods Road</td> </tr> <tr> <td>Suburb</td> <td>Oreti Rd3</td> </tr> <tr> <td>City/Town/Region</td> <td>Winton</td> </tr> </table>	Address Type	Mailing	Line 1	116 Woods Road	Suburb	Oreti Rd3	City/Town/Region	Winton
Relationship	Mother																
NHI	CUN1579																
Family Name	Ulrich																
First Name	James																
Address Type	Mailing																
Line 1	116 Woods Road																
Suburb	Oreti Rd3																
City/Town/Region	Winton																
Select Programme	MeNZB																
Select Task	MeNZB2																

Provider*	Eaves, Sam	Clinic	
<b>MeNZB - 2</b>			
Due	Completed	Status	
06/05/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>
Batch Number*	<input type="text"/>	Batch Expiry Date*	<input type="text"/>
Body Site*	<input type="text"/>	Vaccinator*	<input type="text"/>

*Entering Task Details*

Once all details have been recorded and the provider's clinic has been identified, click the **Save** button to save all data and open the individual's **Full Task List**, from where other tasks can be viewed or processed.

Immunisation Group
Emergency Programme Group

Display as:  tree  table  Show all

**Filters**

Programme  From  To

Task Status  Due Date

**Task List**

Programme	Task	Provider	Clinic	Due	Date Given	Status	Additional
	MeNZB	Sam Eaves	Christchurch Family Clinic	06/05/2008	06/05/2008	Completed	
	MeNZB	MeNZB - 2		17/06/2008		Future	
	MeNZB	MeNZB - 3		29/07/2008		Future	

*Full Task List*

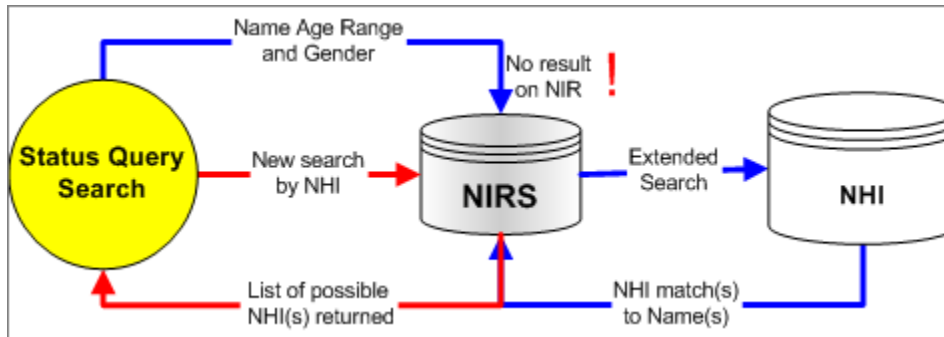
### Status Query Search Unsuccessful

If a Status Query search is unsuccessful, an extended search can be run on the NHI (National Health Index) database; refer to [Extended Status Query Search](#) for details.

## Extended Status Query Search

The Status Query Search initially looks for records on the NIR database. When this is unsuccessful, an extended search is made of the NHI database at the Ministry of Health; this search may take longer but is very likely to return a result. If a search is still unsuccessful, repeat the search with different criteria.

This process is shown diagrammatically in *Extended Status Query Search*:



*Extended Status Query Search*

## No NIR Record Found


When an extended status query search returns the record of an individual whose record is present on the NHI but not on NIR, a warning similar to that shown in *Record Not Found on NIR* will be displayed.

**Status Query Search Criteria**


NHI  Age From  To   
years

Name   Wildcard  SoundEx Gender

eg Smith, John    Smith, John Egbert    van Mill, John  
John Smith    John Egbert Smith



### Status Query Report for: **BRIANNA MAKULITA HOSTICK**



*Individual status as at 06/05/2008 11:18*

**Note: Immunisation history may be incomplete due to individual being (a) enrolled on the MeNZB programme but not within the NIR birth cohort, or (b) within the NIR birth cohort but with earlier tasks not recorded on the NIR**

**Last Name:** HOSTICK  
**Date of Birth:** 06/10/2002  
**Gender:** M  
**GP:** Sam Eaves  
**GP Clinic:** Browns Bay Medical Centre

**First Name:** BRIANNA MAKULITA  
**Age:** 5 years  
**Ethnicity:** NZ European / Pakeha

**NHI:** ABC1111  
**Database:** ACTIVE  
**Status:**  
**Status Created:** 24/02/2006

### *Record Not Found on NIR*

If an individual has details on NHI, but not NIR, the status query will display his or her identification details but no immunisation information. The purpose of the above message is to remind the user that the source of the information they are viewing is the NHI, not NIR.

### Open Record

When a status query search returns a record from NHI, an **Open Record** button is available at the bottom of the screen. Clicking this button opens the individual's [Individual Details](#), from where his or her contact and parent/guardian details can be viewed. Administrators will be able to register the individual on NIR and to enrol them on one or more programmes from this screen.

## Reason for Status Change

If an individual's status has changed in one or more of the programmes he or she has enrolled in, the reason provided at the time the change was made will be displayed at the bottom of the Status Query screen, as shown in *Status Query Showing Reason for Status Change*:

Status Query Search Criteria


NHI

Name

eg Smith, John  
John Smith Smith, John Egbert  
John Egbert Smith van Mill, John

Age From  To   
years

Gender




MINISTRY OF  
HEALTH  
MANATŪ HAUORA

## Status Query Report for: Rudolf Reindeer

Individual status as at 06/05/2008 11:53

Note: Immunisation history may be incomplete due to individual being (a) enrolled on the MeNZB programme but not within the NIR birth cohort, or (b) within the NIR birth cohort but with earlier tasks not recorded on the NIR



NIR: Recording Immunisation History

**Last Name:** Reindeer

**Date of Birth:** 01/05/2003

**Gender:** M

**GP:**

**GP Clinic:**

**First Name:** Rudolf

**Age:** 5 years

**Ethnicity:** European not further defined

**NHI:** ABC1308

**Database:** ACTIVE

**Status:**

**Status Created:** 06/05/2008

**MeNZB**      Programme Status: **ONHOLD - Overseas**      Status Created: 06/05/2008

*Status Query Showing Reason for Status Change*

## d. NIR Reports

The purpose of the NIR Reports is to provide access to the information collected as immunisation tasks are processed. This information can be used to identify areas where further action is required, e.g.

- increasing the level of public information in areas where immunisation rates are low
- locating individuals who need to be re-immunised following a problem with a vaccine
- identifying individuals who have missed one or more of their scheduled vaccinations

A common feature of all reports is that criteria must be specified before generating the report. If this is not done, the report generation process could take a significant period of time and prevent other tasks from being completed. This is especially important for the Vaccination Volumes and Vaccine List reports.

### Overdue Tasks Report

The **Overdue Tasks** report lists the current provider's individuals who have one or more overdue tasks in any NIR programme.

The screenshot shows a 'Report Search Filter' form with the following fields and controls:

- Provider\***: A dropdown menu showing 'Sam Eaves'.
- Provider Clinics\***: A list of 'Browns Bay Medical Centre, Howick Health and Medical Centre' with a 'Clear' button and an 'Add' icon (+) next to a dropdown menu.
- Programme Group (no selection = "all")**: A dropdown menu showing 'Immunisation Group'.
- Programme**: A dropdown menu showing 'Childhood Immunisation'.
- Minimum Days Overdue**: An empty text input field.
- Date of Birth (from):**: An empty date input field.
- Date of Birth (to):**: A date input field containing '10/06/2008'.
- Buttons**: 'Reset' buttons next to the 'Date of Birth (from)' and 'Date of Birth (to)' fields, and a 'Generate' button at the bottom right.


#### Overdue Tasks Report Criteria

The clinics listed in the drop-down list include only the ones with which the current provider is associated. Select a clinic and click the **Add** icon (+) to add the clinic to the list included in the report. This can be repeated for as many clinics as you want included; individuals with overdue tasks are grouped by clinic on separate pages in the final report. Click the **Clear** button to clear the list of clinics.

The report can be further filtered by Programme Group, the minimum number of days the task is overdue and/or a range for the individual's date of birth. Click the **Generate** button to generate the report.


## Viewing the Report






The report is opened in Adobe® Reader® in a new window, from where it may be printed or saved to a specified location.

National Immunisation Register Generated On 10/06/2008 @ 09:56				Bay of Plenty District Health Board Phone: phone 123 Fax: fax 123								
<b>Overdue Report For Browns Bay Medical Centre Fax: 479-5478 Phone: 479-5422</b>												
<p>This report lists by nominated provider, Individuals with overdue tasks. If task is completed: <b>Electronic Providers</b> -- resend event electronically, write "resent" on this form and return. <b>Manual Providers</b> - record event data in fields on form and return. If the task has been missed, complete the comments field below (e.g. declined by parental choice, sick, moved, given elsewhere - include GP and/or vaccinator) and return. Return is by fax to your NIR DHB Administrator on fax 123.</p>												
<p>The information in this Overdue Report contains identifiable personal health information about an individual or individuals. You are reminded of your obligations under the Privacy Act 1993, Health Information Privacy Code 1994, National Immunisation Privacy Policy and the NIR Authorised User Agreement to ensure that this information is treated confidentially.</p>												
Nominated Provider: Sam Eaves 156000 NZMC						Complete these details						
Name	NHI	Gender	DOB	Task	Due	Date Given dd/mm/yyyy	Code	Batch	Expiry /yyymm	Site (Code)	Responsible Provider	Vaccinator
TALYJAH AHHOI-MURRAY	RAW5069	M	01/01/2006	AG-IPV-3m	03/03/2006							
				AG-Hib-HepB-3m	01/04/2006							
				AG-DTaP-IPV-5m	01/06/2006							
				AG-HepB-5m	01/06/2006							
				Hib-15m	01/04/2007							
				MMR-15m ----- Diluent	01/04/2007							
Resent / /		Comments (Reason if not completed):										
LUKE MITCHELL ANGELL-RARANGA	AWE5556	U	01/03/2005	AG-DTaP-IPV-5m	09/12/2005							
Resent / /		Comments (Reason if not completed):										

## Vaccination by Antigen Report

The **Vaccination by Antigen** report lists the antigens given to individuals of a specified age, in a specified clinic and/or by a specified provider. The individual's ages can be specified in two ways:

- **Age range** - select from the drop-down list of options and click the **Add** icon . Repeat to specify multiple age ranges
- **Born After/Before** - specify the two dates between which individuals must be born in order to be included on the report

Report Search Filter			
Antigen (no selection="All")	 Meningococcal B	Age range	0 - 2 Month
			3 - 5 Month
Providers*	Sam Eaves		 3 - 5 Month
Provider Clinics*	Christchurch Family Clinic	Born After	
 		Born Before	06/05/2008
		Report Date	06/05/2008
			

This report may take several minutes to generate. Be sure that the filter criteria are not too wide before clicking the **Generate** button.

## Viewing the Report


The report is opened in Adobe® Reader® in a new window, from where it may be printed or saved to a specified location.

National Immunisation Register		Canterbury District Health Board		National Immunisation Register NIR: Recording Immunisation History											
Generated On 06/05/2008 @ 12:14		<b>Vaccination Report by Antigen, as at 06/05/2008</b>													
Clinic: Christchurch Family Clinic		Fax: 03 377 1943													
Nominated Provider: Sam Eaves															
Age as at 06/05/2008	Individual born	Total on NIR	Antigen	Indication / Dose	No. Eligible	No. Vaccinated	% Vaccinated	Due	OverDue	Not given - permanent contraindication	Not given - proven natural immunity	Declined - parental or individual choice	Re-scheduled	Closed	
0 - 2 Months	07/02/2008 - 06/05/2008	0	Meningococcal B	1:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	
				2:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	
				3:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	0
				4:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	0
3 - 5 Months	07/11/2007 - 06/02/2008	0	Meningococcal B	1:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	
				2:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	
				3:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	0
				4:Primary Course	N/A	0	N/A	0	0	0	0	0	0	0	0

The information contained in this Vaccination by Antigen Report has been derived from the National Immunisation Register database. While the Ministry of Health has taken all reasonable steps to ensure that the information contained within the report is accurate and complete, it accepts no liability or responsibility for the manner in which the information is subsequently used or relied on.

## Vaccination by Vaccine Report

The **Vaccination by Vaccine** report lists all vaccines given to individuals of a specified age, in a specified clinic and/or by a specified provider. The individual's ages can be specified in two ways:

- **Age Range** - select from the drop-down list of options and click the **Add** icon . Repeat to specify multiple age ranges
- **Born After/Before** - specify the two dates between which individuals must have been born in order to be included on the report

**Report Search Filter**

<p>vaccine search</p> <ul style="list-style-type: none"> <li><span style="color: red;">✘</span> dTap</li> <li><span style="color: red;">✘</span> dTap - IPV</li> <li><span style="color: red;">✘</span> DTaP-IPV-HepB/Hib</li> <li><span style="color: blue;">+</span></li> </ul> <p>Providers*  <input type="text" value="Sam Eaves"/></p> <p>Provider Clinics*  <input type="text" value="Otumoetai Doctors Ltd"/></p> <p><input type="button" value="Clear"/> <span style="color: blue;">+</span> <input type="text"/></p>	<p>Age Range</p> <p><span style="color: blue;">+</span> <input type="text" value=""/> <input type="button" value="v"/></p> <p>Born After <input type="text" value="01/01/2001"/> <input type="button" value="calendar"/></p> <p>Born Before <input type="text" value="06/05/2008"/> <input type="button" value="calendar"/></p> <p>Report Date <input type="text" value="06/05/2008"/> <input type="button" value="calendar"/></p>	<p><input type="button" value="Clear"/></p> <p><input type="button" value="Reset"/></p> <p><input type="button" value="Reset"/></p> <p><input type="button" value="Reset"/></p> <p><input type="button" value="Generate"/></p>
---	--	--

This report may take several minutes to generate. Be sure that the filter criteria are not too wide before clicking the **Generate** button.




## Viewing the Report

The report is opened in Adobe® Reader® in a new window, from where it may be printed or saved to a specified location.

**National Immunisation Register**  
Generated On 06/05/2008 @ 12:32

**Bay of Plenty District Health Board**



NIR: Recording Immunisation History

### Vaccination Report by Vaccine as at 06/05/2008

---


Clinic: Otumoetai Doctors Ltd  
Nominated Provider: **Sam Eaves**

Age as at 06/05/2008	Individual born	Total on NIR	Scheduled Vaccine	Dose/ Indicator	No. Eligible	No. Vaccinated	% Vaccinated
Other	01/01/2001 - 06/05/2008	498	dTap	11y	N/A	8	N/A
			dTap - IPV	11y	N/A	7	N/A
			DTaP-IPV-	8w	481	5	1%
				3m	457	9	2%
				5m	402	2	0%

The information contained in this Vaccination by Vaccine Report has been derived from the National Immunisation Register database. While the Ministry of Health has taken all reasonable steps to ensure that the information contained within the report is accurate and complete, it accepts no liability or responsibility for the manner in which the information is subsequently used or relied on.

## Vaccination Coverage Report

The **Vaccination Coverage** report shows the percentage of individuals, by nominated provider, who have received all due vaccinations (by antigen). The age of the individuals to be included in the report can be specified in two ways:

- **Age range** - select from the drop-down list of options and click the **Add** icon . Repeat to specify multiple age ranges
- **Born After/Before** - specify the two dates between which individuals must have been born in order to be included on the report

Report Search Filter


Providers\* Sam Eaves ▼


Provider Clinics\* Otumoetai Doctors Ltd


Clear + ▼

Age range Clear

+ ▼

Born After 01/01/2005 

Born Before 06/05/2008 


Report Date 06/05/2008 

Generate

Click the **Generate** button to create the report using the specified filter conditions.

### Viewing the Report

The report is opened in Adobe® Reader® in a new window, from where it may be printed or saved to a specified location.

National Immunisation Register Generated On 06/05/2008 @ 12:37		Bay of Plenty District Health Board									
<b>Vaccination Coverage Report as at 06/05/2008</b>											
This report shows the percentage of individuals, by nominated provider, who have received all due vaccinations (by antigen) as of 06/05/2008, as specified by the Childhood Immunisation Schedule.											
Clinic: Otumoetai Doctors Ltd											
Nominated Provider: <b>Sam Eaves</b>											
Age as at 06/05/2008	Individual born	Total on	Diphtheria	Tetanus	Pertussis	Polio	Hib	HepB	Measles	Mumps	Rubella
Other	01/01/2005 - 06/05/2008	265	11%	11%	11%	11%	3%	8%	1%	1%	1%

### Vaccination Coverage Report