NORTH CAROLINA COVID-19 VACCINE PROGRAM

How to switch reporting system from CVMS to NCIR in the Provider Enrollment Portal

This guide is intended for users already registered in the Provider Enrollment Portal with an Organization Administrator profile.

If your organization is currently using CVMS to report your COVID-19 vaccinations, and you decide to start using NCIR instead, please follow those steps:

2. Enter your **USERNAME** (the email address you registered with) and **PASSWORD**, then click **LOG IN**.

3. In the Home tab, navigate to the "COVID-19 System Submittal" section. If you read “Your current system selection is NONE”, then you are eligible to switch to NCIR. To proceed, click on the link under the word "here" at the end of the sentence "For more information on choosing a COVID-19 System and to make a selection for your Organization, click here".
4. Read the System Selection information text. When you reach the bottom of the page, make your selection by using the drop-down and select NCIR.
5. Once you select NCIR, an agreement for the North Carolina Immunization Registry (2021 COVID) will appear below the drop-down. Read the agreement, click the **CHECKBOX** next to the agreement attestation, and click **NEXT**.

6. You are then sent back to the homepage. Under “**COVID-19 System Submittal**”, you should now read “**Your Current System Selection is NCIR**”.

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**North Carolina Immunization Registry Agreement (2021 COVID)**

Understand that as part of the COVID-19 Vaccine Agreement, the organization and participating COVID-19 vaccination locations as part of this organization shall comply with the following terms related to use of the North Carolina Immunization Registry (NCIR) COVID-19 vaccine information:

1. Designate a minimum of two NCIR Administrators to be responsible for the maintenance of all organization users. This will ensure that the primary administrator is unavailable, the backup can perform the necessary NCIR functions.
3. Require all new and existing organization users accessing NCIR under your authority to sign a NCIR User Confidentiality Agreement. The signed agreement should be maintained on site and made available to the Immunization Branch upon request.
4. Assume responsibility for all organization users accessing NCIR under your authority. Ensure all current and new organization staff receive NCIR training, agree not to share NCIR user ID and/or passwords or other credentials with any other individual, and protect the confidentiality and integrity of the information contained in NCIR in accordance with this agreement and applicable law.
5. Designate all organization users immediately should they leave your organization or be assigned to different duties within the organization that do not require NCIR access.
6. Provide the North Carolina Immunization Branch with notice of all suspected and confirmed privacy/security incidents or privacy/security breaches involving unauthorized access, use, disclosure, modification, or destruction of the information retained in NCIR, including breach of account credentials or user permissions. Notice shall be provided within twenty-four (24) hours after the incident is first discovered by submitting a report at: https://secure.ncdphgo.gov.
7. Provide an immunization report, at no charge, to the patient each time an immunization is given.
9. Report all adverse events as they occur through the Vaccine Adverse Events Reporting System (VAERS) electronically. For a complete list of required reportable events go to: http://www.vaers.hhs.gov/reportable.htm. Add an appropriate diagnosis code in NCIR.
10. Acknowledge and agree that all medical treatment and diagnostic decisions are the sole responsibility of the COVID-19 vaccine providers and Supervising Physician.

The Immunization Branch or the Provider may terminate this agreement at any time for personal reasons or failure to comply with all conditions of this agreement. The conditions of this agreement are subject to change.
7. In the following hours upon submitting system selection as NCIR, all users associated with your organization receive an automated confirmation email with the next steps.

8. Your organization still needs to use CVMS to log inventories and vaccinations until onboarding to NCIR is completed (around 10 days). You should not attempt to report COVID-19 Vaccine administrations in NCIR until you have received a final email communication stating that your organization is ready to begin using it next morning. This final email will be sent to all users associated with your organization.

If you have any questions, issues or requests, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine

You can also call the NC Vaccines Help Desk at (877) 873-6247 and select option 1. The Help Desk is available during the following hours:

- Monday to Friday, from 7 am to 7 pm ET
- Saturday, from 8 am to 4 pm ET

For more information about NCIR, please go to the NCIR Learning Site at https://covid19.ncdhhs.gov/vaccines/info-health-care-providers/ncir-user-guides-and-recorded-trainings

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