

# National Immunization Registry Program – Training Documentation



The immunization registry interface with FLSHOTS has been successfully piloted and is ready for general client availability for all Florida providers. The following represents the on-boarding process steps, and client training documentation necessary to activate the interface and to enter immunization data into the Care360 application:

## **Quest Implementation/On-boarding**

1. The provider will contact support and request interface activation
2. Support will direct client to download the IR Connectivity Application
3. The provider will complete and fax the application back to Quest Enrollment
4. The Quest Enrollment team will review/approve application
5. If approved, the Quest Enrollment team will connect the client org to the selected registry in the Care360 application
6. The provider delegated admin will receive an email confirmation that application has been approved (sent to delegated admin)
7. Provider will be directed to proceed to step 8 (see below)

## **FLSHOTS Implementation/On-boarding**

8. Client will be supplied with instructions to contact the FLSHOTS Immunization Registry to register with the registry (if step not already completed)  
FLSHOT Website: [www.flshots.com](http://www.flshots.com)  
Contact Person Name: Jenna McGuire  
Contact eMail: [jenna.mcguire@flhealth.gov](mailto:jenna.mcguire@flhealth.gov)  
Contact Phone: 813-351-0213
9. FLSHOTS will direct client on next steps regarding message validation

## **Support**

- For Care360 related technical support, clients will be directed to contact:
  - Quest Diagnostics Support
  - 1-800-697-9302
  - [Care360support@medplus.com](mailto:Care360support@medplus.com)
- For FLSHOTS related technical support, clients will be directed to contact:
  - FLSHOTS Post Implementation Support
  - Contact eMail: [jenna.mcguire@flhealth.gov](mailto:jenna.mcguire@flhealth.gov)
  - Contact Phone: 813-351-0213

## **I. Immunization Registry Delegated Admin Process**

The following represents the steps required by a Care360 Delegated Admin to associate a Care360 practice to a targeted Immunization Registry and to enter vaccine data into the Care360 EHR application.

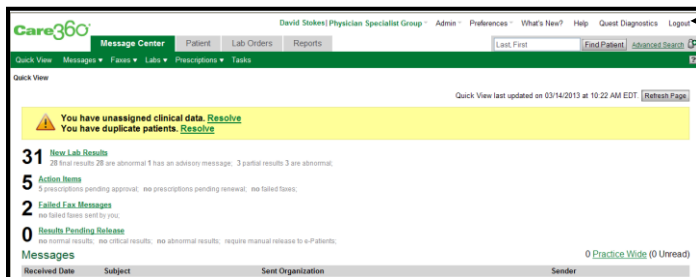
In order for a practice to connect to a targeted Immunization Registry, the practice must:

1. Have a Care360 Delegated Admin (agreement on file).
  - a. Delegated Admin access may be requested via the Care360 Help menu (Help > Additional Resources > Administrative Access > Download Administrator Contract).
2. Submit Immunization Registry Connect application to Quest Diagnostics.
  - a. Once application received and approved, Quest Diagnostics will advise the identified Delegated Admin of when the targeted Immunization Registry is available for activation.
3. Register with the designated Immunization Registry.

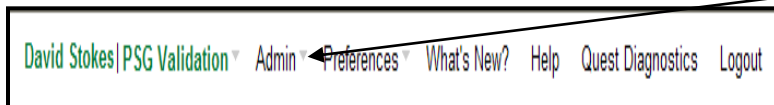


Proceed to Care360 Login Page:  
<https://portal.care360.com/care360/care360.login>

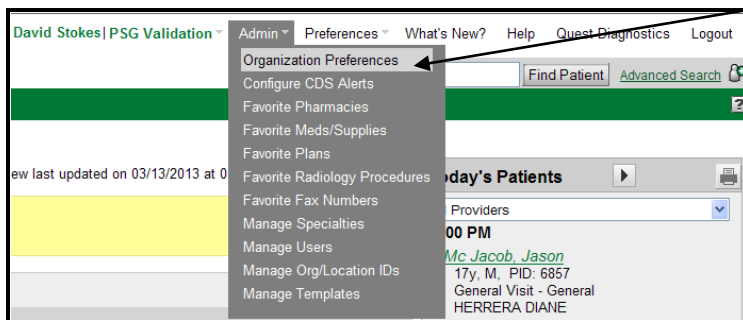
Enter assigned ID and Password



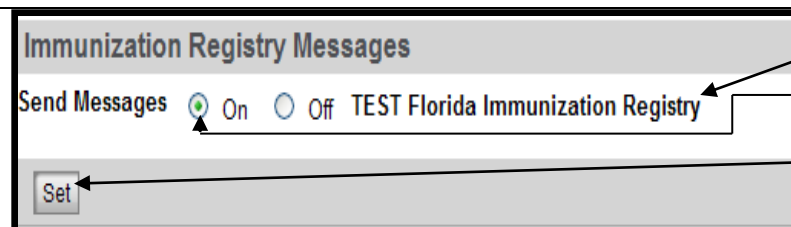
From landing page (Message Center), go to Menu Bar



Click on down arrow to the right of Admin from Menu Bar

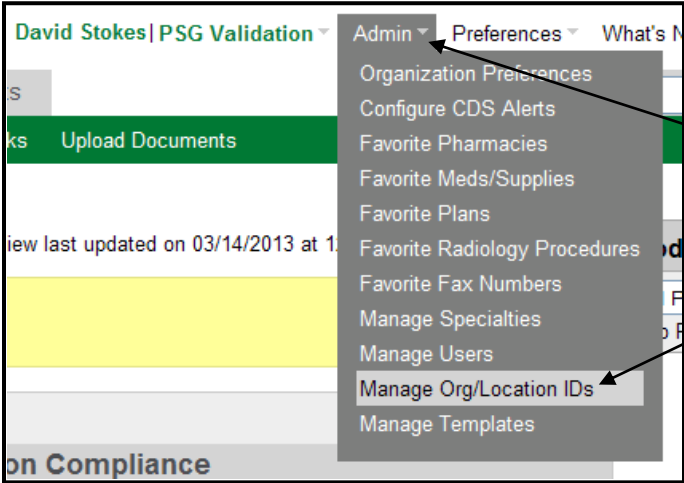
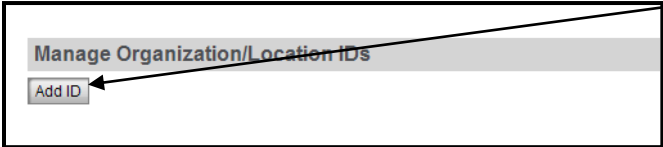
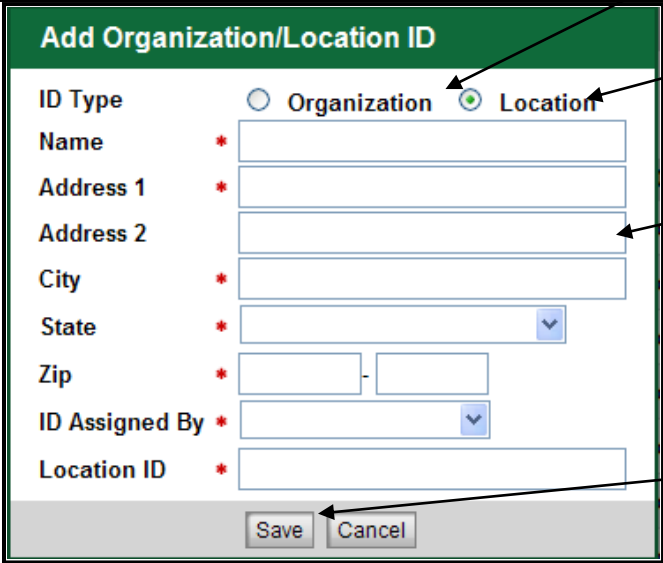


From drop down menu, select "Organizational Preferences"



1. From drop down menu, highlight target Immunization Registry
2. Select "On" radio button (Care360 defaults to off)
3. Click "set" button

**Note:** There is a 1-hour delay in message submission to the selected registry, once the HL7 message is

	<p>created. Send messages may be turned off after 1-hour.</p> <p><b>Note:</b> For <b>FLSHOTS</b> clients this is especially important as only 10 immunization messages are required for the initial validation process.</p>
	<p>Organization and individual location IDs must all be added to Care360 in order to accurately submit immunization data.</p> <p>In order to add both Org and Locations IDs:</p> <ol style="list-style-type: none"> <li>1. Click on down arrow to the right of Admin from Menu Bar, again</li> <li>2. Select Manage Org/Location IDs</li> </ol>
	<p>From the Manage Organization/Location IDs page, select the “Add ID” button</p> <p><b>Note:</b> Organization ID’s and Location ID’s must be entered and saved separately</p>
	<ol style="list-style-type: none"> <li>1. If adding a <b>Location</b>: <ol style="list-style-type: none"> <li>a. Select the Location radio button</li> <li>b. Location Name</li> <li>c. Location Address</li> <li>d. Location City</li> <li>e. Location State</li> <li>f. Location Zip</li> <li>g. ID Assigned By: Registry State</li> <li>h. Location ID: ID specific to location, assigned by Registry</li> </ol> </li> <li>2. Click the Save button</li> </ol> <p><b>Note:</b> FLSHOTS users must create <b><u>both</u></b> an Organization and Location ID</p>

# Entering Immunization Data into Care360

## II. Entering Immunization Data

**Caution:** NEW FLSHOTS users should not enter vaccines until approved by FLSHOTS

The screenshot shows the Care360 interface with the 'Patient' tab selected. A dropdown menu is open, showing options: 'Write a Prescription', 'Administer Medications' (highlighted), 'Reconcile Medications', 'Report a Medication', 'Medication History & Supplies', 'Allergies/Adverse Reactions', 'Action Items', and 'Drug Lookup'. The patient's name 'Waters, Andi' and other details are visible in the background.

To enter immunization data, users must enter as an "Administered Med" from within the Care360 application:

1. After logging into Care360, Patient Tab
2. Go to Prescription drop down
3. Select Administered Medications

The screenshot shows the 'Add Administered Medication' dialog box. It has tabs for 'Administration Details', 'Read Result', 'Allergy/Adverse Reaction', and 'Refusal'. The 'Administration Details' tab is active. Fields include: Medication (with a red asterisk), Vaccine (checked), Dose Form, Manufacturer, Lot Number, Expiration Date, Dosage Amount, Route, Site, Ordering Provider, Administered By, Location, Date and Time (with a red asterisk), Notes, VIS Publication Provided, Funding Program Eligibility (with a red asterisk), and a 'Not VFC eligible' dropdown. 'Save' and 'Cancel' buttons are at the bottom.

1. The "Add Administered Medication" dialog box will appear
2. The Vaccine check box is automatically checked when a vaccine is selected
3. User must enter all required data (see red asterisk)
4. The location filed **must** also be completed. For single location practices, this field will default to the last entered location unless manually updated

**Note:** In order for data to be transmitted through the immunization registry interface, the "Date and Time" field must have a today's date entered. Historical dates can be entered, but they will cause the HL7 messages to be discarded.

**Caution:** NEW FLSHOTS users should not enter vaccines until approved by FLSHOTS