

Hawaii Immunization Registry (HIR) Annual Enrollment Process

Per HIR policy, all providers and users ((EMR/EHR Organizations, Physicians, Pharmacies, Insurers etc.) must renew their enrollment forms annually. The annual enrollment process is between November 15 to January 31. Providers and users must complete the enrollment process by January 31st of each year to avoid suspension of their HIR accounts.

To complete the annual enrollment process:

Step 1: Read the Policy Statements

- a. Security Policy: <https://hir.doh.hawaii.gov/docs/SecurityPolicy.pdf>
- b. Confidentiality and Privacy Policy: <https://hir.doh.hawaii.gov/docs/confAndPrivPolicy.pdf>

Step 2: Watch the HIR Training videos

- a. Security Training video: <https://youtu.be/ck2FQP9fsdU> (required annually for all users).
- b. HIR User Training Video: <https://www.youtube.com/watch?v=Xc2l4fu2Z-w> (**for new users requiring HIR User Interface (UI) account.**)

Step 3: Complete the following two forms

- a. [Annual Facility Enrollment Application](#).
This form must be reviewed and completed by the Physician or the Organization/Site Administrator. EMR/EHR vendors will also need to complete this form. **One form per facility location is required**
- b. [Confidentiality and Security Statement](#)
This form must be reviewed and completed by **each user** who has a HIR account to continue accessing HIR. Each user must also **initial** the top right section of the page after viewing the training video(s).

Additionally, all HIR providers who participate in Promoting Interoperability Program (formerly Meaningful Use) must also complete the Meaningful Use Registration form annually.

[HIR Meaningful Use Registration of Intent Form](#)

This link will open a form to register intent to participate in the Medicare and Medicaid Electronic Health Record (EHR) Incentive Program.

Submit all completed forms via email to registryhelp@doh.hawaii.gov , or fax to 808-586-8312.

HIR Data

Please be aware that HIR may not have complete records of all immunizations administered by healthcare providers in the state. Circumstances under which records may be missing or not current:

- HIR began experiencing system problems as early as June 1, 2017. Providers may not have submitted vaccination data since that time.

We ask that once your enrollment is current, please begin submitting your patient vaccination records, including historical data from when you last successfully submitted.

If you have any questions, please contact the Immunization Registry at (808) 586-4665 or email registryhelp@doh.hawaii.gov

Mahalo,
Immunization Registry