

## Q&A – HIR Data Entry Webinar As of 5/9/2022

### Is the LOT# required for historical vaccine?

- The LOT # is not a required field. However, we encourage all vaccination information including lot number to be entered in the patient's record. This information will be helpful in improving the ability to monitor product safety; identify issues with lots; trace or decrement inventory; and identify expired product that may not have been administered.

### How do I record extra doses extracted from a COVID vaccine vial into my inventory, so the number of doses given matches my inventory count?

- In HIR, providers can add doses via HIR "Manage Inventory" functionality. They'd just need to select the vaccine/lot, then in the "Modify Quantity on Hand" option at the bottom of the screen, add the dose to their inventory:

The screenshot displays the HIR Hawaii Immunization Registry interface. The top navigation bar includes links for home, manage access/account, forms, related links, logout, help desk, and training. The user is identified as Heather Winfield-Smith, a Help Desk Trainer. The main content area is titled 'Edit Vaccine Inventory Information' and contains the following fields:

- Site: Hawaii Department of Health
- Trade Name: Pfizer Tris - Adult/Adolescent
- Manufacturer: Pfizer
- NDC: 59267-1025-04
- Lot Number: 123456
- Dose: .3
- Expiration Date: 06/30/2022
- Funding Program: Public
- Lot Active: Yes
- Quantity on Hand: 3
- Cost Per Dose (\$):

Below the form is a 'Modify Quantity On Hand' section with the following settings:

- Action: Add
- Amount: 1
- Reason: Error Correction

A red message at the bottom of the form indicates: 'inventory was updated successfully.'

### Will we be able to document the booster if dose one and two are not documented?

- Yes, the provider can administer and enter the booster in HIR even if the dose 1 and 2 are not yet recorded. HIR will auto correct when the other doses are eventually entered in the system. For example: IF a patient has no doses on record and the booster is added, the patient's record will show as dose 1. When the previous doses (1 and 2) get added then the 3<sup>rd</sup> dose (which is the dose originally added) will display as 'booster'.

### If a Booster vaccine is added, would there be an indicator in the History labeling it "Booster"? Or, does that indicator need to be manually added?

- Yes. The HIR will automatically label the booster shot as a "Booster" depending on the vaccine type and rules. You will not be able to enter it manually.  
Example:

Date Administered	Series	Trade Name
<a href="#">12/17/2020</a>	1 of 2	Pfizer COVID-19 Vaccine ®
<a href="#">01/07/2021</a>	2 of 2	Pfizer COVID-19 Vaccine ®
<a href="#">10/01/2021</a>	Booster	Pfizer COVID-19 Vaccine ®

**If I find a duplicate entry for a patient, should I report it to you?**

- Yes. Please report it to [resgistryhelp@doh.hawaii.gov](mailto:resgistryhelp@doh.hawaii.gov)
- Please attach a screenshot of the case, this will help DOH Registry to investigate the case further to ensure it is a duplicate.

**Can more than one user have access to our account?**

- No, you should only use your own account and any others who need an account, should request for one.
- If you require more users to access your Organization to perform the data entry, then please email [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov) and DOH will create an account for each one. You will be sent the Confidentiality and Security Statement agreement (CSS) that will need to be completed by each user and submitted to DOH Registry for account set up.

**Will the "administered by" allow us to type the name of the individual who gave the vaccine?**

- No, you cannot type it in. It is a drop-down list of individuals in your Organization that perform this function. If you need to add clinicians from your Organization then you will need to contact [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov).
- **Note:** If someone is added to the list and they leave your clinic, they will continue to be on the list unless you notify DOH to remove them from the drop-down list. Most providers have not requested to add clinicians because of the maintenance.

**Will the HIR allow us to download reports of all the vaccinations we have given within a period?**

- Yes, depending on the role/access assigned to you in HIR you will be able to generate a report.
  - Left side of the screen, under **Reports**, click on **"ad hoc list report"**. This is where you will be able to generate a report.

**If a patient does not want to share their vaccination record in HIR, can they opt-out?**

- Yes, a patient can opt-out from the HIR. The provider will need to have the patient fill out the Opt-Out Form:
  - Click on **Home** at the top of the screen to go back to main page.
  - Click on **Forms**
  - Scroll down to **HIR Patient Forms** and click on **Opt-Out Form**
  - Provider can download for the patient to complete the form and email it to [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov)

**Note:** For COVID-19 vaccinations, the information will be shared and uploaded to CDC as part of the COVID-19 requirements. See CDC 's Reporting Requirements [COVID-19 Vaccination Provider Requirements and Support | CDC](#).

**Are we able to bulk upload in HIR?**

- Yes, there is a way to bulk upload in HIR, however the file needs to be in HL7 format and there is a function in HIR to do upload the file via data exchange.

**If we are already using HIR, when should we stop using VAMS?**

- You will need to contact [Registryhelp@doh.hawaii.gov](mailto:Registryhelp@doh.hawaii.gov) with the following information:
  - Provider name, Org ID
  - Do you have staff with User logins to HIR? Provide usernames if available
- Registry will check HIR for the status of your Organization and data submission and will notify the DOH Data Team for them to schedule a “VAMS Stop Date”

**When is the end date for VAMS?**

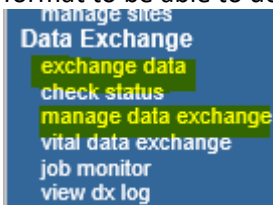
- This has not yet been determined. DOH leadership is giving the “VAMS to HIR” team time(?) to contact all providers to submit enrollments forms, and process forms so providers have access to HIR.
- DOH staff need to
  - a. Check that Provider Orgs doing manual data entry have User logins in HIR
  - b. Validate that Provider Orgs with EHR vendor are submitting data to HIR

**How do I get into HIR? What is my username and ID? How do I make an account? Where do I find the log in information?**

- Contact the Registry Helpdesk at [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov) (or call (808) 586-4665) if you have forgotten your HIR username and password.
- If you don’t have one, you will need to complete and submit a Confidentiality and Security Statement (CSS) form. Your Organization will also need to be current with the Facility Agreement form.
- A registry staff will email you the link to the HIR Portal, the Org Code, Username and Password

**How do I know if I’m using HIR data exchange?**

- Your Organization’s Primary Point of Contact should know if your Organization is submitting data via Webservices (i.e. utilizing an EMR/EHR vendor) to submit data electronically to HIR.
  - Registry can also check this information for you.
- There is also Data Exchange function in HIR that allows a user to upload an HL7 formatted file to HIR. Someone from your Organization who has a User login must be knowledgeable in HL7 format to be able to do data exchange.



**Can you add multiple people under responsible persons?**

- Yes, you can add parent, child, grandparent, spouse, etc.

**If they are an adult, do we necessarily need to put a responsible person?**

- No, not a required field. However additional information will assist in determining duplicate records.

For pediatrics, since we do not get COVID vaccines from VFC then do we just select uninsured or insured for kids?

- In the drop-down menu, pediatric providers should select “Not VFC eligible” or “DOH use only”:

The screenshot shows the 'New Immunizations (1)' form. The 'Date Provided' is 05/05/2022. The 'Eligibility' dropdown menu is open, showing the following options: VFC Medicaid/Quest, VFC Uninsured, VFC American Indian/Alaskan Native, VFC Underinsured (FQHC/RHC only), Birthing Hospital Hepatitis B, Not VFC Eligible, and DOH Use Only. The 'Not VFC Eligible' and 'DOH Use Only' options are highlighted in yellow.

- Important note: Please check to make sure the vaccine type is set to “public”.

If we give a COVID vaccine in our office, are we using Other inventory or HIR inventory?

- It is entirely up to the provider and it is not mandatory to input your inventory into HIR.
- The only difference is that the “Other Inv” column would require providers to fill in the all the information themselves.

For example, providers would have to fill in the vaccine, lot number, and vaccine type.

The screenshot shows the 'New Immunizations (1)' form. The 'Date Provided' is 08/08/2021 and 'Eligibility' is set to 'Not VFC Eligible'. Below this is the 'New Immunizations from Other Inventory (1)' section, which contains a table with the following columns: Remove, Immunization, Trade Name, Dose, Manufacturer, Lot Number, Administered By, Vaccine Type, and VIS Date. The 'Vaccine Type' dropdown is set to 'Public'.

- If providers use the “HIR Inv” column, then you’ll be using the inventory you entered. All the provider must do is select the correct vaccine in the drop-down menu.

The screenshot shows the 'New Immunizations (1)' form. The 'Date Provided' is 09/27/2021. Below this is the 'New Immunizations from HIR Inventory (1)' section, which contains a table with the following columns: Remove, Immunization, Trade Name, Lot, Dose, Administered By, Body Site, and Route. The 'Trade Name' dropdown is set to 'Pfizer COVID-19 Vaccine\AA12345\public'.

Are we able to update/edit the inventory for COVID vaccines that was wasted?

- Yes, you may update and edit inventory by clicking on **Manage Inventory** on your left-hand side.
  - Click on Show Inventory
  - Select the vaccine, then click on **Modify Quantity**
  - Under action, select subtract
  - Select the option in the drop-down menu for your reason
  - Press save and it should reflect in your inventory

**Are you still accepting HIR forms and assigning new users/passwords?**

- Yes, you can email [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov) with your completed forms. Registry will process and create new users or make any changes to your account.

**If HIR will replace VAMS, then will we still need to report inventory to VaccineFinder daily?**

- Yes, inventory reporting to Vaccine Finder is a CDC requirement. Note, as of May 1, 2022, providers must report COVID-19 vaccine supply levels to VaccineFinder as least weekly by close of business on Fridays. All other provisions regarding data remain unchanged. Daily inventory reports to VaccineFinder are no longer required.

**Who do we work with to set up an integration with our EHR?**

- Please email [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov) with initial information such as the EHR vendor's organization name, and contact details. Registry will send the enrollment information and forms to both the healthcare provider and the EHR vendor. An onboarding meeting may be scheduled to answer all questions. Once all forms are received and processed, the EHR vendor will be given Webservices credentials.

**With the FEMA grant ended in March 2022, do we need to backlog our April patients' covid vaccination records from VAMS over to HIR?**

- No, there is no need to backlog records. VAMS data gets uploaded to HIR daily. When all VAMS providers have been transitioned to HIR, the VAMS daily batch upload to HIR will cease.

**Do we need a different type of "role" in order to pull reports?**

- All users are given the same access/role when their accounts are created. They will have access to some report functions