

CIR - How to Manage Prescriptions in CIR

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Introduction

Some COVID vaccinations will require that a prescription is sighted, and an electronic copy kept in CIR, the COVID Immunisation Register. This guide will help vaccinators and administrators manage prescriptions in the Covid immunisation register.

Please note this guide does not contain any clinical guidelines. Please refer to your clinical lead to discuss what scenarios require a prescription to be sought and loaded in CIR and watch for communications updating you on the clinical requirements of each vaccine. If no clinical lead is available refer to the immunisation handbook for the latest information on vaccinations.

Immunisation Handbook 2020: <https://www.health.govt.nz/our-work/immunisation-handbook-2020>

For help and support on using CIR there are the following support options:

- Your superuser. Each site has the option of a nominated superuser. The superuser is available for coaching and advice. Talk to the lead on your site to find out who your superuser is or to encourage them to nominate a superuser.
- Weekday drop-in sessions. Every weekday at 1pm a senior support analyst is available for a face to face coaching session. Using MS Teams or your Google Chrome Browser you can attend that session here: [Click here to join the meeting](#)
- Contact the helpdesk for any errors or issues at: 0800 223 987 or help@imms.min.health.nz

Process Overview

This guide will cover three processes; how to load a prescription in the vaccination process, how to load a prescription outside of the vaccination process and how to review your sites prescriptions to troubleshoot any missing records.

Before you get started:

Please take note of the following before you get started.

Privacy

To ensure consumer privacy we must not keep electronic copies of documents. When taking photos of scripts or downloading e-prescriptions ensure that the image is deleted from your drive once you have successfully uploaded to CIR.

Make sure that the image is clearly shows which consumer it refers to and ensure it is loaded against the correct record.

Workflow

The image of the prescription can be taken and uploaded after the vaccination record is completed so you have the flexibility to upload the record when the consumer is in observation rather than by a vaccinator. Please ensure you are following all clinical guidelines on sighting the prescription prior to vaccination if you choose to do this.

Nonstandard scenarios

Not every possible prescription scenario has been mapped out in CIR. If you and your clinical lead agree that a prescription is required, one is presented, and the CIR has not prompted you to complete the vaccination record, complete the process by manually uploading the prescription after the vaccination record is completed and loading a note specifying the reasons for the upload. If you have any quireies about what the documentation requirements of a vaccine are consult with a clinical lead, the immunisation handbook or IMAC.

Managing a prescription as part of the vaccination record process

If the vaccine has been identified in CIR as needing a prescription you will automatically be prompted to complete the prescription details as part of the Complete Vaccination process. To do so complete the following:

1. Capture a copy of the prescription on your drive (ePrescription, photo, scanner)
2. Complete the vaccination record as normal until you are presented with the prescription screen
3. Record the details of the prescription and load the captured image from your drive
4. Complete the rest of the vaccination process

See the step guide below for more detail

Managing a prescription after a vaccination record is completed

If your site has agreed that the prescriptions are to be loaded after vaccination or if there is another reason the prescription is loaded post vaccination completed the following:

1. Capture a copy of the prescription on your drive (ePrescription, photo, scanner)
2. Search for the consumer's case
3. Open the event the prescription is for
4. Select Update Prescription
5. Complete any missing prescription details
6. Upload the prescription image

See the step guide below for more detail

Note: Events can also be accessed from the observation area view or from the site summary reports

Review prescriptions completed on a site

A superuser, clinical lead or site lead may need to be able to review the status of vaccinations completed on a site. To be able to do so:

1. Open the site summary
2. Open and refresh the Site Prescriptions dashboard component
3. Open the report
4. Adjust the filters for the period you wish to review

See the step guide below for more detail

Step guide:

How to Load a Prescription in the Vaccination Process

Step Action

Step Detail

Screenshot

Complete Vaccination as normal

The prescription process will happen automatically when the CIR picks up that the vaccination you have started requires a prescription. You will complete the initial stages to complete the vaccination record as normal.

For more details of the overall vaccination process refer to the [CIR Vaccination Quick Step Guide here](#)

The screenshot shows a web form titled "Complete Covid Vaccination". At the top, it displays "Pfizer BioNTech COVID-19(1) Vaccination - Primary Course" with a progress indicator showing the first of three steps is active. Below this is a toggle for "Administered Location" set to "New Zealand". The "Medical Screening" section includes a question: "Is this person medically fit to be administered this vaccine?" with radio buttons for "Yes" and "No". The "Consent Details" section contains four fields: "Consent Date" (14/06/2022), "Vaccination Consent" (Select an Option), "Vaccination Consent Type" (Verbal), and "Consent Provider Type" (Patient). A "Save and Next" button is located at the bottom right.

Complete the vaccination - Additional screen

The prescription screen will automatically appear in the Complete Vaccination process.

Complete this page with the following details:

Prescription sighted. Select the radio button to reflect what you have seen.

- Written for a physical document
- ePrescription for an electronic script
- No Prescription if you have not sighted a prescription

Complete the **prescriber details** including their first and last names and their APC number if known.

If there is a file to upload at this time follow the instructions on the next step.

Note: Please refer to your clinical lead for questions about the documentation requirements for each vaccine

Click on [Next](#) to complete the upload and continue with the vaccination record

Add Vaccination

Vaccination Type Additional Pfizer BioNTech COVID-19 Vaccination - Additional

* Prescription Sighted

Written

ePrescription

No Prescription

* Prescribers First and Last Name

* Prescribers APC Number

Upload Prescription

Upload Files Or drop files

Back Next

Step Action

Step Detail

Screenshot

Upload a copy of the prescription

To upload the file select **Upload Files** and then select the file from the location on your drive. This location will vary depending on where the file was sourced. If you took a photo it will likely be in the camera roll folder or DCIM folder in pictures. If you have exported from email or a patient management system it will be in your documents or downloads folders.

In the Open dialog box **Select the file** and select **Open**

Note: Care must be taken to ensure the correct file is uploaded. File names will differ from that in the screenshots

The CIR will process the file and a green tick will appear when it is ready. Select **Done** to complete the upload

As in the previous step, Click on **Next** to complete the upload and continue with the vaccination record.

The screenshot area contains three sequential images illustrating the upload process. The first image shows the 'Upload Prescription' interface with a red box around the 'Upload Files' button. The second image shows a Windows 'Open' dialog box with the 'Camera Roll' folder selected, the file 'WIN_20201209_15_09_04_Pro' highlighted, and the 'Open' button highlighted. The third image shows the 'Upload Files' progress screen with a blue progress bar, a green checkmark, and the 'Done' button highlighted.

Step guide:

How to Manage Prescriptions outside the Vaccination Process

Step Action

Step Detail

Screenshot

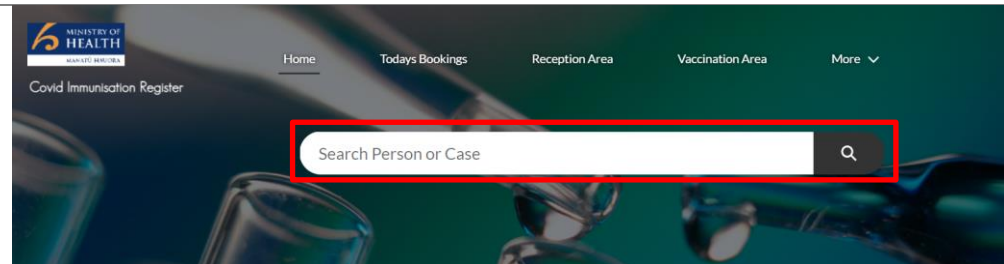
Search for the Patient's case

Use the **search bar** to find the consumers vaccination case.

Type the NHI or full name and press enter. If the person has a common name typing their year of birth after the full name can help narrow down your search.

Notes:

- **You can also find the consumers event in the observation area if they are still present or using the Prescriptions site summary report.**
- **Ensure you have selected the right record by checking full name, date of birth, and one other contact detail.**



Step Action

Step Detail

Screenshot

Select the Case

Click on the consumer's case from the search result

Search Results

Cases
2 Results • Sorted by Relevance ▼

CASE NUMBER	CASE TYPE	CLASSIFICATION STATUS	FULL NAME	NHI NUMBER	DATE OF BIRTH	SCHEDULE NAME	PLAN NAME
00219333	Immunisation	In Progress	Fred Stein	FRD5437	1/05/1975	COVID Schedule 2021	Pfizer Booster Plan
00219276	Immunisation	Completed	Fred Stein	FRD5437	1/05/1975	COVID Schedule 2021	Pfizer Standard Plan

Profiles
5+ Results • Sorted by Relevance ▼ [View More](#)

PROFILE NAME	PROFILE RECORD TYPE	TYPE ↑	NHI NUMBER	DATE OF BIRTH	AGE
Fred Freddy	Person	Type897	27/06/1980	41
Fred Flintstone	Person		FF555-666	15/05/1955	67

Step Action

Step Detail

Screenshot

Select the event

Select the immunisation event that corresponds to the consumers prescription.

In this screenshot the most recent visit is selected. Your selection will differ depending on the consumer, vaccine eligibility and scenario. Consult with your clinical lead if you have any questions about which event to select.

The screenshot displays a patient case page for Case 03906407. At the top, there is a header with the case ID and a list of fields: Profile Name (Alexa Hunter), NHI Number (ALX2846), Date of Birth (29/04/1991), Address, and Adverse Event. Below this is a 'Detail' section with two columns of fields, each with a pencil icon for editing. The 'Detail' section is expanded to show 'Detail' and 'Schedule and Plan'. The 'Detail' section includes fields for Subject (Alexa Hunter Immunisation), Case Origin (Manual Entry), Case Type (Immunisation), Profile Name (Alexa Hunter), Case Reason (General Population), DHB (DHB), and Capital and Coast. The 'Schedule and Plan' section is partially visible. To the right, there is a 'Plan' section titled 'Immunisation Events (3)'. It lists three events: 'Pfizer BioNTech COVID-19(1)' (Status: Closed, Date: 26/05/2022, Facility: Davanti Facility), 'AstraZeneca(2)' (Status: Closed, Date: 26/05/2022, Facility: Davanti Facility), and 'Additional Pfizer BioNTech COVID-19 (3)' (Status: Closed, Date: 14/06/2022, Facility: Debs Imms Facility). The third event is highlighted with a red box. A 'View All' link is located at the bottom right of the 'Plan' section.

Profile Name	NHI Number	Date of Birth	Address	Adverse Event
Alexa Hunter	ALX2846	29/04/1991		

Detail

Detail

Subject: Alexa Hunter Immunisation

Case Origin: Manual Entry

Case Type: Immunisation

Profile Name: Alexa Hunter

Case Reason: General Population

DHB: DHB

Capital and Coast: Capital and Coast

Classification Status: Completed

Sub Status: Sub Status

Adverse Event: Adverse Event

Participant Name: Alexa Hunter

Priority: Medium

Digital Access Code: Digital Access Code

Plan

Immunisation Events (3)

Pfizer BioNTech COVID-19(1)
Status: Closed
Date: 26/05/2022
Facility Name: Davanti Facility

AstraZeneca(2)
Status: Closed
Date: 26/05/2022
Facility Name: Davanti Facility

Additional Pfizer BioNTech COVID-19 (3)
Status: Closed
Date: 14/06/2022
Facility Name: Debs Imms Facility

View All

Step Action

Step Detail

Screenshot

Select Update Prescription and complete the prescription details

In the event select **Update Prescription** from the top right-hand menu (Click on the down arrow if it is not initially visible)

This will present the Update Prescription page. The previous recorded details will be presented. Update the fields if needed and upload the prescription image.

Refer to the step guide above on these fields and how to upload a file.

Select **Save** once completed

Note: Care must be taken to ensure the correct file is uploaded.

Immunisation Event
Additional Pfizer BioNTech COVID-19 (3)

Complete Other Vaccination Adverse Event New Note

Update Prescription
Change Status

Immunisation Case	Full Name	NHI Number	Date of Birth	Address	Adverse Event
03906407	Alexa Hunter	ALX2846	29/04/1991		

Update Prescription

* Prescription Sighted

Written
 ePrescription
 No Prescription

Prescribers First and Last Name
Sam Scripsalot

Prescribers APC Number
APC - 2022

Upload Prescription

Or drop files

Step guide:

How to Review Prescriptions Completed on Your Site

Step Action

Step Detail

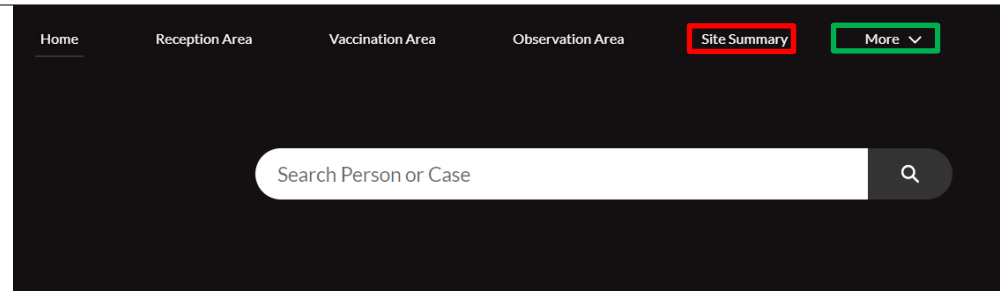
Screenshot

Log in to CIR

The Site Summary contains dashboards and reports for your site and include the Prescriptions Uploaded report used to check the status of prescriptions for your site.

Select **Site Summary** from the menu bar to open

Note if Site Summary is not visible click on **More to reveal more menu options**



Step Action

Step Detail

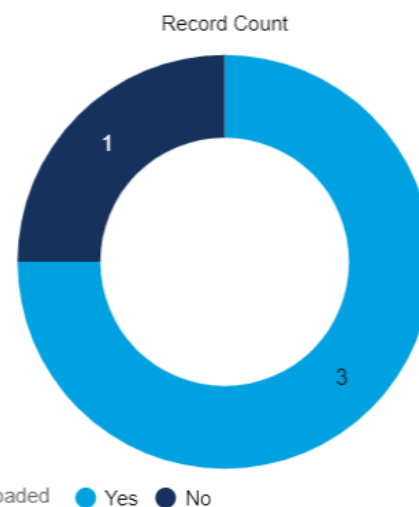
Screenshot

Open the Prescriptions Uploaded dashboard component

The Prescriptions Uploaded component will be on the page but may need to be updated. Review the **date and time last refreshed** and if you need to update the component or view a more detailed report click on the dashboard component.

The dashboard component will show you the prescriptions needed with the number of records with prescriptions loaded and not loaded.

PRESCRIPTIONS UPLOADED



As of Today at 10:14 am

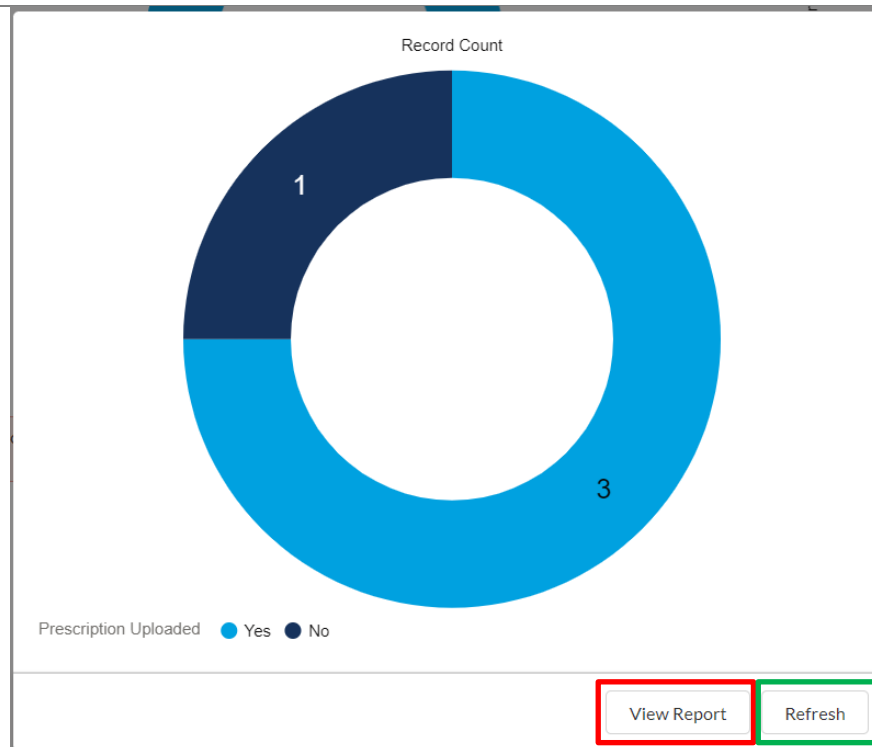
Step Action

Step Detail

Screenshot

Refresh the dashboard and/or open the report

Once open you can **refresh the latest data** or **view the detailed report**



Step Action

Step Detail

Screenshot

Review the report

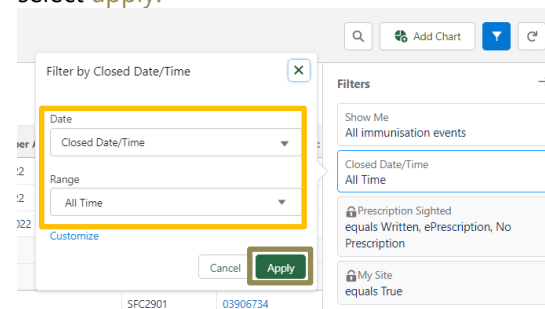
The report will display all prescriptions needed on your site and grouped by those where the file has been uploaded and those that do not have a file loaded.

To open an event to review and/or upload a prescription click on the **event name**

To hide the data to just see the number of records select the **detail rows switch**.

To filter the data by a date range select the **filter icon** and, select the **date range** and then select **apply**.

Prescription Uploaded	Prescription Sighted	Event Name	Prescriber Name	Prescriber APC Number	NHI Number	Immunisation Case: Case Number	Type
<input type="checkbox"/> Yes (3)	Written (3)	Additional Pfizer BioNTech COVID-19(3)	Sam Scripsalot	APC 2022	ZB4199	03906718	Vaccination - Additional
		Additional Pfizer BioNTech COVID-19 (4)	Sam Scribealot	APC 2022	ZZM9112	03891596	Vaccination - Additional
		Additional Pfizer BioNTech COVID-19 (3)	Sam Scripsalot	APC - 2022	ALX2846	03906407	Vaccination - Additional
Subtotal							
Subtotal							
<input type="checkbox"/> No (1)	Written (1)	Additional Pfizer BioNTech COVID-19(3)	bfgbfrst	hnbyhjs	SFC2901	03906734	Vaccination - Additional
		Subtotal					
Subtotal							
Total (4)							



Appendix: How to Log in to CIR

Step Action

Step Detail

Screenshot

Log in to CIR

Log into CIR using your usual method. This can be using the web page or using Single Sign on.

To log in via the web navigate to ncts.force.com/cir and enter you username and password.

For more details on logging in via the web or setting up your CIR account refer to the guide [here](#)

For more details on how to log in using SSO refer to the guide [here](#).



To access this page, you have to log in to Covid Immunisation Register.

Username

Password

Log In

[Forgot Your Password?](#)

Or log in using:

[Login with your organisation's single sign on credentials](#)

References

Ministry of Health website: <https://www.health.govt.nz/>

Ministry of Health contacts: <https://www.health.govt.nz/about-ministry/contact-us>

Immunisation Handbook 2020: <https://www.health.govt.nz/our-work/immunisation-handbook-2020>

Ministry of Health systems support for health providers and DHBs (Not for consumers): 0800 223 987 or help@imms.min.health.nz

For support of your device or internet connectivity please contact your local IT provider

For document or process updates please log a detailed request at help@imms.min.health.nz