# **NBS Query Registry Feature**



Infectious Disease Epidemiology & Prevention Division

#### What is the Query Registry feature?

The Query Registry feature in NBS allows you to search the Children and Hoosier Immunization Registry Program (CHIRP) application directly from NBS and import relevant vaccine records to associate to investigations.

## **Completing Investigations**

If you associate a vaccine record(s) with an investigation, whether using the Query Registry feature or manually adding the record, **you must still complete any additional vaccine information questions within the investigation**.

### How to use the Query Registry feature:

- 1. Navigate to the investigation that you would like to add a vaccination record to. Ensure that you are in "view" mode, not "edit" mode.
- 2. Select the "Manage Associations" button in the upper left corner of your screen.
- 3. You will be redirected to the "Manage Associations" screen. Select the "Query Registry" button under the "Vaccinations" heading.



- 4. The "Query Immunization Registry" page will open in a new window. Verify the search criteria in each field and then select "Submit Query" at the top or bottom of the screen.
- 5. You will be redirected to the "Immunization Registry Patient Search Results" screen. Here you will see any matches to your search criteria. If there are multiple results, review the demographic information to determine which is the correct match. Even if there is only one search result, still review the information to ensure that this is the correct patient. Once you've identified the correct patient, select the hyperlinked text in the "Registry Patient ID" column.
- 6. Next, you will see the vaccine records from CHIRP for the selected patient. Review the results and select the checkbox next to any relevant records that you would like to import to NBS. Then, select "Import Selected Records" at the top or bottom of the screen.

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# **Tips and Tricks**

- Only associate vaccine records that are relevant to the investigation that you are completing
- Always review the patient information in your search results to ensure you are selecting the correct CHIRP patient
- If you need to review further information, query CHIRP directly from a new window
- If you receive an error message when using the Query Registry feature, there may be a connection error. Try again later.
  Search CHIRP directly from a new window in the meantime
- If there are no results, try refining your search criteria. If you still cannot find the patient, try searching CHIRP directly from a new window to ensure that there are truly no results
- You can only associate vaccines from one page of results at a time. If the patient has relevant vaccines across multiple pages, you will need to add the results from one page and then submit the query again to add records from subsequent pages
- 7. A pop-up message will appear to inform you that you are about to create new a Vaccination Event and associate it to the current investigation. Select "OK."
- 8. The immunization registry window will close and you will return to your primary NBS window. On the "Manage Associations" screen, you will now see the vaccine record(s) that you selected. Select "Submit" at the top or bottom of the screen to save the association.