



# Indiana Department of Health Children and Hoosiers Immunization Registry Program - Quick Reference Guide

## Inactivating Patients No Longer Seen in Your Practice

### Inactivating Patients:

Patients are listed as active for your facility if their last immunization reported to CHIRP was administered at your facility. However, patients do change providers from time to time or are lost to follow-up and should be inactivated.

Monitoring patients listed as active in CHIRP will improve the quality of the immunization registry as well as your practice's immunization platform. Here are some examples of how:

- Provide a better representation of the true immunization rate for your practice
- Help you to understand the effect of your Quality Improvement intervention
- Show an accurate picture of your practice's vaccination rates when it's time for an AFIX review

Please note that providers should not change patient status to "inactive" strictly for the purposes of improving their coverage assessment rates. Follow the guidelines detailed in ISDH Policy 21: CHIRP Record Inactivation.

### Go to Patient Demographics page

- Search for patient & select EDIT at the bottom of their demographics page:

Print VaxCare Consent MyVaxIndiana Edit High Risk Categories Update Programs Back Edit

- Patient Status is at the top of the Patient Demographics page:

**Patient Demographics Edit**  
Status  
Patient Status: Active

- Click the arrow at the right to show the Patient Status category list. Select Inactive.

**Patient Demographics Edit**  
Status  
Patient Status: Active  
Patient  
Active  
Inactive  
Deceased  
First Name: Race:  
Middle Name: Ethnicity:

- Click SAVE

Opt-Out Patient  
Cancel Save