**ImmsNet Update (Overdue Immunisations)**

NIR would like to remind practices of the following important points when managing overdue immunisations through ImmsNet.

When you receive the ImmsNet report, please refer to the **NIR webpage** to check to see if the immunisations are showing on NIR. The immunisations may have been given after the ImmsNet report was sent.

**If immunisations ARE showing on NIR**

* Select the ‘Following Up’ Tab
* Enter in the General Comments on ImmsNet – ‘Imms are now showing on NIR’

*This will save time filling in all the details when they are not needed.*

**If immunisations are NOT showing on NIR but HAVE been given before the Overdue report has been sent out.**

* Check PMS for error message
* Select the Following Up Tab
* Enter in the General Comments on ImmsNet – Have resent and date you resent them.
* To resend from your PMS please change the batch expiry by one day and enter a dot ( .) in the note section.

**Declines that are NOT showing on NIR**

* Check PMS for error message
* Resend through PMS (as above)
* Enter date declined on ImmsNet
* Use general comments field to say ‘resent via PMS’.

**Immunisations given overseas NOT showing on NIR**

* Check PMS for error message
* Resend through PMS (as above)
* Ensure these are entered as Immunisations ‘given overseas’ NOT ‘given elsewhere in NZ’.
* Check Inbox on ImmsNet for any messages from NIR. NIR may ask you to contact them to confirm which immunisations have been given. It is easier for nurses to phone NIR than for NIR to contact nurses

**Children that have Transferred Practices**

* Please provide details of the new practice and GP name (where known) so NIR can contact them to obtain new details

**Outreach Service**

* Enter ‘As Above’ for mother’s address, if same as child’s address. No need to enter the address again.
* No longer requires a fax referral when referring to outreach via ImmsNet

NIR would like to thank everyone for their patience with the new database and process for updating overdue immunisations. This electronic process replaces the monthly overdue reports that were previously sent out.

Please contact NIR or your practice support person if you have any queries or require further support.

Also please remember for **Outreach** we only put the child on **with Outreach** if they are **UNDER 2yrs old** and when they are **4yrs 6mths.** Once they turn **2yrs old** and **5yrs** they given back to the Clinics to follow up.