

Information for GP/Practice Nurse about referring overdue babies for Outreach Immunisations

Referral to an OIS provider

Process for Provider

1. All referrals for children under 2 years of age go through the NIR Team.
2. All referrals for children aged 4yrs 6months and over, go through the NIR Team.
3. Children with No GP are managed by the NIR Administrator.
4. When children reach 24 months of age they are referred back to their GP, OIS will let the GP and parents/guardian know when this has been done..
5. The Provider notifies the NIR that the individual has been referred by faxing the Notification to NIR form (NIR4) – must state what attempts have been made to get child into Medical Centre for their immunisations or relevant information as to why the child is being referred. 3 attempted phone calls with no contact is acceptable, refer sooner than later.
6. The NIR Administrator checks the individual has not been immunised by another provider before registering the individual on the Outreach Programme and changes the status of the individual on the NIR to 'on hold – with outreach'. The on-hold status stops further overdue messages being sent to providers for this individual.
7. HPHO OIS have a centralised referral system which covers all of the HPHO babies. To find out which provider has your referral contact Michelle Paekau 0276860023
8. The NIR Administrator generates a full history report for OIS which includes demographic information, immunisation status, current and past contact details, provider details, NIR Administrator notes.
9. The NIR does not record the steps taken by the OIS provider to locate the individual who is overdue for immunisation.
10. The OIS provider provides the immunisation or facilitates the individual's referral to a primary health care provider for immunisation.
11. The immunisation event message is sent to the NIR by the OIS or other vaccinator either electronically via the PMS or manually on the Immunisation Event Data form (NIR3).
12. This comes through to the Practice PMS inbox which is then updated through the system by the GP or nurse
13. The individuals status on the NIR is automatically set to active again
14. If the individual is not located the OIS provider details that information on the NIR3 form.
15. The OIS provider contacts the Practice that sent the original referral with OIS outcome.
16. The NIR Administrator changes the status of the individual on the NIR to 'on-hold – gone no address or overseas.

NOTE: This status will change to 'active' if the individual receives immunisation in the future and an immunisation event message is recorded on the NIR