

IMMUNIZATION REPORTING FOR OREGON DENTISTS - A GUIDE TO GETTING STARTED

Oregon legislation permits dentists to vaccinate their patients. The Oregon Administrative Rule for dental administration of vaccine, [OAR 410-123-1262](#), includes vaccination reporting requirements. For each vaccine encounter:

- prior to administering vaccine, dental personnel will look up each patient in the the Oregon immunization information system, ALERT IIS,
- determine the patient's vaccine history,
- use the recommended vaccine schedule to forecast appropriate vaccines,
- report immunizations given in Oregon to ALERT IIS.

ALERT IIS is a statewide registry that collects all immunization doses reported by participating immunization providers, including dental offices, medical clinics, pharmacies and hospitals. It provides clinical decision making support and vaccine management by:

- consolidating a patient’s records in to a single immunization history,
- providing a recommended vaccine schedule based on an individual’s vaccine history,
- providing reports that support accuracy in immunization records and the management of vaccine inventory, and
- providing ordering and inventory management for state-supplied vaccine.

At the population level, ALERT IIS provides data that guides public health action to reduce vaccine-preventable disease through improving vaccination rates.

A dental practice interested in vaccinating may also wish to participate in the Vaccines for Children program (VFC), which supplies federally purchased vaccines to participating health care providers at no cost, for immunizing eligible children through age 18. If your clinic wishes to enroll in VFC **contact the VFC Helpdesk** at 971-673-4VFC (4832) or vfc.help@dhsosha.state.or.us to begin the enrollment process.

The checklist below provides steps for enrolling your dental practice in ALERT IIS. For assistance, contact the ALERT IIS Help desk at alertiis@state.or.us, or 1-800-980-9431.

ALERT IIS access: steps for enrolling		
Action	Who should do it	Resources/Notes
Register facility in ALERT IIS		
<input type="checkbox"/> Complete a request for creating a new organization in ALERT IIS	Clinic authorized representative	Request a new organization here https://immalert.oha.oregon.gov/ <i>(For assistance, contact the ALERT IIS Help desk at alertiis@state.or.us, or 1-800-980-9431.)</i>

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ALERT IIS access: steps for enrolling		
Action	Who should do it	Resources/Notes
Enroll individual users in ALERT IIS		
<input type="checkbox"/> Read the confidentiality policy and complete the Individual User Agreement.	Each individual user of ALERT IIS	Read the policy here . Individual User Agreement Is here .
<input type="checkbox"/> Watch the ALERT IIS Standard User training videos and complete the quiz.	Each individual user of ALERT IIS	Training available under the Standard User menu on the ALERT IIS training page .
<input type="checkbox"/> Set up a new user account by providing the required documents (individual user agreement and email confirmation from take the quiz) to either the designated Super User for your facility or the ALERT IIS help desk.	Each individual user of ALERT IIS	Work with your designated Super User to create a new account. The ALERT IIS Help desk can set up a new user account if no Super User is active for your facility. <i>(For assistance, contact the ALERT IIS Help desk at alertiis@state.or.us, or 1-800-980-9431.)</i>
<input type="checkbox"/> Designate an ALERT IIS Super User to set up of new ALERT IIS users for your facility. <i>(The super user creates individual user accounts for your staff and keeps your facilities' ALERT IIS profile updated.)</i>	Any staff designated by your authorized representative who completes initial user enrollment.	Super Users must first enroll as a Standard User and then complete the live webinar training for Super User access. Training available under the Super User menu on the ALERT IIS training page .
Select one of the following methods for submitting immunization data to ALERT IIS		
<input type="checkbox"/> Method 1: Manually enter individual immunization record data via the ALERT IIS web-based user interface. <i>(The ALERT IIS user interface offers real time updates to patient immunization information and a forecast of immunizations due.)</i>	Any staff with ALERT IIS user access and a 'Standard User' or 'Super User' role.	Enrolled users enter immunization records individually via the ALERT IIS user interface.
<input type="checkbox"/> Method 2: Manually upload batch files of immunization record data via the ALERT IIS web-based user interface.	The designated 'Super User' for your facility can upload batch files.	For assistance in preparing batch files for upload to ALERT IIS, contact the ALERT IIS Help desk at alertiis@state.or.us , or 1-800-980-9431.
<input type="checkbox"/> Method 3: Submit data via automated data exchange between your Electronic Dental Record (EDR) System and ALERT IIS.	Designated EHR vendor liaison or clinic staff designated as technical support for the EHR.	Get started with data exchange by visiting our data exchange web page . <i>(Allow 8-12 weeks to complete the onboarding process for data exchange between ALERT IIS and an EDR system.)</i>