

## ALERT Immunization Information System (IIS) Request for Sealing of Adult Record / Purging of Adult Record

### What is ALERT IIS?

ALERT IIS is Oregon's statewide immunization information system. ALERT assists medical providers and their patients by consolidating all immunizations into one record, regardless of where the immunization was given. This allows patients to have a lifetime immunization record in a centralized place, which prevents the need to repeat immunizations because of missing documentation. Documentation of immunizations is often required for attending school, traveling and in some occupations.

### Who can see my record?

Access to ALERT IIS is strictly controlled by Oregon statute. Authorized users include medical clinics, local health departments, the Division of Medical Assistance Programs, insurance companies, colleges, schools and child care centers. Authorized users are restricted to accessing information only for their own patients or students, assured by requiring detailed demographic information to conduct a patient search.

### What if I don't want my record shared?

Adults over 18 years of age have the right to request that their record be either sealed, so authorized users cannot access it, or purged from the information system altogether. Adults can request this by completing the following form and mailing it, along with a photocopy of a driver's license, state ID card, passport or U.S. Military ID Card. Please use an ID that has your current address on it.

### Why do you need a copy of my photo ID?

We need to verify the identity of the adult requesting to have their record sealed or purged. We will send a notice to the address that is on the identification once we have executed the request, within 30 days of receiving the completed paperwork.

### Can I get a copy of my record?

To receive a copy of your unsealed record, call ALERT customer service line at 1-800-980-9431. Once a record is locked it cannot be released, even to authorized users. A sealed record can be unsealed only by the adult who sealed the record by sending in a request with a copy of photo ID. Purged records have been deleted and cannot be recovered.

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Note – This form may be used only for adults age 18 years and over. Requests for sealing of children's records must be submitted on form DHS AL521.

In accordance with Oregon Revised Statute 433.098 and Oregon Administrative Rule 333-049-120, adults over the age of 18 years have the right to have their immunization record in the Immunization Information System (IIS) either purged or sealed at their discretion.

PLEASE SELECT HOW THE RECORD SHOULD BE HANDLED (choose one option only):

SEALING – When a record is sealed, all immunization and demographic information is kept on file. If additional information is reported, the record will continue to be updated. However, the information will not be released to any authorized user without a signed release of information form from the patient. In a declared public health emergency, information about a patient may be released to public health officials responding to the emergency.

PURGING – When a record is purged, all immunization information is deleted from the record and no information will be released to any authorized user, for any reason. However, certain pieces of demographic information must be kept on file in order to assure that any additional immunization information reported be deleted as soon as possible. Information from a purged record cannot be recovered.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

(used for verification purposes)

Copy of photo ID with current address:

Driver's License     State Issued ID Card     Passport\*     U.S. Military ID Card

\* If using a passport, please include a piece of mail with current mailing address.

Signature: \_\_\_\_\_

Submit completed form and a photocopy of both sides of your photo ID by mail to:

ALERT IIS

Attn: Record Update

800 NE Oregon St, Ste. 370, Portland, OR 97232