

Nancy K. Keeling, OSPC Administrator

Authorized Signature

Number: CW-IM-05-008

Issue Date: 06/1/05

Topic: Foster Care

Subject: Process for Obtaining Immunization Records

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: Immunizations records are readily available from the Oregon Health Division (OHD), Office of Immunizations, via phone request, FAX, or e-mail. The following procedure is to be followed:

- Phone requests may be made to 1-800-980-9431 for fewer than four cases. Include the child's full name and date of birth (DOB).
- FAX and e-mail requests may be made for more than four cases. Again, the child's full name and DOB must be included.
- FAX or written requests must be made on DHS letterhead.
- FAX requests are made to 1-971-673-0276. E-mail requests are made to ohd.alert@state.or.us.

Results of all immunization records will be faxed to worker, no information will be shared via e-mail.

DHS has an agreement with OHD regarding exchange of information, negating any concern of HIPAA violations.

Physicians, clinics, and other health care providers are not required by law to report immunizations to the OHD "Alert" system (computer database). Reporting is strictly voluntary. OMAP and community health departments are consistent contributors to this informational system, and OHD reports that response to the system is promising.

Since the "Alert" system is voluntary, immunization history may not be included in the system for all children. In these instances, caseworkers may request immunization

history from the child's primary care provider, using a similar protocol of written request using DHS letterhead.

If you have any questions about this information, contact:

Contact(s):	Teri Shultz, RN		
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E-mail:	teri.shultz@state.or.us		