

## CHIP – Data Entry Reminders

### *Hints for Data Entry and to Prepare for RTI Implementation*

Alberta Health has data standards for immunization records which are incorporated into CHIP. Also, there are **some specific data standards for submission of records** through RTI as well.

Alberta Health prepares “rejection lists” of all records submitted that do not meet these submission standards.

**\*\* Note: These rejected records must be fixed and re-submitted as soon as possible** otherwise, rejected records do not appear in Netcare for other health care providers in the ‘circle of care’ to view to inform diagnostic and treatment care, as well as further immunization

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The BEST way to avoid the pain of fixing rejected records later, is to enter the records correctly the first time 😊

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#### 1) Demographic Information: All CHIP client files

- **First and last Names** must **NOT** contain any invalid characters
  - No brackets, slashes, or punctuation marks
  - Dashes & apostrophes are ok

To document an “alias”, a nickname, or a name that a client prefers “to be known as...”,

- enter that name into the Alias field, or
- enter a “General Note” at the bottom of the Personal Info page, such as “prefers to go by Bobby Lindsay” or “prefers to be called Angel”

Examples of Last Name or First Name entries **that will fail:**

- “McDermott/Lindsay “ or “McDermott (Lindsay) “
- “Robert/Bobby “ or “Robert (Bobby Junior)”

Examples of Last Name or First name entries that will submit successfully (if it matches the entry associated with the PHN in the Provincial Client Registry at Alberta Health).

- “Mary-Anne”, “McDermott-Lindsay” , “ O’Brian”

- Ensure every client file has a **Postal Code**
  - If you don’t have a client’s postal code, enter the **Health Centre’s postal code** as a default (this meets the AB Health standard)
- Ensure client file **has an Alberta PHN** that matches their health care card
  - Ensure the “Province of PHN” field is set to “AB”
- Ensure client’s **Date of Birth is correct** & matches their health care card

## 2) Immunization Records – common errors that cause submissions to fail

\*\* double check records for **accuracy before** clicking Save and Close

- **Enter Dose, Dose unit, Administration method** on every imm record
  - A dose of “0.0” will fail
  - Double check each record before clicking “Save and Close”
- **Check that Site and Administration Method match**
  - Especially with oral or intranasal vaccines
    - If “PO” is entered, “MO – mouth” must be selected
    - If “IN” is entered, “NO – Nose” must be selected
- **Selecting a Dose Unit that does NOT match the vaccine**
  - E.g., selecting “MG” rather than “ML”
- **Ensure the correct “Reason Code” is entered**
  - Be especially aware of matching reason codes for multi-dose series
  - Some COVID records have different reason codes for Dose 1 and Dose 2

## 3) Avoiding Duplicates in Alberta Health ImmARI immunization database

- Rejection lists will contain “duplicates” that need to be identified & reconciled
- **Most common duplicate - how it happens:** a First Nation record that is entered into CHIP & submitted **AND** has been forwarded to the local AHS office – they too have submitted it
- **IF either** the CHIP site **or** the AHS site **entered the record incorrectly** (i.e., as administered at their site, when it was not) – **duplicates occur.**
  - Alberta Health can’t tell which record is correct; it will appear on your rejection list
  - There can be thousands of these.

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### Two key actions that help decrease duplicates:

#### 1. Entering records given elsewhere

- Records that belong to your client who was immunized somewhere else
- Enter “**Not Administered at Submitting Facility**” in **Delivery Site** field
  - Use the **Comment** field to document whatever you know about the record, e.g., “Kelowna” or “AHS Wetaskiwin” or “transcribed from client’s paper record – imm’d in Sask”

#### 2. No longer essential or helpful to send records to AHS

- CHIP sites are submitting records through RTI directly to Alberta Health
- AHS could enter the records into their system incorrectly, submit & cause duplicates
- AHS nurses are instructed to access Netcare & view records for your clients there for information to guide immunization decisions