AUDIT OF IMMUNIZATIONS

Adapted From Statewide School Health Services Website Q&A’s regarding the school nurse’s responsibility with regards to the Immunization Audits that are conducted by the New York State Department of Health:

“ Audits of immunizations have changed. The auditor may no longer sit down and look through the health records due to the confidential nature of the information on the health record. The State Education Department let us know that while the Health Department may still audit immunization certificates, but all personally identifiable information must be redacted from the record. Information concerning the Family Education Rights and Privacy Act. (FERPA).

Records will likely need to be photocopied with the personal identifiable information cut off or completely blacked out. For the purpose of Immunization Audits, the State Education Department has determined that the student’s birth date may remain on the record so that it can be determined if the MMR and Varicella immunizations were given at the appropriate ages.”

Tip for being proactive in preparing for the Immunization Audits:
Print off an immunization report in Cognos of the grade(s) that will be audited. Make a copy for yourself. On the remaining copy, cut off, or black out, personally identifiable information. This copy may be reviewed by the auditor. If there are questions about an individual student record, check your copy against the redacted report to find out whose record needs to be reviewed. The individual record in question should be copied and redacted before being shared with the auditor.

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