

NOTIFICATION FILES (Client Consent Status Files)

Providers submitting immunization data via electronic transfer will receive an electronic notification file of client consent status for each import file submitted. The electronic consent verification notification file must be downloaded by the provider from the ImmTrac web server or ImmTrac's secure FTP server.

File Naming Convention:

Once the import file has been processed, a return notification file will be automatically generated and placed on the web server or in the receive folder on the FTP server. The return notification file name will be named the same as the file imported with *.TXT file extension.

For example, if the imported file was named *ABCDYYDDD.imp*, the return notification file will be named *ABCDYYDDD.IMP.TXT*.

Provider Import Code = a code ImmTrac staff will give the provider to identify the source of the file.

YY = Year

DDD = Ordinal Date, which is the day of the year, ex. For February 4, the DDD is 035

(<http://www.esrl.noaa.gov/gmd/grad/neubrew/Calendar.jsp?year=2013&col=4>)

Viewing a File:

It is recommended that the notification files be opened in Notepad. Once opened, navigate to Format and ensure that Word Wrap is not selected. Next, select View and select Status Bar. This will help you to know what field location (column) you are currently at in the file.

The file will contain the demographic information (see format below) for each client for whom valid data was submitted in the import file. The ImmTrac Client ID for verified clients will be returned in columns 3-12. The ImmTrac consent status (Y, N or Q) will be returned in column 222.

Y = Import matched to a client currently in ImmTrac. The immunization was added to the registry for the client.

N = No match. Provider needs to obtain consent and manually add to ImmTrac.

Q = Questionable Match. Provider needs to verify what is currently in EHR compared to the registry, then manually correct to match and manually enter vaccine administration. Once corrected, all future immunizations reported for the client should match.

The provider may use this file to notify parents about how they may grant consent for inclusion of their child’s immunization records in ImmTrac. In addition, the provider may upload this file into their data system to update their ImmTrac consent status and may maintain the ImmTrac Client ID in association with their own patient id for the child.

| Field Location (Column) | Field Description |
|--------------------------------|---|
| 1 | Segment Code “C” (Ignore) |
| 3 | ImmTrac Client ID (If match found) |
| 13 | Last Name |
| 33 | First Name |
| 53 | Middle Name |
| 82 | Gender |
| 94 | Date of birth |
| 222 | Y=Match N=No Match Q=Questionable Match |
| 223 | Address |
| 275 | City |
| 295 | Zip Code |
| 321 | Patient ID |
| 337 | Segment Code “TR” |