

Memorandum

To: Public Immunization Clinic
From: Ana McMurry
Date: 08/14/2014
Re: Requesting changes to your 'Vaccine Billable' invoice

You have two months to correct eligibility codes from “B” to another code in ALERT IIS if any doses were miscoded.

If for any reason you find that the doses coded “B” need to be changed after the data entry timeline, please follow the steps below to request credit on your next invoice:

1. Send a written request to:
Mimi Luther – VFC Program
800 NE Oregon St, #370
Portland, OR 97232
2. Include an itemized list of which doses you are seeking corrections for. The itemization must include:
 - a. Date of service
 - b. Client's names
 - c. Client's ID numbers
 - d. Client's date of birth
 - e. Vaccines administered
 - f. Reason for the change
 - g. Date upon which you changed 'Vaccine Eligibility' code in ALERT IIS
 - h. An action plan for how miscoding or missing the data entry timeline will be avoided in the future
3. To process a credit - Please, pay the entire invoice at hand; do not deduct anything from the total. We will, upon verification, issue a credit against your NEXT quarterly bill
4. If you prefer to send your request via email – Make sure it is using **Secure Message Delivery**; as no private information should be sent through regular email. Send your message to Lydia.m.luther@state.or.us
5. If you prefer to send your request via Fax – make sure your request is clear as some information might not be readable, let us now somehow you are sending through fax and send to 971-673-2401
6. For questions, you can contact your Health Educator