CONSENT GUIDELINES for PROVIDERS

WHEN to Obtain Parental Consent for ImmTrac Participation
Providers need ONLY obtain written parental consent for registry participation IF the child is not already registered in ImmTrac. *Providers who opt to obtain consent on all patients should not submit those consent forms to ImmTrac unless they have performed a search in ImmTrac (or TWICES) and determined that the child is not currently registered in ImmTrac.*

Submitting Consent to ImmTrac
Fax only consent forms for children (under 18 years) who are not currently registered in ImmTrac.
- Consent forms should be faxed to ImmTrac daily.
  - **(866) 624-0180 (Toll Free)**
  - **(512) 458-7290 (in Austin)**
- Prior to faxing, please check form for:
  - Completion (complete name, date of birth, address, etc.)
  - Legibility and Accuracy, and
  - Parent Signature
  NOTE:
  Illegible or incomplete forms cannot be processed and will be properly destroyed to maintain confidentiality.
- Fax consent forms to ImmTrac only one time
- **Please do not send any consent forms if you are not reporting immunizations** using one of the 3 reporting options. *Submitting consent* to ImmTrac **is not** *reporting immunizations* as required by HB 1921.
- Parental consent for registry participation is required only one time and is valid until the child reaches 18 years of age or consent is withdrawn by the parent, legal guardian or managing conservator.

  NOTE:
  A majority of Texas newborns are given parental consent for ImmTrac participation during the birth registration process.

Acceptable Consent Documents (Only the following documents serve as legally acceptable forms of consent for ImmTrac participation.)
- **ImmTrac-generated** *Immunization Registry (ImmTrac) Consent Form (#IG-7)* – this is the official ImmTrac consent form (***** preferred method of consent; expedited processing of this form)
- **TWICES-generated** ImmTrac Consent Form (***** expedited processing of this form)
- *Immunization Registry (ImmTrac) Consent Form (#C-7)* – hand-filled; not generated via ImmTrac or TWICES
- Hand-written request from parent, legal guardian or managing conservator (must contain all necessary information, be legible and **signed**)

  NOTES:
  - *All forms must have signature of a parent, legal guardian or managing conservator.*
  - *The ImmTrac consent option has been removed from several previously accepted forms. If you are currently using a supply of any form that is not listed above, yet offers the ImmTrac consent option, please discontinue its use as a means for obtaining consent for registry participation.*

HOW to Obtain Consent for ImmTrac Participation (Varies depending on how you are reporting immunizations to ImmTrac)

Direct Internet Entry If reporting immunizations to ImmTrac using the ImmTrac Web Application method:
- Using ImmTrac, conduct a *Basic Search* for the child's record.
- If the child's <u>record is found</u>, consent for participation has been granted, and only simple updating of the child's immunization record is needed.
- If the child's <u>record is not found</u> via the *Basic Search*, conduct a *Smart Search*.
    - If the record is still not found, ImmTrac will prompt you to print an *ImmTrac Consent Form* from the registry application. The ImmTrac-generated consent form is pre-filled with the information you have entered to search for the client.
    - Offer the form to the parent for signature.
- If the parent consents to registry participation, fax the form to ImmTrac.
- ImmTrac staff will set up the child's record in the registry (within 7 – 10 days)
- You may then report that child's immunizations by <u>simply adding</u> to the record the immunizations you have administered.

Electronic Data Transfer (Import) If reporting immunizations to ImmTrac via electronic data transfer/import, you will be notified electronically by DSHS if consent cannot be verified for a child on whom you have reported immunizations, and will be provided with instructions on how you may obtain consent. You may obtain consent for registry participation by offering parents a copy of the *Immunization (ImmTrac) Registry Consent Form (#C-7)*. This form may be generated from the ImmTrac application (by registered and authorized users), may be downloaded for photocopying from www.ImmTrac.com (*Information for Providers* section), or a supply may be ordered by clicking on the "ImmTrac Educational Materials" link, then selecting "printer friendly version" to view a listing of literature available for request.

NOTE: Providers Reporting Immunizations via TWICES If you are complying with HB 1921 by reporting to ImmTrac via the Texas-Wide Integrated Client Encounter (TWICES) system, the TWICES application will inform you if your client is participating in ImmTrac by displaying an ImmTrac identification number. If the TWICES client does not participate in ImmTrac, the TWICES application will prompt you to print out an ImmTrac *consent form* directly from TWICES. This TWICES-generated form will print pre-filled using the TWICES client information you have entered to search for the client. If the parent consents to ImmTrac participation, please fax the <u>signed</u> consent form to ImmTrac.

ImmTrac Paper Reporting Form If reporting immunizations to ImmTrac via the *ImmTrac Paper Reporting Form*, you will be notified in writing by DSHS if consent cannot be verified for a child on whom you have reported immunizations and will be provided with instructions on how you may obtain consent. You may obtain consent for registry participation by offering parents a copy of the *Immunization (ImmTrac) Registry Consent Form (#C-7)*. You may request a copy of this form for photocopying by contacting ImmTrac Customer Support at (800) 348-9158, or you may order a printed supply by contacting the DSHS Immunization Branch at (800) 252-9152.

If you have any questions regarding consent for a child's participation in ImmTrac, please contact ImmTrac Customer Support at (800) 348-9158.