



Deceased Client Records in the NDIIS

The North Dakota Department of Health & Human Services (NDHHS) Immunization Unit receives notifications from North Dakota Vital Records for all individuals who die in North Dakota. These records are run against the active client records in the North Dakota Immunization Information System (NDIIS) to remove records for deceased clients. After the automated matching process has been completed, NDIIS team members run a report that looks for records that did not match. These are manually reviewed and updated in the NDIIS if there is a matching or duplicate record.

If someone dies in another state, even if they were a North Dakota resident, the NDIIS is not notified and their record cannot be removed through our process with Vital Records. There are also cases where Vital Records will send a death record notification for an infant before they send the birth record. When the birth record is sent later, it will create a new patient record in the NDIIS. NDIIS team members manually review previous death record files each time a new one is sent to try and identify and remove these infant records as well.

Deceased Clients

When a client record for someone known to be deceased is found in the NDIIS, users should type the word "DECEASED" into the second address line of the client demographics page. If that line contains address information, type "DECEASED" in another empty field on the demographics page. DO NOT DELETE ANY CLIENT DEMOGRAPHIC INFORMATION. Every Thursday, the NDIIS team will run a report looking for clients marked as deceased and will remove those records. The report will only look for the word "DECEASED" so if the word is spelled wrong or if there is another word used instead, the records will not fall on our weekly report. There is no need to notify the NDIIS team by phone or email of deceased records, as long as "DECEASED" is in the second line of the address in the NDIIS client demographics page.

To ensure that records are updated prior to sending out reminder or recall notices based on the report from the NDIIS, the NDIIS team recommends that providers plan to pull their reminder/recall report on Fridays or Mondays after the most recent weekly report of deceased records has been completed.