

Quick Reference Guide: WyIR Opt-Out

Last Revised: 01/2024

Purpose:

Wyoming Department of Health (WDH) Immunization Program Administrative Rules require that all immunizations administered in the state of Wyoming must be reported to the Wyoming Immunization Registry (WyIR). The WyIR is an opt-out registry, meaning that patients may ask for their vaccination information in the WyIR to be anonymous. The WDH shall ensure that the process to opt-out immunization information from the WyIR is readily available and not burdensome.

Provider Responsibilities:

Providers should make the WylR Opt-Out Request Form available and provide it to patients when requested. The WylR is a mandatory reporting registry, therefore, opt-out request forms should only be provided upon request from the patient and not a substitute for data entry. This form can be printed from the WDH Immunization Unit <u>website</u>.

Opt-Out Procedure for Provider Sites:

- i. Conduct a patient search or query in the WylR to determine if a current record for the patient is in the WylR.
 - 1. See Quick Reference Guide: Searching for a Patient on the Immunization Unit website.
- ii. If a returned search or query determines that a record exists but the record is not flagged as opt-out (black text); or, if the patient has no record in the WyIR but the patient requests to opt-out:



- Direct patients, parents, or guardians who request to opt-out of the WylR to the WylR Opt-Out Request Form located on the Immunization Unit Website.
- 2. When possible, assist in submitting the completed form to the WDH Immunization Unit using the information on the form.
- Report the patient and immunization information into the WylR at the time of patient encounter. This information will remain in the WylR until the WylR Opt-Out form is received from the patient, parent, or guardian, and processed by the WDH Immunization Unit.





iii. If a returned search identifies the individual as opted-out, as indicated in red:

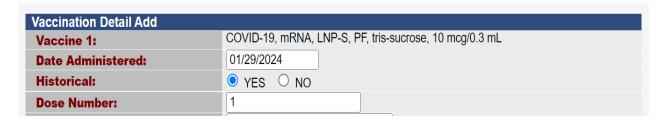


1. Manually create an anonymous vaccine entry using the "Add Anonymous" option under the "Vaccinations" menu in the WyIR.



Anonymous vaccines can be entered using the statuses below:

- a. "Add Administered" This should be selected if the lot number administered to the patient is maintained in WyIR inventory.
- b. "Add Historical" This should be selected if the lot number administered to the patient is not maintained in WylR inventory OR historical vaccination records are being entered for a patient who is opt-out.
 - i. When adding a historical entry, provide as much information as possible, to include the lot number and manufacturer, if available.



- 2. Click "Save."
- b. The patient, parent, or guardian must:
 - i. Complete and sign the WylR Opt-Out Request Form.





- ii. Mail, fax or email one copy of the WylR Opt-Out Request Form with proof of identity to the WDH Immunization Unit using the information on the form.
- iii. Retain one signed copy of the WylR Opt-Out Request Form for their personal records.

Opt-Out Procedure for WDH:

The Immunization Unit designee will:

- 1. Process the completed WylR Opt-Out Request Form and send an acknowledgement letter along with a copy of the completed WylR Opt-Out request to the patient, parent or quardian.
- The individual or individual's child or dependent demographic information will be marked as opt-out as indicated in red, in the WyIR and the immunization information made anonymous and maintained in aggregate form.

Resources:

Quick Reference Guide: Searching for a Patient WylR Opt-Out Form

Still have questions? Please contact:

WylR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov



