

**NEW JERSEY IMMUNIZATION INFORMATION SYSTEM (NJIS)  
INTERFACE PROCESS FLOW SHEET  
FOR HEALTHCARE PROVIDERS AND ELECTRONIC HEALTH RECORD (EHR) AND  
PRACTICE MANAGEMENT (PM) SYSTEMS VENDORS**

**Healthcare Provider**

**Contact EHR/PM software vendor and determine feasibility for practice to submit immunization data electronically to NJIS.**  
If the vendor has already established an interface with NJIS for other practices, your practice will be added to this interface and the vendor will be notified by NJIS Support. Otherwise, NJIS Support will work with the vendor on interface development, testing and implementation.  
To obtain NJIS Interface Specifications and the NJIS Interface Enrollment form, visit NJIS home page <https://njis.nj.gov>. Click on **“NJIS Documents”** link on the left navigation bar and scroll to **“NJIS Interface Documents.”**

**Provider**

1. Click on **“NJIS Interface Enrollment Request Form”** link and fill out the electronic form.
2. Identify practice contact and team
3. Define data elements to be sent via interface
4. Discuss how the data will be sent
5. Determine who will submit data to NJIS (provider or vendor)
6. Follow through on information needed

**Draft Provider/Vendor Agreement to include:**

1. Data elements to be submitted ...i.e. VFC eligibility, lot numbers and historical shot data
2. Specified file format & transfer protocol
3. Define frequency of submission
4. Responsibilities for data submission (provider or vendor)
5. Training for data submission, if needed
6. Timeframe/milestones from vendor
7. Cost
8. Execute provider/vendor agreement

Monitor timeframe/milestones (i.e., status of test files)

**Interface Established**

1. Responsible provider or vendor staff person submits data to NJIS according to established frequency
2. Identify staff and request NJIS Training from Regional Trainer (Regional Trainer’s contact information listed on back)

**Technical Questions:**  
Contact vendor or call OITS helpdesk at 1-800-883-0059

**Vendor**

Obtain and review NJIS Interface Specifications documents  
Discuss with Provider data elements that can be sent via interface, interface message format and which file transfer protocol will be used

Design interface according to NJIS specifications and as specified in provider’s agreement.

For technical questions, contact NJIS Support

Develop Interface test file

Submit test file to NJIS Support

NJIS Support notifies vendor of test file errors

NJIS Support notifies vendor test file successful

Correct errors and resubmit test file

Work with NJIS Support to establish file transfer protocol.  
Interface established

