

Flat File Reminders

- **When naming your flat file, include the name of your facility. This will help ADH staff locate your flat file, when needed.**
- **Make sure and use the designated data code, when applicable, as outlined in the Flat File Specifications document. If a field requires a code and the code is not used, the vaccination data for that individual will create an error and the vaccination will not upload into WebIZ.**
- **Do not upload a flat file without entering your WebIZ clinic ID in the file. THIS IS NOT YOUR VTRCKS PIN. Your WebIZ clinic ID will not have a letter in the ID; it will be numbers only.**
 - To obtain the WebIZ clinic ID for your facility, email adh.covid19vaccinationprogram@arkansas.gov.
- **Do not submit a flat file if your vaccination data is submitted via an HL7 interface.**
 - Verify with your IT department or HER vendor if your data is submitted to WebIZ automatically from your electronic medical record. Do not submit vaccination data via a flat file if the data is coming over electronically via HL7. If the data in the flat file does not match the HL7 information or patient information in WebIZ, it will cause duplicates. We are seeing records with 6 COVID-19 vaccinations due to data being submitted via HL7 and flat file and/or multiple flat files being uploaded with the same person on the multiple files with different information, such as vaccination date.
- **Enter valid dates of birth on all patients.**
 - Please make sure and enter the correct date of birth on your vaccination recipient. Vaccination data for individuals with dates of birth prior to 01/01/1900 will not upload to WebIZ.
- **Make sure date of birth isn't submitted in the vaccination date field.**
 - The date of birth should not be used for the vaccine administration date. If submitting vaccination data via HL7, please ensure that the date of birth is not coming over via the vaccination date field.
- **Do not submit a flat file with a different vaccination date to correct a vaccination date. This will cause a duplicate vaccination for the patient.**
 - We are seeing patients with duplicate vaccinations due to multiple facilities uploading files with the patient vaccination data with conflicting information in the data. I.E.- vaccination dates 2 days apart or the same clinic uploading flat files with the same patient in each file with conflicting information.
- **All required fields must be included in your flat file**
 - You should include all field required in your flat file set up as outlined in the Flat File Specifications document, even if there is no data in that field. The flat file will error if all fields are not included.