



Online Registry QuickGuide



www.nyc.gov/health/cir

Phone: (212) 676-2323

Fax: (212) 676-2314

Getting Connected

➔ Go to www.nyc.gov/health/cir (Hint: For quick and easy access, bookmark this as a favorite.) Click on the Online Registry button (shown above left). Enter your **User ID** and **Password** in the Log On screen.

➔ Click on  to get started. Follow the instructions marked with , and tips, marked with 




MyList contains every record your facility has looked up and found. Click on an individual's name to quickly and easily find the record.

- Search MyList:
 - ➔ Search within MyList using the letters of the name.
- View MyList:
 - ➔ Choose the number of patients viewed per page, number of days accessed, or jump to the Last Name by alphabet.MyList can be sorted by Last Name, Gender, Date of Birth (DOB), CIR #, and Date Accessed.
To remove patients, check the boxes next to the name, and click "Remove" at the top or bottom of the column. (This will remove the individual only from your list, not from the CIR.)



Search allows you to search the CIR for an individual's immunization record. If you cannot find an individual, and believe the individual was born in NYC after 1995, please call the CIR for assistance, at 212-676-2323. You may add a patient online if the individual was born before 1996 or was born outside of NYC and you cannot find the patient. Participation in the CIR for people 19 years of age and older is voluntary and requires consent. A sample consent is found in the Add Current Immunization screen.

- **Search**
 - ➔ Fill in all four fields (first name, last name, date of birth and gender). Click "continue." If you are unable to find an individual's record with this option, use the Advanced Search option.
- **Advanced Search**
 - ➔ Use the advanced search combinations in the  Tip box to improve your chances of finding an individual's record.
 - Type the requested additional information Click "continue."
 - If you are still unable to find the individual's record, call the CIR at 212-676-2323.
- **Add New Patient**
 - ➔ Enter as much information as possible to add a new patient to help prevent duplicate records.
 - If you have trouble adding, call the CIR at 212-676-2323.



Add Immunizations allows you to add all of the immunizations you administer, as well as historical immunizations administered by you or other providers, to an individual's record in the Citywide Immunization Registry (CIR). The first step is to look up the individual (see **Search**).

- **Current Immunizations** allows you to add all immunizations given to a patient at a single visit.

- Check off the immunizations administered; specify the type of vaccine. Choose or type the administration date, indicate patient's VFC eligibility or coverage under CHPlusB. Click "continue" and add lot and manufacturer information. Review your additions. Click "confirm."

For your convenience, a sample adult voluntary consent form to have immunizations recorded in the CIR can be found on this screen.

- **Add History** shows you all previously reported immunizations for an individual and allows you to add any that were not reported to the CIR.
 - Enter the missing immunization event(s), including date and vaccine type. Choose whether the immunization was administered by your practice or documented on a hand-held immunization record as administered by a different provider. Click "continue," then "confirm."
- **Modify History** gives you the opportunity to make changes to a patient's record, i.e., change incorrect immunization information or update the individual's name and/or address.
 - Choose the immunization event(s) you want to modify or delete. Choose modify or delete. Click "continue" and make your changes. Click "confirm."

Once you submit this information, the immunizations you reported previously will be automatically updated, while other requests will be reviewed by CIR staff who will update the child's record.




H1N1 is for the quick entry of H1N1 influenza immunizations given and for reporting antivirals distributed to providers by DOHMH in response to an H1N1 event.

- **Vaccine**
 - Use this form for quick data entry of H1N1 vaccination information. It is required to report all H1N1 Influenza immunizations regardless of age. Enter all required fields. You may use the Search Screen or MyList to report immunizations given to patients under 19 years of age.
- **Antiviral**
 - Use this form for quick data entry to report the dispensing of antivirals that were supplied by the department of health. Enter all required fields.



Reports

View Record When a search is successful, the individual's immunization record, medication history (for influenza antivirals only, if applicable) and lead test history are displayed. Vaccine series are located in the left column. Vaccines administered are listed from left to right, and organized by date. The Next Due column to the right tells you if a series is complete or indicates the date the next vaccine in the series is due. Orange bubbles  indicate that the reported dose is invalid. Click on the orange bubble for additional details. Clear bubbles indicate a note – they do not indicate that the dose is invalid.

- Click on the printer friendly format icon  to print out a copy of the record in the "grid" format.

Printing Reports:

- **Provider Reports** Choose the filtered report to print only valid immunizations or the unfiltered report for all immunizations reported with recommendations and comments. The Lead Test History is automatically printed unless unchecked.
- **Public Report** This official report may be given to parents and legal guardians or custodians for school, the Women, Infants, and Children (WIC) program, camp, or day

care. Only valid shots will be displayed. No recommendations and no comments are displayed.

- **Request Fax**

- Fill in the name and fax number (NYC area only) of the person to whom you are faxing the report, and click “submit.”

- The person will receive the report in approximately 10 minutes.

- **Pre-Completed Forms**

- Click on a form and the patient's immunizations and basic identifying information, along with the provider's contact information, will be automatically filled in, eliminating the need to transcribe this information manually.

- You may type onto the forms in areas highlighted in yellow, then print out the completed form.

- Forms currently available:

- Child & Adolescent Health Examination Form (CH205)
 - WIC Medical Referral Form for Infants and Children
 - Early Intervention Program Referral Form (EIP-16)

- **Update Patient Info**

- Update the address and phone number of the patient if your practice has not recently done so.

- Add information, such as Medicaid ID, medical record number, and/or mother's maiden name, so that you can use this information in the future to search for and find this patient.



Adverse Event allows you to use the Online Registry to transmit a pre-populated report on an adverse event to the CDC's Vaccine Adverse Event Report System (VAERS). Follow the instructions on the form to complete the report. You may print a copy for your records.



Vaccine for Children Program

Use this section to generate Vaccines for Children (VFC) or Child Health Plus B (CHPlusB) doses administered reports (DARs), VFC Eligibility Reports, and print copies of VFC forms.

- **VFC Re-enrollment Form**

- Fill out this form to re-enroll into the VFC program annually as part of the VFC participation requirements.

- **VFC Forms** Use this page to download forms commonly used by the VFC program. Currently available forms: Provider Enrollment, Eligibility Screening, Provider Vaccine Order Form, Program Expired/Spoiled Vaccines Return Form.

- **Vaccine Order Form**

- Print this form, complete and fax to the VFC program.

- **Doses Administered**

- Choose either the summary or detailed report (shows breakdown of age range) and enter a date range.

- Click “continue” to generate your report.

- The report includes all immunizations reported and VFC or CHPlusB eligibility.

- To see only VFC Eligible doses or CHPlusB doses, click the toggle “eligible.”

- In the detailed report option, choose eligibility types, date range, and age ranges.

- **VFC Eligibility Report**

- Choose the age categories or leave the default to “all ages.”

- This report shows the number of patients by age and eligibility status reported by your practice over the past year.



Tools contain materials and features useful for your practice.

- **Immunization Schedule**
- **Lead References**



Set Up contains set up features useful for the user or the practice.

- **Default Settings**
 - You may choose settings to always start with a Simple or Advanced Search. Choose settings for MyList to view between 10 and “all” patients. You may choose how you want your list sorted, such as by Last Name.
- **Manage Vaccine Lots** Your Lot List is a customized list of the vaccine lot numbers you enter when reporting vaccinations. Each time you report an immunization event, you are asked to enter a vaccine lot number and a manufacturer, and to indicate the child’s VFC eligibility status. This information is not required; however, adding the vaccine manufacturer, lot and VFC information will make reporting faster, easier and your VFC reports more complete and accurate. The lots you add will automatically appear in the Add Immunization pick lists. By entering your vaccine lots, you can keep track of your vaccines and see when they will expire.
- **Change Password**
 - For security reasons, we ask that you change your password once you have successfully logged on. Your new password must be at least 8 characters long, contain letters and numbers, and can not be similar to your user ID.
- **Manage User** Available to Security Administrators only: use this function to create User ID’s and Passwords for each user at your site.
 - To add a new user, click the “continue” button under “Add a New User.” Fill out the information. Choose a temporary password for the user. Passwords must be at least 8 characters long, contain letters and numbers, and can not be similar to your user ID. If the provider information needs to be updated, please contact the CIR at 212-676-2323. Click “continue” and the new user is added to the list with the ID listed to the left of the user’s name.

Passwords must not be shared! Each individual in a facility is required to have a separate password. Before assigning an ID to a new user, make sure he or she completes and signs a User Confidentiality Statement which you must keep on file. Do not send a copy to the CIR. (Go to www.nyc.gov/health/cir, click “For Providers,” then click “Facility Site Security” for a copy of this statement.)
- **Change My Contact Info**
 - Use this form to update changes in your contact information.



Help is designed to assist you in using the Online Registry. Please refer to it if you have any questions, or call 212-676-2323, Monday through Friday, 8 am to 5 pm to request additional support.

LogOut

- Click on the LogOut button when you are not using the system. For security reasons, the system will automatically log you out if idle for more than 30 minutes.