

Creating, Saving and Accessing Online Child & Adolescent Health Examination (CH205) Forms

- After logging in to the Online Registry and choosing a patient record from MyList, go to the Pre-completed Forms tab. Choose **OPTION 1**, by clicking on the yellow "Create New Form and Save" button.

The screenshot shows the Online Registry navigation bar with tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Dashboards, Recall, Adv. Event, VIM, Set Up, QuickAdd, Help). The 'Pre-completed Forms and Referrals' tab is selected. A green box highlights the following instructions:

OPTION 1 Create, save and re-use CH205 forms by clicking on the 'Create New Form and Save' button below and entering information in the online data entry form. Using this option will save the form in the Registry as a PDF file when completed. If you need to make edits, you cannot edit these PDF files, however, you may make your edits while inside the online data entry form. Before starting, review and edit your facility information that will prepopulate the form by visiting: Set Up, Default Settings Tab, and the Precompleted Forms Settings.

- Save an in-progress form and resume it at a later time. When resuming your form, you will first be taken to Step 1 to begin verifying or modifying your previous entries to ensure they are current.
- If you have previously created and completed a form, a list will appear below and you may View/Print the form or choose a form from the list as a starting point.

At the bottom of the box is a button labeled "Create New Form and Save" with a yellow arrow pointing to it.

Ascertain from the parent/guardian the type(s) of organization(s) (school, camp, early intervention, child care) requesting the CH205 form. Select the organization type on the online form.

The next four bullets pertain only to forms for child care centers:

- If selecting "Child Care," specify if it is "Center-Based" or "School-Aged/Home-Based/Other."
- If "Center-Based" was chosen, search for the center by entering a partial name or address in the blue search box, then click on Search
- Choose the correct center, then click "Continue" at the bottom of the screen.
- Next, you will see a green confirmation message to verify your choice(s).

The system will ask if you are finished choosing child care centers for the patient.

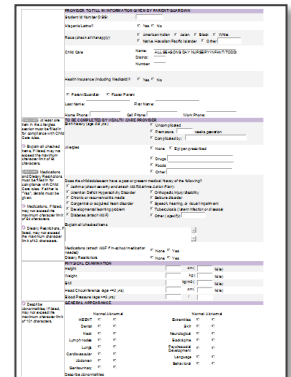
If you cannot find the child care center, or if the center is not yet determined, you may check the "Not Yet Determined" box located below the search results list.

The screenshot shows the 'Select the form(s) you want to create' form. Under the 'Child Care' section, the user has selected 'Center-Based'. A search for child care facilities is shown with the following results:

Center Name	Permit #	Address	Zip	Borough	Neighborhood(s)
<input type="checkbox"/> LITTLE STARS SCHOOL, INC.	5414	4063 EDSON AVENUE	10466	BRONX	Eastchester, Edenwald, Wakefield
<input type="checkbox"/> LITTLE ANGELS HOLY SPIRIT HEAD START & UPK	5078	1960 UNIVERSITY AVENUE	10453	BRONX	Morris Heights
<input type="checkbox"/> [REDACTED]		1802 MATTHEWS			Parkchester, Pelham Parkway

Below the search results, a green message states: "have selected the following Child Care Facilities: LITTLE SCHOLARS DAY CARE CENTER at 1709-11 RALPH AVENUE, BROOKLYN, 11236; SMARTER TODDLER NURSERY & PRESCHOOL at 100A WEST 89 STREET, MANHATTAN, 10024". At the bottom, there is a question: "very important to the Bureau of Child Care that the correct child care facilities are selected before proceeding to the next step. e you selected all of the child care facilities this child is enrolling in?" with options "Yes" and "No - I want to search and add child care facilities." A red arrow points to the "No" option.

2. Review and update the Patient Info screen, Immunization History, and Lead Test History Results.
3. Complete the health examination information. Note any special instructions in the left column of the form. The date of exam and completion date of the form are required. The system will check for errors. Click "Confirm"
4. To view and print the saved CH205 form, from MyList, click on the patient's name to access the Pre-completed Forms tab. At the bottom of the page locate and choose the saved file.



● Below is a list of previously created forms which you may View/Print or use as a starting point to create a new form.
● Below is a list of archived forms which you may View/Print.

Previously Created Forms (1 form)			
Date/Time Created	Form Type	View/Print	Create New Form Based on This One
3/30/2026 11:14 AM	School Form	View/Print	Begin New Form using this data

Archived Forms			
Date/Time Created	Form Type	View/Print	Create New Form Based on This One
4/10/2024 3:27 PM	School Form	View/Print	

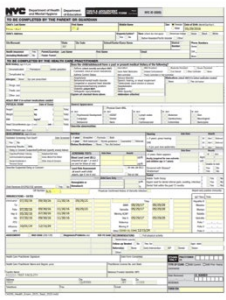
5. Click on the form icon to view and print the file.

● You can view or print your School form below.

Form Type	View/Print Form
School	

An appended page may generate, listing warnings and errors regarding information required.

6. **Results:** Completed CH205 Form--



Completed forms will reside in the Online Registry.

Previously created forms are editable during the current year.

Previous years forms are archived below the current year.

Forms may be printed as needed.

Only your authorized Online Registry users with read/write access at your facility can edit saved forms.

Users with read-only access:

Read-only access users are not enabled to fill out or save CH205 forms online and may not edit information. At facilities that have users with immunization editing status, read-only users may view and print previously saved forms created by those users with editing capabilities.

More questions?

See detailed guides listed in www.nyc.gov/health/cir or email cir@health.nyc.gov with the subject line: Online Registry CH205 form.