

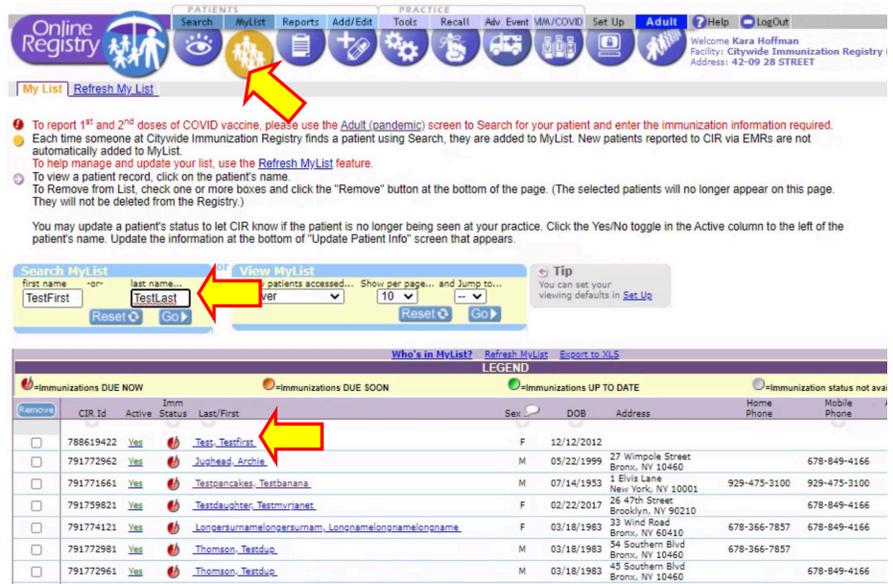
Incorrect Lot Number If you have already recorded a COVID-19 immunization event for a patient of your practice in the Online Registry and need to change the lot number associated with the patient’s COVID-19 immunization event, please follow the steps below.

Note: If the incorrect lot number is assigned to multiple patients’ COVID-19 immunization events, you will need to complete these steps for each individual patient.

1. Search for and select the existing patient record.

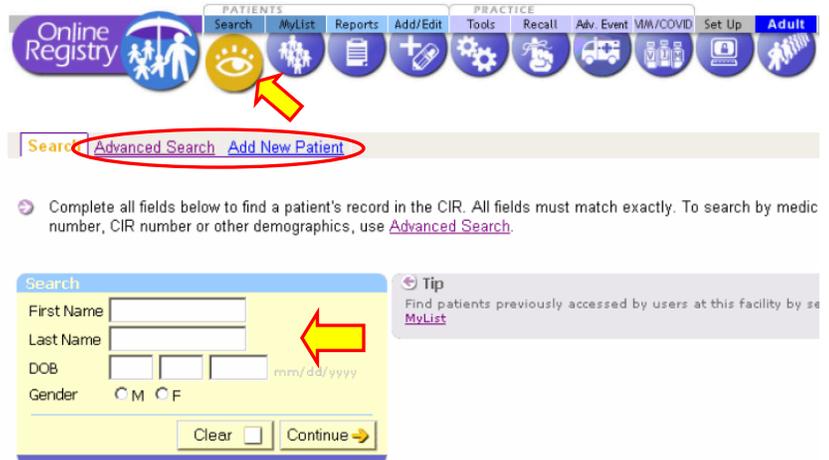
To search for a patient from **My List**:

- Click on the **My List** icon.
- Search for the patient by first and last name.
- Select the patient record by clicking on the patient’s name in the list below.



To search for a patient from **Search**:

- Click on the **Search** icon.
- Complete all search fields, then click Continue.
- You can also add new patients and perform an advanced search on this screen using the “Add New Patient” and “Advanced Search” tabs.



2. Search for and select the patient in **My List**.

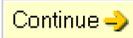
3. Click on the **Add/Edit** icon, then the “Modify History” tab.



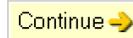
4. Scroll down to the COVID-19 immunization event. Check the box next to “Modify or Delete”.

0 event/s	
Varicella 0 event/s	
HepA 0 event/s	
Meningococcal (MenACWY) 0 event/s	
Human Papillomavirus 0 event/s	
Adult Pneumococcal (PCV & PPSV) 0 event/s	
H1N1 Influenza 0 event/s	
COVID-19 1 event/s	04/27/2021 COVID-19, Ad26, 0.5 mL dose (Janssen) 67y 9m Given by this practice Lot No: 011FAKE Exp. Date: 12/31/2069 Manufact: Janssen Products, LP Fund Type: PUBLIC <input type="checkbox"/> Modify or Delete
Other 0 event/s	

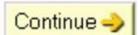
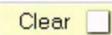
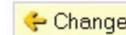
5. Click **Continue** → .



6. On the next screen click the bubble next to “Delete”, then click **Continue** → .



COVID-19 1 event/s	<input type="radio"/> Modify Event or <input checked="" type="radio"/> Delete Event
	04 / 27 / 2021 (mm/dd/yyyy)
	<input checked="" type="radio"/> Given by this practice? <input type="radio"/> Another?
	COVID-19, Ad26, 0.5 mL dose (Janssen) ▼
	Lot: 011FAKE Janssen Products, LP 12/31/2069 PUBLIC ▼
Other 0 event/s	



7. Confirm that the information on the screen is correct, then click **Confirm** ✓ .



1. Select the Immunization Events you wish to modify or delete.
2. Make changes to Immunization Events you selected, double-check, then click the “Continue” button.
3. Check for accuracy, then click the “Confirm” or “Change” button at the bottom of the page. (Click “Cancel” to return to the patient record.)

Vaccine Group	Existing Event Information
COVID-19	Date: 04/27/2021 Vaccine Name: COVID-19, Ad26, 0.5 mL dose (Janssen) Given by: This Practice
	Lot Number: 011FAKE Manufacturer: JANSSEN Expiration Date: 12/31/2069 Vaccine Fund Type: PUBLIC

You are requesting to DELETE this event.

← Change Cancel ✖ Confirm ✓

8. Once the event is deleted, from the current screen click on the **Adult** icon.



- Patient demographic information should already be filled in.
- If anything is missing, you can type it in here.
- The “Mother’s Maiden Name”, “Mother’s Date of Birth”, and “VFC Eligibility” fields will only show for patients under 19 years of age.

Quick-Add Adult Patients and Vaccinations

Fill out the form below to report vaccinations for adult patients. For patients under 19 years of age, use the Search or MyList screen to look up and report vaccinations.

For additional instructions, see [Quick Guide](#), [Online Registry Reporting COVID-19 Highlights](#), or [Online Registry Help Guide for Pharmacists](#).

For Vaccine Information Statements (VISs) click [here](#) (opens new window).

Patient Information
*Fields marked with * are required.*

First Name* <input type="text" value="TestFirst"/>	Middle Name <input type="text"/>	Last Name* <input type="text" value="TestLast"/>
Sex Assigned at Birth* <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Unknown		Date of Birth* <input type="text" value="12/12/2012"/>
Mother's Maiden Name* <input type="text" value="TestMother"/>	Mother's Date of Birth* <input type="text" value="12/12/1972"/>	
VFC Eligibility* <input type="text" value="NOT VFC ELIGIBLE"/>		

For patients under 19 years of age, use My List if reporting immunizations other than COVID-19 or Influenza.

9. Scroll down and enter the patient’s COVID-19 immunization information.

- Enter the patient’s race and ethnicity.
- The “Vaccination Date” field will automatically default to today. Make sure to enter the correct date.
- Select the correct COVID-19 vaccine lot.
- Enter all COVID-19 vaccine administration information.

Race* <input type="text" value="NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER"/>	Ethnicity* <input type="text" value="Not Hispanic or Latino"/>	
Building* <input type="text" value="42-09"/>	Street* <input type="text" value="28th Street"/>	Apartment/Suite <input type="text"/>
Borough/City* <input type="text" value="QUEENS"/>	State* <input type="text" value="NEW YORK"/>	ZIP Code* <input type="text" value="11101"/>
Phone* <input type="text" value="(000) 000-0000"/>	Phone Type* <input type="text" value="Mobile"/>	Email Address <input type="text" value="test@health.nyc.gov"/>

Immunization Events
Click “Add Event” button to enter multiple immunization events.

Vaccination Date* <input type="text" value="04/02/2021"/>	Vaccine Administered* <input type="text" value="COVID-19, mRNA, 0.5 mL dose (Modern..."/>	Lot* <input type="text" value="010M20A Moderna, Inc. 12/3..."/>
Route of Administration* <input type="text" value="Intramuscular"/>	Site of Administration* <input type="text" value="Left Deltoid"/>	Priority Group <input type="text" value="Persons aged 16-64 years wit..."/>

[Add Lot Number](#)

10. When you are finished entering the COVID-19 immunization event information, click “Confirm”.