

Online Registry – Adding Pediatric & Adult Immunization Events



www.nyc.gov/health/cir



Quick Add screen is for the quick entry of immunizations given to both adult and pediatric patients. You can also create new patient records on this screen. COVID-19 vaccines are required to be reported within 24 hours of administration and do not require consent to report to CIR.

Note: Patient immunization events must be entered individually, there is no option in the Online Registry to report immunizations for more than one patient at a time.

1. Search for the existing adult or pediatric patient record. To add a new patient record, see below (Step 9).

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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 report COVID immunizations, prease use the <u>MulticAque</u> screen to search the patients and to enter the specific COVID immunization specific during the standard in the stan

You may update a patient's status to let CIR know if the patient is no longer being seen at your practice. Click the Yes/No toggle in the Active column to the left of the patient's name. Update the information at the bottom of "Update Patient Info" screen that appears.

+ Tip

first name	Reset	last nar	ne Go≯	sver ✓ 10 ✓ Reset	and Jump to	You view	can set your ving defaults in <u>Set Up</u>		
				<u>Who's in</u>	MyList? Re	fresh <u>MyList</u> GEND	Export to XLS		
W =Immur	izations DUE	NOW		Immunizations DUE SOON		O=Immunia	zations UP TO DATE	0=lmmu	nization status not a
Remove	CIR Id	Active	Imm Status	Last/First	Sex 🔎	DOB	Address	Home Phone	Mobile Phone
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	558567900	Ves	۷		м	06/14/	195 Nagle Ave, 4e New York, NY 10034	212-569-7912	
	908873911	Yes	۷		м	06/15/	1368 Webster Ave, 7K Bronx, NV 10456		646-606-6652
	907976991	Yes	۷		F	06/18/	65 W 13th St Manhattan, NV 10011	917-941-2410	917-941-2410

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

- Click on the **Search** icon.
- Complete all search fields, then click Continue.
- You can also perform an advanced search on this screen using the "Advanced Search" tab.



- To report COVID immunizations, please use the <u>Quick Add</u> screen to Search for patients and to enter the specific COVID immunization information required.
- Complete all fields below to find a patient's record in the CIR. All fields must match exactly. To search by medical record number, CIR number or other demographics, use <u>Advanced Search</u>.

Search First Name: Last Name:		◆ Tip Find patients previously accessed by users at this facility by searching in <u>MyList</u>
DOB: Sex:	O Male Female O All Other † ed for record searching purposes. Includes: Neither Male nor Female, Other, Indifferentiated, Prefer Not to Answer, Not Asked, Unknown	
	Clear 📃 Continue 🤿 🗸	

- 2. Select the patient whose record you would like to add an immunization event to.
- 3. From the current screen click on the **Quick Add** icon.



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- 4. You can also access the **Quick Add** screen through the **Add/Edit** screen.
 - COVID-19 immunizations can only be added via the Quick Add screen.



- 1. Select the Vaccine(s) you will be adding and indicate this patient's VFC Eligibility status.
- 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.)
- O Click here (opens new window) for Vaccine Information Statements (VISs).
- This patient is 19 years of age or older. You may now document either verbal or written consent from individuals 19 years and older in order to report vaccinations to the CIR. Click here for more information about CIR reporting requirements and a sample consent form (an Españo).

Select Vaccines			
So For a combination vaccine, only select one of the appropriate	Influenza	Choose Vaccine Type	¥ 🦕
Series. To add more than one event per vaccine series, click the Add	HepB	Choose Vaccine Type	~
History tab above.	Rotavirus	Choose Vaccine Type	~
	DTP	Choose Vaccine Type	~
😑 Tip	Hib	Choose Vaccine Type	~
To report COVID immunizations, please use the <u>Quick</u> <u>Add</u> screen to Search for patients and to enter the specific COVID immunization information required.	Pediatric Pneumococcal (PCV & PPSV)	Choose Vaccine Type	~
Go to Quick Add screen - for all COVID-19	lio	Choose Vaccine Type	~
vaccination reporting	IR	Choose Vaccine Type	~
	Varicella	Choose Vaccine Type	~
	HepA	Choose Vaccine Type	~

5. Once on the **Quick Add** screen:

Э	Patient demographic information copies over.	Online Search Multist Reports Add/Edit Total Recall Adv. Event Multist Output Output Without Multist Output Without Multist Without					
9	If anything is missing, you can type it in here.	Quick Add • COVID-19 Vaccinations • Adult Patient Vaccinations • Adult Patient Vaccinations Effective December 23, 2021: The new Pfizer 12+ formulation, called Pfizer Tris Sucrose, will be available. • Pfizer Tris Sucrose has a gray cap, will not require dilution and will be available in 300-dose ordering quantities. • This new formulation (Pfizer Tris Sucrose gray cap) replaces the current formulation (Pfizer purple cap) for people ages 12 and older. • More on new storage. handling. and administration requirements for Pfizer Tris Sucrose gray cap. Fill out the form below to report vaccinations for adult patients. For patients under 19 years of age, report COVID-19 vaccinations in this screen. For all other vaccination					
Э	The "Mother's Maiden Name", "Mother's Date	types use the Search or MyList screen to look up and report events. For additional instructions, see <u>Quick Guide</u> : <u>Online Registry Reporting COVID-19 Highlights</u> : <u>Online Registry Help Guide for Pharmacists</u> : <u>How to Add Historical</u> <u>Immunizations</u> : <u>How to Correct Lot Number</u> ; <u>How to Update Patient Information and Modify Immunization Details</u> For Vaccine Information Statements (VISs) click <u>here</u> (opens new window).					
	of Birth", and "VFC Eligibility" fields will only show for patients under 19 years of age.	Patient Information Fields marked with + are recommended. First Name* Middle Name TESTADDHIGHDOSEFLU MIDDLENAMETEST Sex* ① Date of Birth* Female X					

6. Scroll down and enter the patient's immunization information.

	Borough/City*		State*	ZIP Code*
The "Vaccination Date"	QUEENS	× ~	NEW YORK	× ~ 11101
field will automatically	Phone*	Phone Type* 🕦	Email Add	ress
default to today.	(000) 000-0000	Mobile	× ~ test@he	alth.nyc.gov
Make sure to enter				
the correct date.	Immunization Events Click "Add Event" button to enter m	ultiple immunization events.		
	Vaccination Date*	/accine Administered*		Lot*
Select the correct	04/02/2021	COVID-19, mRNA, 0.5 mL dose	(Modern × ~	010M20A Moderna, Inc. 12/3 🗙 📔 🗸
COVID-19 vaccine lot				Add Lot Number
	Route of Administration*	Site of Administration*		Priority Group
Click "Confirm"	Intramuscular 🗙 🛛 🗸	Left Deltoid $ imes \mid imes$	Comorbidity?	Persons aged 16-64 years wit 🗙 🛛 🗸
CIICK COMMIN .				
	Add Event			
				Reset Confirm



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- 7. The system will attempt to find an existing record for the patient. If a record is found, the system will prompt you to verify the record. Once the record is verified the vaccination is added to the record.
- 8. When the record has been added, a green confirmation box will appear:

Test Test's Immunization Record Sucessfully Added

9. If the patient does not have an existing record in the CIR, you may add one via the Quick Add screen.

		Quick Add			Additional Resources
0	Enter all required fields.	COVID-19 Vaccinations Adult Patient Vaccinations Effective December 23, 2021: The new Narc 12 - formulation, called Pitser Tris Pitser Tris Succes has a gray, can will not require dilution and will be avail The new formulation (Pitser Tris Success gray, cap) replace the current for More on <u>new storage handling, and administration required interments for Pitser</u> Till out the form below to report vaccinations for administration required interments for Pitser You see the Search or NyList screen to lock up and report events. For vational instructions: regulated induction administration (2002) Immunitations; How to Correct Lot Number How to Update Patient Information For Vaccine Information Restments (VIS) click Inter General new window). Patient Information Restments of the or menuted with 1 or recommended More and the or menuted with 2 or recommended	Sucrose will be available able in 200-dose ordening quant mulation (Pficer purple cap) for i are This Sucrose vary can er 19 years of age, report. er 19 years of age, report. El Holdingher, Sonten Elocitary H an and Modify Immunication D	ities. people ages 12 and older. I-19 vaccinations in this screen. For all other vaccination lefto Guided for Pharmacists: How to Add Historical table	COVID-19 NVC COVID-19: Vaccine Information for Providers Updates, December 2001 • (CVID-19 Societies Recommended for People and 17/Watas (PDF, December 16) • Webhain New Pface COVID-19 Vaccine Formu (PDF, December 15) • Preventing COVID-19 Vaccine Errors (PDF, Dec 7) • COVID-19 Vaccine Outreader and Counseling P Toolkit (PDF, December 6) • CDC Vaccination Guidence during COVID-19
		Hist Name* Middle Name		Last Name*	Vaccine Eligibility
		Sex* ()		Date of Birth*	COVID-19 Vaccine Codes and Crosswalk to NDC ar
		Select Patient's Sex			Codes
		Select Patient's Race	Select Patient's Ethnicity	I ~	Reporting Immunization Requirements
		Building* Street*		Apartment/Suite	Please be informed that all immunizations for adults ma
					be reported to the Citywide Immunization Registry (CIR without consent of the patient. In addition, reporting of Covid-19 and flu vaccinations for adults and children ar
0	To enter more than	Borough/City*	State*	ZIP Code*	required to be reported to the CIR within 24 hours. Clic view: <u>Governor's executive order No. 202.82</u> , Dec. 14, 20
	one vaccination event	Phone * Phone Ture*	NEW YORK	× · · ·] []	
		Select.	Borough/City	e	State" sccines
	click, endeda .	Immunization Events Click 'Add Event' button to enter multiple immunization events. Vaccina Administered' 01/07/2022 COVID-19, mRNA, 0.5/0.25 mL (M	Select of TV MANHATI. THE BRON BROOKLYN QUEENS STATEN ISI	AN A	Ref (2-45)(1) Ref (2-45)(2) Ref (2-
Тір	! To enter cities outside of NYC i	n the "Borough/City" box:		Borough/City*	
TYPE in the city name. After typing in the city name, the box is highlighted in blue. Westchester				Westchester	· · ·
	Click on the blue highlighter	ed box to select the city you enter	ered.	Other: "Westchester"	
	When the non-NYC city nar will appear with a small "x"	ne is entered successfully, it in right corner of the box.	Borough/Cit	y* er	Ebona Tuna*

10. When you are finished entering all the information, click "Confirm".

11. When the record has been added, a green confirmation box will appear:

Test Test's Immunization Record Sucessfully Added

