



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.

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

- Patient demographic information copies over.
- 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.

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

- The “Vaccination Date” field will automatically default to today. Make sure to enter the correct date.
- Select the correct COVID-19 vaccine lot.
- Click “Confirm”.

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:



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

**Quick Add**

- COVID-19 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-tray 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 types use the Search or MyList screen to look up and report events.

For additional instructions, see [Quick Guide: Online Registry Reporting COVID-19 Highlights](#); [Online Registry Help Guide for Pharmacist: How to Add Historical Immunizations](#); [How to Correct Lot Number](#); [How to Update Patient Information and Modify Immunization Details](#)

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

**Patient Information**

Fields marked with \* are required. Fields marked with † are recommended.

First Name\* Middle Name Last Name\*

Sex† Date of Birth\*

Race\* Ethnicity\*

Building\* Street\* Apartment/Suite

Borough/City\* State\* ZIP Code\*

Phone\* Phone Type\*

**Immunization Events**

Click "Add Event" button to enter multiple immunization events.

Vaccination Date\* Vaccine Administered\*

01/07/2022 COVID-19, mRNA, 0.5/0.25 mL (Modern

**Additional Resources**

**COVID-19**

- [NYC COVID-19 Vaccine Information for Providers](#) (Updated: December 2021)
- [COVID-19 Boosters Recommended for People and 17 Years](#) (PDF, December 16)
- [Webinar: New Pfizer COVID-19 Vaccine Formulation](#) (PDF, December 15)
- [Preventing COVID-19 Vaccine Errors](#) (PDF, Dec 7)
- [COVID-19 Vaccine Outreach and Counseling Toolkit](#) (PDF, December 6)
- [CDC Vaccination Guidance during COVID-19](#)
- [Vaccine Eligibility](#)

**Vaccines**

- [COVID-19 Vaccine Codes and Crosswalk to NDC and Codes](#)

**Reporting Immunization Requirements**

Please be informed that all Immunizations for adults must 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 are required to be reported to the CIR within 24 hours. Click view: [Governor's executive order No. 202.82](#), Dec. 14, 2021

Enter all required fields.

To enter more than one vaccination event click, Add Event.

**Tip!** To enter cities *outside of NYC* in the "Borough/City" box:

➔ TYPE in the city name. After typing in the city name, the box is highlighted in blue.

➔ Click on the blue highlighted box to select the city you entered.

➔ When the non-NYC city name is entered successfully, it will appear with a small "x" in right corner of the box.



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

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

