

Getting Connected to the CIR's Online Registry, if you haven't already done so:

- **Register** with the Citywide Immunization Registry (CIR) to obtain a **facility code**, at: <https://a816-healthpsi.nyc.gov/OnlineRegistration>. You may retrieve a forgotten facility code from this same service.
- **Account set-up:** Upon completing the required Online Registry Access forms and providing a valid email address, you will receive an email from cir-reset@health.nyc.gov with password set-up instructions and a time-sensitive link.
- **Log-in:** Go to www.nyc.gov/health/cir Hint: Bookmark this as a favorite. Click on the Online Registry GO button (shown in header, top right). Enter your Username and Password in the Log On screen. Click on to get started. Follow the instructions marked with and purple tip boxes or ➤

From the navigation bar, shown below. Click on the "Adult" icon. Look at the available tabs on each screen.



Adult quick Add screen is for the quick entry of immunizations given to adults over 19 years of age. COVID-19 vaccines will be required to be reported within 24 hours of administration and will not require consent to report to CIR.

For all other vaccines given to individuals 19 years and older, you may document the patient's verbal or written consent to voluntarily participate in reporting their vaccination events to the CIR. This sample consent form may be adopted to use as part of your patient registration process for your practice: <https://www1.nyc.gov/assets/doh/downloads/pdf/cir/cir-hcp-adults-consent.pdf>.

➤ Enter all required fields.

➤ To enter additional vaccination events click,

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

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](#) 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* Middle Name* Last Name*

Sex Assigned at Birth* Date of Birth*

☐ Male ☐ Female ☐ Unknown

Race* Ethnicity*

Select Patient's Race Select Patient's Ethnicity

Building* Street* Apartment/Suite*

Borough/City* State* ZIP Code*

Select or Enter... NEW YORK

Phone* Type* Email Address

() - - Select...

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

Vaccination Date* Vaccine Administered*

12/06/2020 Select...

Additional Resources
Links to additional resources

COVID-19

- NYC COVID-19 Vaccines
- CDC Vaccination Guidance during COVID-19

Vaccines

COVID-19, mRNA, 0.5 mL dose Moderna COVID-19 Vaccine
COVID-19, mRNA, 0.3 mL dose Pfizer COVID-19 Vaccine

Information on Priority Groups

Phase 1A Priority Group
Additional phases and groups TBA

- Health Care Personnel
- Long-Term Care Facility Residents

Available Flu Vaccines

Vaccine	Dose	Age Group
Influenza-IV4 IM, Presn-free(6-35mos)	Afluria PFS, 0.25 mL	6-35 mos
Influenza-LA/IV4, IN, (2-49yrs)	FluMist spray, 0.2 mL	2-49 yrs
Influenza-IV4 IM, Presn-free(age varies)	Afluria PFS, 0.5 mL	≥ 3 yrs
	Fluarix PFS, 0.5 mL	≥ 6 mos
	FluLaval PFS, 0.5 mL	≥ 6 mos
	Fluzone PFS, 0.5 mL	≥ 6 mos
	Fluzone SDV, 0.5 mL	≥ 6 mos
Influenza-IV4 IM (age varies/product)	Afluria MDV, 0.5 mL	≥ 3 yrs
	Fluzone MDV, 0.5 mL	≥ 6 mos
Influenza-IV3,IM,Adjuvanted(≥65yrs)	Fluad PFS, 0.5 mL	≥ 65 yrs
	Flucelvax PFS, 0.5 mL	≥ 4 yrs
	Flucelvax MDV, 0.5 mL	≥ 18 yrs
	Flucelvax MDV, 0.5 mL	≥ 4 yrs
	Fluzone PFS, 0.7 mL	≥ 65 yrs
	Fluzone PFS, 0.5 mL	≥ 65 yrs

Fluad syringe; MDV=multidose vial; SDV=single dose vial

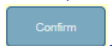
- **TYPE** in the city name. After typing in the city name, the box is highlighted in blue.
- **Click on the blue highlighted box** to select the city you entered.
- When the non-NYC city name is entered successfully, it will appear with a small “x” in right corner of the box.

Add Event, Example 2:

- If the Lot in your inventory is not appearing in the droplist, click on the [Add Lot Number Link](#) to add it. See VIM instructions in the next section.
- When entering a COVID-19 vaccination event, you will be prompted to enter additional information.

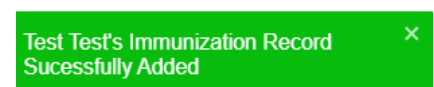
- For COVID-19 vaccines, the manufacturer and lot information will be added in the droplist by CIR.

- Click, the “Confirm” button:



- 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.

- A green confirmation box will appear.





VIM allows you to record and save to the Online Registry vaccine lots you have on hand. This saved information will be used to prepopulate the Vaccine Administered and Lot drop lists in the **Adult Quick Add** screen and **Add/Edit** vaccine screens. COVID-19 vaccine lots will be entered by CIR.

While in the **VIM** screen, in the top row of tabs: (1) click the **Vaccine Inventory Management** tab; (2) in the second row of tabs, click the **Adjust Inventory** tab; (3) click on the **Private Inventory** tab, and (4) click the button: **Find & Add Lot** +.

- Find and Add Lot:

The **Find and Add Lot** box will be activated. Follow the instructions.

After entering your lots, click **Save** or **Return to Quick-Add** if you came in from **Adult Quick Add** screen.

- **COVID-19 Vaccine Orders** should be placed by Monday at 12pm to receive vaccine for the following week. Request vaccine on an as-needed basis only. Vaccine requests not received for the current week will roll over to the next week, you do not need to re-submit the order.

- 1) First, reconcile your COVID-19 vaccine inventory by clicking on the **Reconcile Inventory** link.

➡ For detailed instructions on how to reconcile, click [here](#).

COVID-19 Vaccine Order


Revise Your COVID-19 Pre-Book

Shipping History

➡ Enter an amount in the "Current Order Amount" column based on the number of vaccinations you are able to administer at your facility for the upcoming week; but please note that even though an order has been placed, your facility may not receive vaccine due to limited vaccine supply. If you did not receive vaccine for the current week, your request will roll over to the following week.

COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Moderna COVID-19 Vaccine	500	0	500	
Pfizer COVID-19 Vaccine	6,240	0	6,240	
Total	6,740	0	6,740	

Last Reconciliation: 03/15/2021

 [Reconcile Inventory](#)

- 2) Place your order.

➡ Enter the number of first doses you need for the upcoming week in the **Current Order Amount** column.


➡ Click  when you are done.

COVID-19 Vaccine Order				
Revise Your COVID-19 Pre-Book		Shipping History		
COVID-19 Vaccine	Total Pre-Booked COVID-19 Vaccine	Amount Already Shipped	Remaining Pre-Book	Current Order Amount
Moderna COVID-19 Vaccine	1,300	0	1,300	<input type="text" value="0"/>
Pfizer COVID-19 Vaccine	9,750	0	9,750	<input type="text" value="0"/>
Total	11,050	0	11,050	

- 4) If necessary, revise your Pre-Book Order by clicking the  tab. For detailed instructions on how to do this, see the **COVID-19 Vaccine Ordering & Inventory Management** guide.

Orders cannot be amended or cancelled within the CIR once they have been submitted. To cancel or amend your order, email COVIDVax@health.nyc.gov with subject: "AMEND COVID ORDER".


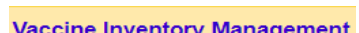
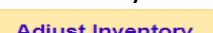
- **VIM Transfer Module (in-network)** allows you to manage the transfer or redistribution of vaccine. **Approval from the New York State (NYS) Department of Health must be obtained prior to redistributing vaccine.** See the **Redistribution Request form-CDC Agreement** to complete your redistribution.

➡ To transfer vaccine **in-network**: (1) navigate to the **VIM/COVID-19** screen ; (2) click the  tab; (3) select the  sub-tab.

➡ Select the site within your organization that you are sending vaccines to. Enter doses to transfer.

➡ Once all fields are complete, click . Inventory is increased or decreased automatically.

For more information on using the **Transfer Module**, refer to the **COVID-19 Transfer and VIM Guide**.

- **Transfer Vaccine Out of Network** from within the **VIM/COVID-19** screen  by clicking the  tab, then select the  sub-tab.

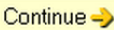

➡ For the transferred lot, (1) Enter Adjust Direction: **Decrease**; (2) enter # of vaccines in **Adjust Quantity**; (3) enter Adjustment Reason: **Transfer COVID-19 Vaccine**; (4) click .

➡ Upon receipt of vaccine, receiving site must use **Find and Add Lot** to add vaccine to inventory.

If you are unable to log vaccine transfers in the VIM, please call the CIR at **(347) 396-2400**.

- **COVID-19 Vaccine Wastage** should be reported to the CIR immediately. Please dispose of wasted vaccine as you would other unused medication. **Temperature Excursions** must also be documented.

➡ Select the  tab,  sub-tab.

➡ Fill out all fields displayed. Click  to confirm entry(ies), then click .

For more info on reporting wastage and **Temperature Excursions**, refer to the [COVID-19 Vaccine Ordering & Inventory Management](#) guide. If you need more help, please call the CIR at **(347) 396-2400**.

- **COVID-19 Summary Reports** show you a summary of what has been shipped and administered by your facility, sorted by date, brand, and dose sequence (first or second dose).
 - The **COVID-19 Vaccine Shipped Report** shows doses shipped to your site.
 - The **COVID-19 Vaccine Administered Report** shows doses administered to patients at your site.
 - **Tip!** In the **Administered Report**, COVID-19 mRNA NOS = Not Otherwise Specified. **This should not be used regularly. If your system is reporting this way, please correct in your EHR.**

- **Vaccine Transactions Reports** can be used to find out how specific vaccine lots were used. While in the **VIM** screen, in the top row of tabs: (1) click the tab **Reports**; (2) in the second row of tabs, click the tab; (3) click on the **Vaccine Transactions Report** tab; (4) specify parameters; (5) click **Run Report**.
- **Doses Administered Reports** shows the number of vaccines you reported giving. While in the **VIM** screen, in the top row of tabs: (1) click the tab **Reports**; (2) in the second row of tabs, click the tab; (3) click on the **Doses Administered** tab, and (4) click the button: **Detailed**.
 - For counts of adult doses, choose (a) “Privately Provided,” (b) enter the date range the vaccines were administered, and (c) choose the adult age ranges. Click **Continue** to view the report.

- **Independent Pharmacists** vaccinating under standing orders can find instructions for the Standing Orders Aggregate Form and Standing Orders Report in our [QuickGuide: Tools for Aggregate Reporting](#).

For more detailed instructions on how to access your VIM Reports, refer to the [COVID-19 Vaccine Ordering & Inventory Management](#) guide. If you need help accessing your reports, call the CIR at **(347) 396-2400**.



MyList contains every record your facility has looked up and found. Click on an individual’s name to quickly and easily find the record. The list is downloadable.

- **Search MyList:**
 - Search within **MyList** using the first few letters of the name.
- **View MyList:**

- Choose the number of patients to view per page; jump to the Last Name by alphabet.
- **MyList** can be sorted by First Name, Last Name, Gender, Date of Birth (DOB), Date Last Accessed, and color-coded Status: = up-to-date; = past due = due soon, by clicking on the small arrows under each column heading.

- **Update a patient's status to "Active" or "Inactive"**, referred to as the **Moved or Gone Elsewhere (MOGE)** status, in the **"Active"** column to let CIR know if patient is no longer being seen at practice.

See guidance on **MOGE**: <https://www1.nyc.gov/assets/doh/downloads/pdf/cir/vfc-moge.pdf>

- In this column, clicking Yes/No, will bring up the **Update Patient Info** screen where you may:

- Update address and phone numbers
- Update patient MOGE status by choosing one of the options:

- **To remove patients** from **MyList** and its association with the practice, you must do **two steps**:

- 1) First, update the **Active** status to "No" in the **Update Patient Info** screen.
- 2) Second, remove the record from **MyList** by checking the box to the left of the patient's name in the **Remove** column, and then clicking the **Remove** icon at the top of the column.

- **Note:** If step 2 is completed, but step 1 is not, the record is only removed from your view in **MyList** and remains associated with your practice.

- **Refresh MyList** use this feature to regularly refresh (update) **MyList**.

- Add patients you have immunized in the past who are in the CIR, but may not already be on **MyList**.
- Add patients you have looked up but may not have immunized yet at your practice. Please note **MyList** is shared by all users at your practice.
- Click on **"Who's in MyList"** to view details of the current **MyList**, such as when and who updated the list last in your practice and the criteria they chose.



Search allows you to search the CIR for an individual's immunization record. If you cannot find an individual, and believe the individual has a record in CIR and was born in NYC after 1995, please call the CIR for assistance, at **(347) 396-2400**. 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.

- **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**

- To improve your chances of finding an individual's record choose by clicking on one of the advanced search combinations in the **Tip box**. Type the requested additional information. Click **Continue** .

If you are still unable to find the individual's record, call the CIR at **(347) 396-2400**.

- **Add New Patient**

- To help prevent duplicate records, enter as much information as possible to add a new patient. If you have trouble adding a new patient, call the CIR at **(347) 396-2400**.



Add/Edit allows you to add the immunizations events you administered and add historical immunizations administered by you or other providers, to an individual's record. The first step is to look up the individual by using the **Search** screen or **Adult** screen, and click on the **Add/Edit** icon or link.

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

- Select the specific immunization type administered in the drop-down menus for the patient's recommended vaccine series. Some of the adult immunizations are listed in the last category "**Other.**" "Other" lists vaccines that are not part of children's series.

- You may enter an administration date
- Indicate patient's VFC eligibility for patients under 19 years of age. For patients 19 years of age and older, choose "Not VFC Eligible."
- Click **Continue** ➔. Next, add lot and manufacturer information (optional for adult vaccinations).
- Review your additions. Click **Confirm** ✓.

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](#) (en Español).

To have immunizations recorded in the CIR, for your convenience, a link to a sample adult voluntary consent form will appear on this screen when accessing a record of an adult.

- Add History** shows you all previously reported immunizations for an individual and allows you to add any additional ones that you know of 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 immunization information.
 - 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 requests to modify events reported in the record by other providers will be reviewed by CIR staff who will update the child's record if appropriate.

- Disease Immunity** allows you to report and review history of varicella disease. You may report and review disease immunity confirmed by titer or serology for hepatitis A, hepatitis B, measles, mumps, rubella and varicella.
 - To report disease immunity, you need to report the IgG test date. For varicella, you may report the disease date by month and year. Scroll down to view patient history.



Reports

- View Record** When a search is successful, the individual's immunization record and lead test history are displayed. Vaccine series are in the left column. Vaccines administered are listed from left to right, 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 the record in the "grid" format.

- **Provider Reports** You may choose the filtered report to print only valid immunizations or the unfiltered report to print all immunizations reported with recommendations and comments. The Lead Test History is automatically printed unless unchecked.
- **Public Reports** This official report may be given to individuals to whom the record pertains 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. Recommendations and comments will not be displayed.
- **Update Patient Info**
 - Update the address and phone numbers 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.
 - Indicate patients as "Active" or "No longer active" meaning, the patient left the practice. Also known as Moved or Gone Elsewhere (MOGE) status.
 - Update cell phone information. Modify status for accepting text messages.



Tools contains materials and features useful for your practice.

- **Coverage Report** Use this page to find out which patients are up-to-date and optionally create a Recall List for patients who need immunizations. Refresh **MyList** before running a coverage report. Print letters and address labels based on a list of patients who are not up-to-date.
- Click on the link [Create Standard, COVID-19, IQIP, Flu Coverage Reports](#)
- On the next screen, choose, for example, **COVID-19 Coverage Report**, which calculates the percent of patients who had the first dose of vaccine reported, and are now due the second dose. At the bottom right, assign a name for the output file.
- Return to the job list to choose a report to view when it is "Done."

Recent Coverage Reports (62 Reports)								
	Type	Name	On Behalf Of	Patients	UTD%	Coverage Status as of:	Date Created	Report Status
<input type="checkbox"/>	COVID-19 Coverage Report	"COVID coverage_20210111"		22	40.9%	01/11/2021	01/11/2021 2:28 AM	Done



The summary results are shown and a list of patients due for vaccine.

- To create a Recall List, Letters and Labels, click on:

[Create Recall List](#)

[Coverage Report](#)
[Immunization Schedule](#)
[Lead Guidelines](#)

This page lists the results of your Coverage report.

COVID-19 Coverage Report: COVID coverage_20210111
9 of 22 patients are up to date (40.9%)

[Create Recall List](#)

[COVID-19 Patient List](#)

13 of 22 patients are not up to date (59.1%)

Last/First	Gender	DOB
Conner, Alica	M	07/15/1975

- View the online [Coverage Reports Reminder/Recall Guide](#) for details.



Recall /Reminder allows you to identify patients who may be due immunizations. This feature allows you to send text messages, print letters and address labels, or a list of addresses and phone numbers. You may produce a Recall/Reminder list based on **MyList** or customized options. View the online [Coverage Reports Reminder/Recall](#) with [Text Messaging Guide](#) for details.



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

- **Default Settings**

- You may choose settings to always start with the **Adult** immunization tab.
- 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.

- **Change Password**

- **How to request to Reset your Password**

- If you forget your password and/or are locked out, please contact your Site Security Administrator (SSA). Your SSA will be able to view your account and send you a link via email to reset your password. **You must provide a valid email address.** The email reset email will come from cir-reset@health.nyc.gov and will expire after **4 days**.
- Site Security Administrators need to contact the DOHMH Security Administrator at cir-reset@health.nyc.gov.


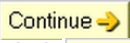
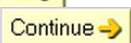
Passwords must be at least 8 characters long, contain at least one number, and have at least one upper-case letter:

1. Uppercase alphabet characters (A-Z)
2. Lowercase alphabet characters (a-z)
3. Arabic numerals (0-9).

Example: reG1stry

- **Manage User** Available to Security Administrators (SSAs) only: Use this function to create, modify and inactivate user ID's and reset passwords for each user at your site.

- **Add New User**


- To add a new user, click the  button under “Add a New User.”
- Fill out the information. **A valid email address is required to complete the account set-up.**
- **Notify the new user that they will receive an email containing a link that will be valid for up to 4 days to set up his/her password.**
- For Security Group, Select “**Normal**” if you want your user to **Add/Edit** immunizations. Select, “**Read Only**,” if your user will only be viewing patient immunization records and printing reports.
- If the provider information needs to be updated, please contact the CIR, at **(347) 396-2400**. Click  and the new user is added to the list with the ID listed to the left of the user's name.
- Click  and the following note in green will appear at the top of the page:
User ID **xxx** was created. Please have the user check their email to set the password for their new Online Registry account. Please be aware that: (a) there may be a delay of up to an hour for receipt of the email; and, (b) the email will expire after **4 days**, whereupon the account will need to be set up again.
- The e-mail your user needs to look for will be sent from: cir-reset@health.nyc.gov.
Link will expire in **4 days** – please notify new user to check email promptly.
- Please instruct users that passwords must contain characters from each of the three categories listed below, and must be at least 8 characters long:
 - a. Uppercase alphabet characters (A-Z)
 - b. Lowercase alphabet characters (a-z)
 - c. Arabic numerals (0-9)

Passwords must not be shared! Each individual is required to have a separate password. Before assigning an ID to a new user, make sure they complete and sign 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 “Online Registry Access & Reporting” for a copy of this statement.

Modify User, Reset Password


- In the Manage users tab, scroll down. Click on a User ID or Name to be modified.
- Edit contact information and/or use the [reset password](#) link. Make sure the email address is valid.
- Click “Continue” and a note in green will appear at the top of the page.

Inactivate User



- In the Manage users tab, scroll down. Click on a User ID or Name to be inactivated.
 - Next to the question: “Active User?” choose “No”
 - Click  and a note in green will appear at the top of the page.

- **Change My Contact Info**

-  Updating your contact information by visiting the Online Registration page:
<https://a816-healthpsi.nyc.gov/OnlineRegistration>.

 **Help** is designed to assist you in using the Online Registry. Please refer to it if you have any questions, or contact CIR at cir@health.nyc.gov, or call **(347) 396-2400**, Monday through Friday, 9 am to 5 pm to request additional support.
You may also visit www.nyc.gov/health/cir and scroll down to the Online Registry Guides section for additional resources.

Log Out

-  Click on the  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.