



Online Registry QuickGuide

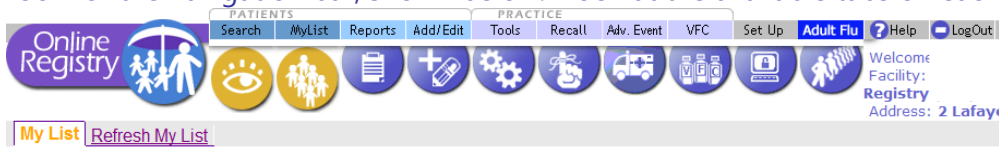
Phone: (347) 396-2400

www.nyc.gov/health/cir

Fax: (347) 396-2559

Getting Connected

- **Register** with the Citywide Immunization Registry (CIR) to obtain a **facility code** or retrieve your facility code if you have forgotten it at: <https://a816-healthpsi.nyc.gov/OnlineRegistration>.
- **Account set-up:** Complete the attached Online Registry Access forms and provide a valid email address. You will receive an email from cir-reset@health.nyc.gov with your username and a time-sensitive link to password set-up instructions.
- **Log-in:** Go to www.nyc.gov/health/cir (Hint: For quick and easy access, bookmark this as a favorite.) Click on the Online Registry button (shown above left). Enter your **User Name** and **Password** in the Log On screen. Click on to get started. Follow the instructions marked with , and tips, marked with .
- Look for the navigation bar, shown below. Look at the available tabs on each screen.



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

- **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, use 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**.



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

- **Search MyList:**
 - Type in the first few letters of the person’s name to Search within **MyList**.
- **View MyList:**

You may 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 (green = up-to-date; red = past due; orange = due soon) by clicking on the small arrows under each column heading.

 - **To remove patients,** check the boxes next to the names, and click at the top or bottom of the column. (This will remove the individuals only from your view in **MyList**, not from the CIR.)



Reports

View Record When a search is successful, the individual’s immunization record and lead test history are displayed. Vaccine series are located in the left column. Vaccines administered are listed from left to right, and 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.

(**Reports** continued on next page.)

- Click on the printer-friendly format icon: to print out a copy of the record in the “grid” format.
- **Printing Reports:**
- **Provider Reports** You may choose the filtered report to print only valid immunizations or the unfiltered report for all immunizations reported with recommendations and comments. The Lead Test History is automatically printed unless unchecked.
- **Public Report** This official report may be given 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.
- **Request Fax** Fill in the name and fax number (NYC area only) of the person to whom you are faxing the report, and click “Submit.” The person will receive the report in about 10 minutes.
- **Pre-Completed Forms** Click on a form. The patient’s immunizations and basic identifying information, will be automatically filled in. Forms may be given to the parent/guardian to give to their provider to review.
 - **Forms currently available:**
 - Child & Adolescent Health Examination Form (CH205)
 - WIC Medical Referral Form for Infants and Children
 - Early Intervention Program Referral Form (EIP-16)



Tools contain materials and features useful for your practice.

- **Immunization Schedule**
- **Lead References**



Recall/Reminder allows you to identify patients on your **MyList** who may be due immunizations. This feature allows you to 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/Reminder/Recall 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 a Simple or Advanced Search. 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 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*

(Set-Up continued on next page.)



- **Manage Users** Available to Security Administrators only. Use this function to create, modify and inactivate user accounts and reset passwords for each user at your site. **A valid email address is required to complete the account set-up.** Detailed instructions are located on the SSA's **Manage Users** screen.
- **Passwords must not be shared!** *Each individual in a facility is required to have a separate password. Before assigning an ID to a new user, make sure he or she completes and signs 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.)*
- **Change My Contact Info** Notify CIR by phone, **(347) 396-2400**, or email cir@health.nyc.gov.



Help is designed to assist you in using the Online Registry. Please refer to it if you have any questions, or call **(347) 396-2400**, Monday through Friday, 9 am to 5 pm to request additional support.



LogOut



Click on the LogOut 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.

Visit Us Online! nyc.gov/health/cir



The Citywide Immunization Registry

42-09 28th Street, 5th Fl., CN 21, L.I.C, NY 11101-4132

Phone (347) 396-2400 Fax (347) 396-2559

Email: cir@health.nyc.gov