

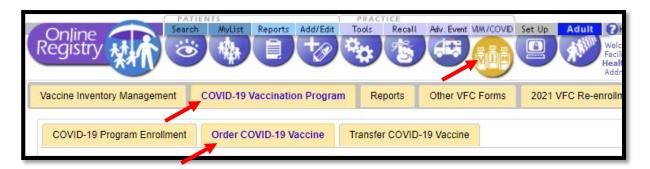
## How to Update Vaccine Storage & Thermometer Details in the Citywide Immunization Registry (CIR)

New York City Department of Health & Mental Hygiene • Bureau of Immunization nycimmunize@health.nyc.gov

The New York City (NYC) Bureau of Immunization (BOI) requires that all vaccinating providers update and manage their storage and thermometer details in the CIR online registry using the Vaccine Inventory Management (VIM) module.

## **HOW TO FIND STORAGE & THERMOMETER DETAILS**

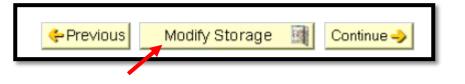
- Log on to the CIR Online Registry: <u>www.nyc.gov/health/cir</u>.
- If participating in the NYC COVID-19 Vaccination Program only, navigate to the VIM/COVID icon and select the "COVID-19 Vaccination Program" tab, then the "Order COVID-19 Vaccine" sub-tab.



• If participating in the Vaccines for Children (VFC) Program only, navigate to the VIM/COVID icon and select the Vaccine Inventory Management tab, then the Order VFC Vaccine" sub-tab.

Online Registry	Search A	AyList Reports	Add/Edit	Tools Recall	Adv. Event WW/COVID	Set Up Quick	Add ? Help Welcome Geo Facility: I Address:		
Vaccine Inventory Manage	ement CC	OVID-19 Vaccina	ation Program	Reports	Forms, VIM Guides	2022 VFC	Re-enrollment	Standing Orders Aggregate Form	
Order VFC Vaccine	Order Influen	za Vaccine	Adjust Invent	ory VFC Va	ccine Returns/Wastage	Vaccine	Order Tracking		

• Then Select the **Modify Storage** button located at the bottom of the screen.





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## **HOW TO EDIT STORAGE & THERMOMETER DETAILS**

- The storage units outlined in **RED** are considered **Incomplete** and require more information.
- Click on the Edit hyperlink to review and update the current storage unit and thermometer details on the form that appears.
- Required details include type, brand, model, calibration expiration date and clear images of your storage and thermometer equipment. Storage unit pictures must have the door open and the inside of the unit should be clearly visible. Photos or images obtained online or from websites are not acceptable. If uploading an image file that exceeds 24MB/24,576KB, reduce its size by saving it in a different format. Once the details required have been added, the red outline will no longer appear and the status will update to pending.
- Select the **Delete** hyperlink to replace current storage unit and thermometer equipment.
- Select the **Add Storage Unit** card to add a new unit and its corresponding thermometer details. If adding a newly purchased unit, ensure the unit is operational and monitored by a DDL 48 hours prior to use. Usage approval is required by our staff for newly purchased units.
- Note: To bypass this screen, you will be able to skip and continue once. You will be prompted to enter storage details the next time you order vaccines in CIR.

Storage Unit 1 Unit Label/Location: -		Storage Unit 3 Unit Label/Location: N	ledication Room		
Status: Incomplete		Status: Pending			
Unit Brand: accuvax		Unit Brand: Panasonic			
Type: Stand-alone Pharmaceutical-Grade Re		Type: Stand-alone Pharmaceutical-Grade Re			
Thermometer Information		Thermometer Information		+ Add Storage	e Unit
Thermometer Brand:		Thermometer Brand: Dickson One			
Status: Incomplete		Status: Pending			
Calibration Expiration: 06/15/2022		Calibration Expiration: 01/24/2024			
Edit) Delete		Edit Delete			
					Skip And Continue ->
	Storage Uni	t Details	Thermometer Information		
	Unit Label/Location* (Ex: Room 1, Basement, West, Unit A, etc.) Unit Brand* ① Unit Model* ① Storage Type* ① Change Type Stand-alone Pharmaceutical-Grade Re Estimated Refrigerator Capacity (ft <sup>2</sup> )* 19.7 Unit Image* ① (Storage unit pictures must have the door open clearly visible Photos or images retrieved acceptable.) Upload Image	and the inside of the unit should be	Thermometer Brand* ① Thermometer Model* ① Does this thermometer have a O Yes O No Digital Data Logger Thermometer Upload Image Thermometer Calibration Expir mm/dd/yyyy	ter Image* 🕔	
	Image file format examples: .pdf, .jpeg, .png,	.tiff, .gif	Back	Cancel Save	

- All edits made to storage and thermometer details will be in pending review status until approved.
- An email will be sent to notify your practice of the **approval** or **rejection** status of your submission within 48 hours. Some common rejection reasons inlude incorrect image, unit type, brand or model. If **rejected**, the reason for the rejection will be included in this notification. Update the required details in CIR and resubmit.