

Online Registry – Adding Historical COVID-19 Immunization Events



www.nyc.gov/health/cir

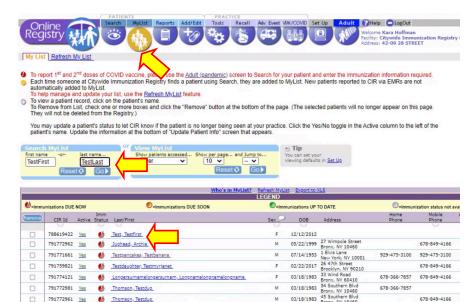
Add/Edit can be used to add COVID-19 vaccine administered by another facility. Historical doses will be marked as "Given by another practice". If a patient asks you to report their immunizations to the CIR, check that the doses have not already been reported before adding them.

Note: You do not need the lot number to report a historical dose. Your inventory will not be affected.

Search for the existing patient record. If the patient belongs to your practice, you can use the MyList screen
to search for the patient. If your facility has never looked up the patient in the Online Registry, use the
Search screen to locate the patient's record.

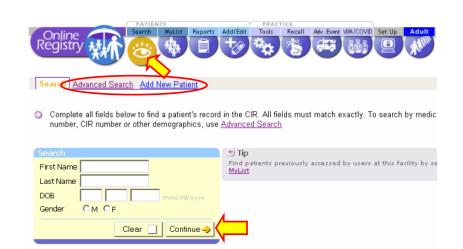
To search for a patient from MyList:

- Click on the MyList 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 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.



2. Select the patient whose record you would like to add a historical COVID-19 immunization event to.



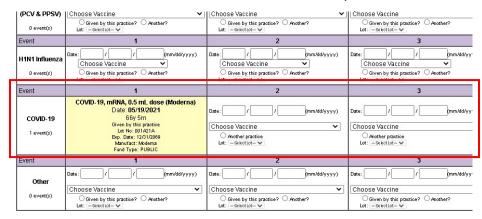


3. From the current screen, click on the Add/Edit icon on the navigation bar.

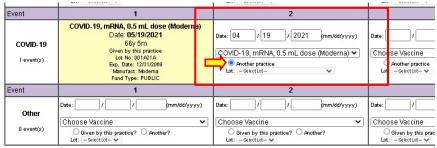
Next, click the "Add History" tab.



- 4. Scroll down to the bottom of the patient record to the COVID-19 immunization event history.
 - Confirm that any dose(s) already reported to the CIR match your copy of the patient's record.



- 5. Enter the historical immunization in the first available space in the row titled "COVID-19".
 - Enter the administration date.
 - Choose the vaccine type from the dropdown list.
 - Select "Another practice".
 - Click "Continue" when finished.





 A confirmation screen will appear asking you to verify that the information is correct. If correct, click "Confirm".



7. You can navigate back to the patient's record to confirm the historical dose was successfully added.



