Online Registry – Updating Patient Info and Modifying Immunization Events
www.nyc.gov/health/cir

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How to Update Patient Information in the Online Registry

Reports can be used in the Online Registry to update demographic and contact information for patients at your facility. The Reports tool allows you to make changes to a patient's first name, last name, date of birth, sex, address, email, and phone number. You can also use this tool indicate if the patient is active at your practice or has Moved or Gone Elsewhere (MOGE).

1. Search for and select the patient whose information you wish to update.

   If the patient belongs to your practice and has been looked up before, you can search for the patient in **MyList**. You can also use the **Search** screen to locate a patient record. See below.


To select 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 select a patient from **Search**:

- Click on the Search icon.

- Complete all 4 search fields, then click Continue.

- Choose "This IS the patient" if the information on the screen matches the patient.

- You can also try using the "Advanced Search" tab.
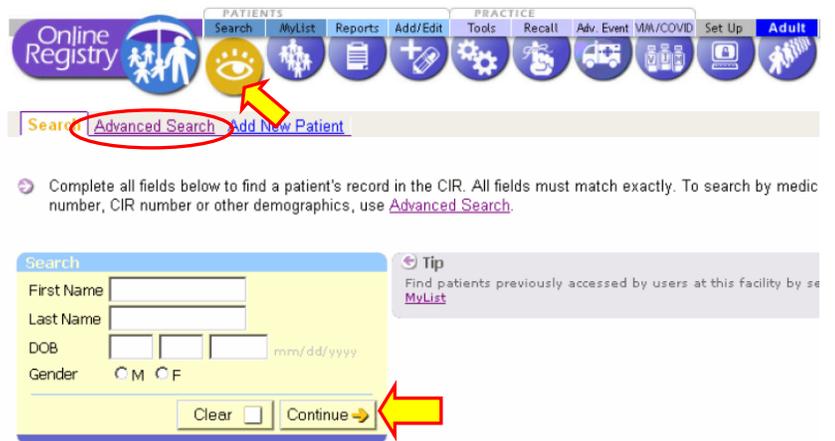
2. On the current screen, click on the "Update Patient Info" tab.

3. You may edit any of the fields you see on the screen. Once finished, click "Continue".

- It may be helpful to check all fields for errors.

- If the patient has left your practice, you can change their status here.

- Please add the patient's current email and cell phone number so the patient can use My Vaccine Record to access their vaccine record.

4. You will see a notification in green at the top of your screen indicating that your updates were successfully saved to the patient record.

If for any reason you are unable to add or update a patient's contact or demographic information, you may email the CIR for help at cir-reset@health.nyc.gov.

![NYC Health logo]

**Online Registry – Updating Patient Info
and Modifying Immunization Events**
www.nyc.gov/health/cir

Look up records
& report immunizations
Online Registry GO

We help you call
the shots!

2 **How to Modify Immunization Events Given by Your Facility**

Add/Edit can be used in the Online Registry to modify COVID-19 and other vaccine doses administered by your facility. If you report immunizations manually using the Online Registry, this tool allows you to modify the date or manufacturer of an immunization event.

1. To modify an immunization event, first search for and select the 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 a patient in the Online Registry, use the **Search** screen to locate the record.

   ⮕ See step 1 on page 1 of this guide for instructions on using Search and MyList.

2. Once you select the patient record, click the **Add/Edit** icon on the navigation bar.

   Next, click the "Modify History" tab.

3. Find the immunization event in the patient's record.

   ⮕ COVID-19 event used as example here. You may modify any event.

   ⮕ Check the box next to "Modify or Delete" under the dose(s) you wish to modify.

   ⮕ Click "Continue".

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4. Modify the immunization event.

   ➲ Check "Modify Event".

   ➲ If necessary, change the date of administration.

   ➲ You may also change the lot number and manufacturer.

   ➲ Click "Continue".

5. Review the information on the confirmation screen, click "Confirm" if correct. The updated event will now be visible in the patient record.

If you are unable to modify events in the Online Registry, you may email cir-reset@health.nyc.gov.

You can find our other Online Registry guides for reference under the "Online Registry Guides" tab on our main webpage: www.nyc.gov/health/cir.

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Look up records & report immunizations
Online Registry GO▶

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3 | **How to Modify Immunization Events Given by Another Facility**

Add/Edit can be used in the Online Registry to modify COVID-19 and other vaccine doses administered by another facility, also known as historical doses. When you modify an historical dose, you will have the option to indicate if the dose was administered by your practice or another.

1. First, search for and select the 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 a patient in the Online Registry, use the **Search** screen to locate the record.

   ➲ See step 1 on page 1 of this guide for instructions on using Search and MyList.
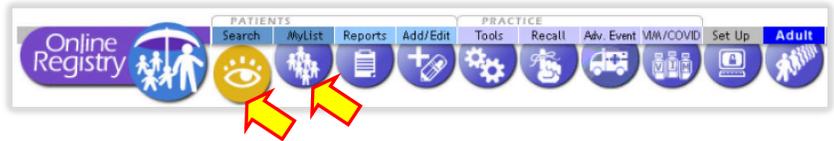
2. Click on the **Add/Edit** icon, then the "Modify History" tab.

3. Locate the immunization event you wish to modify.

   ➲ Check the box next to "Modify or Delete" under the dose(s) you wish to modify.

   ➲ You may modify any event. COVID-19 used as example.

   ➲ Click "Continue".

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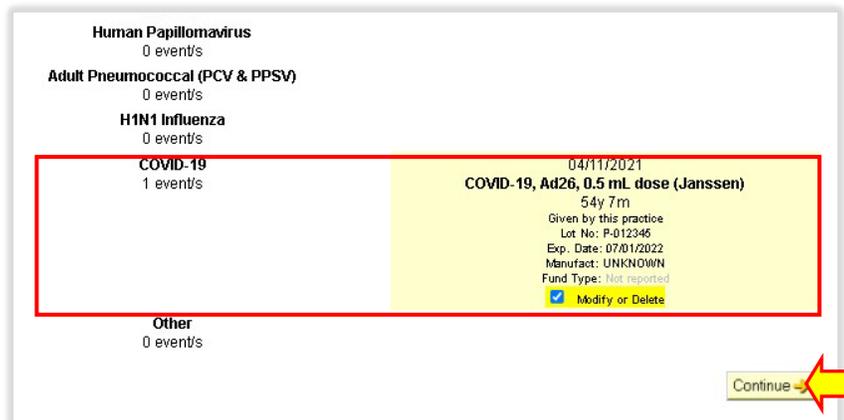
4. On the next screen select the bubble next to "Delete", then click "Continue".

➲ Do not modify the event on this screen.

COVID-19 1 event/s	○ Modify Event or ● Delete Event
	04 / 27 / 2021 (mm/dd/yyyy)
	● Given by this practice? ○ Another?
	COVID-19, Ad26, 0.5 mL dose (Janssen)
	Lot: 011FAKE	Janssen Products, LP| 12/31/2069	PUBLIC
Other 0 event/s	

← Change   Clear ☐   Continue ➡

5. Confirm that the information on the screen is correct, then click "Confirm".

Online Registry
PATIENTS: Search MyList Reports Add/Edit
PRACTICE: Tools Recall Adv. Event VIM/COVID Set Up **Adult** ?Help LogOut

Welcome Kara Hoffman
Facility: Citywide Immunization Registry (CIR)
Address: 42-09 28 STREET

Current Immunization | Modify History | Add History | Add Lead Test | Disease/Immunity

791771661   First: Testbanana   Middle: Last: Testpancakes   DOB: 07/14/1953   Sex: Male
1 Elvis Lane   (Age: 67y 9m)
New York, NY 10001

1. Select the Immunization Events you wish to modify or delete.
2. Make changes to Immunization Events you selected, double-check, then click the "Continue" button.
➲ 3. Check for accuracy, then click the "Confirm" or "Change" button at the bottom of the page. (Click "Cancel" to return to the patient record.)

Vaccine Group	Existing Event Information	
COVID-19	Date: 04/27/2021	Lot Number: 011FAKE
	Vaccine Name: COVID-19, Ad26, 0.5 mL dose (Janssen)	Manufacturer: JANSSEN
	Given by: This Practice	Expiration Date: 12/31/2069
		Vaccine Fund Type: PUBLIC
	You are requesting to DELETE this event.	

← Change   Cancel ✖   Confirm ✔

6. Once the event is deleted, from the current screen click on the **Adult** icon.

Online Registry
PATIENTS: Search MyList Reports Add/Edit
PRACTICE: Tools Recall Adv. Event VIM/COVID Set Up **Adult** ?Help LogOut

Welcome Kara Hoffman
Facility: Citywide Immunization Re
Address: 42-09 28 STREET

Vaccine

➲ Patient demographic information should already be filled in.

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, Online Registry Reporting COVID-19 Highlights, or Online Registry Help Guide for Pharmacists.

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

➲ If anything is missing, you can type it in here.

Patient Information
*Fields marked with * are required.*

| First Name* | Middle Name | Last Name* |
| TestFirst | | TestLast |

Sex Assigned at Birth *
○ Male   ● Female   ○ Unknown

Date of Birth*
12/12/2012

➲ The "Mother's Maiden Name", "Mother's Date of Birth", and "VFC Eligibility" fields will only show for patients under 19 years of age.

| Mother's Maiden Name* | Mother's Date of Birth* |
| TestMother | 12/12/1972 |

VFC Eligibility*
NOT VFC ELIGIBLE   ✕ | ⌄

For patients under 19 years of age, use My List if reporting immunizations other than COVID-19 or Influenza.

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7. Scroll down and enter the patient's correct immunization information, including lot number.

➲ Enter the patient's race and ethnicity.

Race*	Ethnicity*
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	Not Hispanic or Latino

Building*	Street*	Apartment/Suite
42-09	28th Street	

Borough/City*	State*	ZIP Code*
QUEENS	NEW YORK	11101

Phone*	Phone Type* ⓘ	Email Address
(000) 000-0000	Mobile	test@health.nyc.gov

➲ The "Vaccination Date" field will automatically default to today. Make sure to enter the correct date.

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

Vaccination Date*	Vaccine Administered*	Lot*
04/02/2021	COVID-19, mRNA, 0.5 mL dose (Modern…	010M20A|Moderna, Inc.|12/3…

Add Lot Number

➲ Select the correct COVID-19 vaccine lot.

Route of Administration*	Site of Administration*	Priority Group
Intramuscular	Left Deltoid	☐ Comorbidity?	Persons aged 16-64 years wit…

➲ Enter all vaccine administration information.

Add Event

Reset   Confirm

8. When you are finished, click "Confirm". The event is now on the patient's record.

   NOTE: You can confirm that the patient's record shows the correct immunization information by selecting the record from MyList and viewing the record.

If you are unable to modify events in the Online Registry or need additional assistance, you may email cir-reset@health.nyc.gov.

You can find our other Online Registry guides for reference under the "Online Registry Guides" tab on our main webpage: www.nyc.gov/health/cir.

3 | **How to Update Patient Info via EHR-CIR HL7 Connection**

HL7 Connection Users may update patient information in their electronic health record system to report to the CIR. Please check with your IT Department that the correct cell phone and email are being sent through to the CIR via your HL7 connection. You can use the Online Registry to check if entries from your EHR made it through successfully.

1. Update the demographic data in your electronic health record (EHR) system first. You may update:
   a. Race
   b. Ethnicity
   c. Phone number/cell phone number
   d. Email address
   e. Current mailing address
   f. Mother's maiden name
   g. Middle name

2. Next, submit or report to the CIR a historical or previously reported immunization record within your EHR system. Duplicate vaccinations will be ignored, but the patient's demographic information will be updated.

EMR users with an HL7 connection to the CIR can find guides for reference under the "CIR Electronic Reporting Documents" section of our webpage: www.nyc.gov/health/cir

For questions about HL7 interoperability, you may email cir_interop@health.nyc.gov.