Citywide Immunization Registry
www.nyc.gov/health/cir
Phone: (347) 396-2400
Fax: (347) 396-2559

FOR SCHOOLS
DAY CARE & CAMP
PROGRAMS

NYC Health
NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Ashwin Vasan, M.D., Ph.D.,
Commissioner

Immunization Records Available Online!

What is the Citywide Immunization Registry (CIR)?

The CIR is a computerized filing system that since 1996 has been keeping immunization records of people vaccinated in New York City (NYC). The CIR can help ensure that NYC residents receive all required immunizations and are protected from vaccine-preventable diseases. The CIR contains immunization records for children 18 years of age and under. The CIR also stores immunization reports for people 19 years of age and over who have given consent to their provider to report their vaccinations.

How can the CIR help you?

Online Access for authorized read-only users

Schools, Day Care and Camp programs can access the Web-based Online Registry. Use the Online Registry to quickly look up an individual enrolled in your program to see which immunizations the individual has received, and which immunizations are due now.

"It's simple and easy to do!"

This will help programs maintain compliance with the latest immunization. requirements. You may print out an official immunization record or Child & Adolescent Health Examination Form (CH205) to give to the parent/guardian to give to their health care provider to review.

To set up an Online Registry account, first **register using CIR Authentication Server Tool/Facility Manager** your school or program with CIR to receive a facility code or look-up your code if you have forgotten it. Programs with multiple locations or sites need to register separately. In the registration process, you will have the opportunity to set up user accounts for staff members in your facility for Online Registry. By registering using CIR Authentication Server Tool users will be allowed to set up access to Online Registry. Please refer to the **guide**, Additional users must sign a User Confidentiality Statement.

Information in the CIR must be kept confidential and may be disclosed only to providers, parents, legal guardians or custodians, individuals, or agencies concerned with protecting the health of the individual or others.

If you cannot find immunization records in the Online Registry, or if on-site Internet access is not available, call the CIR at **(347) 396-2400** or email **cir-reset@health.nyc.gov.**

If you cannot access or find your records, call CIR, at: (347) 396-2400.

Immunization Record Access

Individuals, parents, legal guardians, or custodians may get a free copy of their own or their child's immunization record from the NYC Department of Health and Mental Hygiene by visiting **My Vaccine Record** or by calling the CIR at **(347) 396-2400**, completing a short application, and presenting a valid photo ID. This application is available online at **www.nyc.gov/health/cir** in the parent/guardian section.

The CIR record is an official immunization record that may be:
(1) presented to a health care provider; (2) used for school, day care or camp entry, or WIC screening; or,
(3) given to an employer for documentation of immunization history.

Links to online documents:
Register with CIR: https://immunize.nyc/prod/cir-facility-manager/
Guide: https://www.nyc.gov/assets/doh/downloads/pdf/cir/cir-facility-reg-ssa-manager-guide-non-imm-facilities.pdf#page=43
Read-Only Access forms, guide: http://www.nyc.gov/html/doh/downloads/pdf/cir/cir-schools-day-cares-camps.pdf
User Confidentiality Statement: http://www.nyc.gov/html/doh/downloads/pdf/cir/user-confidentiality.pdf
My Vaccine Record: https://myvaccinerecord.cityofnewyork.us/myrecord/
Online Registry: https://immunize.nyc/prod/online-registry/

Visit Us Online! nyc.gov/health/cir

The Citywide Immunization Registry
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Phone (347) 396-2400 Fax (347) 396-2559
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CIR Access: Schools, Day Cares, Camps   2023

Online Registry QuickGuide

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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://immunize.nyc/prod/cir-facility-manager/

- **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). Log in using your CIR Authentication Server tool account information. Click on "I Consent" to get started.

- Look for the navigation bar, shown below. Look at the available tabs under each page.
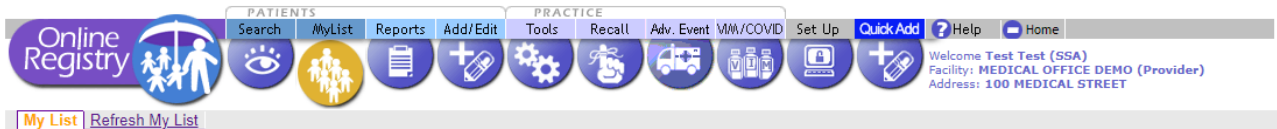
Search

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**.

![CIR logo] ![NYC Health logo]

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 box to the left of the name; click **Remove** 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.

  ⟳ 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. These forms may be given to the parent/guardian to give to their provider to review.

  o **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**
- **Coverage Reports**

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 Reset your Password**
    - If you forget your password, please go to immunize.nyc/prod/online-registry and click "Forgot password"
    Site Security Administrators may contact the DOHMH Security Administrator at: cir-reset@health.nyc.gov.
    - **Please provide valid email addresses**.

- **Manage Users** Available to Security Administrators only. Use this function to create, modify and inactivate user accounts. Users can reset their own passwords. 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 email and password. Before setting up 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.
- **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. Additional information can be found in the **Full Guide** and on the CIR page, **www.nyc.gov/health/cir**.

Home

➔ Click on the Home button to return to the Online Registry dashboard. For security reasons, the system will automatically log you out if idle for more than 30 minutes.

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