

## 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](mailto: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](http://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](http://www.nyc.gov/health/cir)

The Citywide Immunization Registry  
42-09 28<sup>th</sup> Street, 5<sup>th</sup> Fl, CN 21, L.I.C, NY 11101-4132  
Phone (347) 396-2400 Fax (347) 396-2559  
Email: [cir@health.nyc.gov](mailto:cir@health.nyc.gov)



# Online Registry QuickGuide



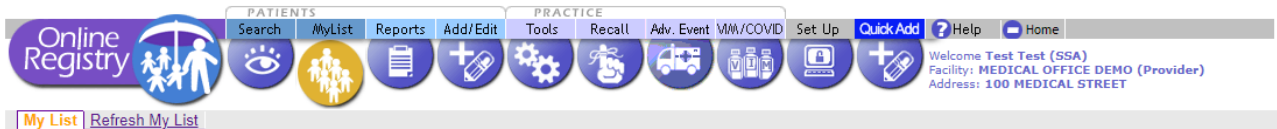
Phone: (347) 396-2400

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://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](mailto: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](http://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** 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.

[Search](#) | [Advanced Search](#)

- Complete all fields below to find a patient's record in the CIR. number, CIR number or other demographics, use [Advanced S](#)

**Search**

First Name

Last Name

DOB    mm/dd/yyyy

Gender  M  F

Clear  Continue

- **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**.

[Search](#) | [Advanced Search](#) |

- Please use additional searching criteria by clicking on one of the Advanced Search combinations list. You may also enter as much information as possible in order to find a matching patient. If you are s call the Registry at 347-396-2400.

**Advanced Search**

First Name

Last Name

DOB    mm/dd/yyyy

Gender  M  F

† Multiple Birth  N  Y

A minimum of items must be entered below. Please enter as much information as possible to help prevent duplicate records.

Alternate First

Middle Name

Alternate Last

Medical Rec. No.

Medicaid No. (A\*\*\*\*\*A)

CIR No.

Mom DOB    mm/dd/yyyy

Mom First Name

Mom Maiden Name

House No. / St. / Apt. No.

City / State / ZIP  NY

Telephone

† Strongly Recommended

Clear  Continue

**Tip**

Use one of these Advanced [Medical Record No.](#), [Medical Rec. No.](#), [CIR No.](#), [Mom's Info](#), [Address/Phone](#)

[Reset](#) to remove search con

You can set your default Ad [Set Up.](#)



**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.

The screenshot shows the 'Online Registry' interface. At the top, there are navigation tabs: Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, VFC, Set Up, Help, and LogOut. Below the tabs, there's a search bar with 'MyList' selected. A message states: 'Each time someone at CIR Guest finds a patient using Search, they are added to MyList. To view a patient record, click on the patient's name. To Remove from List, check one or more boxes and click the "Remove" button at the bottom of the page. (The selected patients will no longer appear on this page. They will not be deleted from the Registry.)' Below this, there's a 'View MyList' section with a search bar for 'First name' and 'Last name', and a 'Show patients accessed' dropdown set to 'ever'. A 'Reset' button is also present. The main table is titled 'Who's in MyList?' and has columns: Remove, Active, Status, Last/First, Gender, DOB, Address, Phone, and Last Accessed. The table contains three rows of patient data with color-coded status icons.

- 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.

The screenshot shows a patient's immunization history grid. The grid has columns for different vaccine series: Influenza, Hib, Rotavirus, DTP, Hib, Pneumo, Polio, MMR, Varicella, HepA, and Meningococcal. Each cell in the grid contains a date and a bubble indicating the status of the dose. A 'Next Due' column on the right shows the date the next vaccine is due. The patient's name is 'Kendrick, Wendy' and the facility is '13 Downing Street, 1ST FLOOR, New York, NY 10013'.

- 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.

The screenshot shows a printed immunization report for 'ALCOTT, IERUSA'. The report includes patient information, a table of immunization history, and a 'Next Due' date. The immunization history table lists various vaccine series and their dates. The report is dated 9/2/2014 11:05 AM.

(Reports continued on next page.)



(Reports continued from previous page.)



- **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.

- **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.

A	B	C	D	E	F	G	H
1	Recall Name	Recall Nam	Recall Name	recall_4 to 7 years			
2	Date Created	9/2/2014	11:30:43 AM				
3	Created By	Shue1					
4	Based On	Patients in 'My List'					
5	Age Range	48 mo - 6 yr	Gender: Males and Females				
6	Total Patients	4	Patients not UTD	3 (75%)	Patients UTD	1 (25%)	
7	Doses	Patients missing any age appropriate immunization					
8							
9	Last Name	First Name	Address	City	State	Zip	Phone
10	ALCOTT	LOUISA	13 Downing Street, 1ST FLOOR	BROOKLYN	NY	11215	212-676-2312
11	PAPADOUK	VIKOU	2 Lafayette Street	NEW YORK	NY	10013	212-676-2323
12	WARHOL	ANDREW	2 Lafayette St	NEW YORK	NY	10007	212-655-1212



**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](http://immunize.nyc/prod/online-registry) and click "Forgot password"

Site Security Administrators may contact the DOHMH Security Administrator at: [cir-reset@health.nyc.gov](mailto:cir-reset@health.nyc.gov).

**Please provide valid email addresses.**

(Set-Up continued on next page.)



- **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](mailto: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.

Visit Us Online! [nyc.gov/health/cir](http://nyc.gov/health/cir)



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