

## Students' 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

Department of Education (DOE) staff can now access the Web-based Online Registry to quickly look up students to see which immunizations the student received already and which immunizations are due now. This will help schools maintain compliance with the latest immunization requirements.

**"It's simple  
and easy  
to do!"**

You can 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 Online Registry access, please complete the attached two forms: **(1) Site Security Administrator Designation Form**, and **(2) Security Administrator Confidentiality Statement**. **Fax both completed forms to (347) 396-2559**. You will receive Online Registry account set up instructions by email. Additional users must sign a [User Confidentiality Statement](#). Review the attached [Online Registry Quickguide](#) for log-in instructions and record searching.

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.

#### Phone/Fax Access

DOE staff should call the CIR at **(347)396-2400** if they are unable to find the student's record in the Online Registry or if on-site Internet access is not available.

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

#### Immunization Record Access

Get a free copy of your own or your child's immunization record from the NYC Department of Health and Mental Hygiene 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.

Link to location of this document: <http://www.nyc.gov/html/doh/html/living/cir-online-registry-for-schools.shtml>

*In accordance with New York State Public Health Law 2168 and the NYC Health Code 11.11(d), information in the CIR is kept confidential and may not be disclosed except to protect the health of the individual or the health of others.*

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

[Schools Access forms](#)

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)

## Site Security Administrator Designation Form (School Site)

To access the Online Registry, each public or private school needs to designate a **Site Security Administrator (User Manager)**. CIR staff will assign a User ID to the Site Security Administrator, who can then set up additional accounts for additional staff members at the site if needed.

1. Complete and sign this *Site Security Administrator Designation Form*. Please have the Principal or Assistant Principal authorize account setup. All information is required.
2. Complete and sign the attached *Security Administrator Confidentiality Statement for Online Access*.
3. Fax or mail **both** forms to the address below.
4. Upon receipt of these forms CIR will contact the site by email to provide the Security Administrator with final instructions for account set-up.

**PLEASE PRINT:**

CIR Facility Code\* \_\_\_\_\_

I hereby designate (Name) \_\_\_\_\_

(Title) \_\_\_\_\_ as Site Security Administrator for the following school:

SCHOOL NAME \_\_\_\_\_ DISTRICT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Number and Street Name

\_\_\_\_\_ Borough State Zip

PHONE (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

Name and title of person authorizing Security Administrator (*Principal or Assistant Principal*):

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Signature of person authorizing Security Administrator \_\_\_\_\_

Signature of Security Administrator \_\_\_\_\_

*\*If you don't know your CIR facility code leave blank.*

FOR OFFICIAL USE:

Security Administrator: \_\_\_\_\_

Password: \_\_\_\_\_

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



### Security Administrator Confidentiality Statement for Access to the Online Registry

Please read this statement carefully. Make sure that you ask your Department of Health and Mental Hygiene Immunization Registry Security Administrator for clarification about anything you don't understand, then sign the Agreement. Refusal to sign the Agreement will result in immediate denial of access to Department of Health and Mental Hygiene records.

Everyone who has access to Department medical and personal records is required by law to safeguard the confidentiality of personal health and other information contained in these records (the "Confidential Information"). Unauthorized disclosure of Confidential Information is a violation of New York City Health Code Section 11.11 and state law, subject to civil and/or criminal prosecution, penalties, forfeitures and legal action. See Section 558(e) of the City Charter and Section 3.11 of the New York City Health Code. Former employees of the facility or of the health care provider must continue to comply with confidentiality requirements after leaving employment.

In the course of accessing an immunization or lead test record, or adding an immunization to the Online Registry, an authorized user **MAY NOT:**

1. Examine or read any document or computer record from the Online Registry containing confidential information, except on a "Need to Know" basis; that is, if required to do so in the course of official duties.
2. Remove from a job site or copy any document or computer record containing confidential information unless authorized to do so, and if required in the course of official duties.
3. Discuss the content of documents containing confidential information examined with any person unless both persons have authorization to do so.
4. Discriminate, abuse or take any adverse action with respect to a person to whom the confidential information pertains.
5. Create and distribute usernames and passwords for unauthorized users.
6. Reveal or share individual personal computer access identification or passwords with other persons, even if such persons are also authorized to have computer access.
7. Compile any aggregate data or statistics from the program database except as authorized by the director of the Immunization Registry and/or Lead Poisoning Prevention Program.
8. Contact a person who is the subject of any Department record except on official business, in the course of official duties.

**The above restrictions apply to both screen displays and printed data. Any printed patient record shall be treated as confidential medical data.**

#### Agreement

**I have read and understand the above statement and the attached protocol. I agree to keep strictly confidential all Confidential Information I receive from the records of the Department of Health and Mental Hygiene Online Registry in the course of my employment at \_\_\_\_\_ . I understand fully the consequences to me if I disclose Confidential Information without necessary authorization. I have discussed, and will continue to discuss, with the Department of Health and Mental Hygiene Online Registry Security Administrator any questions I have about what is confidential or to whom I may reveal Confidential Information.**

DATED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Mail or Fax to:**

Citywide Immunization Registry  
42-09 28<sup>th</sup> Street, 5<sup>th</sup> Fl., CN 21  
Long Island City, NY 11101-4132  
Phone (347) 396-2400/ Fax (347) 396-2559

PRINT NAME: \_\_\_\_\_

SCHOOL NAME & Number: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (ext.): \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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[Schools Access forms](#)

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## **ONLINE REGISTRY ACCEPTABLE USE PROTOCOL**

This Acceptable Use Protocol (AUP) is for use of the Online Registry (OR).

Access to the OR is provided by the Immunization Registry solely for the purpose of obtaining immunization information, adding immunization records, and obtaining lead test information to the Registry. The Registry should not be used in connection with any personal or non-Registry matters.

All users of the OR have the responsibility of using their access in a professional manner. Compliance with this AUP is mandatory.

Use of the OR for activities that are unacceptable under this AUP will result in removal of the user's access to the OR. The Citywide Immunization Registry and/or Lead Poisoning Prevention Program reserve the right to review violations on a case-by-case basis.

### **System Security Measures to be followed by all Security Administrators of the OR:**

**1. The security of the Online Registry is of the highest priority. System security is essential for the effective and efficient operation of the system. It is the responsibility of the Security Administrator (and authorized users) to maintain the highest possible degree of system security. If a security problem is discovered, it should be reported by telephone to the Department of Health and Mental Hygiene Online Registry Security Administrator immediately.**

#### **2. Passwords:**

**Choose passwords that are not easy to guess or to find using a password decoding program. A combination of 8 or more characters, with at least one number and one upper case letter, should be selected.**

**3. Keep the password confidential; do not write it down.**

**4. Change passwords regularly (every 90 days is suggested).**

**5. If a password has been lost, stolen, or has been otherwise obtained by another person, or if a user has any reason to believe that someone has obtained unauthorized access to the OR, it is the responsibility of the Security Administrator to immediately notify the Department of Health and Mental Hygiene Online Registry Security Administrator.**

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

[Schools Access forms](#)

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# Online Registry QuickGuide



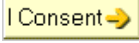


For Schools: Read-Only Access

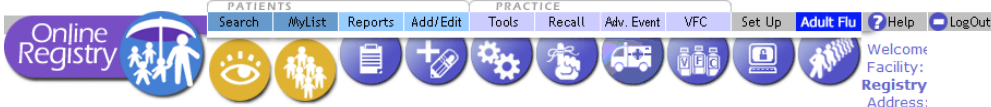
Phone: (347) 396-2400

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

Fax: (347) 396-2559

## Getting Connected

- **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). Enter your User Name and Password in the Log On screen. Click on  to get started. Follow the instructions marked with , and tips, marked with .
- Look for the navigation bar, shown below. Look at the available tabs on each screen.



[My List](#) [Refresh My List](#)



**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

- **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 unable to find a record, please 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 2 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**

**Tip**

Use one of these Advanced Search combinations:

- [Medical Record No.](#)
- [Medicaid No.](#)
- [CIR No.](#)
- [Mom's Info](#)
- [Address/Phone](#)

[Reset](#) to remove search criteria

You can set your default Address/Phone [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 'MyList' search interface. At the top, there are navigation icons for Online Registry, Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, VFC, Set Up, Help, and Log Out. Below the navigation is a search bar with 'Find name' and a 'Go' button. To the right, there are filters for 'Show patients accessed' (set to 'ever') and 'Show per page' (set to 'all'). A 'Tip' box indicates that users can update a patient's status to let CIR know if the patient is no longer being seen at their practice.

Remove	Active	Status	Last/First	Gender	DOB	Address	Phone	Last Accessed
<input type="checkbox"/>	Yes	<span style="color: green;">●</span>	<a href="#">Arendt, Wendy</a>	M	11/03/2011	250 Worth St New York, NY 10013	212-676-2312	06/09/2014
<input type="checkbox"/>	Yes	<span style="color: red;">●</span>	<a href="#">Chen, Guohua</a>	M	10/03/2011	2 Lafayette St Ny, NY 10007	212-676-2312	11/08/2013
<input type="checkbox"/>	Yes	<span style="color: green;">●</span>	<a href="#">Khalil, Fawad</a>	F	10/03/2010	250 Worth St, 2 New York, NY 10013	212-600-0000	03/21/2014
<input type="checkbox"/>	Yes	<span style="color: red;">●</span>	<a href="#">Wardell, Andrew</a>	M	07/03/2010	2 Lafayette, 20 New York, NY 10007	212-555-1212	07/10/2013

- ☞ **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 an immunization history report for a patient named Alexia. The report is organized into columns representing different vaccine series: Influenza, HepB, Rotavirus, DTP, Hib, Pneumo, Polio, MMR, Varicella, HepA, and Meningococcal. Each series has a grid of bubbles representing individual doses. The 'Next Due' column on the right indicates the date the next vaccine is due. Orange bubbles indicate invalid doses, and clear bubbles indicate valid doses.

- ☞ 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 Alexia. The report includes patient information (CIR ID: 543222663, Name: ALEXIA, I, UHJSA, DOB: 02/03/2008, Sex: F, Gender: F) and a table of immunization history. The table lists the vaccine series, type, and immunization date. The report is generated by the New York City Department of Health and Mental Hygiene.

Series	Type	Immunization Date
Influenza	Influenza (U) (M) FluA/B/09	11/04/2008
	Influenza (U) (M) FluA/B/09	12/02/2008
	Influenza (U) (M) FluA/B/09	10/20/2009
	Influenza (U) (M) FluA/B/09	10/20/2010
HepB	Hep B Peds <20 yrs	02/21/2008
	Hep B Peds <20 yrs	09/10/2008
Rotavirus	Rotavirus RVS (RotaTeq) 3	04/16/2008
	Rotavirus RVS (RotaTeq) 3	05/11/2008
	Rotavirus RVS (RotaTeq) 3	08/13/2008
DTP	DTP	04/16/2008
	DTP	05/11/2008
	DTP	08/13/2008
Hib	Hib-PRV3 (Act-Hib, Hibery)	04/16/2008
	Hib-PRV3 (Act-Hib, Hibery)	05/11/2008
	Hib-PRV3 (Act-Hib, Hibery)	08/13/2008
Pneumo, Conjugate	Pneum Conj (PCV7)	05/14/2008
	Pneum Conj (PCV7)	08/10/2008
	Pneum Conj (PCV7)	05/11/2009
Polio	IPV	05/14/2008
	IPV	05/10/2009
	IPV	07/07/2009
MMR	MMR	02/11/2009
	MMR	02/27/2012
Varicella	Varicella	02/11/2009
	Varicella	02/27/2012
HepA	HepA peds add 2-dose	05/11/2009
	HepA Peds	01/14/2013

(Reports continued on next page.)



- **Pre-Completed Forms** Click on a form. The patient's immunizations and basic identifying information, will be automatically filled in. 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



**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.

Last Name	First Name	Address	City	State	Zip	Phone	Due Now
ALCOTT	LOUISA	13 Downing Street, 1ST FLOOR	BROOKLYN	NY	11215	212-676-2312	Influenza-6
PAPADOLUK	ANDREW	2 Lafayette Street	NEW YORK	NY	10013	212-676-2323	DTP-4, Polio-4, MMR-3, Varicella-2
WARHOL	ANDREW	2 Lafayette St	NEW YORK	NY	10007	212-655-1212	Influenza-3, DTP-5, Polio-4, MMR-2, Varicella-2, Hepa-2



**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 request to Reset your Password**

- If you forget your password and/or are locked out, please contact your Site Security Administrator (SSA). Your SSA will be able to view your account and send you a link via email to reset your password. **You must provide a valid email address.** The reset email will come from [cir-reset@health.nyc.gov](mailto:cir-reset@health.nyc.gov) and will expire after **4 days**.
- Site Security Administrators need to contact the DOHMH Security Administrator at: [cir-reset@health.nyc.gov](mailto:cir-reset@health.nyc.gov).

Passwords must be at least 8 characters long, contain at least one number, and have at least one upper-case letter:

1. Uppercase alphabet characters (A-Z)
2. Lowercase alphabet characters (a-z)
3. Arabic numerals (0-9).

Example: reG1stry



- **Manage Users** Available to Security Administrators only. Use this function to create, modify and inactivate user accounts and reset passwords for each user at your site. **A valid email address is required to complete the account set-up.** 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 password. Before assigning an ID to a new user, make sure he or she completes and signs a [User Confidentiality Statement](#), which you must keep on file. Do not send a copy to the CIR. (Go to [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir), click "For Providers," then click "Online Registry Access & Reporting" for a copy of this statement.)*
- **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](#).



## LogOut

- Click on the LogOut button when you are not using the system. 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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