
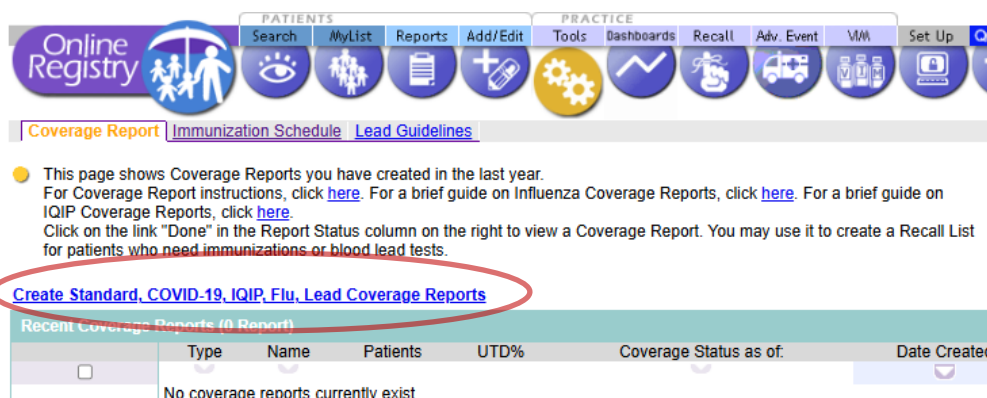


## How to Generate Your Facility's Influenza Coverage Reports, Recall Lists and Letters

- After logging in to the Online Registry, on the top-horizontal navigation bar, click  to open the Tools section, Coverage Reports tab. Click the link, "[Create Standard, COVID-19, IQIP, Flu, Lead Coverage Reports.](#)"



Online Registry

PATIENTS: Search, MyList, Reports, Add/Edit, Tools, Dashboards, Recall, Adv. Event, VM, Set Up

PRACTICE: Tools, Dashboards, Recall, Adv. Event, VM, Set Up

Coverage Report | Immunization Schedule | Lead Guidelines

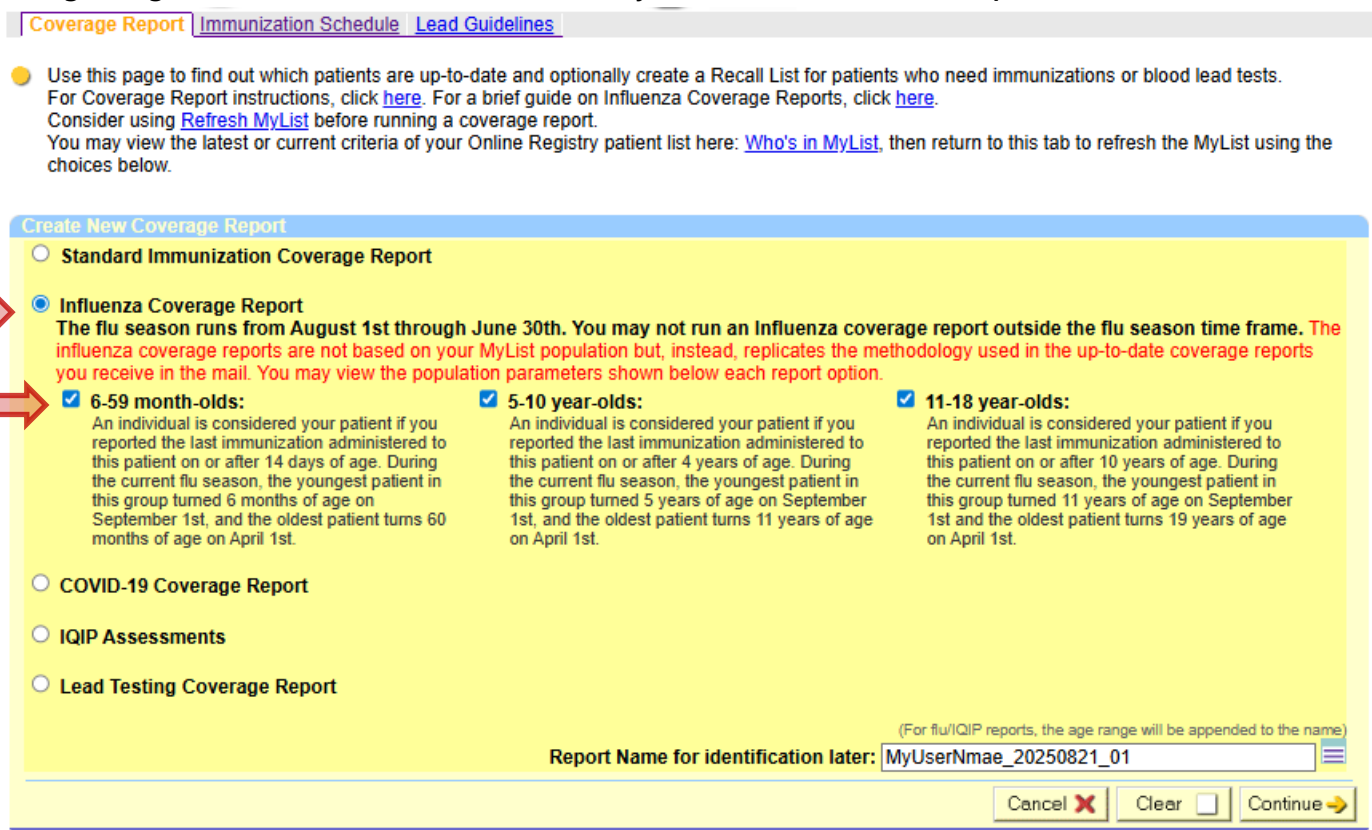
This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). For a brief guide on IQIP Coverage Reports, click [here](#). Click on the link "Done" in the Report Status column on the right to view a Coverage Report. You may use it to create a Recall List for patients who need immunizations or blood lead tests.

[Create Standard, COVID-19, IQIP, Flu, Lead Coverage Reports](#)

Recent Coverage Reports (0 Report)

| Type                                | Name | Patients | UTD% | Coverage Status as of: | Date Created |
|-------------------------------------|------|----------|------|------------------------|--------------|
| No coverage reports currently exist |      |          |      |                        |              |

- Shown below is the Coverage Report screen. Locate the flu coverage reports section to choose the age range, and criteria for inclusion. You may choose more than one report at a time to run:



Coverage Report | Immunization Schedule | Lead Guidelines

Use this page to find out which patients are up-to-date and optionally create a Recall List for patients who need immunizations or blood lead tests. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). Consider using [Refresh MyList](#) before running a coverage report. You may view the latest or current criteria of your Online Registry patient list here: [Who's in MyList](#), then return to this tab to refresh the MyList using the choices below.

Create New Coverage Report

☐ Standard Immunization Coverage Report

☒ **Influenza Coverage Report**  
The flu season runs from August 1st through June 30th. You may not run an Influenza coverage report outside the flu season time frame. The influenza coverage reports are not based on your MyList population but, instead, replicates the methodology used in the up-to-date coverage reports you receive in the mail. You may view the population parameters shown below each report option.

☒ **6-59 month-olds:**  
An individual is considered your patient if you reported the last immunization administered to this patient on or after 14 days of age. During the current flu season, the youngest patient in this group turned 6 months of age on September 1st, and the oldest patient turns 60 months of age on April 1st.

☒ **5-10 year-olds:**  
An individual is considered your patient if you reported the last immunization administered to this patient on or after 4 years of age. During the current flu season, the youngest patient in this group turned 5 years of age on September 1st, and the oldest patient turns 11 years of age on April 1st.

☒ **11-18 year-olds:**  
An individual is considered your patient if you reported the last immunization administered to this patient on or after 10 years of age. During the current flu season, the youngest patient in this group turned 11 years of age on September 1st and the oldest patient turns 19 years of age on April 1st.


☐ COVID-19 Coverage Report

☐ IQIP Assessments

☐ Lead Testing Coverage Report

(For flu/IQIP reports, the age range will be appended to the name)

Report Name for identification later:

Cancel ☒ Clear ☐ Continue 

Once completed, the report names will automatically include the age range descriptions for each flu report.

3. Coverage Results: The reports will take some time to finish for facilities that serve a large number of patients. The total number of patients and the percent who are up-to-date (UTD) for flu will be listed. Reports are complete when “[Done](#)” appears in the “Report Status” column.

[Coverage Report](#) [Immunization Schedule](#) [Lead Guidelines](#)

This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). For a brief guide on IQIP Coverage Reports, click [here](#). Click on the link “Done” in the Report Status column on the right to view a Coverage Report. You may use it to create a Recall List for patients who need immunizations or blood lead tests.

[Create Standard, COVID-19, IQIP, Flu, Lead Coverage Reports](#) [Refresh](#)

| Recent Coverage Reports (12 Reports) |                           |                                 |          |       |                        |                    |                      |
|--------------------------------------|---------------------------|---------------------------------|----------|-------|------------------------|--------------------|----------------------|
|                                      | Type                      | Name                            | Patients | UTD%  | Coverage Status as of: | Date Created       | Report Status        |
| <input type="checkbox"/>             | Influenza Coverage Report | "MyUserName_20250821_10_11-18y" | 3        | 33.3% | 08/21/2025             | 08/21/2025 3:19 PM | <a href="#">Done</a> |
| <input type="checkbox"/>             | Influenza Coverage Report | "MyUserName_20250821_10_5-10y"  | 2        | 50.0% | 08/21/2025             | 08/21/2025 3:19 PM | <a href="#">Done</a> |
| <input type="checkbox"/>             | Influenza Coverage Report | "MyUserName_20250821_10_6-59m"  | 0        | 0.0%  | 08/21/2025             | 08/21/2025 3:19 PM | <a href="#">Done</a> |

To view a list of patients who do not meet the criteria for flu UTD, click on the corresponding “[Done](#)” link.

4. You are now viewing a list of patients who are not UTD for flu according to CIR records.

To create a Recall list, labels and/or letters, click [Create Recall List](#)

[Coverage Report](#) [Immunization Schedule](#) [Lead Guidelines](#)

This page lists the results of your Coverage report.

**Influenza Coverage Report: MyUserName\_20250821\_10\_11-18y**

1 of 3 patients are up to date (33.3%)

Flu cohort with an age range of: 11yr - 18yr

Doses: Due for Influenza

As Of: 08/21/2025

[Create Recall List](#)

2 of 3 patients are not up to date (66.7%)

| Last/First         | Sex    | DOB        |
|--------------------|--------|------------|
| Kahlo, Freeda      | Female | 10/03/2010 |
| Kandinsky, Wassily | Male   | 11/03/2011 |

5. You are now in the “Reminder/Recall” section. You may review your list of patients.

(a) To view a record, click on the patient name. To return to the list, click on the back button in your browser;

(b) To edit an immunization record, in the “Update” column on the right, click on the “[Add Imm](#)” link.

To edit patient contact information, in the “Update” column on the right, click on the “[Edit Add/Ph](#)” link.

[Reminder / Recall](#)

Our records show that these patients may need the vaccines as shown.

If you have not already done so, before selecting your Recall letters criteria. Please:

- Review patients in MyList. [Refresh MyList](#) before creating a new Recall.
- Update addresses, cell phone numbers, emails, and immunizations of your patients. Hint: From MyList, select each patient to view their record, select the Update Patient Info tab, then enter the updated information.

1. Mark the patients who need Recall Letters, then click Continue.

2. Select to make Labels & Letters or make a List.

3. Select or compose a Message.

4. Confirm and retrieve your Recall job.

**Who's in Recall List?** Currently showing patients from the selected Coverage Report.

|                                     | CIR Id    | Imm Status | Last/First         | Sex | DOB        | Missing                                                             | Address                            | Home Phone   | Mobile Phone | Accepts Texts | Last Accessed | Last Recall | Update?                |
|-------------------------------------|-----------|------------|--------------------|-----|------------|---------------------------------------------------------------------|------------------------------------|--------------|--------------|---------------|---------------|-------------|------------------------|
| <input checked="" type="checkbox"/> | 778989600 |            | Kahlo, Freeda      | F   | 10/02/2010 | Influenza-1, DTP-6, Polio-4, Mening (MenACWY)-1, COVID-19-1         | 250 Worth St, 2 New York, NY 10013 | 212-323-4444 |              | Yes           | 08/21/2025    | 05/09/2025  | <a href="#">Add/Ph</a> |
| <input checked="" type="checkbox"/> | 778987787 |            | Kandinsky, Wassily | M   | 11/02/2011 | Influenza-1, HepB-3, DTP-4, Polio-3, Mening (MenACWY)-1, COVID-19-1 | 250 Worth St New York, NY 10013    | 212-676-2312 | 212-676-2312 | Yes           | 08/21/2025    | 05/09/2025  | <a href="#">Add/Ph</a> |

1-2 of 2 records

6. To create recall list, letters, and labels, follow the four-step instruction near the top of the screen, next to the purple tip arrow:


**Reminder / Recall**

1. Mark the patients who need Recall Letters, then click Continue.
2. Select to make Labels & Letters or make a List.
3. Select or compose a Message.
4. Confirm and retrieve your Recall job.

● If you have not already done so, before selecting your Recall letters criteria. Please:


1. Review patients in MyList. [Refresh MyList](#) before creating a new Recall.
2. Update addresses, cell phone numbers, emails, and immunizations of your patients. Hint: From MyList, select each patient to view their record, select the Update Patient Info tab, then enter the updated information.

**Select your preferred method:**

☐  Create a List of names, addresses, phone numbers, and immunizations

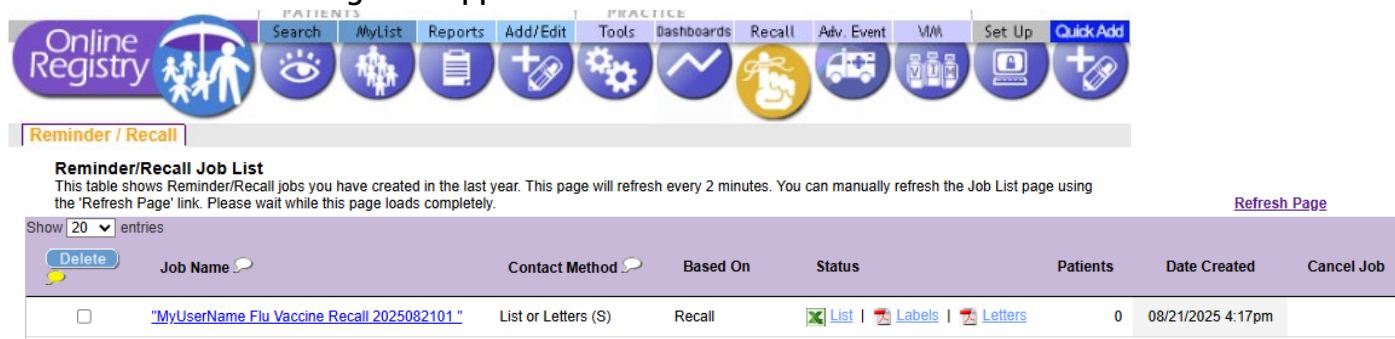
● Your Excel document will contain a list of names, dates of birth, sexes, medical record numbers from your practice, CIR IDs, addresses, phone numbers, and the immunizations that are past due for selected patients.

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☒  Create Labels and Letters to print and mail. An Excel summary report containing names, addresses, phone numbers, and the immunizations that are past due for selected patients is included in the output.




● Your PDF document will contain (1) address labels and (2) a Recall message of your choice with the immunizations that are past due for each patient. Labels and letters will not be printed for those patients missing a street address.

7. Recall lists, letters, and labels files: The files will take some time to generate for facilities that serve a large number of patients. The files are located in the "Reminder/Recall" tab. When completed the "Status" column will change and appear as illustrated below:



**Reminder/Recall Job List**  
This table shows Reminder/Recall jobs you have created in the last year. This page will refresh every 2 minutes. You can manually refresh the Job List page using the 'Refresh Page' link.

Show 20 entries

|                          | Job Name                                                   | Contact Method      | Based On | Status                                                                                                                                                                                                                                                                                                                                   | Patients | Date Created      | Cancel Job |
|--------------------------|------------------------------------------------------------|---------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|------------|
| <input type="checkbox"/> | <a href="#">"MyUserName Flu Vaccine Recall 2025082101"</a> | List or Letters (S) | Recall   |  <a href="#">List</a>    <a href="#">Labels</a>    <a href="#">Letters</a> | 0        | 08/21/2025 4:17pm |            |

8. You may use paper preprinted with your office letterhead to print the letters. To print labels, use standard address labels, 1" x 2-5/8".

For additional user guides, please visit: <http://www.nyc.gov/health/cir> and scroll down to the Online Registry Guides section.

For a review of the Recall instructions, please visit:  
<http://www.nyc.gov/html/doh/downloads/pdf/cir/cir-recall-guide.pdf>,