NYC Health

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Look up records & report immunization
Online Registry GO ▶

Citywide Immunization Registry
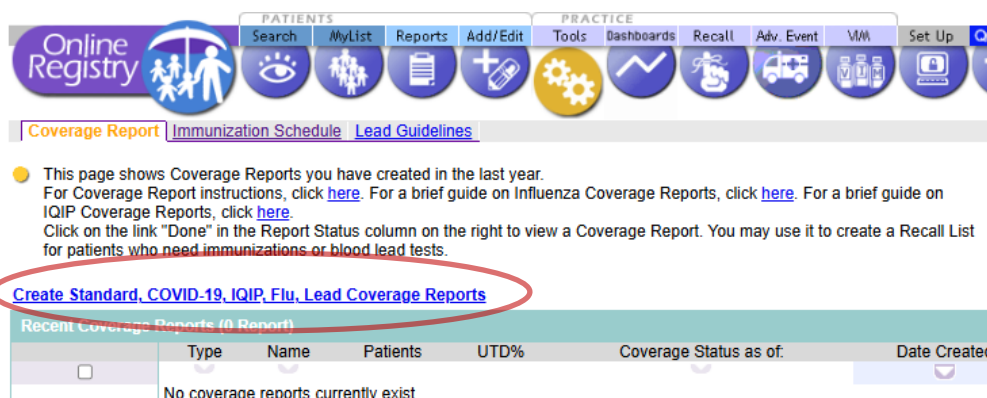
We help you call the shots!
www.nyc.gov/health/cir

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

1. 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, IQUIP, Flu, Lead Coverage Reports."

2. 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:

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.

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**

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.

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:

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:

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,