

Online Registry Training CIR COVID-19 Vaccine

January 27, 2021
(revised 3/9/2021)

Citywide Immunization Registry (CIR)

nyc.gov/health/cir

Check for resources: updates, guides, forms

- [NYC COVID-19 Vaccination Program Enrollment, Vaccine Ordering and Reporting-Steps](#)
- [Register your practice](#)
- [Reporting requirements](#)
- [Online Registry access forms - Site Security Admin](#)
- [CIR Electronic Reporting Documents](#)
- [CIR COVID-19 Resources](#)
- Click "Online Registry GO" to access log in screen

Promoting and Protecting the City's Health **NYC Health** 한국어 Translate Text-Size

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Reporting and Services Health Topics Resources Emergency Prep

NYCMED

Reporting Diseases and Conditions

Reporting Central

[Citywide Immunization Registry \(CIR\)](#)

eVital

Public Health Lab

Reporting Animal Diseases

Electronic Case Reporting Web Service

Other Reporting

Parents, Guardians & Individuals | Schools, Child Care Facilities & Camps

Citywide Immunization Registry (CIR)

COVID-19 Vaccines

NYC providers who want to participate in the city's COVID-19 vaccine program should register with CIR. If your organization already has a CIR account, it is important to confirm the appropriate staff have access.

For more information about becoming a COVID-19 vaccine provider, review:

- [COVID-19 Vaccine Provider Agreement: Enrollment Open](#) (PDF, December 8, 2020)
- [NYC COVID-19 Vaccination Program Enrollment, Vaccine Ordering and Reporting](#) (PDF, January 15)

For questions about CIR, email cir@health.nyc.gov or call 347-396-2400.

For general information about distribution in NYC, see our [COVID-19 Vaccines](#) main page.

The New York Citywide Immunization Registry (CIR) keeps immunization records for all city residents — children and adults — throughout their lives.

Our Mission: To improve the immunization status of all NYC residents by consolidating immunization information and sharing it with health care providers, families and agencies concerned with public health.

[Register your practice online.](#)

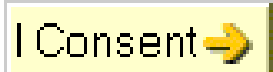
Reporting Immunizations Requirements: According to the [Governor's executive order](#) and the [Health Commissioner's order](#) (PDF) on December 14, 2020, all immunizations for adults may now be reported to the Citywide Immunization Registry (CIR). Reporting of all COVID-19 and flu vaccinations for adults and children are required to be reported to the CIR within 24 hours.

Look up records & report immunizations **Online Registry GO**

Look up records and report immunizations: [Online Registry](#)

2 **NYC Health**

CIR-Online Registry (OR): immunize.nyc/provider-client/servlet/PC

- Each facility has a separate account for logging into OR
- Site Security Administrator (SSA-only one per site) manages accounts for additional users; inactivates accounts
- One person managing multiple facilities will have separate logins for each site
- Users sign a [Confidentiality Statement](#) (keep on site)
- Online Registry account support: cir-reset@health.nyc.gov
- To log-in click 

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Notice: As facilities are making plans to reopen, expand well-child visits and bring children in for immunizations, the Bureau of Immunization, as well as the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP), recommends that you start with newborns and children up to 24 months, followed by young children and adolescents as your capacity allows. To identify patients who missed their well-child visits and/or recommended vaccines, you can use Online Registry tools to create coverage reports and recall lists.

- For more information, go to <https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html> and scroll to "Maintaining Childhood Immunizations During COVID-19 Pandemic."
- Health care providers can get resources and information on various topics, such as vaccine distribution and administration, including how to enroll in the NYC COVID-19 Vaccination Program: [COVID-19: Vaccine Information for Providers](#)

 **Online Registry**

Please enter your User ID and Password

User ID

Password

To obtain a User ID and Password, each health care facility or practice must designate a **Facility Security Administrator**. The Security Administrator must be associated with a licensed physician, physician's assistant or nurse practitioner, or must be a registered professional nurse or pharmacist who administers vaccines pursuant to *NYS Public Health Law Section 2168*. The Security Administrator must mail or fax a signed confidentiality statement to the CIR. Call us at 347-396-2400 for more information or download the sign up forms from [here](#).

In proceeding beyond this point, the user:

- acknowledges the possibility that the information contained herein may be incorrect or incomplete.
- acknowledges that the medical decision to immunize or test a child for lead rests with the health care provider, based on the child's current health status and past medical history.
- agrees to report immunizations and lead test results in accordance with *NYS Public Health Law Section 2168*/NYC Health Code Section 11.07 and Section 11.09.
- agrees to look up information only on his/her current patients, and to comply with the restrictions on the disclosure of information from the Online Registry in accordance with NYC Health Code Section 11.11.

By clicking the button below, you consent to the above.



Designated Site Security Administrator Manages Additional User Accounts

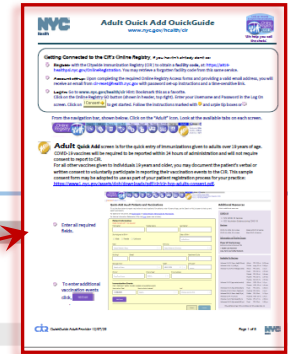
1. Go to the [Set Up](#) icon. Click on the tab [Manage Users](#).
2. Click "Continue" to add a new user.
3. To reset an existing account: Click on a User ID or Name whose password needs to be reset.
 - Click on "Reset Password" located under the Password section.
 - Click "Continue" and the following note in green will appear at the top of the page:

Password reset initiated for User Id xxxxx. Please have the user check his/her email to reset the password for his/her Online Registry account. Please be aware: (a) that there may be a delay of up to an hour for receipt of the email; and, (b) that the email will expire after **4 days**, whereupon the account will need to be reset again.

The screenshot shows the Online Registry interface. At the top, there are navigation tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, MM/COVID, Set Up, Adult). Below these are icons for various functions. A yellow arrow points to the 'Continue' button in the 'Add New User' section.

IDs and passwords may not be shared. Each individual is required to have a separate password. Do not use generic names or email, such as "frontdesk."

Online Registry- Adult Quick Add

A screenshot of the 'Quick-Add Adult Patients and Vaccinations' form. The form is divided into two main sections: 'Patient Information' and 'Immunization Events'. The 'Patient Information' section includes fields for First Name, Middle Name, Last Name, Sex Assigned at Birth, Date of Birth, Race, and Ethnicity. The 'Immunization Events' section includes fields for Vaccination Date, Vaccine Administered, and Lot. A red box highlights the 'Borough/City' dropdown menu, which is currently set to 'White Plain'. A hand icon is shown clicking on the 'Other: "White Plain"' option. A red arrow points from the 'Quick Guide' link in the instructions to the 'Borough/City' dropdown. A blue rectangle highlights the 'Other: "White Plain"' option, with a red arrow pointing to it from a tip box. The form also includes an 'Add Event' button, a 'Reset' button, and a 'Confirm' button.

Tip: To enter a city outside of NYC: type the City, then click inside the blue rectangle to "choose" the city that was typed

Additional P

COVID-19

- NYC COVID-
- CDC Vaccina

Vaccines

COVID-19, mRNA, 0.5
COVID-19, mRNA, 0.3

Information on

Additional phases ar

Phase 1a Priorit

> Health Care Pe
Long-Term Care

Phase 1b Priorit

> Frontline Esser
Age 75 years and

For updates, visit the

Reporting Immu

Please be inform
be reported to th
without consent
Covid-19 and flu
required to be re
view: [Governor's](#)

- When entering a COVID-19 vaccination event, you will be prompted to enter additional information.
- For COVID-19 vaccines, the manufacturer and lot information will be added to the droplist by CIR.
- Entering address helps with matching records and preventing fragmented records-important for keeping track of 2nd doses for a patient
- Entering cell phone number allows for use of text messaging for reminder/recall of patient due vaccine
- If a possible matching record is found, you will be prompted to confirm the correct record was found.
- Refer to [Quick Guide](#), and [Transfer Instructions](#), if needed

If your lot is not displayed and you need to transfer lots, please refer to the [transfer instructions](#) (for Hospitals and FQHCs).
If you need help with your account or with this page, please contact: cir-reset@health.nyc.gov.
For general questions or questions about inventory and lots contact: nycimmunize@health.nyc.gov.

Online Registry- MyList and Refresh MyList

- Each time you add a patient through Quick Add, that record will be added to MyList and displayed.
- The search boxes are used to search within MyList.
- If your practice has been reporting to the CIR via HL7 messaging or UPIF files, use the **Refresh MyList** function to **display** those records.
Parameter example:
Include patients who have received an immunization at this practice within the last year
- Refer to the [Full Guide](#)

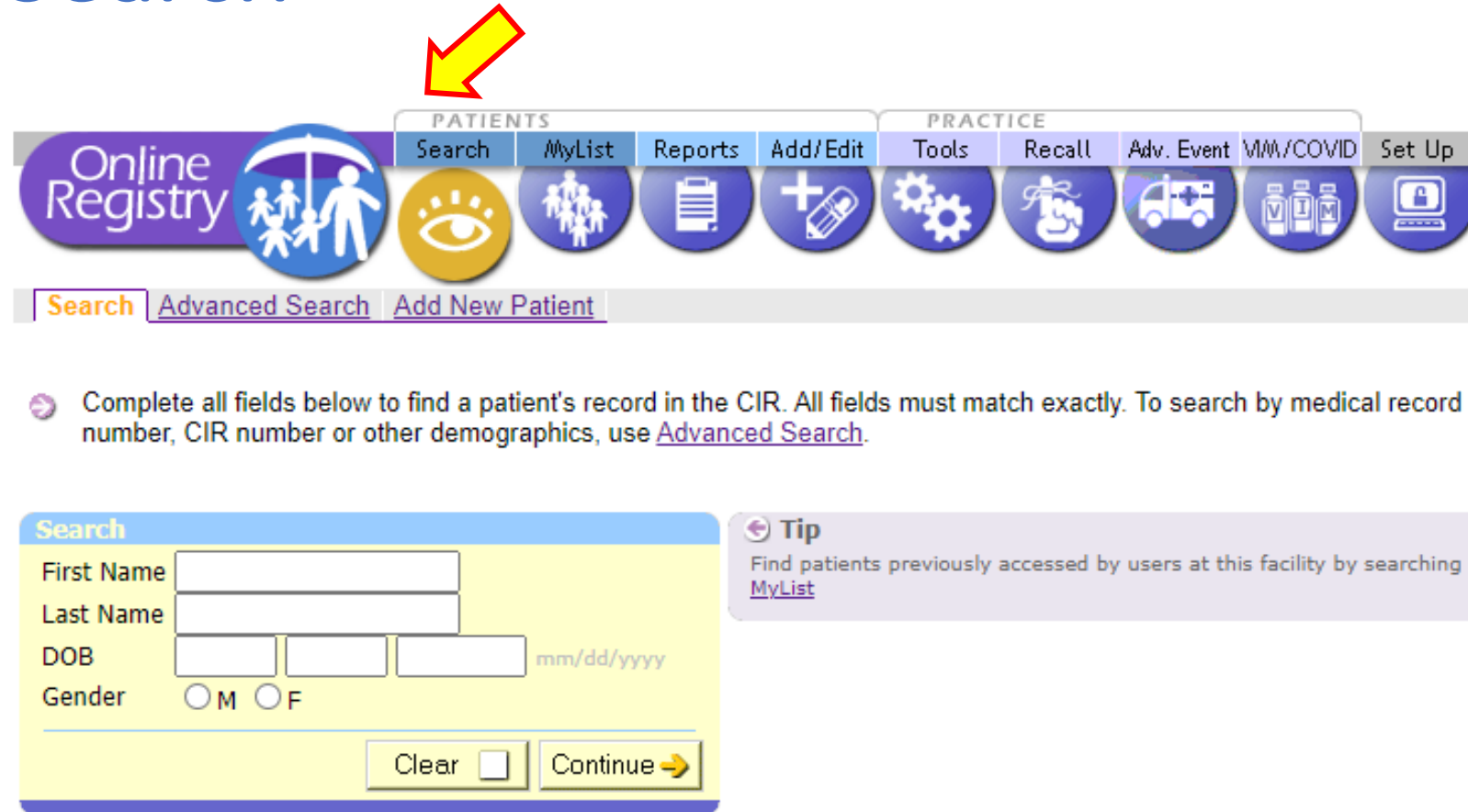
The screenshot shows the Online Registry interface. At the top, there are navigation tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, MM/COVID, Set Up, Adult, Help, LogOut). Below the navigation is a toolbar with various icons. The main content area has two tabs: 'My List' and 'Refresh My List'. Under 'My List', there are instructions: 'Each time someone at CIR Guest finds a patient using Search, they are added to MyList. New patients reported to CIR via EMRs are not automatically added to MyList. To help manage and update your list, use the Refresh MyList feature.' and '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 is a tip: 'You may update a patient's status to let CIR know if the patient is no longer being seen at your practice. Click the Yes/No toggle in the Active column to the left of the patient's name. Update the information at the bottom of "Update Patient Info" screen that appears.'

Below the instructions are two search boxes: 'Search MyList' with fields for first and last name, and 'View MyList' with dropdowns for 'Show patients accessed...' and 'Show per page...'. A yellow arrow points to the 'Refresh MyList' button in the 'Who's in MyList?' section. Below this is a legend for immunization status: 'Immunizations DUE NOW' (red fire), 'Immunizations DUE SOON' (orange circle), 'Immunizations UP TO DATE' (green circle), and 'Immunization status not available' (grey circle). Below the legend is a table of patients.

Remove	CIR Id	Active	Imm Status	Last/First	Gender	DOB	Address	Home Phone	Mobile Phone	Accepts Texts	Last Accessed
<input type="checkbox"/>	883619548	Yes		Flintstone, Fred	M	03/05/2005	47 Gravel Pit Way Bedrock, NY 10101	718-187-1718		No	12/07/2020
<input type="checkbox"/>	911288497	Yes		Elhalawani, Hania	F	06/27/2010	60 Ingram Street Forest Hills, NY 11375	332-223-2223		No	12/07/2020
<input type="checkbox"/>	631210048	Yes		Cat, Courageous	M	12/12/2003	125 Yesname Street, 4A New York, NY 11222	212-765-4321		No	11/02/2020
<input type="checkbox"/>	909881755	Yes		Testteen, Testteen	F	02/14/2006	, NY		917-319-0521	Yes	04/24/2020
<input type="checkbox"/>	543145836	Yes		Edison, Thomas	M	06/02/2006	26 Lafayette Ny, NY 10013	212-676-2312		No	04/24/2020
<input type="checkbox"/>	908557336	Yes		Test, Test	M	01/01/2017	123 Main St		347-396-2400	Yes	04/23/2020

Online Registry- Search

- Requires unique match on:
 - First Name
 - Last Name
 - DOB
 - Gender
- Once found, patient is added to MyList.



Online Registry

PATIENTS

PRACTICE

Search MyList Reports Add/Edit Tools Recall Adv. Event MM/COVID Set Up

Search Advanced Search Add New Patient

Complete all fields below to find a patient's record in the CIR. All fields must match exactly. To search by medical record number, CIR number or other demographics, use [Advanced Search](#).

Search

First Name

Last Name

DOB mm/dd/yyyy

Gender M F

Clear Continue

Tip
Find patients previously accessed by users at this facility by searching [MyList](#)

Online Registry- Advanced Search

- The default option is set to allow you to enter as much information as possible to find a matching record, with a minimum of 2 additional pieces of information;
- Choose a *search combination* inside the Tip box by clicking on the link:
 - Medical record No.
 - Medicaid No.
 - CIR No.
 - Mom's info
 - Address/phone
- Enter information in the highlighted dark yellow fields
- Once found, the record is added to **MyList**

[Search](#) | [Advanced Search](#) | [Add New Patient](#)

⦿ Please use additional searching criteria by clicking on one of the Advanced Search combinations listed under Tip, below right. You may also enter as much information as possible in order to find a matching patient. If you are still unable to find a match, use [Add New Patient](#) or 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. (AA#####)

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

[Reset](#) to remove search combinations

You can set your default Advanced Search preference in [Set Up](#).



If a possible matching record is found, you will be prompted to confirm the correct record was found.

[Add Lot Number](#) [Available Fl...](#)

The patient that you just submitted was found in the CIR.
Please confirm if this is the same patient that you just submitted.

You submitted this patient

Name: WONDER WOMAN
DOB: 07/17/1995
Gender: F
Address: Paradise Court
STATEN ISLAND, NY 10302

Is this the same patient?

Name: WONDER WOMAN
DOB: 07/17/1995
Gender: F
Address: CIRCLE DR
NEW YORK, NY 10000

This **IS** the same patient that I just submitted.
 This is **NOT** the same patient that I just submitted.












Cancel Submit

Online Registry- View Record

After a successful search, the patient record will appear


- Vaccine Series
- By Date
- Next Due – Decision Support

To view a record from the MyList, click on a patient in the list.

Online Registry          **Adult**  

Welcome Shirley Huie (SSA)
Facility: Citywide Immunization Registry (CIR)
Address: 42-09 28 STREET

[View Record](#) [Print Reports](#) [Pre-completed Forms and Referrals](#) [Update Patient Info](#)

Printer-Friendly Format 

First: **Wonder** Middle: **Woman** Last: **Wonder** DOB: **07/17/1995** Gender: **F**
788445029 1 Paradise Court (Age: 25y 6m) Staten Island, NY 10302

Scroll down to [Lead Test History](#)

Immunization History

Event	1	2	3	4	5	Next Due
Influenza 1 Event/s	02/06/2017 Influenza-IV4 IM (age varies/product) 21y 6m					DUE NOW INFLUENZA
HepB 0 Event/s						Recommended for high risk groups
Rotavirus 0 Event/s						Not recommended after 8 months.
DTP 0 Event/s						DUE NOW TDAP
Hib 0 Event/s						Not generally recommended at/after 5 years
Pediatric Pneumococcal (PCV & PPSV) 0 Event/s						Not recommended - refer to Adult Pneumococcal
Polio 0 Event/s						Not generally recommended at/after 18 years
MMR 0 Event/s						DUE NOW MMR
Varicella 0 Event/s						DUE NOW VARICELLA
HepA 0 Event/s						Recommended for high risk groups
Meningococcal (MenACWY) 0 Event/s						Recommended for high risk groups
Human Papillomavirus 0 Event/s						DUE NOW HUMAN PAPILLOMAVIRUS (HPV9-GARDASIL 9)
Adult Pneumococcal (PCV & PPSV) 0 Event/s						Recommended for high risk groups
H1N1 Influenza 0 Event/s						No longer recommended
COVID-19 1 Event/s	12/28/2020 COVID-19, mRNA, 0.3 mL dose (Pfizer) 25y 5m					Due now Due now COVID-19, mRNA, 0.3 mL dose (Pfizer)

Online Registry- Add Current Immunization

Primarily used for pediatric vaccine series.

Use the Adult Quick Add to enter the 1st dose of COVID-19 vaccine.

When the Adult Quick Add screen was used to enter the 1st dose of COVID-19 vaccine, additional required data was collected.

You may continue to use the Adult Quick Add screen or use this screen to add the 2nd dose of COVID-19.

Use "Add History" screen to add histories (3rd tab). Do not add historical immunizations in this screen.

The screenshot shows the 'Add Current Immunization' screen in the Online Registry. At the top, there are navigation tabs for 'PATIENTS' (Search, MyList, Reports, Add/Edit, Tools) and 'PRACTICE' (Recall, Adv. Event, MM/COVID, Set Up, Adult). The patient information is displayed as: First: Wonder, Middle: Woman, Last: Wonder, DOB: 07/17/1995, Age: 25y 6m, Address: 1 Paradise Court, Staten Island, NY 10302. Below this, there are instructions for adding vaccines and a table of vaccine options. A red arrow points to the 'COVID-19, mRNA, 0.3 mL dose (Pfizer)' option. At the bottom, there are options for 'Which default date do you want to use?' (Today, Another Date, None) and 'Indicate Patient's VFC Eligibility' (NOT VFC ELIGIBLE). Buttons for 'Clear' and 'Continue' are at the bottom right.

1. Select the Vaccine(s) you will be adding and indicate this patient's VFC Eligibility status.
2. Add information for each Vaccine, then click the "Continue" button at the bottom of the page.
3. Check for accuracy, then click the "Confirm" or "Change" button at the bottom of the page. (Click "Cancel" to return to the patient record.)

Click [here](#) (opens new window) for Vaccine Information Statements (VISs).

This patient is 19 years of age or older. You may now document either verbal or written consent from individuals 19 years and older in order to report vaccinations to the CIR. Click [here](#) for more information about CIR reporting requirements and a sample [consent form \(en Español\)](#).

Select Vaccines

For a combination vaccine, only select one of the appropriate series.
To add more than one event per vaccine series, [click the Add History tab above](#).

Influenza	Choose Vaccine Type
HepB	Choose Vaccine Type
Rotavirus	Choose Vaccine Type
DTP	Choose Vaccine Type
Hib	Choose Vaccine Type
Pediatric Pneumococcal (PCV & PPSV)	Choose Vaccine Type
Polio	Choose Vaccine Type
MMR	Choose Vaccine Type
Varicella	Choose Vaccine Type
HepA	Choose Vaccine Type
Meningococcal (MenACWY)	Choose Vaccine Type
Human Papillomavirus	Choose Vaccine Type
Adult Pneumococcal (PCV & PPSV)	Choose Vaccine Type
H1N1 Influenza	Choose Vaccine Type
COVID-19	COVID-19, mRNA, 0.3 mL dose (Pfizer)
Other	Choose Vaccine Type

Tip: Can't find what you looking for? Check this category.

Which default date do you want to use?



Today
 Another Date -->
 None (enter dates individually)

Indicate Patient's VFC Eligibility

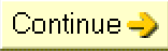

This is required to generate VFC Doses Administered Reports.

Online Registry- Add COVID-19 Vaccination

To add a COVID-19 vaccination event:

- Locate patient in MyList; click on their name.
- Click on Add/Edit .
- Choose the correct COVID-19 vaccine from the drop-down list.
- Enter date of the vaccination event.
- Choose "Not VFC Eligible"; click .

On the next page:

- Select if vaccine was administered by your practice or another.
- Select Vaccine Lot from list; click .
- Verify information and click .

Select Vaccines

For a combination vaccine, only select one of the appropriate series. To add more than one event per vaccine series, [click the Add History tab above](#).

Influenza	Choose Vaccine Type
HepB	Choose Vaccine Type
Rotavirus	Choose Vaccine Type
DTP	Choose Vaccine Type
Hib	Choose Vaccine Type
Pediatric Pneumococcal (PCV & PPSV)	Choose Vaccine Type
Polio	Choose Vaccine Type
MMR	Choose Vaccine Type
Varicella	Choose Vaccine Type
HepA	Choose Vaccine Type
Meningococcal (MenACWY)	Choose Vaccine Type
Human Papillomavirus	Choose Vaccine Type
Adult Pneumococcal (PCV & PPSV)	Choose Vaccine Type
H1N1 Influenza	Choose Vaccine Type
COVID-19	COVID-19, mRNA, 0.3 mL dose (Pfizer)
Tip: Can't find what you looking for? Check this category.	
Other	Choose Vaccine Type

Which default date do you want to use?

Today
 Another Date --> / /
 None (enter dates individually)

Indicate Patient's VFC Eligibility

This is required to generate VFC Doses Administered Reports.

NOT VFC ELIGIBLE

COVID-19: COVID-19, Ad26, 0.5 mL dose (Janssen)

Vaccine Event Information

Date: / / (mm/dd/yyyy)

Given by this practice? Another practice?

Select Vaccine Lot from list: (required if given by this practice)

(select from My Lot List)

Note: If desired Lot does not appear on My Lot List, go to the Adjust Inventory tab via the VFC menu to access the 'Find & Add Lot' feature.

Patient's Current VFC Eligibility Status: NOT VFC ELIGIBLE

Online Registry- Modify Immunization

- A facility can modify the immunizations they reported.
- Follow the steps
- Choose to modify or delete the event
- Date and lot can be modified.

Online Registry

PATIENTS | Search | MyList | Reports | Add/Edit | **PRACTICE** | Tools | Recall | Adv. Event | MM/COVID | Set Up | **Adult**

[Current Immunization](#) | [Modify History](#) | [Add History](#) | [Add Lead Test](#) | [Disease/Immunity](#)

Use this page to provide or update a patient's immunization record and other information. Your modifications will be sent to CIR staff for review.

1. Select the Immunization Events you wish to modify or delete.
2. Make changes to Immunization Events you selected, double-check, then click the "Continue" button.
3. Check for accuracy, then click the "Confirm" or "Change" button at the bottom of the page. (Click "Cancel" to return to the patient record.)

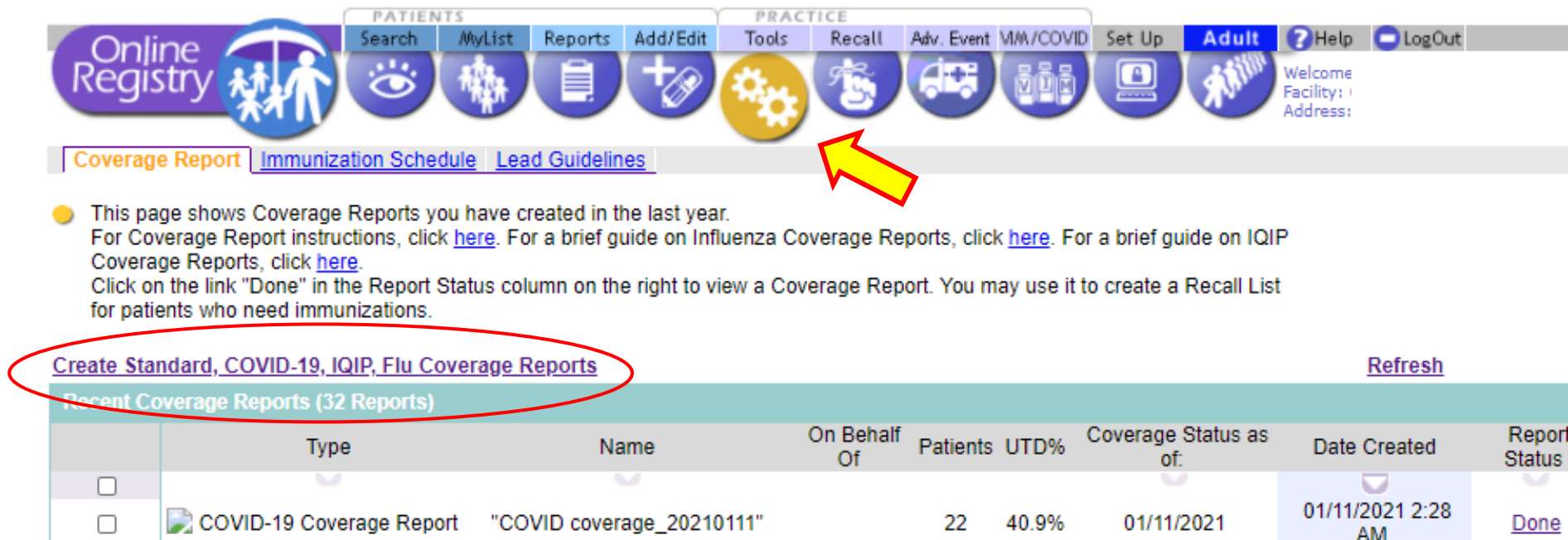
0 event/s		
COVID-19 2 event/s	12/28/2020 COVID-19, mRNA, 0.3 mL dose (Pfizer) 25y 5m Given by this practice Lot No: EH9899 Exp. Date: 12/31/2069 Manufact: Pfizer Fund Type: PUBLIC <input type="checkbox"/> Modify or Delete	01/26/2021 COVID-19, mRNA, 0.3 mL dose (Pfizer) 25y 6m Given by this practice Lot No: ACR672T Exp. Date: 02/18/2021 Manufact: Pfizer Fund Type: PRIVATE <input type="checkbox"/> Modify or Delete
Other 0 event/s		
Continue →		

COVID-19 2 event/s	12/28/2020 COVID-19, mRNA, 0.3 mL dose (Pfizer) 25y 5m Given by this practice Lot No: EH9899 Exp. Date: 12/31/2069 Manufact: Pfizer Fund Type: PUBLIC	<input checked="" type="radio"/> Modify Event or <input type="radio"/> Delete Event 01 / 26 / 2021 (mm/dd/yyyy) <input checked="" type="radio"/> Given by this practice? <input type="radio"/> Another? COVID-19, mRNA, 0.3 mL dose (Pfizer) [v] Lot: ACR672T Pfizer 02/18/2021 PRIVATE [v]
Other		12

Online Registry- Coverage Report

Click on the [Create Standard, COVID-19, IQIP, Flu Coverage Reports](#) link to view:

- number of patients that completed the vaccine series
- list of patients who are due 2nd dose



The screenshot shows the 'Online Registry' interface. The navigation bar includes 'PATIENTS' (Search, MyList, Reports, Add/Edit) and 'PRACTICE' (Tools, Recall, Adv. Event, MM/COVID, Set Up, Adult). A yellow arrow points to the 'Tools' icon. Below the navigation bar, the 'Coverage Report' link is highlighted in orange. A red circle highlights the link 'Create Standard, COVID-19, IQIP, Flu Coverage Reports' in the main content area. Below this, a table titled 'Recent Coverage Reports (32 Reports)' is displayed with columns: Type, Name, On Behalf Of, Patients, UTD%, Coverage Status as of, Date Created, and Report Status. A single report is listed: 'COVID-19 Coverage Report' with name 'COVID coverage_20210111', 22 patients, 40.9% UTD, and a status of 'Done'.

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

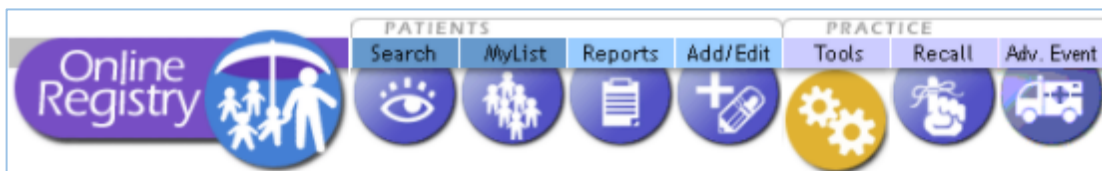
● This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). For a brief guide on IQIP Coverage Reports, click [here](#). Click on the link "Done" in the Report Status column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

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

	Type	Name	On Behalf Of	Patients	UTD%	Coverage Status as of:	Date Created	Report Status
<input type="checkbox"/>	COVID-19 Coverage Report	"COVID coverage_20210111"		22	40.9%	01/11/2021	01/11/2021 2:28 AM	Done

Online Registry- Coverage Report

- Choose "COVID-19 Coverage Report"
- Name your report



[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. 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.

Create New Coverage Report

- Standard Coverage Report
- Influenza Coverage Report
- COVID-19 Coverage Report**
The COVID-19 coverage report is not based on your MyList population, but instead selects every patient who has received a COVID-19 vaccine from your facility and is due for the 2nd dose.

The COVID-19 vaccine dosing schedule recommends the second dose due 21 or 28 days after dose 1, depending on the product.
 - Pfizer = 21 days
 - Moderna = 28 daysAny product and dose reported will be accepted and given a recommendation status.
- IQIP Assessments

Report Name for identification later: (For flu/IQIP reports, the age range will be appended to the name)

This report is used for standard epidemiological reports, and does not include all recommended immunizations for that age.

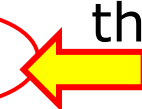
• This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). For a brief guide on Influenza Coverage Reports, click [here](#). For a brief guide on IQIP Coverage Reports, click [here](#). Click on the link "Done" in the Report Status column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

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


Recent Coverage Reports (32 Reports)

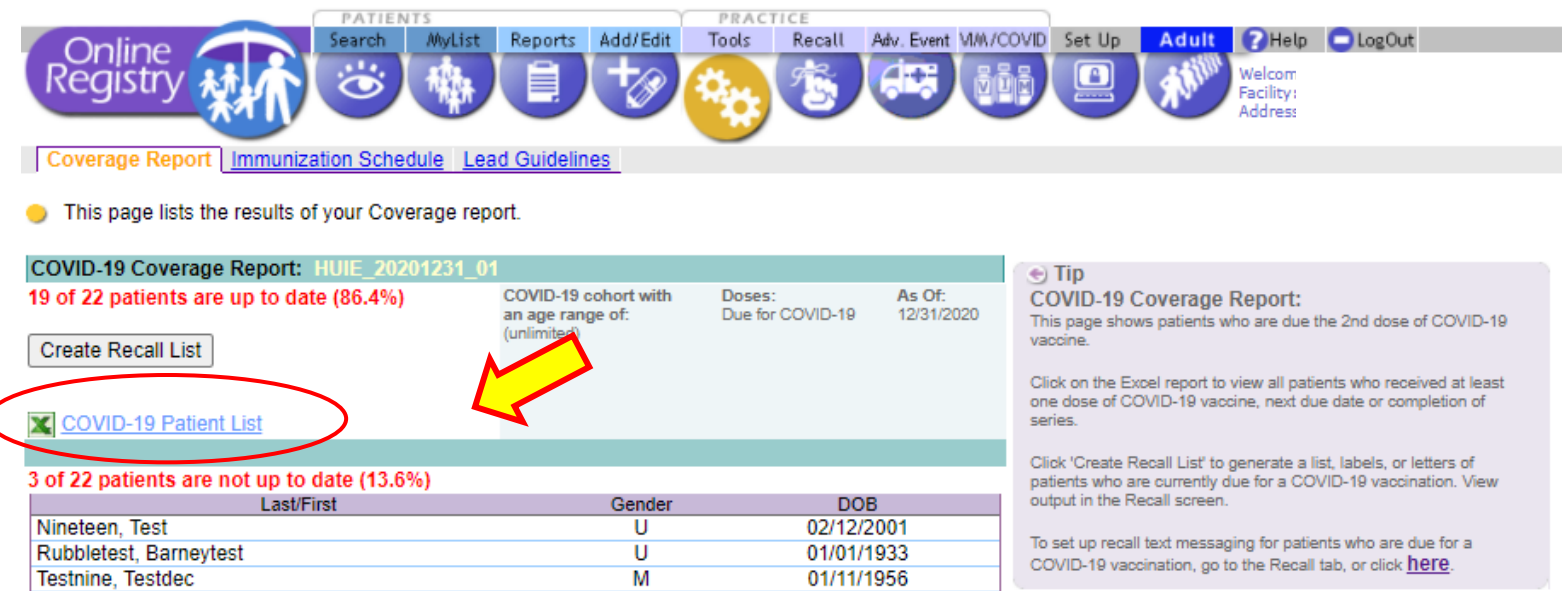
	Type	Name	On Behalf Of	Patients	UTD%	Coverage Status as of:	Date Created	Report Status
<input type="checkbox"/>								
<input type="checkbox"/>	COVID-19 Coverage Report	"COVID coverage_20210111"		22	40.9%	01/11/2021	01/11/2021 2:28 AM	Done

- Return to the Coverage Report job list
- Click "Done" to view the list



Online Registry- Coverage Report

- Click  [COVID-19 Patient List](#)
- Summary
- List returns to enable follow-up:
 - Address
 - Phone numbers
 - Status: complete or date due for next dose



COVID-19 Coverage Report: HUIE_20201231_01
 19 of 22 patients are up to date (86.4%)

COVID-19 cohort with an age range of: (unlimited)
 Doses: Due for COVID-19
 As Of: 12/31/2020

[Create Recall List](#)

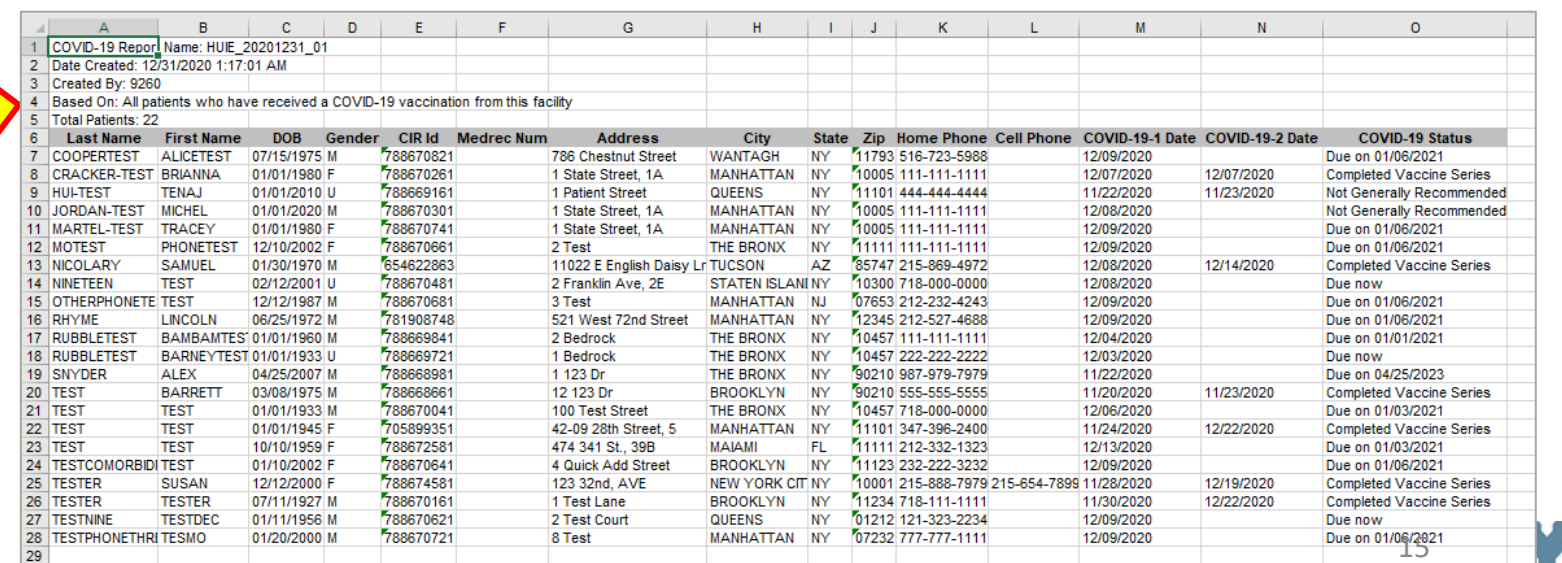
[COVID-19 Patient List](#)

Tip
COVID-19 Coverage Report:
 This page shows patients who are due the 2nd dose of COVID-19 vaccine.

Click on the Excel report to view all patients who received at least one dose of COVID-19 vaccine, next due date or completion of series.

Click 'Create Recall List' to generate a list, labels, or letters of patients who are currently due for a COVID-19 vaccination. View output in the Recall screen.

To set up recall text messaging for patients who are due for a COVID-19 vaccination, go to the Recall tab, or click [here](#).



Last Name	First Name	DOB	Gender	CIR ID	Medrec Num	Address	City	State	Zip	Home Phone	Cell Phone	COVID-19-1 Date	COVID-19-2 Date	COVID-19 Status
COOPERTST	ALICETEST	07/15/1975	M	788670821		786 Chestnut Street	WANTAGH	NY	11793	516-723-5988		12/09/2020		Due on 01/06/2021
CRACKER-TEST	BRIANNA	01/01/1980	F	788670261		1 State Street, 1A	MANHATTAN	NY	10005	111-111-1111		12/07/2020	12/07/2020	Completed Vaccine Series
HUI-TEST	TENAJ	01/01/2010	U	788669161		1 Patient Street	QUEENS	NY	11101	444-444-4444		11/22/2020	11/23/2020	Not Generally Recommended
JORDAN-TEST	MICHEL	01/01/2020	M	788670301		1 State Street, 1A	MANHATTAN	NY	10005	111-111-1111		12/08/2020		Not Generally Recommended
MARTEL-TEST	TRACEY	01/01/1980	F	788670741		1 State Street, 1A	MANHATTAN	NY	10005	111-111-1111		12/09/2020		Due on 01/06/2021
MOTEST	PHONETEST	12/10/2002	F	788670661		2 Test	THE BRONX	NY	11111	111-111-1111		12/09/2020		Due on 01/06/2021
NICOLARY	SAMUEL	01/30/1970	M	654622863		11022 E English Daisy Ln	TUCSON	AZ	85747	215-869-4972		12/08/2020	12/14/2020	Completed Vaccine Series
NINETEEN	TEST	02/12/2001	U	788670481		2 Franklin Ave, 2E	STATEN ISLAND	NY	10300	718-000-0000		12/08/2020		Due now
OTHERPHONETE	TEST	12/12/1987	M	788670681		3 Test	MANHATTAN	NJ	07653	212-232-4243		12/09/2020		Due on 01/06/2021
RHYME	LINCOLN	06/25/1972	M	781908748		521 West 72nd Street	MANHATTAN	NY	12345	212-527-4688		12/09/2020		Due on 01/06/2021
RUBBLETEST	BAMBAMITES	01/01/1960	M	788669841		2 Bedrock	THE BRONX	NY	10457	111-111-1111		12/04/2020		Due on 01/01/2021
RUBBLETEST	BARNEYTEST	01/01/1933	U	788669721		1 Bedrock	THE BRONX	NY	10457	222-222-2222		12/03/2020		Due now
SNYDER	ALEX	04/25/2007	M	788668981		1 123 Dr	THE BRONX	NY	90210	987-979-7979		11/22/2020		Due on 04/25/2023
TEST	BARRETT	03/08/1975	M	788668661		12 123 Dr	BROOKLYN	NY	90210	555-555-5555		11/20/2020	11/23/2020	Completed Vaccine Series
TEST	TEST	01/01/1933	M	788670041		100 Test Street	THE BRONX	NY	10457	718-000-0000		12/06/2020		Due on 01/03/2021
TEST	TEST	01/01/1945	F	705899351		42-09 28th Street, 5	MANHATTAN	NY	11101	347-396-2400		11/24/2020	12/22/2020	Completed Vaccine Series
TEST	TEST	10/10/1959	F	788672581		474 341 St., 39B	MANHATTAN	FL	11111	212-332-1323		12/13/2020		Due on 01/03/2021
TESTCOMORBIDI	TEST	01/10/2002	F	788670641		4 Quick Add Street	BROOKLYN	NY	11123	232-222-3232		12/09/2020		Due on 01/06/2021
TESTER	SUSAN	12/12/2000	F	788674581		123 32nd, AVE	NEW YORK CIT	NY	10001	215-888-7979	215-654-7899	11/28/2020	12/19/2020	Completed Vaccine Series
TESTER	TESTER	07/11/1927	M	788670161		1 Test Lane	BROOKLYN	NY	11234	718-111-1111		11/30/2020	12/22/2020	Completed Vaccine Series
TESTNINE	TESTDEC	01/11/1956	M	788670621		2 Test Court	QUEENS	NY	01212	121-323-2234		12/09/2020		Due now
TESTPHONETHRI	TESMO	01/20/2000	M	788670721		8 Test	MANHATTAN	NY	07232	777-777-1111		12/09/2020		Due on 01/06/2021

Online Registry- Update Patient Information

- Data can be updated if CIR does not have a vital record associated to the record
- Moved or Gone Elsewhere (MOGE) status
- Address, phone, email
- Accepts text messages? Y/N
- Record help: cir@health.nyc.gov

Online Registry PATIENTS PRACTICE

Search MyList Reports Add/Edit Tools Recall Adv. Event MM/COVID Set Up **Adult** ? Help LogOut

Welcome Shirley Huie (SSA)
Facility: Citywide Immunization I
Address: 42-09 28 STREET

View Record Print Reports Pre-completed Forms and Referrals **Update Patient Info**

788445029 First: **Wonder** Middle: Last: **Woman** DOB: **07/17/1995** Gender: **F**
1 Paradise Court (Age: 25y 6m)
Staten Island, NY 10302

Please note we are requesting new additional patient information:
Cell/mobile phone number and email address. Please update all information. The information will be used to populate your reports and forms.

Patient Information

First Name **Alternate First †**
Middle Name
Last Name **Alternate Last †**
DOB
mm/dd/yyyy
Gender M F

House No. / Street / Apt. No.
City / State / ZIP

Medical Rec. No. Medicaid No. (AA#####) †

Mom DOB † mm/dd/yyyy
Mom First Name † Mom Maiden Name †

Primary Contact First Name Last Name Relationship

Home Phone Cell/Mobile & Home Phone are the same
Selecting checkbox will copy the Cell/Mobile Phone number and the Home Phone number to both fields.

NEW Cell/Mobile
NEW Email

Is patient active?
 Yes, patient is currently in my practice
 No (select reason)
 Not in my practice (Gone elsewhere)
 Not in NYC (Moved)
 Patient deceased

Patient's status is set to accept text messages: †
Yes No
If you change the patient's status for receiving text messages, all other patients with the same cell/mobile number will automatically be set to the same status. All patients are opted in by default to receive text messages.

Clear Continue

† Data previously reported are saved in the CIR but may not be displayed.



Online Registry- Doses Administered Summary

The screenshot shows the 'Online Registry' interface. At the top, there are navigation tabs for 'PATIENTS' (Search, MyList, Reports, Add/Edit) and 'PRACTICE' (Tools, Recall, Adv. Event, MM/COVID, Set Up, Adult). Below these are buttons for 'Vaccine Inventory Management', 'COVID-19 Vaccination Program', 'Reports', 'Other VFC Forms', and '2021 VFC Re-entr'. Under the 'Reports' button, there are sub-tabs: 'Doses Administered', 'VFC Eligibility Report', 'Vaccine Transactions Report', 'Aging Inventory Report', and 'Vaccine R...'. A yellow arrow points to the 'Reports' button, and another points to the 'Doses Administered' sub-tab. Below the sub-tabs, there is a text box explaining the report: 'The Doses Administered Summary Report shows the number of vaccines you reported giving to patients. To specify which date ranges and other eligibility types to include, use the Doses Administered Detailed Report. Practices reporting under a "hub" may need to log in under the hub code for a DAR report.'

- In the VIM screen, click the Reports, and Doses Administered tabs.
- Enter date range
- Report will appear, shown below

The screenshot shows the 'Doses Administered Report: Summary' page. At the top, there are tabs for 'Summary' and 'Detailed', and a 'Tip' icon. A green checkmark icon is followed by the text 'Your report appears below.' Below this are links for '<<Start Over' and '<<Detailed Report'. The main content area is titled 'Doses Administered Report : Summary' and contains a table with the following data:

Doses Administered Report : Summary					
Processed On: 01/26/2021 10:44	Date Range: From: 12/14/2020 To: 01/25/2021	Eligibility Type: VFC, CHPlusB, Private, Unknown	Ag	All	
Eligibility Reported As:					
	VFC eligible all	CHPlusB eligible all	Private	Unknown	Total
COVID-19 Vaccines					
COVID-19, mRNA, 0.3 mL dose (Pfizer)	0	0	1	2	3
COVID-19, mRNA, 0.5 mL dose (Moderna)	5	0	0	6	11
COVID-19, mRNA NOS	0	0	0	1	1
Subtotals	5	0	1	9	15

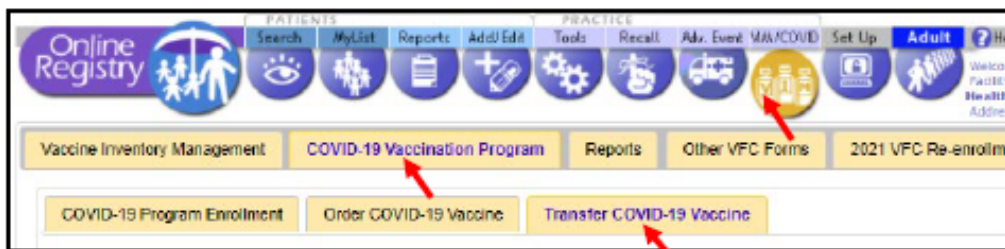
Online Registry- Transfer Inventory guide

1

How to Use the Vaccine Transfer Module (In Network)

This module allows providers to manage and track COVID-19 vaccine transfers. This tool is available to hospitals, Federally Qualified Health Centers (FQHCs) and providers groups enrolled in the COVID-19 Vaccination Program.

- Log on to the CIR Online Registry: nyc.gov/health/cir
- Navigate to the VIM/COVID icon and, select the "COVID-19 Vaccination Program" tab, then the "Transfer COVID-19" sub-tab.



- Select the facility you are transferring vaccines to and enter the doses of vaccines to transfer. Once all fields are completed click 'Submit'.

Transfer Information

From Facility:

Transfer To Facility:

Date Transfer Initiated: 12/01/2020

COVID-19 Vaccine to Transfer

Vaccine Type	Brand / Mfr	Lot # / Exp Date	Presentation	CIR Expected Inventory	Transfer Quantity (doses)
SARS-COV-2	COVID-19, mRNA, 0.5 mL dose (Pfizer) PFIZER	EH8899 12/31/2109	MDV, 195-pack	150	<input type="text" value="1"/>
TOTAL:					<input type="text" value="1"/>

* Required

Notes:
Transfer quantities for the Pfizer COVID-19 vaccine must be in increments of 5.
Transfer quantities for the Moderna COVID-19 vaccine must be in increments of 10.

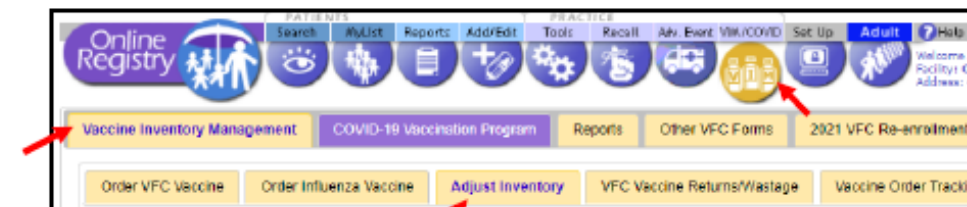
(Please click once to submit)

- You are only able to transfer vaccine between sites enrolled in the COVID-19 vaccination program.
- A confirmation email is sent to the vaccine coordinators at both locations detailing the transfer.

2

Adjusting Inventory

- Navigate to the Adjust Inventory module by clicking the VIM/COVID bubble.



- Adjust Inventory allows you to adjust your CIR Expected Inventory at any time.
- To reach the Adjust Inventory screen, click the VIM/COVID icon in the banner. Click on the Vaccine Inventory Management tab, then choose the Adjust Inventory tab.

3

Balancing Inventory

- Begin balancing your inventory by selecting Decrease (-) or Increase (+) from the drop-down menu in the Adjust Direction column.

						Adjust CIR Expected Inventory by Dose			
Vaccine Type	Brand / Mfr	Lot# / Exp Date	Presentation	CIR Expected Inventory	Adjust Direction	Adjust Quantity	Adjustment Reason	Add/Remove Reason	
SARS-COV-2	COVID-19, mRNA, 0.5...	011J26A 12/31/2009	MDV, 10-pack	300	<input type="text" value="-"/>	<input type="text" value=""/>	<input type="text" value="- Select a Option -"/>	<input type="button" value=""/>	

- Enter the number of doses in the Adjust Quantity column and select the reason for the adjustment from the drop-down menu in the Adjustment Reason column.
 - To manage extra vaccine doses, select 'Unaccounted for in Provider Inventory'
 - To account for vaccine transfers, select 'Transfer COVID-19 Vaccine'
- To add another reason for a dose of the same lot, or remove a previously added reason, use the + and - icons from the Add/Remove Reason column and select another reason.
- If applicable, you may add additional quantities and reasons for the same lot by clicking the "+" in the Add/Remove Reason column.
- When you are finished, click on . A message asking, 'Are you sure you want to save the entered inventory adjustments?' will appear. Confirm by clicking OK to continue and save your updated inventory.

Find & Add Lot button

Find & Add Lot 

4




Find and Add Lot Button

- Use **Find and Add Lot**, if you do not see one or more of your vaccine lots. click the Find & Add Lot button located above the dashboard to search for and add them to your list.
- In the box that appears, select the vaccine type, brand, lot, and the number of doses you would like to add.

Find and Add Lot for Public Inventory

1. Find a lot by making your selections below.
2. Enter the quantity of doses in your inventory for the lot.
3. Click the 'Add' button.
4. Click 'Reset' to clear selections or entries. Click 'Close' to return to the Adjust Inventory screen.
5. Note: Lots for COVID-19 cannot be selected to add, but will appear in your reporting screens after CIR approves your participation in the COVID-19 Vaccine Program. If you are unable to add lot numbers for other vaccines, please contact the CIR at nycircmmunice@health.ny.gov.

Note: If you are unable to find the lot number you are looking for, please call the CIR Hotline at 347-396-2460 for assistance.

Type	Brand / Manufacturer	Lot Number/ Exp. Date	Presentation	Quantity			
-- Select --	-- Select --	-- Select --	-- Select --	0	Reset 	Add 	Close 

- If the lot currently exists in your list, a message will appear in the dashboard stating: 'This lot already exists on the *Adjust Inventory* screen. To adjust the *CIR Expected Inventory* column for this lot, click Close and use the *Adjust CIR Expected Inventory by Dose* fields on the *Adjust Inventory* screen.
- If the lot does not exist in your list, it will be added to your list and highlighted in yellow.

5

Reporting COVID-19 Vaccine Wastage








- Vaccine wastage and spoilage events should be reported on this screen. Wastage reasons include: 'Broken Vial/Syringe', 'Vaccine drawn into syringe but not administered', 'Opened multi-dose vial', 'Other wastage (non-returnable).
- Log into the CIR and click on the VIM bubble.
 - Within the VIM module, click on the VFC Vaccines Returns/Wastage tab

Vaccine Inventory Management | Reports | Other VFC Forms | 2020 VFC Re-enrollment | Standing Orders Aggregate Form

Order VFC Vaccine | Order Influenza Vaccine | Adjust Inventory | **VFC Vaccine Returns/Wastage** | Vaccine Order Tracking

- Fill out the fields displayed in the form. More than one lot number can be reported at a time by clicking the 'Add Event' button Once all entries are complete, click the 'Continue' button to confirm your entry(ies)
- Click 'Submit'
 - Print out the confirmation for your records
 - Dispose of the wasted vaccine in accordance with local regulations

VFC Vaccine Returns/Wastage:

Vaccine Returns/Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit Presentation	# of Doses	
 -- Select --	 -- Select --	 -- Select --	 -- Select --	 -- Select --	 -- Select --	<input type="text"/>	<input type="text"/>	Add Event 

Note: You can add up to 25 events in this Vaccine Returns/Wastage Form. If you need to add more returns, complete and submit an additional Vaccine Returns/Wastage Form(s).

Contact Information

General questions: cir@health.nyc.gov

Online Registry accounts: cir-reset@health.nyc.gov

Vaccine, Storage, VFC questions: nycimmunize@health.nyc.gov

Interoperability and HL7: cir_interop@health.nyc.gov