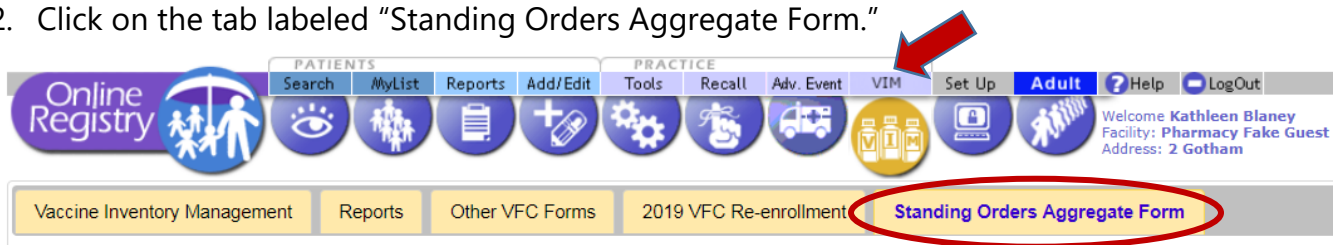


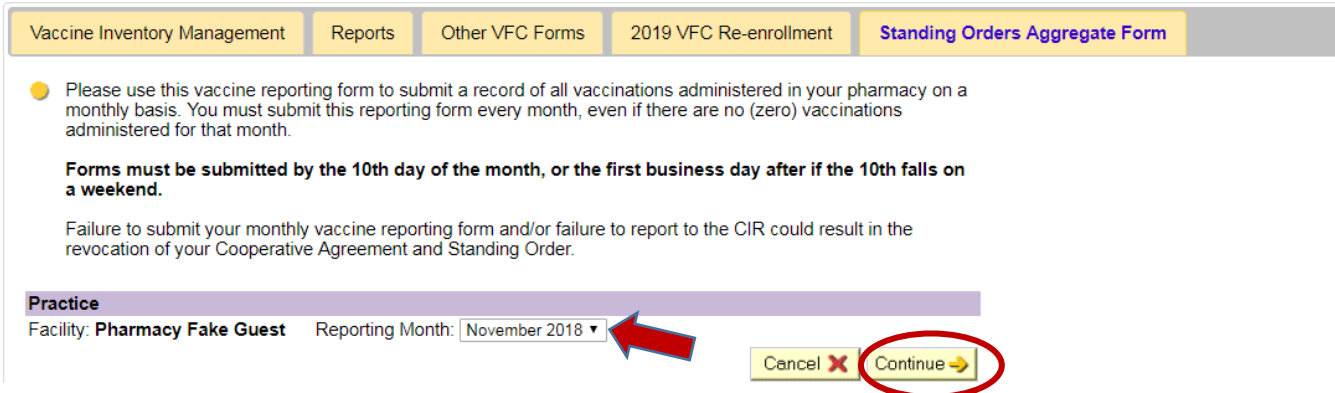
## Standing Orders Aggregate Form

Pharmacists vaccinating under standing orders provided by the New York City Department of Health & Mental Hygiene must now submit monthly aggregate reports online using the **Standing Orders Aggregate Form**.

1. Log-in to the Citywide Immunization Registry (CIR)'s Online Registry ([www.gov/health/cir](http://www.gov/health/cir)) and click on the circle labeled "VIM."
2. Click on the tab labeled "Standing Orders Aggregate Form."



3. Select month for which you are submitting report and click "Continue."



4. Submit record of all vaccinations administered at your pharmacy for the month using the Standing Orders Aggregate Form. As with the paper and PDF versions of the form, aggregate doses must be reported every month, even if no (zero) vaccinations were administered that month. Forms must be submitted by the 10<sup>th</sup> day of the month, or the first business day after if the 10<sup>th</sup> falls on a weekend.

Aggregate Vaccine Reporting Form		# of Patients
<b>Influenza Vaccinations</b>		
Age 4-18 years		<input type="text"/>
Age 19-64 years		<input type="text"/>
Age 65 and older		<input type="text"/>
<b>Total doses administered</b>		<input type="text" value="0"/>
Of these, how many were administered to pregnant women?		<input type="text"/>
<b>Zoster Vaccinations</b>		# of Patients
Shingrix	Age 50 years and older	<input type="text"/>
Zostavax	Age 60 years and older	<input type="text"/>
<b>Total doses administered</b>		<input type="text" value="0"/>
		Clear <input type="checkbox"/>
By clicking below, I confirm that the doses above reflect those administered at my pharmacy		
<input type="button" value="Change"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>		

- When form is complete, click "Submit." Successful submission will result in a confirmation message at top of page.

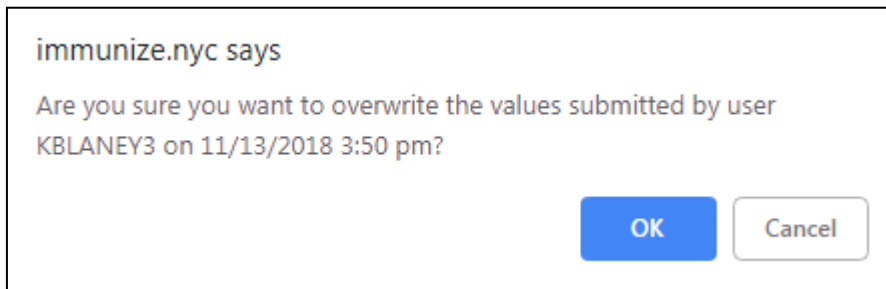
✔ Your report was successfully submitted.

The Standing Orders Aggregate Form can be submitted multiple times each month. Data entered after the initial submission will overwrite old data. If you attempt to enter data for a month for which immunizations were already submitted, a message indicating the date and time of previous submission will be listed at the top of the page:

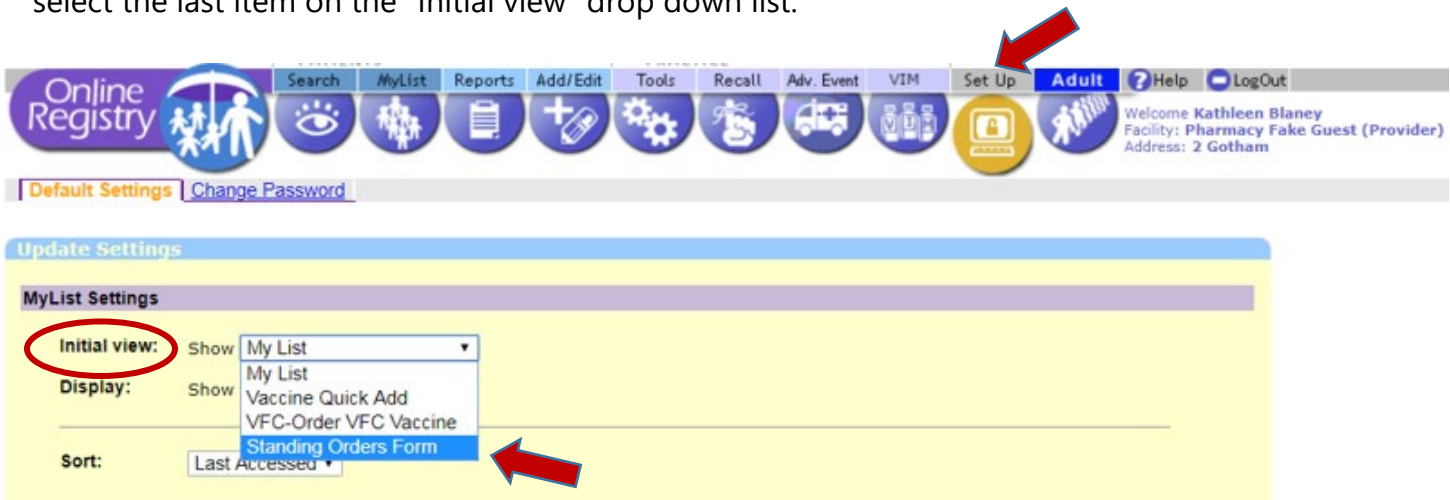
**Data for this month was last updated by user KBLANEY3 on 11/13/2018 3:50 pm**

**Note: submitting this form will overwrite the previous entry and replace it with what you enter here.**

Additionally, a pop-up message will appear asking you to confirm submission.



- Optional: If you would like the Standing Orders Aggregate Form to be your default landing page upon logging-in to the Online Registry, click on the purple tab labeled "Set Up" and select the last item on the "Initial view" drop down list.



## Standing Orders Report

In addition to submitting monthly aggregate reports online, pharmacists can now also pull reports that compare the number of doses submitted via the Standing Orders Aggregate Form to the number of patient-level doses reported during the same time period using the **Standing Orders Report**.

1. Log-in to the Citywide Immunization Registry (CIR)'s Online Registry and click on the purple circle labeled "VIM."
2. Click on the tab labeled "Reports" and select the tab labeled "Standing Orders Report."

Vaccine Inventory Management **Reports** Other VFC Forms 2019 VFC Re-enrollment Standing Orders Aggregate Form

Doses Administered VFC Eligibility Report Vaccine Transactions Report Aging Inventory Report Vaccine Returns/Wastages History Report Order/Inventory History Report **Standing Orders Report**

3. Select the date range for the report and click "Continue."

**Standing Orders Report: Criteria**

**Date Range**  
(mm / yyyy)  
From: November Year: 2018  
To: November Year: 2018

**Facility**  
0001T01 - Pharmacy Fake Guest

Clear  Continue →

4. View Standing Orders Report. A printer-friendly format of the report is available. This report does not need to be submitted.

**Questions?** If you have any questions or comments regarding either the Standing Orders Aggregate Form or the Standing Orders Report, please call the CIR at 347-396-2400 or email us at [cir@health.nyc.gov](mailto:cir@health.nyc.gov).