Creating, Saving and Re-using Online Child & Adolescent Health Examination (CH205) Forms

1. After logging in to the Online Registry and choosing a patient record, go to the Pre-completed Forms tab. Choose Option 1, by clicking on the yellow “Create New Form and Save” button.

2. Ascertain from the parent/guardian the type(s) of organization(s) (school, camp, early intervention, child care) requesting the CH205 form. Select the organization type on the online form. The next three bullets pertain only to forms needed by child care centers:
   - If selecting “Child Care,” specify if it is “Center-Based” or “School-Aged/Home-Based/Other.”
   - If “Center-Based” was chosen, search for the center by entering a partial name or address in the blue search box, then click the Search button.
   - Choose the correct center, then click “Continue” at the bottom of the screen.

Next, you will see a green confirmation message to verify your choice(s). The system will ask if you are finished choosing child care centers for the patient.

If you cannot find the child care center, or if the center is not yet determined, you may check the “Not Yet Determined” box located below the search results list.
3. Review and update the Patient Info screen, Immunization History and Lead Test History Results.

4. Complete the health examination information. Note any special instructions in the left column of the form. The date of the form is a required field in the final section of the form. The system will check for errors. Please make required corrections. Click “Confirm” to complete the form.

5. You may view, print, or fax the CH205 form
   a. Click on the form icon to view, print or fax the form.

Results: Completed CH205 Form--

Completed forms will reside in the Online Registry.
Forms may be printed and faxed as needed.
Previously created forms may be accessed and updated.

Previously created forms will be saved in the Pre-completed Forms tab, associated with the patient. Only users associated within the same facility that saved the forms are enabled to access the same forms.

Users with Read-Only access: Read-Only access users are not enabled to fill out or save CH205 forms online and may not edit information. At facilities that have users with immunization editing status, Read-Only users may view and print previously saved forms created by those users with editing capabilities.