Online Registry – Adding Pediatric &
Adult Immunization Events
www.nyc.gov/health/cir

Quick Add screen is for the quick entry of immunizations given to both adult and pediatric patients. You can also create new patient records on this screen. COVID-19 vaccines are required to be reported within 24 hours of administration and do not require consent to report to CIR.

Note: Patient immunization events must be entered individually, there is no option in the Online Registry to report immunizations for more than one patient at a time.

1. Search for the existing adult or pediatric patient record. To add a new patient record, see below (Step 9).

To search for a patient from My List:
- Click on the My List icon.
- Search for the patient by first and last name.
- Select the patient record by clicking on the patient’s name in the list below.

To search for a patient from Search:
- Click on the Search icon.
- Complete all search fields, then click Continue.
- You can also perform an advanced search on this screen using the “Advanced Search” tab.

2. Select the patient whose record you would like to add an immunization event to.

3. From the current screen click on the Quick Add icon.
4. You can also access the **Quick Add** screen through the **Add/Edit** screen.

   **COVID-19 immunizations can only be added via the Quick Add screen.**

5. Once on the **Quick Add** screen:

   - **Patient demographic information copies over.**
   - If anything is missing, you can type it in here.
   - The “Mother’s Maiden Name”, “Mother’s Date of Birth”, and “VFC Eligibility” fields will only show for patients under 19 years of age.

6. Scroll down and enter the patient’s immunization information.

   - The “Vaccination Date” field will automatically default to today. Make sure to enter the correct date.
   - Select the correct COVID-19 vaccine lot.
   - Click “Confirm”.

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7. The system will attempt to find an existing record for the patient. If a record is found, the system will prompt you to verify the record. Once the record is verified the vaccination is added to the record.

8. When the record has been added, a green confirmation box will appear:

9. If the patient does not have an existing record in the CIR, you may add one via the Quick Add screen.

Enter all required fields.

To enter more than one vaccination event click, Add Event.

Tip! To enter cities outside of NYC in the “Borough/City” box:

- TYPE in the city name. After typing in the city name, the box is highlighted in blue.
- Click on the blue highlighted box to select the city you entered.
- When the non-NYC city name is entered successfully, it will appear with a small “x” in right corner of the box.

10. When you are finished entering all the information, click “Confirm”.

11. When the record has been added, a green confirmation box will appear: