

Getting Connected to the CIR's Online Registry, if you haven't already done so:

- **Register** with the Citywide Immunization Registry (CIR) to obtain a **facility code**, at: <https://a816-healthpsi.nyc.gov/OnlineRegistration>. You may retrieve a forgotten facility code from this same service.
- **Account set-up:** Upon completing the required Online Registry Access forms and providing a valid email address, you will receive an email from cir-reset@health.nyc.gov with password set-up instructions and a time-sensitive link.
- **Log-in:** Go to www.nyc.gov/health/cir Hint: Bookmark this as a favorite. Click on the Online Registry GO button (shown in header, top right). Enter your Username and Password in the Log On screen. Click on to get started. Follow the instructions marked with and urple tip boxes or

From the navigation bar, shown below. Click on the "Adult" icon. Look at the available tabs on each screen.



Adult quick Add screen is for the quick entry of immunizations given to adults over 19 years of age. COVID-19 vaccines will be required to be reported within 24 hours of administration and will not require consent to report to CIR.

For all other vaccines given to individuals 19 years and older, you may document the patient's verbal or written consent to voluntarily participate in reporting their vaccination events to the CIR. This sample consent form may be adopted to use as part of your patient registration process for your practice: <https://www1.nyc.gov/assets/doh/downloads/pdf/cir/cir-hcp-adults-consent.pdf>.

➤ Enter all required fields.

➤ To enter additional vaccination events click,

- Add Event 2, example. If the Lot in your inventory is not appearing in the droplist, click on the [Add Lot Number Link](#) to add it. See VIM instructions, next section.

- When entering a COVID-19 vaccination event, you will be prompted to enter additional information.

Immunization Events
Click "Add Event" button to enter multiple immunization events.

Vaccination Date* 12/06/2020 Vaccine Administered* COVID-19, mRNA... Lot* 11111|Mo...
Route of Administration* Intr... Site of Administration* Lef... Comorbidity? Priority Group Select...

Event 2

Vaccination Date* 12/06/2020 Vaccine Administered* Influenza-IV4, IM... Lot* Select...
[Add Lot Number](#)

Add Event

Reset Confirm

- For COVID-19 vaccines, the manufacturer and lot information will be added in the droplist by CIR.

- Click, the "Confirm" button:



- 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.

Immunization Events
Click "Add Event" button to enter multiple immunization events.

Vaccination Date* 12/06/2020 Vaccine Administered* COVID-19, mRNA... Lot* 11111|Mo...
Route of Administration* Intr... Site of Administration* Lef... Comorbidity? Priority Group Health Car...

Add Event

Check if patient has: Asthma, Serious Heart Condition, Liver Disease, Chronic Lung Disease, Chronic Kidney Disease, Severe Obesity, or is Immunocompromised

Reset Confirm

- A green confirmation box will appear.





VIM allows you to record and save to the Online Registry vaccine lots you have on hand. This saved information will be used to prepopulate the Vaccine Administered and Lot drop lists in the **Adult Quick Add** screen and **Add/Edit** vaccine screens. COVID-19 vaccine lots will be entered by CIR.

While in the **VIM** screen, in the top row of tabs: (1) click the **Vaccine Inventory Management** tab; (2) in the second row of tabs, click the **Adjust Inventory** tab; (3) click on the **Private Inventory** tab, and (4) click the button: **Find & Add Lot**

• **Find and Add Lot:**

➡ The **Find and Add Lot** box will be activated. Follow the instructions.

➡ After entering your lots, click **Save** or **Return to Quick-Add** if you came in from **Adult Quick Add** screen.

- **Doses Administered Reports** shows the number of vaccines you reported giving. While in the **VIM** screen, in the top row of tabs: (1) click the tab **Reports** ; (2) in the second row of tabs, click the tab; (3) click on the **Doses Administered** tab, and (4) click the button: **Detailed** .
- For counts of adult doses, choose (a) “Privately Provided,” (b) enter the date range the vaccines were administered, and (c) choose the adult age ranges. Click **Continue** → view the report.

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

Doses Administered VFC Eligibility Report Vaccine Transactions Report Aging Inventory Report Vaccine Returns/W

Doses Administered Report: Detailed Summary **Detailed**

Eligibility Type	Date Range (mm / dd / yyyy)	Age Range(s)
<input type="checkbox"/> VFC Eligible <input type="checkbox"/> CHPlusB Eligible <input checked="" type="checkbox"/> Privately Provided <input type="checkbox"/> Unknown / Unreported	From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> <1 <input type="checkbox"/> 11-12 <input type="checkbox"/> 1 <input type="checkbox"/> 13-18 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 19-24 <input type="checkbox"/> 3-5 <input checked="" type="checkbox"/> 25-44 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 45-64 <input type="checkbox"/> 7-10 <input checked="" type="checkbox"/> 65+



MyList contains every record your facility has looked up and found. Click on an individual’s name to quickly and easily find the record.

- **Search MyList:**
 - Search within **MyList** using the first few letters of the name.
- **View MyList:**
 - Choose the number of patients to view per page; jump to the Last Name by alphabet.
 - MyList can be sorted by First Name, Last Name, Gender, Date of Birth (DOB), Date Last Accessed, and color-coded Status: ● = up-to-date; ● = past due ● = due soon, by clicking on the small arrows under each column heading.
 - **Update a patient’s status as “Active” or “Inactive”** or sometimes referred to as, **Moved or Gone Elsewhere (MOGE)** status. Let CIR know if the patient is no longer being seen at the practice. See [guidance on MOGE](https://www1.nyc.gov/assets/doh/downloads/pdf/cir/vfc-moge.pdf): <https://www1.nyc.gov/assets/doh/downloads/pdf/cir/vfc-moge.pdf>. This feature is located in the **Active** column of MyList.
 - Under this column, clicking Yes/No, will bring up the **Update Patient Info** screen where you may:
 - Update address and phone numbers
 - Update patient status by choosing one of the options:
 - Yes, patient is currently in my practice
 - No, not in NYC (moved)
 - No, not in my practice (gone elsewhere)
 - No, patient deceased
 - **To remove patients from MyList and** its association with the practice, you must do **two steps**:
 - 1) First, update the **Active** status to “No” in the **Update Patient Info** screen.
 - 2) Second, remove the record from **MyList** by checking the box to the left of the patient’s name in the **Remove** column, and then clicking the **Remove** icon at the top of the column.
 - Note: If step 2 is completed, but step 1 is not, the record is only removed from your view in **MyList** and remains associated with your practice.
- **Refresh MyList** use this feature to regularly refresh (update) **MyList**.
 - Add patients you have immunized in the past who are in the CIR, but may not already be on **MyList**.
 - Add patients you have looked up but may not have immunized yet at your practice. Please note **MyList** is shared by all users at your practice.
 - Click on **“Who’s in MyList”** to view details of the current **MyList**, such as when and who updated the list last in your practice and the criteria they chose.



Search allows you to search the CIR for an individual’s immunization record. If you cannot find an individual, and believe the individual has a record in CIR and was born in NYC after 1995, please call the CIR for assistance, at **(347) 396-2400**. You may add a patient online if the individual was born before 1996 or was born outside of NYC and you cannot find the patient.

- **Search**

- Fill in all four fields: first name, last name, date of birth and gender. Click **Continue** ➔

If you are unable to find an individual’s record with this option, use the Advanced Search option.

- **Advanced Search**

- To improve your chances of finding an individual’s record choose by clicking on one of the advanced search combinations in the Tip box. Type the requested additional information. Click **Continue** ➔.

If you are still unable to find the individual’s record, call the CIR at **(347) 396-2400**.

- **Add New Patient**

- To help prevent duplicate records, enter as much information as possible to add a new patient.

If you have trouble adding a new patient, call the CIR at **(347) 396-2400**.



Add/Edit allows you to add the immunizations events you administered and add historical immunizations administered by you or other providers, to an individual’s record. The first step is to look up the individual by using the **Search** screen or **Adult** screen, and click on the **Add/Edit** icon or link.

- **Current Immunizations** allows you to add all immunizations given to a patient at a single visit.

- Select the specific immunization type administered in the drop-down menus for the children’s recommended vaccine series. Some of the adult immunizations are listed in the last category “**Other**.” “Other” lists vaccines that are not part of children’s series.

- You may enter an administration date

- Indicate patient’s VFC eligibility for patients under 19 years of age. For patients 19 years of age and older, choose “Not VFC Eligible.”

- Click **Continue** ➔. Next, add lot and manufacturer information (optional for adult vaccinations).

- Review your additions. Click **Confirm** ✓.

To have immunizations recorded in the CIR, for your convenience, a link to a sample adult voluntary consent form will appear on this screen when accessing a record of an adult.

- **Add History** shows you all previously reported immunizations for an individual and allows you to add any additional ones that you know of that were not reported to the CIR.

- Enter the missing immunization event(s), including date and vaccine type.

- Choose whether the immunization was administered by your practice or documented on a hand-held immunization record as administered by a different provider.

- Click **Continue** ➔ then **Confirm** ✓.

➤ 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	Choose Vaccine Type
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.

Select Patient's Current VFC Eligibility Status

Clear Continue ➔

- **Modify History** gives you the opportunity to make changes to a patient’s immunization information.
 - Choose the immunization event(s) you want to modify or delete.
 - Choose “Modify or Delete.”
 - Click  and make your changes. Click .

Once you submit this information, the immunizations you reported previously will be automatically updated, while requests to modify events reported in the record by other providers will be reviewed by CIR staff who will update the child’s record if appropriate.
- **Disease Immunity** allows you to report and review history of varicella disease. You may report and review disease immunity confirmed by titer or serology for hepatitis A, hepatitis B, measles, mumps, rubella and varicella.
 - **To report disease immunity**, you need to report the IgG test date. For varicella, you may report the disease date by month and year. Scroll down to view patient history.



Reports

- **View Record** When a search is successful, the individual’s immunization record and lead test history are displayed. Vaccine series are in the left column. Vaccines administered are listed from left to right, organized by date. The **Next Due** column to the right tells you if a series is complete or indicates the date the next vaccine in the series is due. Orange bubbles  indicate that the reported dose is invalid. Click on the orange bubble for additional details. Clear bubbles indicate a note; they do not indicate that the dose is invalid.
 - Click on the printer friendly format icon  to print the record in the “grid” format.
 - **Printing Reports:**
- **Provider Reports** You may choose the filtered report to print only valid immunizations or the unfiltered report to print all immunizations reported with recommendations and comments. The Lead Test History is automatically printed unless unchecked.
- **Public Report** This official report may be given to individuals to whom the record pertains to, parents and legal guardians or custodians for school, the Women, Infants, and Children (WIC) program, camp, or day care. Only valid shots will be displayed. Recommendations and comments will not be displayed.
- **Update Patient Info**
 - Update the address and phone numbers of the patient if your practice has not recently done so. Add information, such as Medicaid ID, medical record number, and/or mother’s maiden name, so that you can use this information in the future to search for and find this patient.
 - Indicate patients as “Active” or “No longer active” meaning, the patient left the practice. Also known as Moved or Gone Elsewhere (MOGE) status.
 - Update cell phone information. Modify status for accepting text messages.



Recall /Reminder allows you to identify patients who may be due immunizations. This feature allows you to send text messages, print letters and address labels, or a list of addresses and phone numbers. You may produce a Recall/Reminder list based on **MyList** or customized options. [View the online Coverage Reports Reminder/Recall](#) with [Text Messaging Guide](#) for details.



Tools contain materials and features useful for your practice.

- **Immunization Schedule**
- **Coverage Report** Use this page to find out which patients are up-to-date and optionally create a Recall List for patients who need immunizations. Currently, for pediatric coverage. Refresh **MyList** before running a coverage report. Print letters and address labels based on a list of patients who are not up-to-date. [View the online Coverage Reports Reminder/Recall Guide](#) for details.



Set-Up contains set-up features useful for the user or the practice.

- **Default Settings**

- You may choose settings to always start with the **Adult** immunization tab.
- Choose settings for **MyList** to view between 10 and “all” patients.
- You may choose how you want your list sorted, such as by Last Name.

- **Change Password**

- **How to request to Reset your Password**

- If you forget your password and/or are locked out, please contact your Site Security Administrator (SSA). Your SSA will be able to view your account and send you a link via email to reset your password. **You must provide a valid email address.** The email reset email will come from cir-reset@health.nyc.gov and will expire after **4 days**.
- Site Security Administrators need to contact the DOHMH Security Administrator at cir-reset@health.nyc.gov.

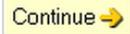
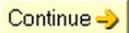
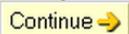
Passwords must be at least 8 characters long, contain at least one number, and have at least one upper-case letter:

1. Uppercase alphabet characters (A-Z)
2. Lowercase alphabet characters (a-z)
3. Arabic numerals (0-9).

Example: reG1stry

- **Manage User** Available to Security Administrators only: Use this function to create, modify and inactivate user ID's and reset passwords for each user at your site.

- **Add New User**

- To add a new user, click the  button under “Add a New User.”
- Fill out the information. **A valid email address is required to complete the account set-up.**
- **Notify the new user that they will receive an email containing a link that will be valid for up to 4 days to set up his/her password.**
- For Security Group, Select “**Normal**” if you want your user to **Add/Edit** immunizations. Select, “**Read Only**,” if your user will only be viewing patient immunization records and printing reports.
- If the provider information needs to be updated, please contact the CIR, at **(347) 396-2400**. Click  and the new user is added to the list with the ID listed to the left of the user's name.
- Click  and the following note in green will appear at the top of the page:
User ID **xxx** was created. Please have the user check their email to set the password for their new 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 set up again.
- The e-mail your user needs to look for will be sent from: cir-reset@health.nyc.gov. Link will expire in **4 days** – please notify new user to check email promptly.
- Please instruct users that passwords must contain characters from each of the three categories listed below, and must be at least 8 characters long:
 - a. Uppercase alphabet characters (A-Z)
 - b. Lowercase alphabet characters (a-z)
 - c. Arabic numerals (0-9)

Passwords must not be shared! Each individual is required to have a separate password. Before assigning an ID to a new user, make sure they completes and signs a **User Confidentiality Statement** which you must keep on file. Do not send a copy to the CIR. Go to www.nyc.gov/health/cir, click “For Providers,” then click “Online Registry Access & Reporting” for a copy of this statement.

➤ **Modify User, Reset Password**

- In the Manage users tab, scroll down. Click on a User ID or Name to be modified.
- Edit contact information and/or use the [reset password](#) link. Be sure the email address is valid.
- Click “Continue” and a note in green will appear at the top of the page.

➤ **Inactivate User**

- In the Manage users tab, scroll down. Click on a User ID or Name to be inactivated.
 - Next to the question: “Active User?” choose “No”
 - Click  and a note in green will appear at the top of the page.

• **Change My Contact Info**

- Updating your contact information by visiting the Online Registration page:
<https://a816-healthpsi.nyc.gov/OnlineRegistration>.

 **Help** is designed to assist you in using the Online Registry. Please refer to it if you have any questions, or call **(347) 396-2400**, Monday through Friday, 9 am to 5 pm to request additional support. You may also visit www.nyc.gov/health/cir and scroll down to the Online Registry Guides section for additional resources.

LogOut

- Click on the  **LogOut** button when you are not using the system. For security reasons, the system will automatically log you out if idle for more than 30 minutes.

Visit Us Online!  nyc.gov/health/cir

The Citywide Immunization Registry
contact: cir@health.nyc.gov