A. Registering a New Facility

To access the CIR Facility Manager application, first visit www.nyc.gov/health/cir and click on the link "register your practice online" to create an account in the CIR Authentication Server. Please use Google Chrome while accessing these pages and forms for best results.

Creating CIR Authentication Account

To access the Facility Manager dashboard, first time users must create an account through the CIR Authentication Server. Click on Register under the Sign In button. Enter your first name, last name, email and create a password. Do not submit your personal home email address information or use a general email address, such as "frontdesk@practicename.com". Once finished, click Register.

Logging in to CIR Authentication Account

Once you have created an account, you may access your Facility Manager dashboard through the CIR Authentication Server, or https://immunize.nyc/prod/cir-facility-manager. You can sign in to the CIR Authentication Server by entering your email address and password, then click Sign In.

Note: If you forgot your password, click Forgot Password? on the Sign In screen. You will receive a password reset link via email.
1. **Dashboard Overview**

Facility Manager Dashboard Navigation:

1. Switch to tile or grid view.
2. Filter by submission status: Approved (Active/Inactive site); Not Submitted - Registration in Progress; Submitted - in Progress; Submitted - Pending Review
3. Sort Facilities by Facility name, Facility address, Facility code, Registration status, Last accessed date, or Last modified date.
4. Once approved, facility codes are displayed on tiles.
5. For other statuses, click on facility name title for a message to be displayed
6. Use tabs to view multiple sites simultaneously.
7. Quick links can be accessed from the left navigation panel.
8. To view the Welcome to Citywide Immunization Registry contents at any time click on the expand button on the top right.

**NOTE:** The application will time-out if left idle for 30 minutes; a three-minute warning will display before the session ends.
2. **Start a New Registration**

   Once logged in to the **CIR Facility Manager** application, review the **Welcome** message and click **OK** at the bottom. To view this content at anytime, click the Hide/Show button ▲.

   After the window closes, to start a new registration, click on **START NEW CIR REGISTRATION**.
3. NPI Lookup (Immunizing Facilities)

1. Enter your Facility NPI Number and click **SEARCH** to verify the facility. If your facility does not have an NPI, choose **SKIP**. Non-immunizing facilities, click **SKIP**. **NOTE**: For immunizing providers, choosing **SKIP** allows you to continue, but you will need to provide the NPI number during the session.

2. After searching, the facility information associated with the NPI will be displayed, as shown in the gray section on the lower half of the screen to the right.

3. Check the box if the facility you are registering belongs to the organization/group of the NPI number entered but is a separate location or address.

4. Make sure all contact information is current. If all information is correct, click **CONTINUE**. The information will be copied into the registration Facility Details fields which may be edited later. If the information is incorrect, click **CANCEL** to proceed with the registration without copying the information, then manually enter your information.

**Tooltip for Facility NPI Number:**

Enter the 10-digit National Provider Identification (NPI) number associated with your organization. If you do not know your organization NPI, you can look it up by clicking on the Facility NPI number link. If you do not have an organization NPI, enter your individual NPI.
4. **Adding Facility Details**

This section collects information about your facility. Based on your answers, you will see different options appear on the screen. Supplying CIR with accurate facility classification and funding details will allow the Bureau of Immunization to focus support and services for your organization and to send relevant notices and alerts. Click on Tool tips for additional instructions and definitions.

1. **Enter your facility details**: Address, Phone and Fax numbers, Email, Funding Source, Ages Served, Facility type, Specialty, and Group/Organization affiliation.
2. Answer all questions, then click SAVE & CONTINUE.
## Tooltips for Facility Details screen:

- **Address:** Do not use your home address to register with CIR. Enter the address of the facility, of the vaccination site.

- **Facility NPI number:** Enter the 10-digit National Provider Identification (NPI) number associated with your organization. If you do not know your organization NPI, you can look it up by clicking on the Facility NPI number link. If you do not have an organization NPI, enter your individual NPI.

- **Funding Source:** Public = mostly supported by government fund; Private = mostly supported by an individual or group

- **What age group does your facility primarily serve? (Age Served):** Adult = 19 years or older; Pediatric = Under 19 years; or All ages = Includes both adult and pediatric

- **Facility Type:**
  - FQHC - Community-based health centers that qualify for funding under section 330 of the Public Health Service (PHS) Act to provide comprehensive services to an underserved area or population.
  - FQHC Look Alike - Community-based health centers that meet eligibility requirements for funding but do not receive grants under section 330 of the Public Health Service (PHS) Act.
  - Hospital - Includes satellite sites, clinics, and networks.
  - Private Practice - Independent medical practices where physician is the sole proprietor and is not part of hospital network.
  - Other Medical Facility - All other facilities (If unsure see subtypes)
  - Non-Immunizing Facility - Facilities that do not immunize patients but need access to immunization related activities (If unsure, See subtypes).
  - Schools - Schools or facilities part of a school district. Select "Other Medical Facility" for School Based Health Centers. Select "Non-Immunizing facility" for Camps and Early Intervention

- **School ATS number:** Enter the School ATS Number, which is the combined district number and school location number, e.g., 01Q125.: [for schools only].

- **Specify group/organization:**
  If your group/network is not listed, please choose “Other”. Next, the “Specify 'Other' group/organization” field will appear where you will add group name.

- **Would you like to participate in the federal Vaccines for Children (VFC) program? [for Pediatric practices only]**
  If you selected “Yes” you will be contacted directly by this program. For more information, click here.

VFC is a federally funded program that provides vaccines at no cost to children birth through 18 years who might otherwise not be vaccinated because of inability to pay. To enroll in VFC, providers must serve children who are Medicaid-eligible, uninsured, underinsured and American Indian or Alaska Native. For more information on VFC enrollment requirements, click here.

- **Administering Immunizations in NYC?**
  If you are NOT administering immunizations in NYC but are within NYS click here. If you are NOT administering in NYC and are outside of NYS, click here.
5. **Adding Registrant Information**

After the Facility Details are saved, a screen will pop open. The Registrant (person filling out the initial registration) will receive the registration confirmation. In your practice or organization, the Registrant may be the key contact or liaison between the CIR and the practice. The Registrant may also be the physician or provider-in-charge of the practice. Additional contacts and providers may be added later in the CIR Facility Manager, but only the Registrant and the provider-in-charge (if entered) will receive confirmation of the registration. Click on Tool tips for additional instructions and definitions.

1. Choose, if you are a provider or a contact.

2. If you are a provider, enter the individual provider NPI number and click **VERIFY**. Click CONTINUE to copy the NPI Registry information or CANCEL. Information may be edited later. For **non-immunizing facilities**, such as schools, it will not require a primary provider or NPI number.

3. Select primary provider for the physician or provider-in-charge. For non-immunizing facility, such as schools, this question will not appear. The primary provider is also the default provider, where immunization reports from the practice that do not have a provider associated with the record, the primary provider information will be used.

4. Select **Copy facility information** if the address and phone number are the same as previously entered in the facility details. If the information is different, manually complete the information.

5. Enter the NYS medical license number and medical license type. For non-immunizing facilities, such as schools, it will not require a NYS medical license number or license type.

6. Answer all required questions, as noted by the *, then click **SAVE & CONTINUE**.
6. **Adding Reporting Details**

   **NOTE:** Non-immunizing facilities, including schools and day cares, skip to step 8: **Adding Contact Information.**

   This section collects information about how you will be reporting to the CIR. Based on your answers, you will see different options appear on the screen. Click on Tool tips 📖 for additional instructions and definitions:

1. **Practices serving adults only:** Click “Yes” or “No” to indicate if your facility has a consent process in place to report adult immunizations.
2. Select which type(s) of providers will be administering immunizations at your facility.
3. Select how your facility will report immunizations: HL7 Web Service/EHR, Online Registry, or Both.
   - → If using an EHR, fill in type of EHR and purpose of connecting to **CIR**. If your EHR is not listed, please select “OTHER”. See **EHR User Notes** below.
   - → For questions related to web service connection, contact: cir_interop@health.nyc.gov or more information visit, nyc.gov/health/cir.
   - → For questions related to the Online Registry, contact cir-reset@health.nyc.gov or visit nyc.gov/health/cir.
4. Once all questions have been answered, click **SAVE & CONTINUE**.
EHR/HL7 Web Service User Notes

Proper connectivity and immunization data exchange with the CIR is important if your organization administers vaccines within New York City’s five boroughs, and/or would like to query patient immunization histories within our jurisdictions. You can hover over the Tooltips for assistance.

When choosing your “Immunization reporting method”, additional questions about interoperability, connectivity, and your EHR vendor will display:

- **Consent Process in place to report adult vaccine?**
  Immunizations administered to individuals 19 years of age or older may be reported to CIR with the verbal or written consent of the vaccinee. (New York State Public Health Law) See sample consent form.

- **Immunization Reporting Method:**
  For more information on reporting methods, visit How to Report and Online Registry Access. You will receive additional information via email regarding reporting requirements.

- **Purpose of connecting EHR to CIR?**
  Select ‘Vaccination Submission/Reporting Only’ if your organization is interested in reporting vaccination to the registry only. Select ‘Patient Querying Only’ if your agency/organization will use the CIR to look up patient immunization history. Your practice must open a ticket with your EHR vendor to add or update your immunization interface. You may add the CIR interop email address cir_interop@health.nyc.gov in the ticket so that the vendor can follow-up with our interop team for testing.

- **Submit immunization data for CMS Promoting Interoperability program?**
  If your organization is participating in CMS Promoting Interoperability program and will like to attest to immunization registry reporting measure, please select ‘Yes’.
7. **Adding Provider Information**

All immunizing and non-immunizing facilities will need to give healthcare provider information. The primary provider is also the default provider. When immunizations reported from the practice do not have a provider associated with the record, the primary provider information will be used for CIR reporting purposes.  

**NOTE:** Schools and day cares, skip to step 8: **Adding Contact Information.** Enter your work information; do not submit your home address or personal contact information.

1. Enter the individual NPI Provider information, click **VERIFY**. Click CONTINUE to copy the NPI Registry information or CANCEL. Information may be edited.

2. Select ‘**Copy facility information**’ if the information is the same as previously entered in the facility details. If different, manually complete the information.

3. Immunizing providers regularly will be sent Doses Administered-UTD reports. You may subscribe to receive notices on Electronic Updates.

4. Answer all required questions, as noted by the *. Click **SAVE ENTRY**.

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Example of a saved entry. Click **Add Provider** to add additional provider contacts if needed:
NOTE: **One Primary Provider is required** for most facilities to be added and selected by checking the box before allowed to proceed (not applicable to schools, day cares). As part of the registration requirements, a **valid email address** of the provider-in-charge is required to receive the following:

- Regular reports, including Doses Administered
- Reports for reporting facilities
- Alerts and notifications
- Invite to sign up for access to the Online Registry
- Invite to COVID-19 vaccine ordering.

**To assign a Primary provider,** select the Primary provider checkbox when adding a provider, as shown above.

To update completed entries or entries missing the primary provider, click the edit (pencil) icon to enable the display of primary provider selection check box for the assignment as the Primary Provider:

![Provider Details Screen](image)

**Tooltips in Provider Details screen:**

- **Primary Provider:**
  Select if provider is the physician-in-charge, or the supervising pharmacist of pharmacy (independent/retail). Only one provider can be designated as Primary Provider.

- **NYS medical license number:**
  Enter your 6-digit NYS medical license number. NYS professional license numbers look-up: [click here](#).

- **Medicaid Provider number:**
  Enter your 8-digit unique ID if you are enrolled to provide services to members of the Medicaid program. NYS Medicaid provider number look-up: [click here](#).

- **Subscribe to Reports:** The DAR_UTD Report will be selected by default for the Primary Provider which cannot be removed.

  DAR-UTD Report = Includes VFC Doses Administered/VFC Doses Received

  Electronic Updates = Includes web service connections, vaccine codes, outages
8. **Adding Contact Information**

To add a contact(s), complete all fields in the **Contact Details** screen. Sites that do not have a Provider-in-Charge, such as Schools, Day Cares are required to add at least one contact that is the Principal, Assistant Principal, CEO or Director of the organization. When finished, click **SAVE ENTRY**.

Enter your work information; do not submit your home address or personal contact information.

1. Select ‘Copy facility information’ if the information is the same as previously entered in the facility details. If different, manually complete the information.
2. You may subscribe to receive reports on Doses Administered-UTD reports and/or notices on Electronic Updates.
3. Answer all required questions, as noted by the *.

Click **SAVE ENTRY**, then **SUBMIT** when all contacts have been added.

9. **Submitting Your Registration**

Before submitting, check to make sure all information entered is accurate across all registration screens. The application will not allow you to submit your registration if there are any incomplete required fields, as noted by the *. Once everything is complete, click **SUBMIT**.

**NOTE**: If your registration is locked for CIR review and you need to make additional edits, you may contact cir@health.nyc.gov. CIR will reject the submission so you may resume making changes.
Citywide Immunization Registry (CIR):
How to Register and Update Facility Information

Immunizing facilities will have four completed sections – facility details, reporting details, provider details, and contact details:

Non-immunizing facilities with providers will have three completed sections – facility details, provider details, and contact details:

Non-immunizing facilities without providers (i.e. schools, day care, summer camps) will have two completed sections – facility details and contact details:
10. **Facility Registration Confirmation**

A pop-up window will appear on your screen immediately following successful registration of your facility. See example below, left. You will also receive a confirmation email containing the same information. Confirmation email will be sent to the Registrant and Primary Provider (if entered). Please allow a few minutes for the email to reach your inbox. If you do not receive a confirmation email, you can contact CIR at [cir@health.nyc.gov](mailto:cir@health.nyc.gov). Your registration will be reviewed and subject to approval by CIR.

Upon approval, you will receive a **Welcome** letter with your **Facility Code** by email within two business days with further instructions regarding access to the CIR. Immunizing facilities receive instructions on reporting methods. After enrolling in CIR, facilities will receive notifications by email about COVID-19 vaccine and other vaccine development, availability, and procedures for obtaining vaccine and reporting doses administered. Visit [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir) for more information or visit [COVID-19 Vaccination Program](https://www.nyc.gov/health/covid/vaccine).

If you vaccinate children (0 through 18 years) who are covered by Medicaid or who are uninsured, underinsured, American Indian or Alaska Native, you are encouraged to participate in the [Vaccines for Children (VFC) program](https://www.cdc.gov/vaccines/vfc/).

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**Example of confirmation screen:**

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**Example of confirmation email:**

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Visit [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir) for more information.
11. **Sample Facility Registration Screens**

For CIR classification purposes, you will be asked to select your facility type and sub-type during registration. You can refer to the examples below for guidance on how to choose the correct facility type and sub-type. If you are not sure what to select, contact CIR at cir@health.nyc.gov.

**Facility Details: Public schools**

![Facility Details: Public schools](image)

**Facility Details: Non-immunizing College or School, may have an on-campus clinic**

![Facility Details: Non-immunizing College or School](image)
Citywide Immunization Registry (CIR):
How to Register and Update Facility Information

Facility Details: Non-immunizing school, no on-campus clinic

Note: If you are registering a school, please skip the Reports section. Schools automatically receive back-to-school correspondences.

Facility Details: Pharmacy (Retail), not affiliated with a hospital
Facility Details: Facility located outside of NYC
Please type in your City and select either OUTSIDE NEW YORK STATE or NEW YORK STATE (OUTSIDE NYC) for your Borough.

List of Facility Types, Subtypes and Specialties. Choose the best description of your practice or organization.

Facility Type droplist choices:
- FQHC
- FQHC Look Alike
- Hospital
- Clinic – Offsite/Satellite
- Emergency Room
- Employee Health
- Faculty Practice – Medical Group
- Hospice
- Inpatient
- Inpatient Nursery

Specialty droplist choices:
- Adolescent medicine
- Adult Medicine (GP, Internist)
- Allergy/ENT/Immunology
- Asthma
- Audiology
- Cardiovascular
- Chiropractor
- Dentistry
- Dermatology
- Emergency/Critical Care
- Endocrinology
- Family Practice
- Gastroenterology/Hepatology
- Adolescent medicine
- Adult Medicine (GP, Internist)
- Allergy/ENT/Immunology
- Asthma
- Audiology
- Cardiovascular
- Chiropractor
- Dentistry
- Dermatology
- Emergency/Critical Care
- Endocrinology
- Family Practice
- Gastroenterology/Hepatology

If you have any additional questions about registering your facility with the CIR, email cir-reset@health.nyc.gov or call 347-396-2400.
B. **How to Find Your Facility Code**

To find your facility code, log in to your dashboard. Once logged in, you can see your facility code in multiple places. If you are unable to find your facility code, you can email cir@health.nyc.gov or call 347-396-2400.

→ In tile view:

![Tile View Example](image)

→ In list view:

![List View Example](image)

→ On top of an open tab:
C. Updating Facility Information, CIR Facility Look-up

Log into your dashboard and click on the facility you wish to edit. (Edits can only be made to approved facilities. If your facility is still pending, edits are unable to be made). If your facility is not listed on your dashboard, click on [CIR FACILITY LOOKUP] to start a search. To search you will need the Facility ZIP code and one of these values: Email, Online Registry username, Facility registration confirmation number, CIR facility code, VFC/Vaccine ordering pin, or School ATS number.

Large facilities should assign one key staff person to be the liaison between the facility and CIR, and responsible for updating information in the CIR Facility Registration dashboard when necessary.

1. Click on [EDIT] [the EDIT (pencil) button] on the bottom right-hand corner of the screen to edit facility details.
2. To edit reporting method, providers or contact details, click on the corresponding tab, and then click [EDIT].

Some edits will require manual review by CIR. If you need to change the name and/or address of the facility, please send communication with informing CIR about the change, the reason and include your Facility Code to: cir@health.nyc.gov with the subject heading: Change in facility name and/or address. Providers are associated with the Facility Code of the vaccinating site’s address.

**NOTE:** If your registration is locked for CIR review and you need to make additional edits, you may contact the cir@health.nyc.gov.
To edit a provider, click on ⌘EDIT to update information.

To add a provider, click on ⌘EDIT, and then Add Provider. To delete a provider, click on the trash can icon.

If your facility is changing the provider-in-charge to a different provider, please send communication with a letterhead informing CIR about the change, the reason and include your Facility Code to cir@health.nyc.gov with the subject heading: Change in provider-in-charge. No more than one provider-in-charge may be associated with a facility code at a time. The primary provider is also the default provider. If immunizations reported to CIR are missing the provider associated with the record, the default provider will be used for CIR reporting purposes.

To edit a contact, click on ⌘EDIT to update information.
To add a contact, click on **EDIT** then **Add Contact**. To delete a contact, click on the trash can icon.

Click on **SAVE ENTRY** to save new contacts. For changes, save the edits.
Citywide Immunization Registry (CIR): How to Register and Update Facility Information

Click **SUBMIT** to submit all changes

Questions about updating your facility registration with CIR? Contact CIR: Email cir@health.nyc.gov or call 347-396-2400.

D. How to Add User (Additional Contacts)

To add yourself as a contact if you are not the registrant of the facility, on your CIR dashboard first click **CIR FACILITY LOOKUP**.

1. Enter the Facility zip code and at least one other field, such as your Email, Online Registry username, Facility registration confirmation number, CIR facility code, VFC/ Vaccine ordering pin, or School ATS number.

2. Click **SEARCH**.

3. Once the facility is found, click **SELECT** in the results section.
Choose if you are a provider or contact at the facility.

Select ‘Copy facility information’ if the information is the same as previously entered in the facility details. If different, manually complete the information.

Answer all required questions, as noted by the *.

Click **SAVE & CONTINUE** when all contacts have been added.

An email will be sent to the Registrant of the facility and provider-in-charge of any additions.

If your facility is adding a new provider-in-charge, replacing the previous provider, please send communication with a letterhead informing CIR about the change, the reason and include your Facility Code to: cir@health.nyc.gov with the subject heading: Change in provider-in-charge. No more than one provider-in-charge may be associated with a facility code at a time. The primary provider is also the default provider. If immunizations reported to CIR are missing the provider associated with the record, the default provider will be used for CIR reporting purposes.

Questions about updating your facility registration with CIR? Contact CIR: Email cir@health.nyc.gov or call 347-396-2400