

New York City COVID-19 Vaccination Program Enrollment, Vaccine Ordering and Reporting

New York City (NYC) providers who are interested in ordering COVID-19 vaccine to administer in NYC, when available for distribution, will need to electronically sign a provider agreement, place their order using the online [Citywide Immunization Registry \(CIR\)](#) and report all doses administered to the CIR.

About the CIR

- Since 1996, the CIR has been used as a database of patient immunization records submitted by NYC health care providers. It is accessible to authorized health care providers, schools, individuals and agencies concerned with public health to help ensure that NYC residents receive all recommended immunizations.
- Immunization Reporting Requirements: NYC health care providers report immunizations administered to the CIR as required by New York State (NYS) Public Health Law and the NYC Health Code. The [Governor's executive order](#) and the [Health Commissioner's order \(PDF\)](#) on December 14, 2020, requires reporting of all COVID-19 and flu vaccinations for adults and children without patient consent.

Benefits of CIR Enrollment

- Able to order COVID-19 vaccine when available and after signing the provider agreement
- Fulfills a [meaningful use](#) public health objective if reporting via an electronic health record (EHR) system
- Able to obtain patient immunization records and see recommendations of immunizations due
- Gets timely information and updates on COVID-19 vaccine

Enrollment Steps

- (1) Register your facility in the CIR to obtain a **CIR facility code**.** Go to the online [registration page](#) to register your facility for the first time or to update an existing registration if your facility has not reported to the CIR in over a year.
 - You will need the National Provider Identifier (NPI) number and NYS medical license number of the provider-in-charge to complete the registration.
- (2) Create a **CIR Online Registry (OR) account**.** To do so, you must complete the two forms listed below, then scan and email them to cir-reset@health.nyc.gov.
 - [Security Administrator \(User Manager\) Confidentiality Statement for Online Access and Acceptable Use Protocol](#) (PDF)
 - [Security Administrator \(User Manager\) User ID/Password Request Form \(Facilities\)](#) (PDF).
- (3) After you have a facility code and OR account set up, you will be able to access the **Vaccination Provider Agreement System (VPAS)** from inside the OR.** Paper forms are not

accepted. NYC is accepting only online enrollments. This agreement is for enrollment in the COVID-19 Vaccination Program; it is not a vaccine order. Once your VPAS agreement has been approved, **you will be notified to order vaccine**. Please be sure to complete both Parts A and B in VPAS. Part B will appear as a link in the upper left of the screen after completing Part A. Instructions are attached. For assistance with VPAS, email nycimmunize@health.nyc.gov.

- [Slides: Instructions for Enrolling in the COVID-19 Vaccination Program](#) (PDF, December 31)

(4) Reporting doses administered to the CIR is required within 24 hours of COVID-19 vaccine administration. Please choose a reporting method below. If your EHR connection is not set up, please report using the OR in the meantime. Please note that patient race and ethnicity is required for reporting to the CIR for COVID-19 vaccinations.

- **Via direct connection from your EHR:** Instructions on how to do this can be found at www1.nyc.gov/site/doh/providers/reporting-and-services/cir-how-to-report.page#electronic. Also attached is the NYC implementation guide and onboarding guidance. Please reach out to cir_interop@heath.nyc.gov for the current Health Level 7 (HL7) specification documents and for assistance.
- **Through the OR:** This is CIR's web-based application. You already obtained access to the OR in order to sign the VPAS and for ordering vaccine. You can log in to the OR and report COVID-19 vaccine administered to patients, one by one. Click on the "Adult" tab to report COVID-19 vaccine administration by patient. See the [guide](#) on how to report using the OR.
- **Via a flat file:** If you have a programmer, they can compile a file from your electronic system and send it to us through a secure website. Please request the Universal Provider Interface Format (UPIF) specification document for the format of the file. Please send an email with the subject line "UPIF document, WFR account request" to cir-facility-manager@health.nyc.gov to obtain access to the secure site to submit your test file.

COVID Vaccine Distribution

- COVID-19 vaccine is in limited supply. Once you are able to submit an order for COVID-19 vaccine, you may not receive vaccine for several weeks to months. Vaccine will be distributed to facilities based on population served and available supply. Note that you must have a freezer for vaccine storage for orders to be fulfilled.
- You must offer the COVID-19 vaccine to all eligible people, regardless of insurance status.
- Please check our website at www1.nyc.gov/site/doh/covid/covid-19-providers-vaccines.page for updates.

The NYC Health Department may change recommendations as the situation evolves.

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