



Sterilization Reporting Guidelines

How to Report Sterilizations:

Reporting Central Guidelines:

- Register for a NYC MED account by going to www.nyc.gov/nycmed and clicking on the 'Not yet a user? Click here to register.' link on the upper right-hand side of the page. For instructions on how to register for an account, visit <http://www.nyc.gov/html/doh/html/hcp/hcp-urf1.shtml>. For problems accessing the NYC MED website, registering for an account, or getting a password, email nycmed@health.nyc.gov or call **1-888-NYCMED9** (1-888-692-6339).
- To begin entering data, go to www.nyc.gov/nycmed and login using your user ID and password.
- Choose Reporting Central (formerly Universal Reporting Form (URF)) from the links on the left side of the page.
- Select "Sterilization" from the list of reportable conditions, complete all required fields, and submit the completed form electronically.
- Please note that the webpage logs out automatically after 10 minutes of inactivity, and all information entered will be lost if the form was not submitted prior to that time.
- Please ensure that reports are only entered once for each sterilization case.

Paper Submission Guidelines:

- Request *Individual Sterilization Report* forms by calling the New York City Department of Health's Provider Access Line at 1-866-NYCDOH1 (1-866-692-3641)
- Completed forms for each institution/facility/private provider should be submitted monthly to:

NYC Department of Health and Mental Hygiene
Bureau of Maternal, Infant and Reproductive Health
2 Lafayette Street
18th Floor, CN34-A
New York, NY 10007

- Please note that as of September 15, 2009 the yellow sterilization reporting forms will no longer be accepted; the revised green form should be used instead.