Online Registry QuickGuide
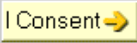
Read-Only Access
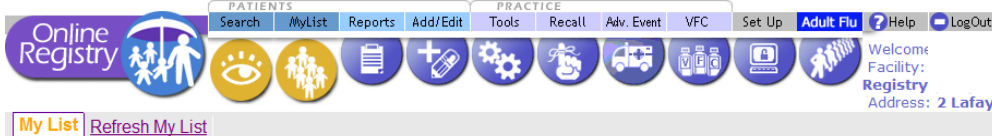
Phone: (347) 396-2400   **www.nyc.gov/health/cir**   Fax: (347) 396-2559

Getting Connected

- Go to **www.nyc.gov/health/cir** (Hint: For quick and easy access, bookmark this as a favorite.)
- Click on the Online Registry button (shown above left). Enter your **User Name** and **Password** in the Log On screen.
- Click on `I Consent→` to get started. Follow the instructions marked with 🟡, and tips, marked with ⊜
- Look for the navigation bar, shown below. Look at the available tabs under each page.

Search

Search allows you to search the CIR for an individual's immunization record. If you cannot find an individual, and believe the individual was born in NYC after 1995, please call the CIR for assistance, at (347)396-2400.

- **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:** Use the advanced search combinations in the ⊜Tip box to improve your chances of finding an individual's record. 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**.

MyList

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:**
  - ⊜ Type in the first few letters of the person's name to Search within MyList.
- **View MyList:**
  - ⊜ You may choose the number of patients to view per page, number of days last accessed, or 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 (green 🟢= up-to-date; red 🔴= past due; orange 🟠=due soon).
- **To remove patients**, check the boxes next to the names, and click `Remove` at the top or bottom of the column. (This will remove the individuals only from your list, not from the CIR.)

Reports

- **View Record**   When a search is successful, the individual's immunization record and lead test history are displayed. Vaccine series are located in the left column. Vaccines administered are listed from left to right, and 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 out a copy of the record in the "grid" format.

Visit Us Online! nyc.gov/health/cir

The Citywide Immunization Registry
42-09 28th Street, 5th Fl., CN 21, L.I.C, NY 11101-4132
(347) 396-2400   fax (347) 396-2559   cir@health.nyc.gov

Printing Reports:

- **Provider Reports** You may choose the filtered report to print only valid immunizations or the unfiltered report for 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 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.

- **Request Fax** Fill in the name and fax number (NYC area only) of the person to whom you are faxing the report, and click "submit." The person will receive the report in about 10 minutes.

- **Pre-Completed Forms** Click on a form. The patient's immunizations and basic identifying information, along with the provider's contact information, will be automatically filled in, eliminating the need to transcribe this information manually. You may type onto the forms in areas highlighted in yellow, then print out the completed form.
  - **Forms currently available:**
    - Child & Adolescent Health Examination Form (CH205)
    - WIC Medical Referral Form for Infants and Children
    - Early Intervention Program Referral Form (EIP-16)

Tools contain materials and features useful for your practice.

- **Immunization Schedule**
- **Lead References**

Recall /Reminder allows you to identify patients who may be due immunizations.

This feature allows you to 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/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 a Simple or Advanced Search. 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**   For security reasons, we ask that you change your password once you have successfully logged on. Your new password must be at least 8 characters long, and contain at least one number and one letter must be upper case.

- *Passwords must not be shared!* *Each individual in a facility is required to have a separate password. Before assigning an ID to a new user, make sure he or she 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.)*

- **Change My Contact Info** *Use this form to update changes in your contact information.*

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.

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.

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