

## Citywide Immunization Registry (CIR) Information for Schools *Student Records Available Online!*

**What is the Citywide Immunization Registry (CIR)?** The CIR is a computerized filing system that keeps immunization records of people vaccinated in New York City (NYC). The CIR started in 1997 when a NYC Health Code amendment went into effect requiring health care providers to report immunizations given to all children under 8 years of age. As of August 18, 2005, the NYC Health Code required providers to report immunizations given to all people under 19 years of age, and allowed for reporting of immunizations given to people 19 years of age and over, with written consent from the patient.

CIR information is kept confidential and is disclosed only to providers, parents, legal guardians or custodians, individuals, or agencies concerned with health for the purpose of protecting the health of the individual or others.

### *How can the CIR help you?*

- **Online Access**



Department of Education staff can now access the Web-based Online Registry. School staff can use the Online Registry to quickly look up students to see which immunizations the student received already and which immunizations are due now. This will help schools maintain compliance with the latest immunization requirements. To set up an Online Registry account, please complete the attached Security Administrator Designation Form and fax back to 212-676-2314.

- **Phone/Fax Access**

Department of Education staff should call the CIR at 212-676-2323 if they are unable to find the student's record in the Online Registry or if on-site Internet access is not available.

- **Immunization Record Access**



Individuals, parents, legal guardians, or custodians may get a free copy of their own or their child's immunization record from the NYC Department of Health and Mental Hygiene by calling the CIR at 212-676-2323 and completing a short application. This application is available online at [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir). The CIR record is an official immunization record that may be presented to a health care provider, used for school, day care or camp entry, or for WIC screening, or given to an employer for documentation of immunization history.

Visit Us Online! [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir)



The Citywide Immunization Registry  
125 Worth St. CN #64R, New York, NY 10013  
(212) 676-2323 fax (212) 676-2314

## Security Administrator Designation Form (School Site)

To access the Online Registry, each public or private school needs to designate a **Security Administrator**. CIR staff will assign a User ID and Password to the Security Administrator, who can then set up User IDs and Passwords for additional staff members.

1. Complete and sign the *Security Administrator Designation Form*. Please have Principal or Assistant Principal authorize account setup.
2. Complete and sign the *Security Administrator Confidentiality Statement for Online Access*.
3. Fax or mail both forms to the above address.
4. Upon receipt of these forms, CIR staff will assign a new User ID/Password and will call the site to provide the Security administrator with this information.

### Please Print

I hereby designate (Name) \_\_\_\_\_

(Title) \_\_\_\_\_ as Security Administrator for the following school:

School Name \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street Name

\_\_\_\_\_

Borough

State

Zip

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Facility Code\* \_\_\_\_\_

Name and title of person authorizing Security Administrator (*Principal or Assistant Principal*):

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Signature of person authorizing Security Administrator \_\_\_\_\_

Signature of Security Administrator \_\_\_\_\_

*\*If you don't know your facility code leave blank.*

**For Official Use:**

Security Administrator: \_\_\_\_\_ Password: \_\_\_\_\_

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# Online Registry QuickGuide



## School Access

Department of Education Read-Only Access

[www.nyc.gov/health/cir](http://www.nyc.gov/health/cir)


Phone: (212) 676-2323

Fax: (212) 676-2314

**Getting Connected** Go to [www.nyc.gov/health/cir](http://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 ID** and **Password** in the Log On screen. Click on  to get started. Follow the instructions marked with ●



**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 212-676-2323

- **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 212-676-2323.




**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 letters of the name.
- **View MyList:** Choose the number of patients viewed per page, number of days accessed, or jump to the Last Name by alphabet. MyList can be sorted by Last Name, Gender, Date of Birth (DOB), CIR #, and Date Accessed. To remove patients, check the boxes next to the name, and click "Remove" at the top or bottom of the column. (This will remove the individual 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. Printing Reports:

- **Provider Reports** 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. No recommendations and no comments are displayed.

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- **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 approximately 10 minutes.
- **Pre-Completed Forms** Click on a form and 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**



**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 6 characters long, and contain at least one number.  
*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](http://www.nyc.gov/health/cir), click “For Providers,” then click “Facility Site Security” 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 212-676-2323, Monday through Friday, 8 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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