

We help you call the shots!
www.nyc.gov/health/cir

Phone: (347) 396-2400
Fax: (347) 396-2559

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 **(347)396-2559**.

Phone/Fax Access

Department of Education staff should call the CIR at (347)396-2400 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 (347)396-2400 and completing a short application. This application is available online at 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! 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

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:

CIR Facility Code* _____

I hereby designate (Name) _____

(Title) _____ as Security Administrator for the following school:

SCHOOL NAME _____ DISTRICT _____

ADDRESS _____
Number and Street Name

_____ Borough _____ State _____ Zip _____

PHONE (____) _____ EXT. _____ FAX (____) _____

EMAIL _____

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 CIR facility code leave blank.*

FOR OFFICIAL USE:

Security Administrator: _____ Password: _____

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THE CITY OF NEW YORK

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Michael R. Bloomberg
Mayor

Thomas Farley, M.D., M.P.H.
Commissioner

nyc.gov/health/cir

Security Administrator Confidentiality Statement for Access to the Online Registry

Please read this statement carefully. Make sure that you ask your Department of Health and Mental Hygiene Immunization Registry Security Administrator for clarification about anything you don't understand, then sign the Agreement. Refusal to sign the Agreement will result in immediate denial of access to Department of Health and Mental Hygiene records.

Everyone who has access to Department medical and personal records is required by law to safeguard the confidentiality of personal health and other information contained in these records (the "Confidential Information"). Unauthorized disclosure of Confidential Information is a violation of New York City Health Code Section 11.07 and state law, subject to civil and/or criminal prosecution, penalties, forfeitures and legal action. See Section 558(e) of the City Charter and Section 3.12 of the New York City Health Code. Former employees of the facility or of the health care provider must continue to comply with confidentiality requirements after leaving employment.

In the course of accessing an immunization or lead test record, or adding an immunization to the Online Registry, an authorized user **MAY NOT**

- Examine or read any document or computer record from the Online Registry containing confidential information, except on a "Need to Know" basis; that is, if required to do so in the course of official duties.
- Remove from a job site or copy any document or computer record containing confidential information unless authorized to do so, and if required in the course of official duties.
- Discuss the content of documents containing confidential information examined with any person unless both persons have authorization to do so.
- Discriminate, abuse or take any adverse action with respect to a person to whom the confidential information pertains.
- Create and distribute User ID's and passwords for unauthorized users.
- Reveal or share individual personal computer access identification or passwords with other persons, even if such persons are also authorized to have computer access.
- Compile any aggregate data or statistics from the program database except as authorized by the director of the Immunization Registry and/or Lead Poisoning Prevention Program.
- Contact a person who is the subject of any Department record except on official business, in the course of official duties.

The above restrictions apply both to screen displays and to printed data. Any printed patient record shall be treated as confidential medical data.

Agreement

I have read and understand the above statement and the attached protocol. I agree to keep strictly confidential all Confidential Information I receive from the records of the Department of Health and Mental Hygiene Online Registry in the course of my employment at _____. I understand fully the consequences to me if I disclose Confidential Information without necessary authorization. I have discussed, and will continue to discuss, with the Department of Health and Mental Hygiene Online Registry Security Administrator any questions I have about what is confidential or to whom I may reveal Confidential Information.

DATED: _____

SIGNATURE: _____

Mail or Fax to:

Citywide Immunization Registry
42-09 28th Street, 5th Fl., CN 21
Long Island City, NY 11101-4132
(347) 396-2400/ Fax (347) 396-2559

PRINT NAME: _____

SCHOOL NAME & Number: _____

ADDRESS: _____

PHONE (ext.): _____ FAX: _____

EMAIL: _____

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ONLINE REGISTRY ACCEPTABLE USE PROTOCOL

This Acceptable Use Protocol (AUP) is for use of the Online Registry (OR).

Access to the OR is provided by the Immunization Registry solely for the purpose of obtaining immunization information and adding immunization records to the registry, and obtaining lead test information. The registry should not be used in connection with any personal or non-Registry matters.

All users of the OR have the responsibility of using their access in a professional manner. Compliance with this AUP is mandatory.

Use of the OR for activities that are unacceptable under this AUP will result in removal of the user's access to the OR. The Citywide Immunization Registry and/or Lead Poisoning Prevention Program reserve the right to review violations on a case by case basis.

System Security Measures to be followed by all Security Administrators of the OR:

1. The security of the Online Registry is of the highest priority. System security is essential for the effective and efficient operation of the system. It is the responsibility of the Security Administrator (and authorized users) to maintain the highest possible degree of system security. If a security problem is discovered, it should be reported by telephone to the Department of Health and Mental Hygiene Online Registry Security Administrator immediately.

2. Issuing Passwords:

The Security Administrator should issue initial passwords that are not easy to guess or to find using a password decoding program. A combination of 8 or more characters with at least one number and one upper case letter should be selected.

3. Keep the password confidential; do not write it down.

4. Change passwords regularly (every 90 days is suggested).

5. If a password has been lost, stolen, or has been otherwise obtained by another person, or if a user has any reason to believe that someone has obtained unauthorized access to the OR, it is the responsibility of the Security Administrator to immediately notify the Department of Health and Mental Hygiene Online Registry Security Administrator.

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Online Registry QuickGuide



Read-Only Access for Schools

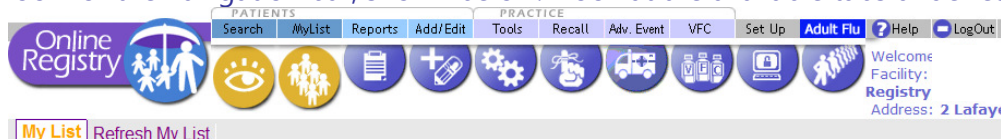
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Getting Connected

- 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 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 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 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 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.

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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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