

Citywide Immunization Registry Pharmacy Aggregate Reporting

Standing Orders Aggregate Form

Pharmacies participating in the New York City Department of Health and Mental Hygiene (NYC Health Department) Standing Order program are required to report aggregate vaccine doses administered to the Online Registry within the Citywide Immunization Registry (CIR) every month.

1. Log in to the Citywide Immunization Registry (CIR)'s [Online Registry](#) and click **VIM/COVID** in the menu bar.

2. Click on the tab labeled **Standing Orders Aggregate Form**.

3. Select the Reporting Month (the month you are submitting for, not the month you are submitting in) and then click **Continue**.

The screenshot shows the Online Registry interface. The top navigation bar includes 'PATIENTS' (Search, MyList, Reports, Add/Edit) and 'PRACTICE' (Tools, Dashboard, Recall, Adv. Event, VIM/COVID). The 'VIM/COVID' menu item is circled in red with a '1'. Below the navigation bar, the 'Standing Orders Aggregate Form' tab is highlighted in yellow and circled in red with a '2'. The main content area contains instructions for using the aggregate reporting form. At the bottom, the 'Reporting Month' dropdown menu is set to 'September 2024' and is circled in red with a '3'. 'Cancel' and 'Continue' buttons are visible at the bottom right.

4. Submit a record of vaccinations administered under the NYC Health Department standing order. If there were no vaccinations administered for the month, enter zero doses.

Practice		
Facility: PHARMACY		
Reporting Period: September, 2024		
Aggregate Vaccine Reporting Form		
Hepatitis A vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Hepatitis B vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Human Papillomavirus (HPV) vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Influenza vaccinations		# of Patients
Age 4-17 years		<input type="text"/>
Age 18-64 years		<input type="text"/>
Age 65 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Measles, Mumps, Rubella (MMR) vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Meningococcal (MenACWY, MenB, MenABCWY) vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Pneumococcal (PCV15, PCV20, PCV21, PPSV23) vaccinations		# of Patients
Age 18-64 years		<input type="text"/>
Age 65 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Tetanus-containing (Td, Tdap) vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Of these, how many were administered to pregnant people?		<input type="text"/>
Varicella vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
Zoster vaccinations		# of Patients
Age 18 and older		<input type="text"/>
Total doses administered		<input type="text"/>
<input type="button" value="Clear"/>		
By clicking below, I confirm that the doses above reflect those administered at my pharmacy		
<input type="button" value="Change"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>		

Forms must be submitted by the 10th day of the month or the first business day after if the 10th falls on a weekend.

5. When the form is complete, click **Submit**. Successful submission will result in a confirmation message at the top of the page.

✔ Your report was successfully submitted.

The **Standing Orders Aggregate Form** can be submitted multiple times each month. Data entered after the initial submission will overwrite old data. If you attempt to enter data for a month for which immunizations were already submitted, a message indicating the date and time of previous submission will be listed at the top of the page:

Data for this month was last updated by user A[REDACTED]2 on 09/04/2024 9:30 am
Note: submitting this form will overwrite the previous entry and replace it with what you enter here.

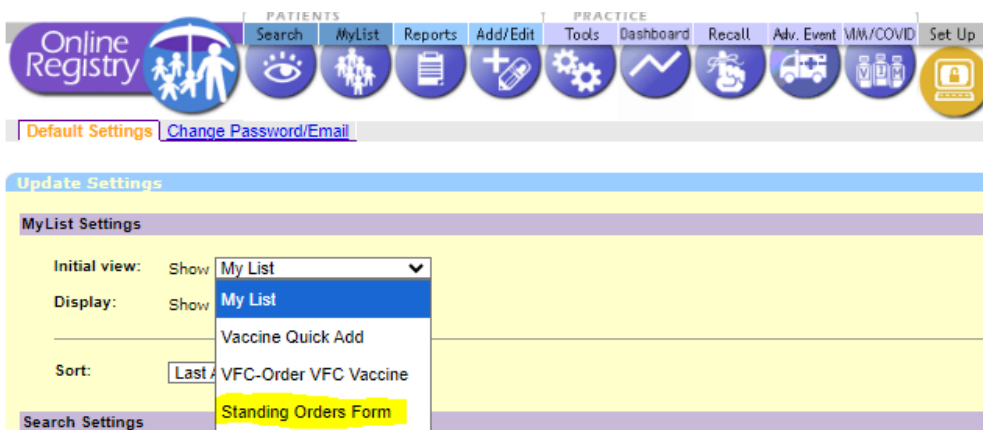
Additionally, a pop-up message will appear asking you to confirm submission:

immunize.nyc says

Are you sure you want to overwrite the values submitted by user A[REDACTED] on 09/04/2024 9:30 am?

OK Cancel

6. Optional: If you would like the **Standing Orders Aggregate Form** to be your default landing page upon logging in to the Online Registry, click on the purple tab labeled **Set Up**, and select the last item on the **Initial View** drop-down list.



Standing Orders Report

Pharmacists can also pull reports that compare the number of doses submitted via the **Standing Orders Aggregate Form** to the number of patient-level doses reported during the same time period using the **Standing Orders Report**.

1. Log in to the Citywide Immunization Registry (CIR)'s [Online Registry](#) and click **VIM/COVID** in the menu bar.

2. Click on the tab labeled **Reports**.

3. Select the tab labeled **Standing Orders Report**.

4. Select the **date range** for the report and click **Continue**.

5. View **Standing Orders Report**. A printer-friendly format of the report is available. This report does not need to be submitted.

Date Range: **September 2024 - September 2024**

[Change](#)

Report period: **September 2024**

Vaccine Type	Age Group	Patient Doses Reported	Aggregate Doses Reported
Hepatitis A	Age 18 and older	0	0
Hepatitis B	Age 18 and older	0	0
Human Papillomavirus (HPV)	Age 18 and older	0	0
Influenza	Age 4-17 years	0	0
	Age 18-64 years	0	0
Measles, Mumps, Rubella (MMR)	Age 65 and older	0	0
	Age 18 and older	0	0
Meningococcal (MenACWY, MenB, MenABCWY)	Age 18 and older	0	0
Pneumococcal (PCV15, PCV20, PCV21, PPSV23)	Age 18-64 years	0	0
	Age 65 and older	0	0
Tetanus-containing vaccine (Td, Tdap)	Age 18 and older	0	0
Of these, how many were administered to pregnant people?		0	0
Varicella	Age 18 and older	0	0
Zoster	Age 18 and older	0	0
Total for current report year (September 2024 - August 2025)		0	0

[Change](#)

Questions? If you have any questions or comments regarding either the Standing Orders Aggregate Form or the Standing Orders Report, please call the CIR at 347-396-2400.