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

New York City Department of Health and Mental Hygiene
Mary T. Bassett, M.D., M.P.H., *Commissioner*
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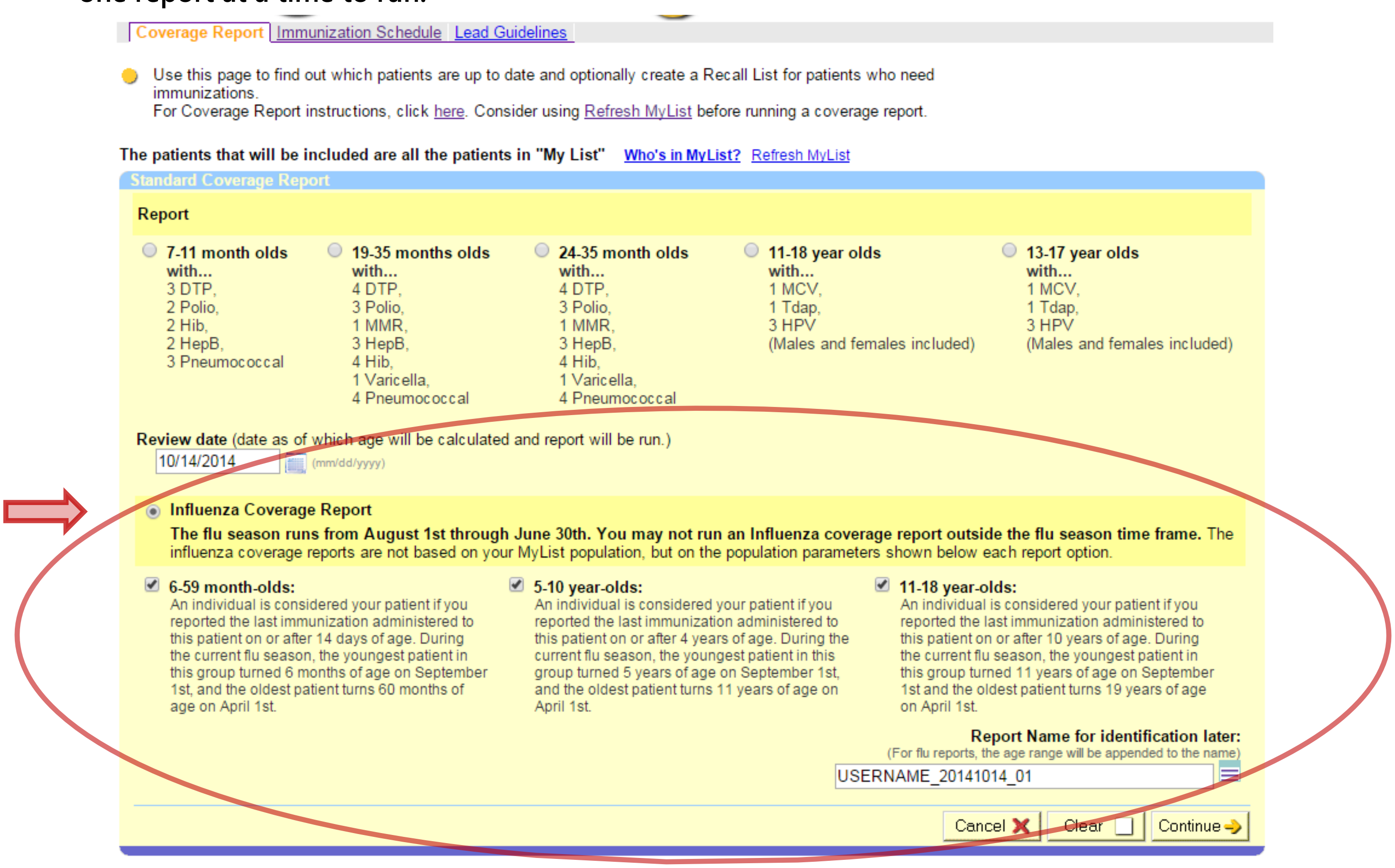
How to Generate Your Facility's Influenza Coverage Reports, Recall Lists and Letters

1. **After logging in to the Online Registry, on the top-horizontal navigation bar, click [Tools icon] to open the Tools section, Coverage Reports tab. Click on the new link, "Standard or Flu Coverage."**

2. **Shown below is the new Coverage Report screen. Near the bottom of the screen, you will find choices for flu coverage reports by age range, and criteria for inclusion. You may choose more than one report at a time to run:**



Once completed, the report names will automatically include the age range descriptions for each flu report.

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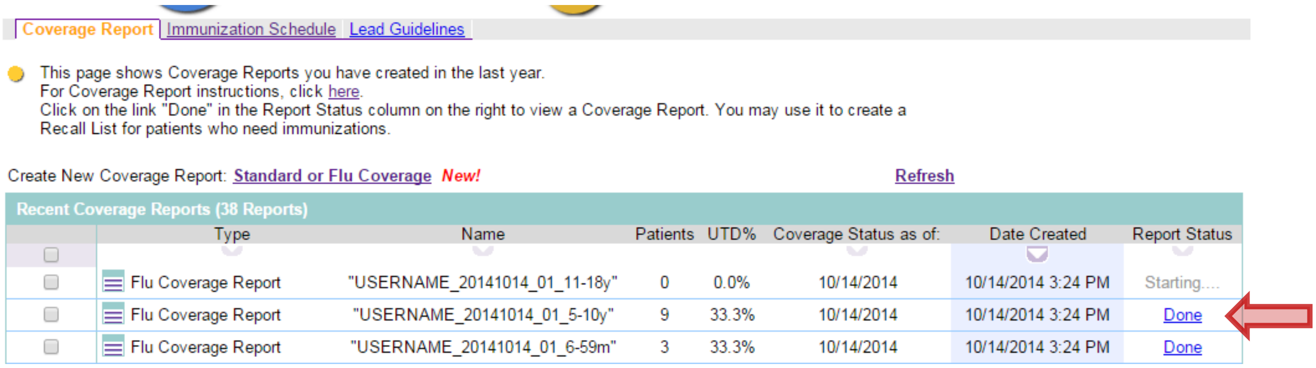
3. **Coverage Results: The reports will take some time to finish for facilities that serve a large number of patients. Please be patient. The total number of patients and the percent who are up-to-date (UTD) for flu will be listed. Reports are complete when "Done" appears in the "Report Status" column.**



Coverage Report | Immunization Schedule | Lead Guidelines

This page shows Coverage Reports you have created in the last year.
For Coverage Report instructions, click here.
Click on the link "Done" in the Report Status column on the right to view a Coverage Report. You may use it to create a Recall List for patients who need immunizations.

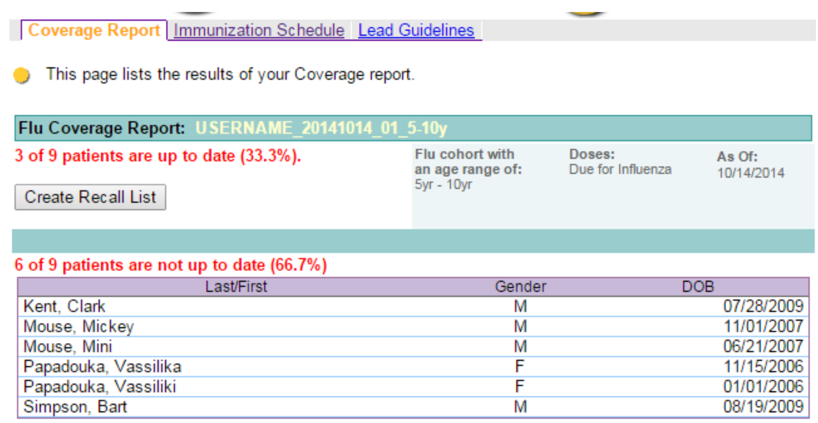
Create New Coverage Report: Standard or Flu Coverage *New!* Refresh

Recent Coverage Reports (38 Reports)

	Type	Name	Patients	UTD%	Coverage Status as of:	Date Created	Report Status
	Flu Coverage Report	"USERNAME_20141014_01_11-18y"	0	0.0%	10/14/2014	10/14/2014 3:24 PM	Starting....
	Flu Coverage Report	"USERNAME_20141014_01_5-10y"	9	33.3%	10/14/2014	10/14/2014 3:24 PM	Done
	Flu Coverage Report	"USERNAME_20141014_01_6-59m"	3	33.3%	10/14/2014	10/14/2014 3:24 PM	Done

To view a list of patients who do not meet the criteria for flu UTD, click on the corresponding "Done" link.

4. **You are now viewing a list of patients who are not UTD for flu according to CIR records.**
   To create a Recall list, labels and/or letters, click Create Recall List



Coverage Report | Immunization Schedule | Lead Guidelines

This page lists the results of your Coverage report.

Flu Coverage Report: USERNAME_20141014_01_5-10y

3 of 9 patients are up to date (33.3%).

Flu cohort with an age range of: 5yr - 10yr | Doses: Due for Influenza | As Of: 10/14/2014

Create Recall List

6 of 9 patients are not up to date (66.7%)

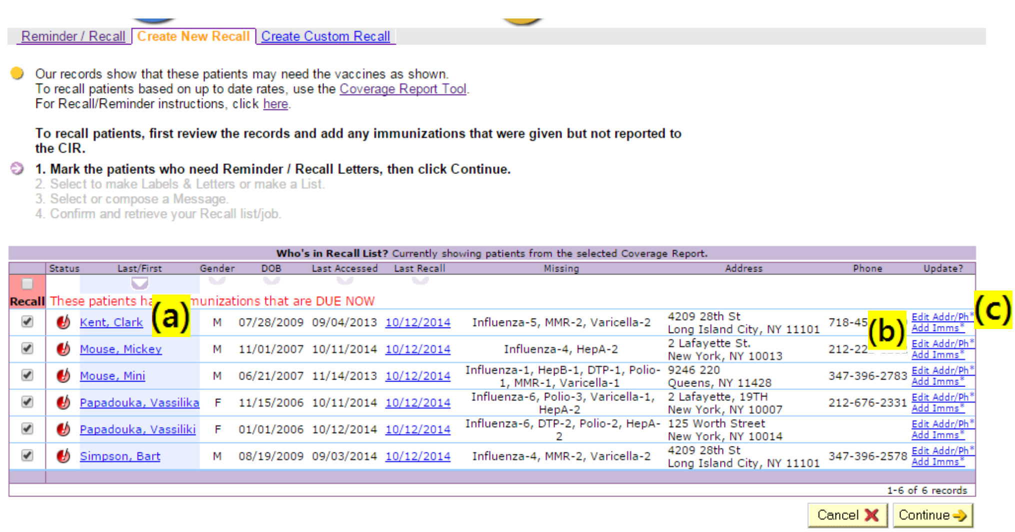
Last/First	Gender	DOB
Kent, Clark	M	07/28/2009
Mouse, Mickey	M	11/01/2007
Mouse, Mini	M	06/21/2007
Papadouka, Vassilika	F	11/15/2006
Papadouka, Vassiliki	F	01/01/2006
Simpson, Bart	M	08/19/2009

5. **You are now in the "Reminder/Recall" section. You may review your list of patients.**

(a) To view a record, click on the patient name. To return to the list, click on the back button in your browser;

(b) To edit an immunization record, in the "Update" column on the right, click on the "Add Imm" link.

(c) To edit patient contact information, in the "Update" column on the right, click on the "Edit Add/Ph" link.



Reminder / Recall | Create New Recall | Create Custom Recall

Our records show that these patients may need the vaccines as shown.
To recall patients based on up to date rates, use the Coverage Report Tool.
For Recall/Reminder instructions, click here.

To recall patients, first review the records and add any immunizations that were given but not reported to the CIR.

1. Mark the patients who need Reminder / Recall Letters, then click Continue.
2. Select to make Labels & Letters or make a List.
3. Select or compose a Message.
4. Confirm and retrieve your Recall list/job.

Who's in Recall List? Currently showing patients from the selected Coverage Report.

Recall	Status	Last/First	Gender	DOB	Last Accessed	Last Recall	Missing	Address	Phone	Update?
	These patients ha(a)munizations that are DUE NOW									
✔		Kent, Clark (a)	M	07/28/2009	09/04/2013	10/12/2014	Influenza-5, MMR-2, Varicella-2	4209 28th St Long Island City, NY 11101	718-45 (b)	Edit Addr/Ph* Add Imms* (c)
✔		Mouse, Mickey	M	11/01/2007	10/11/2014	10/12/2014	Influenza-4, HepA-2	2 Lafayette St. New York, NY 10013	212-22	Edit Addr/Ph* Add Imms*
✔		Mouse, Mini	M	06/21/2007	11/14/2013	10/12/2014	Influenza-1, HepB-1, DTP-1, Polio-1, MMR-1, Varicella-1	9246 220 Queens, NY 11428	347-396-2783	Edit Addr/Ph* Add Imms*
✔		Papadouka, Vassilika	F	11/15/2006	10/11/2014	10/12/2014	Influenza-6, Polio-3, Varicella-1, HepA-2	2 Lafayette, 19TH New York, NY 10007	212-676-2331	Edit Addr/Ph* Add Imms*
✔		Papadouka, Vassiliki	F	01/01/2006	10/12/2014	10/12/2014	Influenza-6, DTP-2, Polio-2, HepA-2	125 Worth Street New York, NY 10014		Edit Addr/Ph* Add Imms*
✔		Simpson, Bart	M	08/19/2009	09/03/2014	10/12/2014	Influenza-4, MMR-2, Varicella-2	4209 28th St Long Island City, NY 11101	347-396-2578	Edit Addr/Ph* Add Imms*

1-6 of 6 records

Cancel Continue

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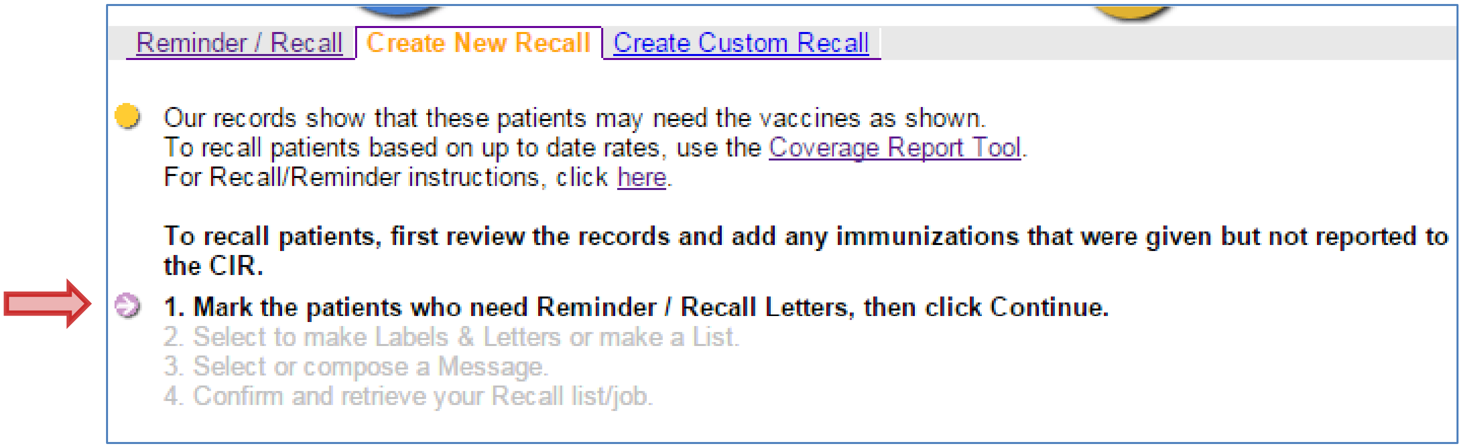
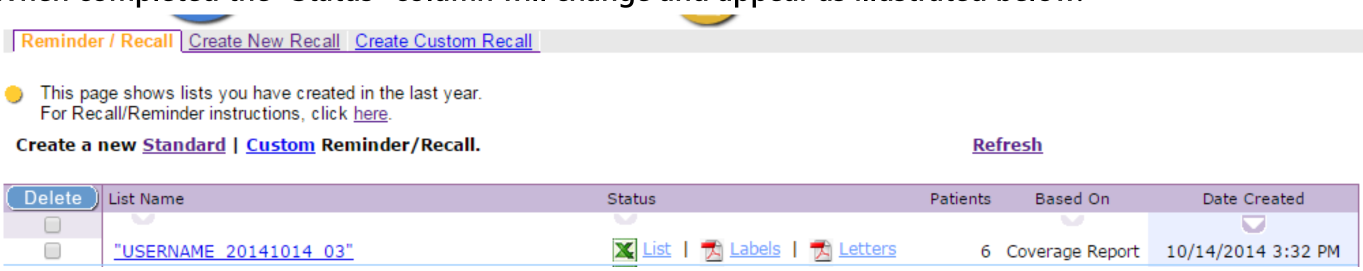
6. **To create recall list, letters, and labels, follow the four-step instruction near the top of the screen, next to the purple tip arrow:**



7. **Recall lists, letters, and labels files: The files will take some time to generate for facilities that serve a large number of patients. Please be patient. The files are located in the "Reminder/Recall" tab. When completed the "Status" column will change and appear as illustrated below:**



8. **You may use paper preprinted with your office letterhead to print the letters. To print labels, use standard address labels, 1" x 2-5/8"**

For a review of the Recall instructions, please visit:
http://www.nyc.gov/html/doh/downloads/pdf/cir/cir-recall-guide.pdf