How to Update Vaccine Storage & Thermometer Details in the Citywide Immunization Registry (CIR)

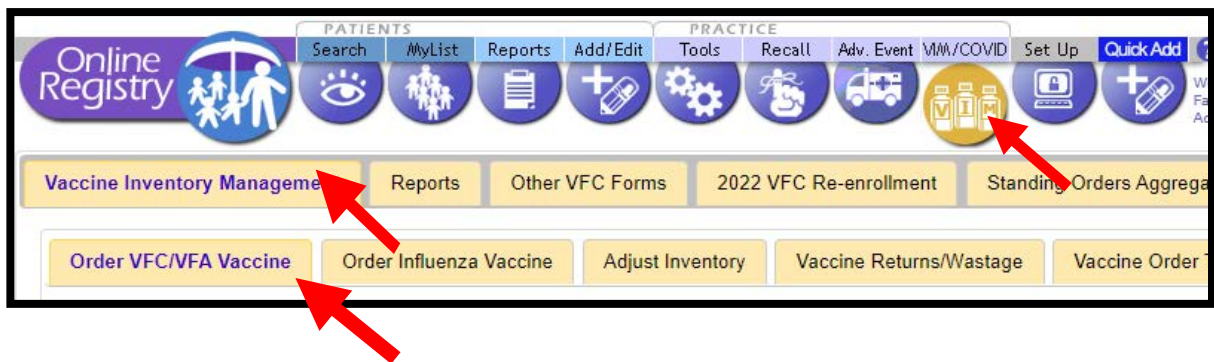**New York City Department of Health & Mental Hygiene • Bureau of Immunization**
nycimmunize@health.nyc.gov

The New York City (NYC) Bureau of Immunization (BOI) requires that all vaccinating providers update and manage their storage and thermometer details in the CIR online registry using the Vaccine Inventory Management (VIM) module.
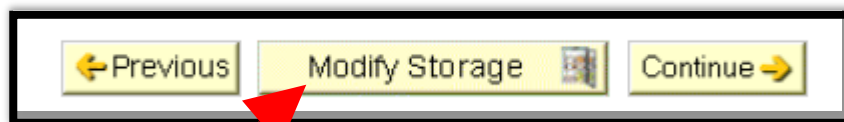
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HOW TO FIND STORAGE & THERMOMETER DETAILS

- Log on to the CIR Online Registry: www.nyc.gov/health/cir.
- Navigate to the VIM/COVID icon and select the "Vaccine Inventory Management" tab, then the "Order VFC/VFA Vaccine" sub-tab.

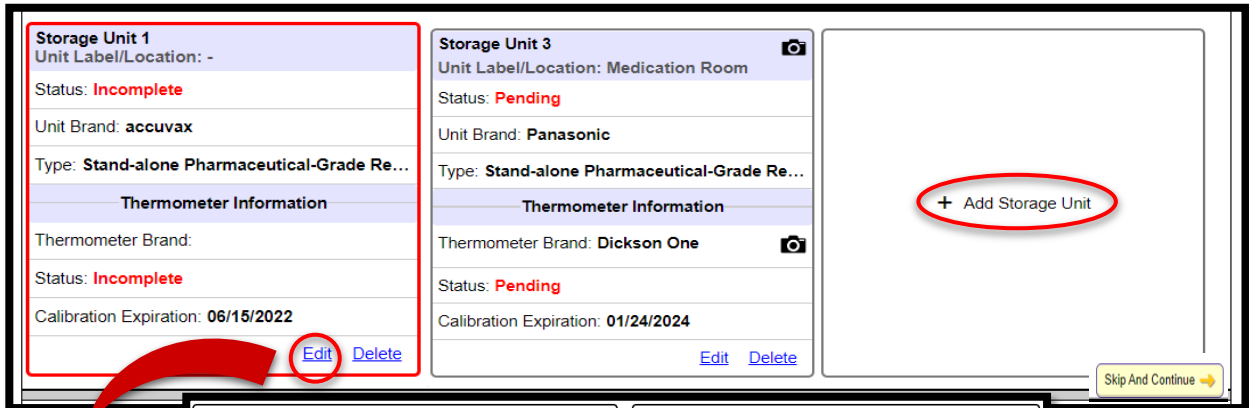- Then Select the **Modify Storage** button located at the bottom of the screen.

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HOW TO EDIT STORAGE & THERMOMETER DETAILS

- The storage units outlined in **RED** are considered **Incomplete** and require more information.
- Click on the **Edit** hyperlink to review and update the current storage unit and thermometer details on the form that appears.
- Required details include type, brand, model, calibration expiration date and clear images of your storage and thermometer equipment. Storage unit pictures must have the door open and the inside of the unit should be clearly visible. Photos or images obtained online or from websites are not acceptable. If uploading an image file that exceeds 24MB/24,576KB, reduce its size by saving it in a different format. Once the details required have been added, the red outline will no longer appear and the status will update to **pending**.
- Select the **Delete** hyperlink to replace current storage unit and thermometer equipment.
- Select the **Add Storage Unit** card to add a new unit and its corresponding thermometer details. If adding a newly purchased unit, ensure the unit is operational and monitored by a DDL 48 hours prior to use. Usage approval is required by our staff for newly purchased units.
- **Note:** To bypass this screen, you will be able to **skip and continue** once. You will be prompted to enter storage details the next time you order vaccines in CIR.

- All **edits** made to storage and thermometer details will be in **pending** review status until **approved**.
- An email will be sent to notify your practice of the **approval** or **rejection** status of your submission within 48 hours. Some common rejection reasons inlude incorrect image, unit type, brand or model. If **rejected**, the reason for the rejection will be included in this notification. Update the required details in CIR and resubmit.