PREPARING FOR COVID-19 VACCINE DISTRIBUTION

Current expectations are that providers who are interested in ordering COVID-19 vaccine, when available, will need to electronically sign a provider agreement, place their order using the Citywide Immunization Registry (CIR) Online Registry, and report all doses administered to the CIR.

ABOUT THE CIR
o The CIR is a database of patient immunization records submitted by New York City (NYC) health care providers since 1996. It is accessible to health care providers, schools, individuals, and agencies concerned with public health to help ensure that NYC residents receive all recommended immunizations.
o Providers report immunizations administered to the CIR as per New York State Public Health Law and NYC Health Code:
  • All providers must report all immunizations administered to children 0 through 18 years in NYC.
  • Pharmacists and Registered Nurses are required to report immunizations administered to persons 19 years and older in NYC with the patient's verbal or written consent; other providers are strongly encouraged to report adult immunizations with patient consent.
  • Reporting of all COVID-19 immunizations administered is expected to be required.

BENEFITS OF CIR ENROLLMENT
o Ability to order COVID-19 vaccine when available and after signing the provider agreement
o Fulfills a meaningful use public health objective if reporting via an electronic health records (EHR) system
o Ability to obtain patient immunization records and see recommendations of immunizations due
o Get timely information about influenza and updates on flu and COVID-19 vaccines

ENROLLMENT STEPS
(1) Register to obtain a **CIR facility code**. Go to the online **registration page** to register your facility for the first time or to update an existing registration if your facility has not reported to the CIR in over a year.
  • You will need the National Provider Identifier (NPI) number and NYS medical license number of the provider-in-charge to complete the registration.
(2) Create a **CIR Online Registry account**. To do so, you must complete the two forms listed below, then scan and email them to cir-reset@health.nyc.gov.
  • **Security Administrator (User Manager) Confidentiality Statement for Online Access and Acceptable Use Protocol (PDF)**
  • **Security Administrator (User Manager) User ID/Password Request Form (Facilities) (PDF)**
(3) Report and access immunization records by either connecting to CIR via your EHR or manually through your Online Registry account, or both.
  To connect your EHR to the CIR, complete the **Healthcare Provider Confidentiality Agreement** and email it to cir_interop@health.nyc.gov or fax it to (347) 396-2559 before testing and setting up the connection.
  • Your facility must place a ticket with your EHR to install an immunization interface so that the EHR may reach out to us (cir_interop@health.nyc.gov) to get connected.
(4) If you vaccinate children (0 through 18 years) who are covered by Medicaid or who are uninsured, underinsured, American Indian or Alaska Native, you are encouraged to participate in the Vaccines for Children (VFC) program. Please complete the New Enrollment Form and the Provider Agreement and email them to nycimmunize@health.nyc.gov.

COVID VACCINE DISTRIBUTION
o COVID-19 vaccine trials are underway. A licensed vaccine is not expected until early 2021 but the New York City Department of Health and Mental Hygiene is working to **register providers now** to prepare for vaccine availability.
o After enrolling in CIR, you will receive notifications by e-mail about COVID-19 vaccine development, availability, and procedures for obtaining vaccine and reporting doses administered.

General enrollment questions: cir@health.nyc.gov