DOCIIS Quick Guide
View Only

A. Starting DOCIIS
1. Double-click on Internet Browser.
2. Enter https://dchealth.dc.gov/dociis

(Your web browser should look like this)

B. Logging On
1. Click “DOCIIS” under Database Access.
2. Enter username, password, and context.
3. Click the “LOGIN” button.

C. Patient Search
1. Enter search criteria into the appropriate fields, then click “SEARCH”. (The most effective way of searching the registry is by date-of-birth first.)
2. Click on the patient’s LAST NAME to view the record. (The last name will be blue and underlined.)

D. Record Display
1. Click the “Immunization” tab to view patient record.

E. Record Assessment
* Due Routinely recommended age or spacing from last dose.
* Overdue Exceeded the routinely recommended age or spacing from the last dose.
* Required immunizations for school/child care boxed in red
* Recommended by ACIP in blue

F. Printing Reports
1. Click on the “PRINT” button on the patient record.
2. Select appropriate Form then click “SELECT”.

DOCIIS HELP DESK
202-576-9301
Monday through Friday 8am—4:30pm
Version 3.0
DC Department of Health
Community Health Administration