

A. Starting DOCIIS

- 1. Click on the Web Browser icon.
- 2. In the address bar, enter https:// dchealth.dc.gov/dociis

DC Health		DC Health Telephone Directory
DCHEALTH	District of Columbia Immunization Information System (DOCIIS)	- IIIIII
Office Hours		
Monday to Friday, 8:15 am to 4:45	The District of Columbia Immunization Information System (DOCIIS) is an internet-	
am, except District holidays	based system that collects, stores, tracks and monitors immunization event information for residents and visitors to DC across the lifespar. DDCIIS provides	Charles Co
Connect With Us	access to real-time immunization data to a range of immunization stakeholders	
999 North Capitol Street, NE,	including: health care providers, pharmacies, health care payers, schools and	
Washington, DC 20002	licensed child development centers while ensuring compliance with privacy and	
Phone: (202) 442-5955	confidentiality standards.	Use our <u>DC Health Service</u>
Fax: (202) 442-4795		Telephone Directory to view the
FTY: 711	DODIS is the Immunization Program's key tool for tracking individual- and	telephone numbers for various DC
Email: doh@dc.ozy==	population-level immunization coverage and needs in DC. Health care providers use	Health services.
	DOCIS to check immunization history to ensure their patients receive needed	
🕥 f 🔟	vaccines as prescribed, and schools and LCDCs use DDCIIS to track compliance	
	with immunization laws and regulations (e.g. DC Law 3-20). In addition to	STD Testing
us the Director	centralizing immunization histories of DC residents and visitors, DOCIIS is also a key	
voency Herrormance	source of information for providers on the District's immunization requirements and	
Imheric (NPICE)	the national recommendations issued by the Advisory Committee on Immunization	
thinese (中立)	Practices (ALIP).	a
trench (Français)	Hanna da Lanamando ante da ante da Antonio de	
<u>(orean (한국어)</u>	How do I report immunizations to pocific (immunization registry)?	
(cenish (Escaño))	Manufacture and data and 1000 and and additions are advertised as	
deserves and the states	vaccine providers, surrour and LLCCC start, and individuals can submit lecords into	

(Your web page should look like this)

B. Lo	gging On
User Name: Password: Centext:	
	Login

- 1. Click "Access DOCIIS (Registry)" under *DOCIIS Access*.
- 2. Enter username, password, and context.
- 3. Click the "LOGIN" button.

DC Department of Health Community Health Administration

DOCIIS HELP DESK 202-576-9301 Monday through Friday 8am—4:30pm Version 3.0

DOCIIS Quick Guide View Only

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.)

criteria below:	ter your search
	ot Name:
	nst Name:
	le Name:
	did yyyyi:
Lound	Search

2. Click on the patient's **LAST NAME** to view the record. (*The last name will be blue and un-derlined*.)

	Im	nunization Regist	ry System	
			Sear	eb Logout
	С	lick the last name to view	the details.	
_		First Manua		
Row#	Last Name	First Name	Middle Name	Birth Date
Row#	Last Name	02011	Middle Name	Birth Date 06/03/2013
Row# 1 2	Last Name TEST TEST	02011 0405CNMC3	Middle Name	Birth Date 06/03/2013 06/27/2013
Row# 1 2 3	TEST TEST TEST TEST	02011 0405CNMC3 0405CNMCPRE1	Aiddle Name	Birth Date 06/03/2013 06/27/2013 01/01/1990

D. Record Display

1. Click the "**Immunization**" tab to view patient record.

TEST, 0405CNMC3 A - 06/	27/2013 - 7 years, 1 months - I	Male			
OVERDUE*: Td, Hep B, Varicella, MMR, DUE*:	IPV, Hep A				
EXEMPTION(S):					
*Vaccines that are boxed are required by DO	childcare/schools. Others a	ire recomme	nded only.		
Demographics Immunization Guardian En	rollments Medical Home E	Exemptions	Out Reach	Disease W	C Denta
Туре	1	2	3	4	5
(Or click a vaccine in	Click here to add a new sho the "Type" column to add a new	ot. ew shot for th	at vaccine.)		
Cl	ick here to delete the selected	shots.			
DTP		ĺ			
DTP-Hib					
DTaP					
DTaP-HepB-IPV	08/26/2019				

GOVERNMENT OF THE DISTRICT OF COLUMBIA

E. Record Assessment

TEST, 0405CNMC3 A - 06/27/2013 - 7 years, 1 months - Male OVERDUE*: Tol Hep B Varicella MMR IPV Hep A DUE*: ALSO CONSIDER*: EXEMPTION(S): "Vaccines that are boxed are required by DC childcare/schools. Others are recommended only

- * **Due -** Routinely recommended age or spacing from last dose.
- * **Overdue -** Exceeded the routine 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".

Select the form you want to print.
Forms
C DC Health Certificate
• Official Immunization Assessment Report
^C Parental Notification Letter
^O Vaccine Administered Record
Select