

DOCIIS Quick Guide

View Only

A. Starting DOCIIS

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



(Your web page should look like this)

B. Logging On

User Name:

Password:

Context:

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

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.*)

Immunization Registry System

Please enter your search criteria below:

Last Name:

First Name:

Middle Name:

Birth Date (mm/dd/yyyy):

Clear Search Logout

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

Immunization Registry System

Search Logout

Click the last name to view the details.

Row#	Last Name	First Name	Middle Name	Birth Date
1	<u>TEST</u>	02011		06/03/2013
2	<u>TEST</u>	0405CNMC3	A	06/27/2013
3	<u>TEST</u>	0405CNMCPRE1		01/01/1990
4	<u>TEST</u>	0450CNMCCNNMC6	X	01/01/2000

D. Record Display

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

TEST, 0405CNMC3 A - 06/27/2013 - 7 years, 1 months - Male

OVERDUE*: **Td** **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.

Demographics | **Immunization** | Guardian | Enrollments | Medical Home | Exemptions | Out Reach | Disease | WIC | Dental

Type	1	2	3	4	5	6
Click here to add a new shot. (Or click a vaccine in the "Type" column to add a new shot for that vaccine.)						
Click here to delete the selected shots.						
DTP						
DTP-Hib						
DTP						
DTP-HepB-IPV	<input type="checkbox"/>					08/28/2019

E. Record Assessment

TEST, 0405CNMC3 A - 06/27/2013 - 7 years, 1 months - Male

OVERDUE*: **Td** **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

DC Health Certificate

Official Immunization Assessment Report

Parental Notification Letter

Vaccine Administered Record

Select