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

1. Click "Access DOCIIS (Registry)" under DOCIIS 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.)
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.
2. Click on the patient’s LAST NAME to view the record. (The last name will be blue and underlined.)

E. Record Assessment

* 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”.

DC Department of Health
Community Health Administration

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