

# 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

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

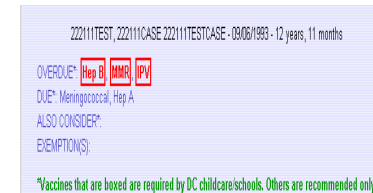
1. Enter search criteria into the appropriate fields, then click "SEARCH." (*The most effective way of searching the registry is by date-of-birth.*)

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".