Quick Guide for Read-only Users
To Log-in, Search for a Patient, and Print a Patient’s Record

Revised: 3/2019

IMPORTANT NOTE: This Quick Guide only describes how to log into CAIR2, search for a patient, and print a patient’s record. For more detailed information, please refer to the Read-Only User Guide.

Step 1: Log into CAIR2
- Go to https://cair.cdph.ca.gov
- Enter your Org Code, Username, and Password and click the Login button.

Step 2: Go to the Patient Search Screen
- On the Home screen, click the ‘View Patient report’ link.

Step 3: Enter the Patient’s Information
Search by Patient: Enter two pieces of information (e.g., Last Name and First Name). If you don’t find the patient, we recommend also searching by Last Name and Birth Date and/or First Name and Birth Date.

You can also search using one of the following fields:
- Medical Record Number (the patient’s MRN associated with your clinic/agency).
- CAIR ID (the patient’s unique CAIR2 ID#).

Once you enter the search information, click the ‘Find’ button.
Step 4: Select Your Patient
- Results that match your search criteria will display. Look closely to find the correct patient.
- Click on the patient’s Last Name to view the patient’s record.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Primary Patient Identifier</th>
<th>Mother’s First</th>
<th>Gender</th>
<th>Status</th>
<th>CAIR ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOU</td>
<td>LIZA</td>
<td>AKA LOU, LIZZY</td>
<td>10/18/2016</td>
<td>AABB739</td>
<td>MARY</td>
<td>F</td>
<td>A</td>
<td>184</td>
</tr>
<tr>
<td>LOU</td>
<td>LIZA</td>
<td></td>
<td>03/11/2001</td>
<td>SARAH</td>
<td></td>
<td>F</td>
<td>A</td>
<td>5074755</td>
</tr>
</tbody>
</table>

Step 5: Print the Patient’s Immunization Record
There are three print options at the top of the patient’s immunization history and recommendation screen:
- **Print**: Allows you to print an exact copy of this screen.
- **Print Confidential**: Allows you to print this screen without Provider, School or Comments displaying.
- **Reports**: Takes you to the Patient Reports screen where you can select to print one of four patient reports (Yellow Card, Immunization History, Immunizations Needed/Routing Slip, Blue Card).

**IMPORTANT NOTE**: As a Read-only user, you are not allowed to see Comments except for ‘History of Varicella – Chickenpox’ when viewing a patient’s record or viewing/printing patient reports.

FOR ADDITIONAL SUPPORT
CAIR Help Desk
Phone: 800-578-7889
Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs):
http://cairweb.org/lcrs/

CAIR Website: www.cairweb.org

• To view/print/save, click on the name of the report.