

Quick Guide for Read-only Users

To Log-in, Search and Print a Record

Revised: 10/2016

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 (Provider ID), 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 Search Information

- Search by Patient: Search at least three times using different combinations of information. We recommend: Last Name and First Name, Last Name and Birth Date, and First Name and Birth Date.
- Or search by the patient’s Medical Record Number, CAIR ID, or Legacy CAIR ID (‘old’ CAIR1 ID).
- 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 see the patient's immunization history and recommendations screen.

Possible Matches: 2								
Last Name	First Name	Middle Name	Birth Date	Primary Patient Identifier	Mother's First	Gender	Status	CAIR ID
LOU	LISA		02/10/2015		EMILY	F	A	5862
LOU	LIZA		08/18/2014	AA8739	MARY	F	A	184

AKA: LOULIZZY

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 a copy of this screen.
- Print Confidential: Allows you to print this screen without Provider, School or Comments.
- 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).

Patient Information						Print	Print Confidential	Reports	Cancel
Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedule	Medical Record Number					
LIZA LOU	08/18/2014	F	ACIP	AA8739					
Provider (PCP)	Not on file								
School	Not on file								
Comments	09/15/2015 ~ History of varicella (chicken pox) 12/12/2015 ~ Allergy to gelatin (anaphylactic)								
Current Age: 2 years, 2 months, 3 days									
Immunization Record									
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?		
DTP/aP	02/15/2015	1 of 5	DTaP,5 pertussis antigens [DAPTACEL ®]		No		Yes		
	08/20/2015	2 of 5	DTaP,5 pertussis antigens [DAPTACEL ®]		No		Yes		
	09/24/2016	3 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	No				
HepB	08/20/2015	1 of 3	HepB-Hib [Comvax ®]		No		Yes		
	09/24/2016	2 of 3	DTaP-HepB-IPV [Pediarix ®]	Full	No				
Hib	08/20/2015	1 of 2	HepB-Hib [Comvax ®]		No		Yes		
	09/24/2016	2 of 2	Hib-PRP-T [ActHib ®]	Full	No				
Polio	09/24/2016	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No				
Vaccines Recommended by Selected Tracking Schedule									
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date					
DTP/aP	DTaP, NOS	03/20/2017	03/20/2017	04/24/2017					
HepA	HepA, NOS	08/18/2015	08/18/2015	03/18/2016					
HepB	HepB, NOS	11/19/2016	11/19/2016	12/24/2016					
Hib	Hib, NOS		Complete						

- To print, click on the name of the report.

Reports Available for this Patient	
Report	Description
Immunization History Report	Displays demographics, registry data, contact information, as well as detailed immunization history.
Immunizations Needed/Routing Slip	Displays demographics, contact information, immunization history, as well as immunizations needed.
Yellow Card Report	Prints the California Immunization Record Card.
Blue Card Report	Prints the California School Immunization (Blue Card).

FOR ADDITIONAL SUPPORT

CAIR Help Desk

Hours: Monday - Friday 8:00AM - 5:00PM

Phone: 800-578-7889

Fax: 888-436-8320

Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs)

<http://cairweb.org/lcrs/>

CAIR Website: www.cairweb.org