

Quick Guide for Read-only Users

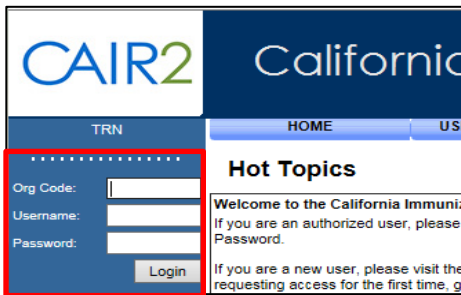
To Log-in, Search for a Patient, and View/Print a Patient’s Record

Updated: 10/27/2020

IMPORTANT NOTE: This Quick Guide only describes how to log into CAIR2, search for a patient, and view/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.
(Note: Only Password is case-sensitive)



Step 2: Go to the Patient Search Screen

- On the Home screen, click the ‘View Patient report’ link.



Step 3: Search for the Patient

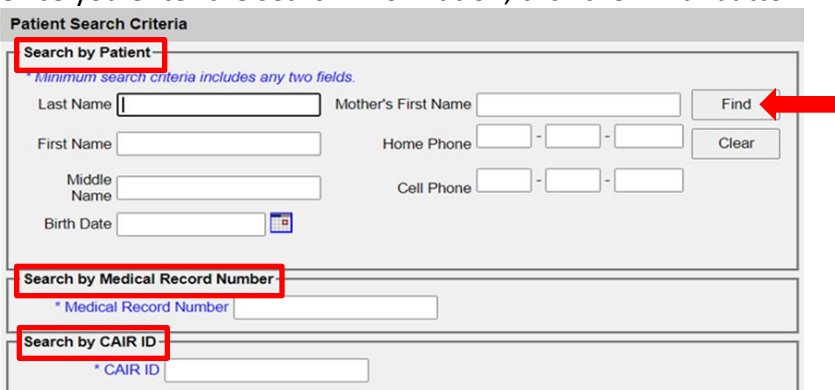
On the Patient Search Criteria screen that displays:

Search by Patient: Enter two pieces of information (e.g., Last Name and First Name). If you don’t find the patient, we recommend searching using 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: Open Your Patient's Record

- Results that match your search criteria will display. Look closely to find the correct patient.
- Click on the patient's Last Name to open their record.

Possible Matches: 3								
Last Name	First Name	Middle Name	Birth Date	Primary Patient Identifier	Mother's First	Gender	Status	CAIR ID
LOU	LIZA		10/18/2016		MARY	F	A	184
	AKA: LOU,LIZZY							
LOU	LIZA		03/11/2001		SARAH	F	N	5074755
LOU	LIZA		07/24/1990		LEONA	F	N	5264473

Step 5: View/Print the Patient's Immunization Record

Once you open the patient's record, the following screen will display: It includes the immunizations the patient has received (Immunization Record section) and immunizations that are due/overdue (Vaccines Recommended by Selected Tracking Schedule section).

Patient Information						Print	Print Confidential	Reports	Cancel
Patient Name (First - MI - Last)		DOB	Gender	Tracking Schedule	Medical Record Number				
LIZA LOU		10/18/2016	F	ACIP					
Provider (PCP)		Not on file							
School		Not on file							
Comments 04/17/2019 ~ History of varicella (chicken pox)									
*Comments other than History of Varicella will not appear for this level of User Access.									
Current Age: 3 years, 9 months, 26 days									
Immunization Record									
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]		Dose	Owned?	Reaction	Hist?	
DTP/aP	11/02/2017	1 of 5	DTP-Hib-HepB [Pentavalente ©]			No		Yes	
	12/16/2017	2 of 5	DTaP-HepB-IPV [Pediatrix ©]		Full	No			
	10/16/2019	3 of 5	DTaP-HepB-IPV [Pediatrix ©]		Full	No			
HepA	04/04/2019	1 of 2	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]			No		Yes	
HepB	10/19/2016	1 of 3	HepB-Peds [Engerix-B Peds ©]		Full	No			
	11/02/2017	2 of 3	DTP-Hib-HepB [Pentavalente ©]			No		Yes	
	12/16/2017	NOT VALID	DTaP-HepB-IPV [Pediatrix ©]		Full	No			
	10/16/2019	3 of 3	DTaP-HepB-IPV [Pediatrix ©]		Full	No			
Hib	11/02/2017	1 of 2	DTP-Hib-HepB [Pentavalente ©]			No		Yes	
MMR	12/16/2017	1 of 2	MMR [MMR II ©]		Full	No			
Polio	12/16/2017	1 of 4	DTaP-HepB-IPV [Pediatrix ©]		Full	No			
	10/16/2019	2 of 4	DTaP-HepB-IPV [Pediatrix ©]		Full	No			
Vaccines Recommended by Selected Tracking Schedule									
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date					
DTP/aP	DTaP, NOS	04/16/2020	04/16/2020	05/16/2020					
HepA	HepA, NOS	10/04/2019	10/04/2019	05/04/2020					
HepB	HepB, NOS		Complete						
Hib	Hib, NOS	12/28/2017	12/28/2017	02/18/2018					
Influenza-seasonal	Flu, NOS	04/18/2020	08/01/2020	05/18/2021					
MMR	MMR	01/13/2018	10/18/2020	10/18/2022					
PneumoConjugate	PCV13	10/18/2018	10/18/2018	10/18/2018					
Polio	Polio, NOS	11/13/2019	11/13/2019	01/16/2020					
Varicella	Varicella		Contraindicated						

IMPORTANT NOTE: As a Read-only user, you are not allowed to see Patient Comments (except for History of Varicella-chickenpox) or TB test history. However, Comments that impact recommendations will be marked in the Vaccines Recommended section as "Contraindicated".

There are three view/print options at the top of the patient's record:

- **Print:** Allows you to print an exact copy of the screen above.
- **Print Confidential:** Allows you to print the screen above without Provider (PCP), School, Comments or Medical Record Number.
- **Reports:** Takes you to the Patient Reports screen to view/print four patient reports (see below).

Reports Available for this Patient	
Report	Description
Immunization History Report	Displays demographics, registry data, core 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).

Click on the name of the Report to view/save/print.

FOR ADDITIONAL SUPPORT

Local CAIR Representatives (LCRs):

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

CAIR Help Desk:

Phone: 800-578-7889

Email: CAIRHelpDesk@cdph.ca.gov

CAIR Website: www.cairweb.org