

Best CAIR2 User Accounts (User Roles) for Your Site

Sites Using CAIR2 Data Exchange

If your site is sending/plans to send patient vaccination information electronically from your EHR/EMR to CAIR2 (i.e., Data Exchange), the following User Accounts are recommended for your staff:

- At least one **Quality Assurance (QA)** user to monitor your data exchange transactions and run various clinic-level reports. For more information, see the Data Exchange resources available at <http://cairweb.org/cair2-training-resources/>

NOTE: Often the QA user role is the only user role a Data Exchange site will need. No formal training is required for this role.

In very limited situations, your site may also need the following user roles:

- One or more Read-Only users as needed for patient look-up only.
- One Regular user, but ***only if*** your site needs to:
 - Manually correct information in CAIR2 submitted by your EHR/EMR.
 - Manually enter Historical shots not sent by your EHR/EMR.
 - Manually enter patient TB Test information in CAIR.
- One Power (Inventory) user, but ***only if*** your site plans to manage vaccine inventory in CAIR2 (i.e., participate in CAIR2 Inventory Decrementing). For more information about Inventory Decrementing go to <http://cairweb.org/dx-decrement/>

Sites Using My Turn, the CAIR Mass Vax application or those that only need to look-up patient Information (i.e., Non-Clinical sites)

If your site is using My Turn, the CAIR Mass Vax application or is a site that does not administer vaccines but needs to look-up patient/client/student vaccination information, you may need:

- One or more Read-Only or School/Daycare users as needed.
- One QA user if needed to run clinic-level reports (e.g., Doses Administered).

Sites Manually Entering Information into CAIR2 (i.e., *not* using CAIR2 Data Exchange)

If your site enters/plans to manually enter patient vaccination information into CAIR2, you will need:

- At least one Regular user for entering patients and doses given.
- One or more Read-Only users as needed for patient look-up/printing patient reports.
- One QA user as needed to run clinic-level reports (e.g., Doses Administered).
- One Power (Inventory) user, but ***only if*** your site plans to manage your vaccine inventory in CAIR2.

The chart below describes the features each User Role has access to in CAIR

Note: Formal training is required for four of the user roles, as noted in pink below.

CAIR2 User Roles	Search Records	Run Reports	Add/Edit Doses	Add/Edit New Patients	Add/Edit Inventory	Monitor DX Activity*
Read-Only	✓	✓				
Regular	✓	✓	✓	✓		✓
Power	✓	✓	✓	✓	✓	✓
Quality Assurance (QA)	✓	✓				✓
School/Daycare Read-Only	✓	✓ (roster only)				
School Clinic Regular	✓	✓ (+ roster)	✓	✓		✓
School Clinic Power	✓	✓ (+ roster)	✓	✓	✓	✓

 Mandatory training required.

If you have any questions about which User Roles are most appropriate for your staff, feel free to contact Your Local CAIR Representative (LCR) at <http://cairweb.org/lcrs/>