

## Recording an Overseas Vaccination in the CIR - Quick Step Guide

**Summary:** For consumers who have had an overseas COVID 19 vaccination, subject to meeting the required criteria, are able to have their overseas vaccination details recorded in the COVID Immunisation Register (CIR). CIR users can select and record any of the 23 approved COVID-19 vaccines, as an overseas vaccination for a consumer in the CIR.

It is a mandatory requirement for the user to upload evidence of the overseas vaccination. If evidence of the vaccination cannot be provided, the user is unable to save the overseas vaccination details to the consumer's record in the CIR.

**Important:** Where a consumer has received one or more COVID vaccinations overseas, all these overseas vaccinations **must** be recorded against the consumer's **Standard Plan Immunisation Case**, including any booster doses of a COVID vaccine they have received overseas.

This means, where a consumer has completed their expected standard course e.g. *the consumer has completed 1 dose of Janssen or two doses of Pfizer or AstraZeneca* and has received one or more doses above the expected standard course overseas, these vaccinations must be recorded using the **'Add Vaccination'** functionality on the existing Standard Plan Immunisation Case, **not** under a Booster Plan.

For a full breakdown see the step instructions below.

**Reminder** – While using CIR ensure that the information contained is kept private and only for the purpose of managing, completing, and recording an immunisation interaction.

<b>Log In</b>	Log into the CIR (refer to the Appendix for further information).																																																											
<b>Find and verify the patient</b>	<p>Type the patient's full name into the <b>Search Bar</b> and click the magnifying glass icon to search.</p>  <p>Check the persons details match your search (i.e. Full Name, DOB, Address and if known, NHI number).</p> <table border="1"><thead><tr><th colspan="2">Search Results</th><th colspan="7">Cases</th></tr><tr><td>All</td><td>1 Result<th>CASE NUMBER</th><th>CASE TYPE</th><th>CLASSIFICATION STATUS</th><th>FULL NAME</th><th>NHI NUMBER</th><th>DATE OF BIRTH</th><th>VACCINATION SCHEDULE NAME</th><th>VACCINATION PLAN NAME</th></td></tr></thead><tbody><tr><td>Cases</td><td>1 Result</td><td>00003604</td><td>Immunisation</td><td>New</td><td>Molly Smith</td><td>ZMJ4716</td><td>22/05/1973</td><td>Covid 2021 Plan</td><td>Pfizer Plan</td></tr><tr><td>Profiles</td><td>1 Result</td><th>PROFILE NAME</th><th>PROFILE RECORD TYPE</th><th>TYPE</th><th>NHI NUMBER</th><th>DATE OF BIRTH</th><td colspan="3"></td></tr><tr><td>Knowledge</td><td>1 Result</td><td>Molly Smith</td><td>Person</td><td></td><td>ZMJ4716</td><td>22/05/1973</td><td colspan="3"></td></tr><tr><td>Collapse List</td><td></td><td colspan="8"></td></tr></tbody></table>	Search Results		Cases							All	1 Result <th>CASE NUMBER</th> <th>CASE TYPE</th> <th>CLASSIFICATION STATUS</th> <th>FULL NAME</th> <th>NHI NUMBER</th> <th>DATE OF BIRTH</th> <th>VACCINATION SCHEDULE NAME</th> <th>VACCINATION PLAN NAME</th>	CASE NUMBER	CASE TYPE	CLASSIFICATION STATUS	FULL NAME	NHI NUMBER	DATE OF BIRTH	VACCINATION SCHEDULE NAME	VACCINATION PLAN NAME	Cases	1 Result	00003604	Immunisation	New	Molly Smith	ZMJ4716	22/05/1973	Covid 2021 Plan	Pfizer Plan	Profiles	1 Result	PROFILE NAME	PROFILE RECORD TYPE	TYPE	NHI NUMBER	DATE OF BIRTH				Knowledge	1 Result	Molly Smith	Person		ZMJ4716	22/05/1973				Collapse List									
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**Click the Persons Case Number**

**Click on the Case Number to open the persons Immunisation Case.**

Search Results		Cases							
1 Result		1 Result							
All	Cases	CASE NUMBER	CASE TYPE	CLASSIFICATION STATUS	FULL NAME	NHI NUMBER	DATE OF BIRTH	VACCINATION SCHEDULE NAME	VACCINATION PLAN NAME
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	Profiles	PROFILE NAME	PROFILE RECORD TYPE	TYPE	NHI NUMBER	DATE OF BIRTH			
	Profiles	Molly Smith	Person		ZMJ4716	22/05/1973			

**If you cannot find a Case**

**If you cannot find a Case, select the Person's Profile Name.**

Profiles					
11 Results • Sorted by Relevance ▼					
PROFILE NAME	PROFILE RECORD TYPE	TYPE	NHI NUMBER	DATE OF BIRTH	AGE
JOHN SMITH	Person		ZBP8063	1/01/1960	61

**Check Cases on the right of the profile. If there is a Case, then select the Person's Case Number here.**

**Profile JOHN SMITH** New Immunisation Case Get Enrolment New Note

NHI Number: ZBP8063 | DHB Name: Capital and Coast | Date of Birth: 1/01/1960 | Age: 61 | Primary Email: | Phone (2): ▼

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**Details**

First Name: JOHN | NHI Number: ZBP8063

Middle Name: | NHI Number (Manual): ZBP8063

Last Name: SMITH | Person Status: Active

Origin: | Closed Status: | Parent Profile: |

**Demographics**

Gender: Male | Date of Birth: 1/01/1960

Ethnicity: 11 - New Zealand European | Prior/Used Ethnicity: European

**Related**

**Participant Profiles (2)** New

Participant Profile Name	Record Type	Status
JOHN SMITH	COVID-19	Active
JOHN SMITH	Immunisation	Active

[View All](#)

**Cases (2)**

Case	Classification Status	Date/Time Opened	Vaccination Schedule ...
00030274	New	1/07/2021, 11:32 AM	Debs UAT Schedule
00030158	In Progress	30/06/2021, 9:25 AM	Debs UAT Schedule

**If there is no existing Case**

**If you have completed the above steps and cannot see a case created for the person you have searched for.**

**Profile JOHN SMITH** New Immunisation Case Get Enrolment New Note

NHI Number: ZBP8063 | DHB Name: Capital and Coast | Date of Birth: 1/01/1960 | Age: 61 | Primary Email: | Phone (2): ▼

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**Details** **Related**

**Then select New Immunisation Case**

**Select Reason and Vaccination Schedule**

**Click the radio button next to the applicable Reason, then select the relevant Vaccination Plan. To proceed, click Next.**

New Immunisation Case

**Select Reason**

- Border Worker
- Essential Worker
- Household Contact of a Border Worker
- Residential Facility Worker or Resident (incl. Corrections)
- Frontline Healthcare
- Emergency Response Services
- Person with Elevated Risk
- General Population

**Select Vaccination Plan**

Plan Name	Default	Description
<input type="radio"/> Astra Zeneca Standard Plan		
<input type="radio"/> Janssen COVID-19 Plan		Janssen single dose plan ...
<input checked="" type="radio"/> Pfizer COVID 2021	✓	Pfizer two dose vaccinati...

**Create Case**

**Select Patient for Vaccination**

Search for the individual and where necessary create an Immunisation Case for them.

Click on the patients **Next Immunisation Event e.g. Pfizer BioNTech COVID19(1)**.

Case 03891911

Profile Name: [Zoey Almeida](#) | NHI Number: ZDA8711 | Date of Birth: 22/06/1961 | Address: 51 upper Harbour Highway, North Shore 0632

**Detail**

Subject: Zoey Almeida Immunisation	Classification Status: New
Case Origin: Manual Entry	Sub Status:
Case Type: Immunisation	Adverse Event:
Profile Name: <a href="#">Zoey Almeida</a>	Participant Name: <a href="#">Zoey Almeida</a>
Case Reason: General Population	Priority: Medium
DHB:	Digital Access Code: QNU2A682

**Plan**

- Pfizer BioNTech COVID-19(1)** (Next Event)
  - Status: Next Event
  - Date:
  - Facility Name:
- Pfizer BioNTech COVID-19(2)
  - Status: New
  - Date:
  - Facility Name:

[View All](#)

**Note:** The individual still requires an NHI Number and a case to be generated even if they have had their first dose overseas.

**Select Complete Activities**

Once on the relevant Immunisation Event for the Patient, select **Complete Activities** located in the top right corner.

**Complete Activities** | Re-schedule | Change Status

**Change to Overseas Vaccination**

**Note:** This screen will default to 'New Zealand' and will need to be changed.

Click the **toggle** labelled 'Administered Location' and switch it to 'Overseas'.

Select the **Country** the overseas vaccination was administered in by using the drop-down menu.

The screenshot shows the 'Complete Activities' screen for 'PFIZER-BIONTECH COVID-19(1)'. A toggle switch for 'Administered Location' is set to 'Overseas' and is highlighted with a red box. Below it, the 'Overseas Vaccine Details' section has a 'Country' dropdown menu with the text 'Select an Option' and a downward arrow, also highlighted with a red box.

**Select Overseas Vaccination Type**

Review the **Administered Vaccine** list.

Select the **Vaccine Name** the **Consumer received overseas** by selecting the **Radio Button** then press **Next** to record the Overseas Vaccination Details.

The screenshot shows the 'Complete Activities' screen with a list of vaccines. A red box highlights the radio buttons for each vaccine. At the bottom right, a 'Next' button is also highlighted with a red box.

Product Name	Vaccine Code	Manufactur...	Min Weeks ...
<input type="radio"/> ZIFIVAX / ZF200...	507	Anhui Zhifei Lon...	4
<input type="radio"/> Covidecia / Ad5-...	506	CanSino	4
<input type="radio"/> Abdala / CIGB-66	500	Center for Genet...	4
<input type="radio"/> KoviVac	500	Chumakov Center	4
<input type="radio"/> EpiVacCorona	509	FBRI	4
<input type="radio"/> Sputnik Light	504	Gamaleya	4
<input type="radio"/> QazVac / QazCo...	501	Kazakhstan RIBSP	4
<input type="radio"/> KCONVAC / SAR...	500	Minhai Biotechn...	4
<input type="radio"/> Sinopharm Inacti...	510	Sinopharm (Wuh...	4
<input type="radio"/> COVID-19 Inacti...	500	Shifa Pharmed In...	4
<input type="radio"/> TAK-919 (Moder...	500	Takeda	4
<input type="radio"/> COVAX-19/Spik...	500	Vaxine/CinnaGe...	4
<input type="radio"/> ZyCoV-D	500	Zyodus Cadila	4
<input type="radio"/> MVC-COV1901	500	Medigen	4
<input type="radio"/> Moderna	207	Moderna	3
<input type="radio"/> AstraZeneca	210	AstraZeneca	4
<input type="radio"/> Covishield	210	Serum Institute o...	3
<input type="radio"/> CoronaVac	511	Sinovac, China	3
<input type="radio"/> Novavax	211	Novavax Inc	3
<input type="radio"/> Sinopharm	510	China Sinopharm...	3
<input type="radio"/> Covaxin	502	Bharat Biotech, I...	3
<input type="radio"/> Sputnik V	505	Gamaleya	3
<input type="radio"/> Pfizer BioNTech ...	208	PFIZER	3

To proceed, select **Next**.

## Record Details

### Fill in the following details:

- Date administered
- Vaccine volume
- Route; and
- Injection site.

**Note:** Where information on the **Route** and **Injection site** is not known, please ensure you enter '**Not Known**' as the applicable answer.

The screenshot shows a web form titled 'Complete Activities' for a vaccination record. The form is for 'TAK-919 (Moderna formulation)(1) Vaccination'. It includes a progress bar at the top. Below the progress bar, there is a section titled 'Overseas Vaccination Details' with the following fields: 'Date Administered' (1/11/2021), 'Vaccine Volume Administered (mL)' (3.0), 'Route' (Intramuscular (IM)), and 'Injection Site' (LD - Left Deltoid). There is also an 'Upload Proof Of Vaccination' section with 'Upload Files' and 'Or drop files' buttons. At the bottom, there are 'Back' and 'Save' buttons. Red boxes highlight the date field, the vaccine volume field, the route dropdown, the injection site dropdown, the upload proof section, and the save button.

### Uploading Evidence of Overseas Vaccination:

You are required to upload evidence of the overseas vaccination for the consumer. To upload the required evidence, select **Upload Files**.

Where evidence is not provided, an error message will display, and you will **not** be able to record the details over the overseas vaccination against the consumers record in CIR.

The screenshot shows the 'Upload Proof Of Vaccination' section of the form. It features the 'Upload Files' and 'Or drop files' buttons. Below these buttons, a red error message reads 'Please upload a file'. At the bottom, there are 'Back' and 'Save' buttons.

Click **Save & Next** and this will close the Immunisation Event. After recording the individual's first vaccination, their next dose can be completed following usual process if required.

**Completed**

The overseas vaccination has been recorded against the consumer **Immunisation Case**.

**Viewing Overseas Vaccination**

Details around whether a Vaccine was **'Administered Overseas'** will be recorded in the **'Sub Status'** for the relevant **Immunisation Activity**.

**Record Dose 2 of the Overseas Vaccination**

Repeat the process as outlined above to record the next Dose of the primary course overseas vaccination.

You can now view the **completed** overseas vaccination(s) on the Standard Plan Immunisation Case.

Case 03892984

Profile Name: Jamie Joseph | NHI Number: OTAGO6 | Date of Birth: 12/12/1960 | Address: | Adverse Event: |

**Plan**

Immunisation Events (2)

- Moderna(1)
  - Status: Closed
  - Date: 2/08/2021
  - Facility Name: Debs Imms Facility
- Moderna(2)
  - Status: Closed
  - Date: 31/08/2021
  - Facility Name: Debs Imms Facility

Buttons: Edit, Add Vaccination, Certificate Request

## Record an Overseas Booster Dose in the CIR

<p><b>Select Add Vaccination</b></p>	<p>Where a consumer has received one or more COVID vaccinations overseas, all these overseas vaccinations <b>must</b> be recorded against the consumer’s <b>Standard Plan Immunisation Case</b>, including any booster doses of a COVID vaccine they have received overseas.</p> <p>This means, where a consumer has completed their expected standard course e.g. <i>the consumer has completed 1 dose of Janssen or two doses of Pfizer or AstraZeneca</i> and has received one or more doses above the expected standard course, these vaccinations must be recorded using the ‘<b>Add Vaccination</b>’ functionality on the existing Standard Plan Immunisation Case, <b>not</b> under a Booster Plan.</p>
<p><b>Enter Vaccination Details:</b></p>	<p>The following <b>Vaccination Type</b> fields should be entered as follows:</p> <ul style="list-style-type: none"> <li>• Vaccination Type = Additional Dose</li> <li>• Vaccination Reason = Other</li> <li>• Vaccination Reason Detail = Overseas Dose</li> <li>• Person who Requested the Vaccination = Overseas Dose</li> <li>• Vaccination Status = Completed</li> </ul>

**Add Vaccination**

● — ● — ● — ● — ●

**Vaccination Type**

\* Vaccination Type

Additional  
*Where the current coverage is not deemed sufficient*

Replacement  
*Where there is a chance a dose was confirmed or suspected, complete or partial, undoing of the vaccine*

\* Vaccination Reason

Severely Immunocompromised persons

Medical Error

Other

\* Vaccination Reason Detail

Overseas Vaccination

\* Person who requested the vaccination

Overseas Vaccination

\* Vaccination Status

Scheduled  
*The vaccination will be scheduled to occur in the future*

Completed  
*The vaccination has already occurred and is being recorded in the system*

**Next**

To proceed, select **Next**.

**Move toggle from NZ to Overseas**

**Note:** This screen will default to 'New Zealand' and will need to be changed. Click the **toggle** labelled 'Administered Location' and switch it to 'Overseas'.

**Add Vaccination**

Vaccination Type      Additional (3)  
Vaccination - Additional

● — ● — ● — ● — ●

Administered Location  New Zealand

**Select the Overseas Country**

Select the **Country** the overseas vaccination was administered in by using the drop-down menu.

### Add Vaccination

Additional (3)  
Vaccination - Additional

Administered Location  Overseas

**Overseas Vaccine Details**

\*Country

Brazil

**Select Overseas Vaccination Type**

Review the **Administered Vaccine** list.

Select the **Vaccine Name** the **Consumer received overseas** by selecting the **Radio Button** then press **Next** to record the Overseas Vaccination Details.

### Add Vaccination

Product Name	Vaccine Code	Manufactur...	Min Weeks ...
<input type="radio"/> ZIFIVAX / ZF200...	507	Anhui Zhifei Lon...	4
<input type="radio"/> Covidecia / Ad5-...	506	CanSino	4
<input type="radio"/> Abdala / CIGB-66	500	Center for Genet...	4
<input type="radio"/> KoviVac	500	Chumakov Center	4
<input type="radio"/> EpiVacCorona	509	FBRI	4
<input type="radio"/> Sputnik Light	504	Gamaleya	4
<input type="radio"/> QazVac / QazCo...	501	Kazakhstan RIBSP	4
<input type="radio"/> KCONVAC / SAR...	500	Minhai Biotechn...	4
<input type="radio"/> Sinopharm Inacti...	510	Sinopharm (Wuh...	4
<input type="radio"/> COVID-19 Inacti...	500	Shifa Pharmed In...	4
<input type="radio"/> TAK-919 (Moder...	500	Takeda	4
<input type="radio"/> COVAX-19/Spik...	500	Vaxine/CinnaGe...	4
<input type="radio"/> ZyCoV-D	500	Zydus Cadila	4
<input type="radio"/> MVC-COV1901	500	Medigen	4
<input checked="" type="radio"/> Moderna	207	Moderna	3
<input type="radio"/> AstraZeneca	210	AstraZeneca	4
<input type="radio"/> Covishield	210	Serum Institute o...	3
<input type="radio"/> CoronaVac	511	Sinovac, China	3
<input type="radio"/> Novavax	211	Novavax Inc	3
<input type="radio"/> Sinopharm	510	China Sinopharm...	3
<input type="radio"/> Covaxin	502	Bharat Biotech, I...	3
<input type="radio"/> Sputnik V	505	Gamaleya	3
<input type="radio"/> Paediatric Pfizer	218	Pfizer-BioNTech	3
<input type="radio"/> Pfizer BioNTech ...	208	PFIZER	3

Next

**Record the Overseas Vaccination Details**

**Fill in the following details:**

- Date administered
- Vaccine volume
- Route; and
- Injection site.

**Note:** Where information on the **Route** and **Injection site** is not known, please ensure you enter **'Not Known'** as the applicable answer.

The screenshot shows the 'Add Vaccination' form. At the top, it says 'Moderna Vaccination - Additional'. Below this is a progress bar with three steps: the first two are completed (indicated by blue checkmarks), and the third is the current step (indicated by a blue circle). The form fields are: 'Date Administered' with the value '6/10/2021'; 'Vaccine Volume Administered (mL)' with the value '3.0'; 'Route' with the value 'Intramuscular (IM)'; and 'Injection Site' with the value 'LD - Left Deltoid'. There is an 'Upload Proof Of Vaccination' section with a button 'Upload Files' and the text 'Or drop files'. At the bottom, there are 'Back' and 'Save' buttons.

**Uploading Evidence of Overseas Vaccination:**

You are required to upload evidence of the overseas vaccination for the consumer. To upload the required evidence, select **Upload Files**.

Where evidence is not provided, an error message will display, and you will **not** be able to record the details over the overseas vaccination against the consumers record in CIR.

The screenshot shows the 'Upload Proof Of Vaccination' section. It has a button 'Upload Files' and the text 'Or drop files'. Below this, there is a red error message: 'Please upload a file'. At the bottom, there are 'Back' and 'Save' buttons.

	<p>Click <b>Save &amp; Next</b> and this will close the Immunisation Event. After recording the individual's first vaccination, their second dose can be completed following usual process if required.</p>
<p><b>Review the Overseas Vaccination Details</b></p>	<p>Review the details of the overseas vaccination to ensure they are correct and accurately reflect the vaccination details.</p> <p>Select the tickbox to 'confirm the details entered are correct'.</p> <div data-bbox="435 533 1139 1599" data-label="Form"> <p style="text-align: center;"><b>Add Vaccination</b></p> <p style="text-align: center;">Additional Moderna (3) Vaccination - Additional</p> <p style="text-align: center;">● — ● — ● — ●</p> <div style="border: 2px solid red; padding: 5px;"> <p><u>Confirmation</u></p> <p><i>Vaccination Type</i></p> <p>Type: Vaccination - Additional</p> <p>Reason: Other</p> <p>Detail: Overseas Vaccination</p> <p>Person who requested vaccination: Overseas Vaccination</p> <p>Status: Completed</p> <p>Sub Status: Administered Overseas</p> <p><i>Vaccination Details</i></p> <p>Dose Number: 3</p> <p>Completed Date/Time: 6/10/2021, 1:00 pm</p> <p>Country: Brazil</p> <p>Vaccine: Moderna</p> <p>Vaccine volume administered (mL): 3</p> <p>Route: Intramuscular (IM)</p> <p>Injection Site: LD - Left Deltoid</p> </div> <p><input checked="" type="checkbox"/> I confirm the details entered are correct</p> <p><input type="button" value="Back"/> <input type="button" value="Create Vaccination"/></p> </div> <p>To proceed, select <b>Create Vaccination</b>.</p>
	<p>The details of the Booster Vaccination received overseas has now been recorded and can be identified here e.g. as 'Additional Moderna (3)'</p>

Case 03892987

Profile Name: Michelle Mich, NHI Number: NZ611211052, Date of Birth: 11/11/1991

**Plan**

- Immunisation Events (3)
  - Moderna(1): Status: Closed, Date: 1/08/2021, Facility Name: Debs Imms Facility
  - Moderna(2): Status: Closed, Date: 31/08/2021, Facility Name: Debs Imms Facility
  - Additional Moderna (3): Status: Closed, Date: 6/10/2021, Facility Name: Debs Imms Facility

If you are required to record another overseas vaccination, please select Add Vaccination.

Case 03892987

Profile Name: Michelle Mich, NHI Number: NZ611211052, Date of Birth: 11/11/1991

**Plan**

- Immunisation Events (3)
  - Moderna(1): Status: Closed, Date: 1/08/2021, Facility Name: Debs Imms Facility
  - Moderna(2): Status: Closed, Date: 31/08/2021, Facility Name: Debs Imms Facility
  - Additional Moderna (3): Status: Closed, Date: 6/10/2021, Facility Name: Debs Imms Facility

## Appendix

**Log in**

Go to:  
**Production (live system):** <https://ncts.force.com/cir>  
**Training:** <https://circlassrm-ncts.cs116.force.com/cir/login>

MINISTRY OF HEALTH  
 MANATŪ HAHIORA

Username: leonard.landrey@health.govt.nz.classroom.imms.com

Password: \*\*\*\*\*

Log In to Sandbox

Forgot Your Password?

Ministry of Health NZ NCTS employee? Log In

Use your username and password to log on.

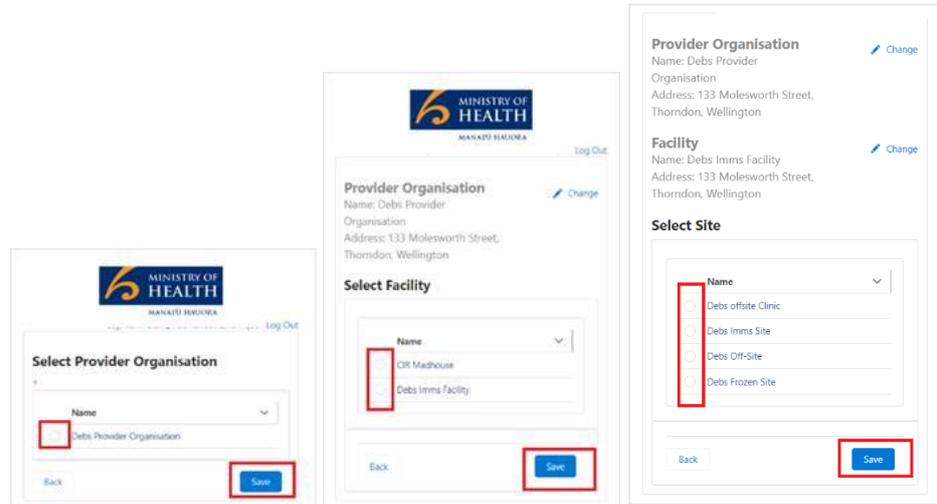
**Note:** To set up your account please copy and paste the link sent to your email address to Google Chrome (or Microsoft Edge) and take note of your username.

If you cannot remember your password or you have trouble logging in, please contact [help@C-19imms.min.health.nz](mailto:help@C-19imms.min.health.nz) or 0800 223 987.

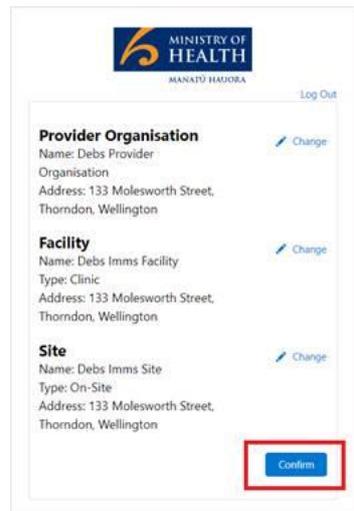
**Confirm or Change Provider, Facility and Site**

When you log into CIR you will need to **confirm your Provider, Facility and Site** before you can view the CIR Home Screen.

**Important:** You must be associated with the Provider, Facility, or Site in order to select it.



**Note:** If your Provider, Facility or Site is not available, please contact [help@C-19imms.min.health.nz](mailto:help@C-19imms.min.health.nz) or 0800 223 987.



Once you have **selected** the correct Provider, Facility, and Site **click** Confirm and you will be directed to the CIR Home Screen.