## **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, <u>not</u> under a Booster Plan.

For a full breakdown see the step instructions below.

Log In	Log into the CIR (refer to the Appendix for further information).
Find and verify the patient	Type the patient's full name into the <b>Search Bar</b> and click the magnifying glass icon to search.
	Cord Impundor Regime Exercise Person or Case
	Check the persons details match your search (i.e. Full Name, DOB, Address and if known, NHI number.
	Check the persons details match your search (i.e. Full Name, DOB, Address and if known, NHI number.
	Check the persons details match your search (i.e. Full Name, DOB, Address and if known, NHI number.
	Check the persons details match your search (i.e. Full Name, DOB, Address and if known, NHI number.
	Check the persons details match your search (i.e. Full Name, DOB, Address and if known, NHI number.

**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.



Click the	Click on the C	Case Number to open the	persons Immunisati	on Case.
Persons Case	Search Results	Cases		
Number	All	1 Result		
	Cases	CASE NUMBER CASE TYPE CLASSIFICATION STATUS 00003604 Immunisation New	FULL NAME NHI NUMBER DATE OF BIRTH VACO Molly Smith ZMJ4716 22/05/1973 Covid	12021 Plan Pfizer Plan
	Profiles	Drofiles		
	Knowledge	1 Result		
	Collapse List	PROFILE NAME PROFILE RECORD TYPE	TYPE NHI NUMBE	R DATE OF BIRTH
		Molly Smith Person	ZMJ4716	22/05/1973
If you cannot	If you cannot	find a Case, select the P	erson's Profile Name	2.
find a Case				
	Drefiles			
	11 Results • Sorted by Releva	ince 🔻		
	PROFILE NAME	PROFILE RECORD TYPE	TYPE NHI NUMBER	DATE OF RIRTH AGE
	JOHN SMITH	Person	ZBP8063	1/01/1960 61
	Chook Coort	on the right of the artile	If there is a Case +1	an coloct the
	Check Cases	on the right of the profile	. If there is a Case, th	ien select the
	Person's Case	e Number nere.		
			New In	munisation Case Get Enrolment New Note
	XBP8063 Capital an	d Coast 1/01/1960 61	Phone (2) 🔻	
	Datails		Palated	
	First Name	NHI Number		
	JOHN Middle Name	ZBP8063 NHI Number (Manual)	Participant Profiles (2)	New
	Last Name	ZBP8063 Person Status	Participant Profile Name         Record Type           JOHN SMITH         COVID-19	Status Active
	Origin	Active Closed Status	JOHN SMITH Immunisation	Active
		Parent Profile		View All
	Demonstration		Cases (2)	
	Gender	Date of Birth	Case Classification Status Da	te/Time Opened Vaccination Schedule
	Male Ethnicity	1/01/1960 Prioritised Ethnicity	00030274 New 1/	07/2021, 11:32 AM Debs UAT Schedule
	11 - New Zealand European	Furgoean	00000100 III Progress 30	VOI2221,7-23 AM Deus OAT Schedule
If there is no	If you have co	ompleted the above step	s and cannot see a c	ase created for the
existing Case	person you h	ave searched for.		
			New Immuni	ation Case Get Enrolment New Note
	NHI Number DHB Name ZBP8063 Capital and	Date of Birth Age Primary Email Coast 1/01/1960 61	Phone (2) 🔻	
	Detaile		Deleted	
			NC16164	
	Then select <b>N</b>	lew Immunisation Case		
Select Reason	Click the radi	o button next to the appl	icable <b>Reason</b> , then	select the relevant
and Vaccination	Vaccination I	Plan. To proceed, click Ne	ext.	
Schedule		-		



	Age Primary Email Phone (2) 💌
	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       V       Default       Description       V         Astra Zeneca Standard Plan       Janssen COVID-19 Plan       Janssen single dose plan         Pfizer COVID 2021       V       Pfizer two dose vaccinati
Select Patient	Search for the individual and where necessary create an Immunisation Case for
for Vaccination	them.
	O3891911         Profile Name       NHI Number       Date of Birth       Address       Adverse Event         Zoey Almeida       ZDA8711       22/06/1961       51 upper Harbour Highway, North Shore 0632
	Detail Plan
	Subject     Classification Status       Zoey Almeida Immunisation     New       Pfizer BioNTech COVID-19(1)     Immunisation       Status     Status
	Case Type     Adverse Event     Date:       Immunisation     Profile Name     Participant Name       Zoey Almeida     Zoey Almeida     Status:       Case Reason     Priority     Pactify Name:
	DHB® Digital Access Code View All
Select	Note: The individual still requires an NHI Number and a case to be generated even if they have had their first dose overseas. Once on the relevant Immunisation Event for the Patient, select <b>Complete</b>
Complete Activities	Activities located in the top right corner.



/accination       Click the toggle labelled 'Administered Location' and switch it to 'Overseas'.         Select the Country the overseas vaccination was administered in by using the dro down menu.       Complete Activities         Image: Select the Country the overseas vaccination was administered in by using the dro down menu.       Complete Activities         Image: Select the Country the overseas vaccination was administered in by using the dro down menu.       Image: Select the Country the overseas vaccination was administered in by using the dro down menu.         Select Overseas /accination       Review the Administered Vaccine list.         Select the Vaccine Name the Consumer received overseas by selecting the Radie Button then press Next to record the Overseas Vaccination Details.         Image: Select the Vaccine Select the Vaccine Selecting the Addie Button then press Next to record the Overseas Vaccination Details.         Image: Select the Vaccine Selecting the Addie Select Overseas Selecting the Selecti	Change to Overseas	<b>Note:</b> This screen will default to ' <b>New Zealand</b> ' and will need to be changed.					
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Pfizer BioNTech 208 PFIZER 3		Sputnik V 505 Gamaleya 3					
Next		Pfizer BioNTech 208 PFIZER 3					
Next Y							
		Next V					

Date administered						
Vaccine volume						
Route; and						
Injection site.						
<b>Note</b> : Where information on the <b>Route</b> and <b>Injection site</b> is not known, please ensure you enter <b>'Not Known'</b> as the applicable answer.						
711 22/06/1961 51 upper Harbour Highway, North Shore 0632						
Complete Activities						
TAK-919 (Moderna formulation)(1) Vaccination						
• • • • • • • • • • • • • • • • • • •						
Overseas Vaccination Details						
Date Administered						
1/11/2021						
- Route						
Intramuscular (IM)						
* Injection Site						
LD - Left Deltoid						
Upload Proof Of Vaccination						
Back						
Uploading Evidence of Overseas Vaccination:						
<u></u>						
You are required to upload evidence of the overseas vaccination for the consumer To upload the required evidence, select <b>Upload Files</b> .						
Where evidence is not provided, an error message will display, and you will <u>not</u> be able to record the details over the overseas vaccination against the consumers record in CIR.						
Upload Proof Of Vaccination          ① Upload Files       Or drop files         Please upload a file						
Back						



	Click <b>Save &amp; Next</b> and this will close the Immunisation Even individual's first vaccination, their next dose can be complet	t. After recording the red following usual
Completed	The overseas vaccination has been recorded against the con Case.	nsumer <b>Immunisation</b>
	Immunisation Event TAK-919 (Moderna formulation)(I) Immunisation Case Full Name NH Number Date of Birth Address Adverse Event OSSY1374 Valene Ferriere KTN3746 9/09/1971	Adverse Event New Note Change Status
	Image: Details     Activities	Closed Related History
	Information         Immunisation Activities (1)         Immunisation Activities (1)           Event Name         Status         11em • Updated a few seconds ago         1           Taix-019         Closed         Activity Name         Status         Type         Start Date/T         Duration           formulation/(1)         Activity Name         Status         Type         Start Date/T         Duration         Immunisation           Full Name         Adverse Event         1         Taix-019 (Moderna         Completed         Vaccination-Sta         31/10/2021.1.0         O Minutes	Notes (0)     AEFI Reports (0)
	Valene Ferriere Scheduled Date Vaccinator View All Immunisation Case Closed Date/Time 03891394 S1/10/2021, 1:00 PM VEXAULT	Files (t)           5           23/11/2021 • 32KB • png
Viewing	Pacity State Debutines State Debutines State	eas' will be recorded in
Overseas Vaccination	the 'Sub Status' for the relevant Immunisation Activity. Immunisation Activity TAK-919 (Moderna formulation)(1) Detail	
	✓ Information      Activity Name     Status      Tate Odd Odd data formulation (4)	
	TAK-919 (Moderna formulation)(1)     Completed       Activity Number     Sub Status       IA-12350392     Administered Overseas       Type     Closed Date/Time	/
	Vaccination - Standard     31/10/2021, 1:00 PM       Immunisation Event     Immunisation Case       TAK-919 (Moderna formulation)(1)     03891394	
	Start Date/Time End Date/Time 31/10/2021, 1:00 PM 31/10/2021, 1:00 PM 0 Minutes	
Record Dose 2 of the Overseas Vaccination	Repeat the process as outlined above to record the next Do course overseas vaccination.	se of the primary



You can now vie Immunisation C	as vaccination(s) on th	e Standard Plan	
Case 03892984 Profile Name NHI Number Jamie Joseph OTAGO6	Date of Birth Address Adverse Event 12/12/1960	E	dit Add Vaccination Certificate Request
Detail	Plan	Related Ca:	se History
	assification Status Progress Moderna(1) Status Closed		Q Search and Link Booking
Case Type A Immunisation Profile Name P Jamle Joseph J Case Reason P	dverse Event Facility Name: Debs Imms Fa Moderna(2) Status: Society Facility Name: Debs Imms Fa Status: Society Facility Name: Debs Imms Fa Society Facility Name: Debs Imms	wellity	
Connect Description			

## Record an Overseas Booster Dose in the CIR

Select Add Vaccination	Where a consumer has retrieved overseas vaccination <b>Plan Immunisation Case</b> , received overseas. This means, where a contract the consumer has completed AstraZeneca and has received course, these vaccination functionality on the exist	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</b> <b>Plan Immunisation Case</b> , 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. <i>the consumer has completed 1 dose of Janssen or two doses of Pfizer or</i> <i>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.  Case OS992984  Profile Name INNI Date of Dirth Jamie Joseph OTAGO6 Detail  Detail  Detail  Subject Jamie Joseph Innunisation Case Origin Manual Entry Case Type Adverse Event Immunisation Profile Name Jamie Joseph	Address Adverse Event Plan  Plan  Immunisation Events (2)  Modema(1) Status: Cosed Date: 208/2021 FadilhyNama: Debs Imms Fadility Modema(2) Status: Cosed Cosed	Edit       Add Vaccination       Certificate Request       ▼         Related       Case History       Q. Search and Link Booking         ▼       ▲ EFI Reports (0)       ▼			
	Case Reason Priority General Population Medium DHB® Digital Access Code Walkato KE49YRIH	Jute: JUGS2021 Facility Name: Debs Imms Facility Vie	w All			
Enter Vaccination Details:	<ul> <li>The following Vaccinatio</li> <li>Vaccination Type</li> <li>Vaccination Reas</li> <li>Vaccination Reas</li> <li>Person who Require</li> <li>Vaccination State</li> </ul>	n Type fields should be ent e = Additional Dose son = Other son Detail = Overseas Dose uested the Vaccination = Ov us = Completed	ered as follows: /erseas Dose			



## New Zealand Government

Additional (3)         Vaccination - Additional         Administered Location         Overseas         Vaccination - Additional         *Country         Prazil         *Country         Prazil   Select the Vaccine Name the Consumer received overseas_by selecting Button then press Next to record the Overseas Vaccination Details.           Notice           * Add Vaccination           * Environ           * Add Vaccination           * Environ           * Overseas           * Covideca /Ass           * Covideca /Ass           * Environ           * Environ           * Covideca /Ass          * Covideca /Ass <th></th> <th></th> <th></th> <th>Add Vac</th> <th>cination</th> <th></th> <th></th> <th></th>				Add Vac	cination			
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Please upload (	i ne			
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## Appendix

Log in	Go to:					
	Production (live system): <a href="https://ncts.force.com/cir">https://ncts.force.com/cir</a>					
	Training: https://circlassrm-ncts.cs116.force.com/cir/login					
	Userame					
	leonard.landrey@health.govt.nz.classroom.imms.con					
	Password					
	Log In to Sandbox					
	Forget 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.					
	contact help@C-19imms.min.health.nz or 0800 223 987.					

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