



CAIR2 Read-Only Quick Guide

(To Log In, Search for a Patient, and View/Print a Patient's Record in CAIR2)

Revised: 11/05/2024

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 visit the [CAIR2 User Guides page](#) and refer to the **CAIR2 Read-Only User Guide**.

For additional support, the following resources are available:

[Local CAIR Representatives \(LCRs\)](http://go.cdph.ca.gov/cair-lcr): (go.cdph.ca.gov/cair-lcr)

CAIR Help Desk:

Phone: 800-578-7889

Email: CAIRHelpDesk@cdph.ca.gov

[CAIR Website](http://cdph.ca.gov/cair): (cdph.ca.gov/cair)

Step 1: Log into CAIR2

- [CAIR2 Login Screen](http://cair.cdph.ca.gov) (cair.cdph.ca.gov).
- Enter your **Org Code**, **Username**, and **Password**. Then click the **Login** button.

Note: Only the 'Password' field is case-sensitive.

CAIR2 California Immunization Registry

PRD

HOME USER RESOURCES RELATED LINKS TRAINING

Welcome to the California Immunization Registry, CAIR ! Posted on 08/19/2015

If you are an authorized user, please login using your unique combination of Organization Code, Username, and Password.

If you are a new user, please visit the training tab above to access training options. If you are from an organization requesting access for the first time, go to the [CAIR Enrollment](#) page to enroll. For additional information, contact the CAIR Help Desk at 800-578-7889 or CAIRHelpDesk@cdph.ca.gov. Hours are 8:00 a.m. - 5:00 p.m. Monday through Friday, excluding government holidays.

This site will work optimally for users logging in with Internet Explorer browsers versions 8 or higher, as well as Chrome, Safari or Firefox. If you are using alternate browsers and experience display issues, please consider switching to one of the supported browsers.

- [About The California Immunization Registry](#)
- [Disclaimer](#)
- [Contact Us](#)

[Privacy Policy Statement](#)

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Org Code:

Username:

Password:

Login

Forgot Password?

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.

Step 2: Go to the Patient Search Screen

- On the 'Home' screen, click the **view patient report** link in the left blue menu panel.

CAIR2

TRN 2.8.16.1

home manage access/account forms related links logout help desk

org code LCRCLINIC • organization LCR TRN Clinic • user Summer Smithtest • role CAIR Read Only

announcements:

NEW 09/30/2016 ~ [Welcome to CAIR2!](#)

release notes:

NEW 07/29/2020 ~ [Release Version 2.7.0 California Immunization Registry](#)

Query Only
view patient report

Step 3: Search for the Patient

- On the 'Patient Search Criteria' screen that displays:

Patient Search Criteria

Search by Patient

** Minimum search criteria includes any two fields.*

Last Name Mother's First Name **Find**

First Name Home Phone - - **Clear**

Middle Name Cell Phone - -

Birth Date

Search by Medical Record Number

** Medical Record Number*

Search by CAIR ID

** CAIR ID*

Search for the patient **at least three times** by entering **two pieces** of information each time in the 'Search by Patient' section. We recommend:

- Last Name and First Name
- Last Name and Birth Date
- First Name and Birth Date

Note: The 'Patient Search Criteria' screen only finds exact matches, so searching with just two pieces of information at a time maximizes your chances of finding the patient if there is a typo in their name or birthdate.

You can also search using one of the following fields: **Note:** These two options will only work if you enter an exact match.

- **Medical Record Number:** The patient's MRN associated with your clinic/agency.
- **CAIR ID:** The patient's unique CAIR2 ID number if you have it.

- 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 at the bottom of the screen. Look closely at all the information that displays (especially the Name, Birth Date, Mother's First Name, CAIR ID) to find the correct patient.
- Click on the patient's **Last Name** to open their record (see screenshot below).

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	5998985
	AKA: LOU,LIZZY							
	AKA: TESTER,ALEXANDRA							
LOU	LIZA		03/11/2001		SARAH	F	N	5074755
LOU	LIZA		07/24/1990		LEONA	F	N	5264473

Note: If a patient's CAIR2 record is locked, this pop-up message will appear, indicating that you are not authorized to view this patient's information. If your site has staff with a Regular or Power user role, these staff can open a locked record if providing immunizations or other medical care.

caitraining.cdph.ca.gov says

This record has been locked per the request of the patient/parent. You are not authorized to view this record given the user role assigned to you by your organization.




Regular and Power users can also unlock the record if the patient/parent requests it. For additional information, refer to the **CAIR2 Regular User Guide** on the [CAIR2 User Guides Page](#). Otherwise, if your site does not have Regular or Power users and if the patient/parent would like to unlock their/their child's record, the patient/parent will need to submit a request directly to CAIR2 to unlock their/their child's record by using the 'Request to Lock or Unlock My CAIR Record' form located on the [CAIR Forms page](#).

If a patient has not been disclosed, this pop-up message will appear, indicating that you are not authorized to view this patient's information. If your site has staff with a Regular or Power user role, these staff will need to disclose the patient/parent before the record can be accessed. For additional information, refer to the **CAIR2 Regular User Guide** found on the [CAIR2 User Guides Page](#).

cair.cdph.ca.gov says

This patient has not yet received CAIR disclosure. You are not authorized to view this patient's record based on the user role assigned to you by your organization. 'OK' Button closes window.



If your site does not have any Regular or Power users, your site will not be able to access the record until the patient is disclosed by a provider site that can conduct CAIR2 disclosure.

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

- Once you open the patient's record, the following screen shown below will display. It includes the patient's information, the immunizations the patient has received (see the 'Immunization Record' section), and immunizations that are due/overdue (see the '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: 7 years, 10 months, 30 days								
Immunization Record								
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	
DTP/aP	11/02/2017	1 of 4	DTP-Hib-HepB [Pentavalent ©]					Yes
	12/16/2017	2 of 4	DTaP-HepB-IPV [Pediarix ©]					Yes
	07/15/2021	3 of 4	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			
HepA	04/04/2019	SUBPOTENT?	HepA-Ped 2 Dose [Havrix-Peds 2 Dose ©]	Full	No			
HepB	11/02/2017	1 of 3	DTP-Hib-HepB [Pentavalent ©]					Yes
	12/16/2017	2 of 3	DTaP-HepB-IPV [Pediarix ©]					Yes
	07/15/2021	3 of 3	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			
Hib	11/02/2017	1 of 2	DTP-Hib-HepB [Pentavalent ©]					Yes
	07/15/2021	2 of 2	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			
MMR	12/16/2016	NOT VALID	MMR [MMR II ©]	Full	No			
Polio	12/16/2017	1 of 3	DTaP-HepB-IPV [Pediarix ©]					Yes
	07/15/2021	2 of 3	DTaP,IPV,Hib,HepB [VAXELIS ©]	Full	No			
Vaccines Recommended by Selected Tracking Schedule								
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date				
COVID-Seasonal	COVID-Seasonal NOS	10/18/2021	10/18/2021	10/18/2021				
DTP/aP	DTaP, NOS	Maximum Age Exceeded						
HepA	HepA, NOS	Immunity Recorded for Vaccine Group						
HepB	HepB, NOS	Complete						
Hib	Hib, NOS	Complete						
Influenza-seasnI	Flu NOS	04/18/2024	08/01/2024	05/18/2025				
MMR	MMR	10/18/2017	10/18/2017	02/18/2018				
Polio	Polio, NOS	01/15/2022	01/15/2022	10/18/2022				
Td/Tdap	Tdap	10/18/2023	10/18/2023	10/18/2023				
Varicella	Varicella	Contraindicated						

Important Note: As a Read-Only user, you cannot see 'TB Test History' or 'Comments', except for 'History of varicella (chicken pox)'. However, 'Comments' impacting vaccine recommendations will be marked in the 'Vaccines Recommended by Selected Tracking Schedule' section as 'Contraindicated' under the 'Recommended Date' column.

There are three view/print options at the top of the patient's record (see screenshot above):

- Print:** Allows you to print a report that includes an exact copy of the screen above.

- **Print Confidential:** Allows you to print a report that includes the screen above but does not include 'Medical Record Number', 'Provider (PCP)', 'School', and 'Comments'.
- **Reports:** Allows you to view/print four different patient-level reports. Click on the hyperlinked name of the report you want to view/save/print. For more information on these reports, refer to the **Read-Only User Guide** on the [CAIR2 User Guides Page](#).

Reports Available for this Patient		
Report	Description	Additional Information
Immunization History Report	Displays demographics, registry data, contact information, as well as detailed immunization history.	None
Immunizations Needed/Routing Slip	Displays demographics, contact information, immunization history, as well as immunizations needed.	None
Yellow Card Report	Prints the California Immunization Record (Yellow Card).	None
Blue Card Report	Prints the California School Immunization Record (Blue Card).	None