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/](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/](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.

<table>
<thead>
<tr>
<th>CAIR2 User Roles</th>
<th>Search Records</th>
<th>Run Reports</th>
<th>Add/Edit Doses</th>
<th>Add/Edit New Patients</th>
<th>Add/Edit Inventory</th>
<th>Monitor DX Activity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read-Only</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Regular</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Power</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Quality Assurance (QA)</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School/Daycare Read-Only</td>
<td>✔️</td>
<td>✔️ (roster only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Clinic Regular</td>
<td>✔️</td>
<td>✔️ (+ roster)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>School Clinic Power</td>
<td>✔️</td>
<td>✔️ (+ roster)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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/