Quick Guide for Read-only Users
To Log-in, Search for a Patient, and View/Print a Patient’s Record

Updated: 10/27/2020

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 refer to the Read-Only User Guide.

**Step 1: Log into CAIR2**
- Go to the [CAIR2 Login screen](https://cair.cdph.ca.gov).
- Enter your Org Code, Username, and Password and click the Login button. (Note: Only Password is case-sensitive)

**Step 2: Go to the Patient Search Screen**
- On the Home screen, click the ‘View Patient report’ link.

**Step 3: Search for the Patient**
On the Patient Search Criteria screen that displays:

**Search by Patient**: Enter two pieces of information (e.g., Last Name and First Name). If you don’t find the patient, we recommend searching using Last Name and Birth Date and/or First Name and Birth Date.

You can also search using one of the following fields:
- Medical Record Number (the patient’s MRN associated with your clinic/agency).
- CAIR ID (the patient’s unique CAIR2 ID#).

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. Look closely to find the correct patient.
- Click on the patient’s Last Name to open their record.

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

Once you open the patient’s record, the following screen will display: It includes the immunizations the patient has received (Immunization Record section) and immunizations that are due/overdue (Vaccines Recommended by Selected Tracking Schedule section).

IMPORTANT NOTE: As a Read-only user, you are not allowed to see Patient Comments (except for History of Varicella-chickenpox) or TB test history. However, Comments that impact recommendations will be marked in the Vaccines Recommended section as “Contraindicated”.

There are three view/print options at the top of the patient’s record:

- **Print**: Allows you to print an exact copy of the screen above.
- **Print Confidential**: Allows you to print the screen above without Provider (PCP), School, Comments or Medical Record Number.
- **Reports**: Takes you to the Patient Reports screen to view/print four patient reports (see below).

Click on the name of the Report to view/save/print.

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FOR ADDITIONAL SUPPORT

Local CAIR Representatives (LCRs):
http://cairweb.org/lcrs/

CAIR Help Desk:
Phone: 800-578-7889
Email: CAIRHelpDesk@cdph.ca.gov

CAIR Website: www.cairweb.org
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