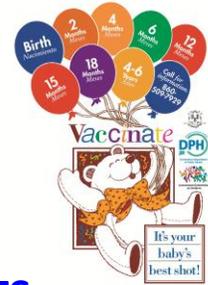




# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



## PROCESS FOR SCHOOL NURSES TO ACCESS CIRTS

As of October 1, 2014, School Nurses are allowed access to CIRTS. This will soon allow “read-only” viewing but not editing or adding. At this time, school nurses can contact CIRTS to request immunization records on children in their schools.

### To request an immunization record from CIRTS:

- Fax a request to **860-509-8370** (include the child’s name and date of birth)
- Or, call CIRTS at **860-509-7929** or your local IAP Coordinator
- You don’t need a release of information
- Verify you are a school nurse (must be an RN and state the name of the school)
- A child might not be in CIRTS if they were born outside of CT
- CIRTS primarily tracks children up to age two. However, once providers report from their Electronic Health Records (EHRs), CIRTS will capture data beyond age two.

### To look up immunization records in CIRTS:

- *This option is not yet available.* After CIRTS completes an upgrade, School Nurses will be able to request a username and password by contacting [dph.cirts@ct.gov](mailto:dph.cirts@ct.gov) or 860-509-7929 to request a Statement of Confidentiality. Read-only access to CIRTS will allow School Nurses to view Immunization Forecasts of due/overdue vaccines and to view and print Official Immunization Certificates.
- For updates on when this option will become available, please check our website [www.ct.gov/dph/immunizations](http://www.ct.gov/dph/immunizations) .

### IMPORTANT CONTACTS:

CIRTS Phone (860) 509-7929

CIRTS Fax (860) 509-8370

CIRTS Email [dph.cirts@ct.gov](mailto:dph.cirts@ct.gov)

CIRTS Website [www.ct.gov/dph/immunizations](http://www.ct.gov/dph/immunizations)

Local IAP Coordinators [www.ct.gov/dph/immunizations](http://www.ct.gov/dph/immunizations)

Phone: (860) 509-7929

Fax: (860) 509-8370

Department of Public Health  
410 Capitol Avenue, MS# 11 MUN  
Hartford, CT 06134-0308

02/05/2015