

CAIR-ME Web Site Procedures: Physician – How to Register and Log In

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Overview of CAIR-ME

The California Immunization Registry Medical Exemption (CAIR-ME) web site allows parents to manage medical exemption requests and appeals, and allows physicians to issue and print medical exemptions for children attending TK/K-12 schools and child care facilities.

This document provides Registration and Log In procedures for Physicians.

How to Register in CAIR-ME

Physicians must register for a CAIR-ME account to be able to use the system.

To Start the Registration Process

1. Click on the following link: cair-me.cdph.ca.gov/home.

The CAIR-ME Home page opens:

	→] Log In	e Register	Porgot Password
From Immunizations for School & Child Care		2	
The California Immunization Registry Medical Exemption web site is a secure site for physicians to issue and manage standardized medical exemptions for child care. Parents use the same site to request medical exemptions from vaccination for their children. Schools and child care facilities can monitor and ge exemptions issued for children in attendance.	children in scho t updates for m	ool or Iedical	

2. Click on the Register button.

The Website User Access Agreement opens.

California Immunization Registry Medical Exemption Web Site User Access Agreement
CAIR Medical Exemption Web Site User Terms & Conditions The California Immunization Registry (CAIR) is a secure, computerized online information system developed to assist medical providers and other approved agencies to track and review immunization information and TB test results for individuals, assess immunization needs and remind/recall patients, avoid unnecessary or redundant immunizations, and control disease outbreaks. As part of the California Immunization Registry, the Medical Exemption (CAIR-ME) web site allows medical providers to enter medical exemptions from immunizations for school and child care and permits other approved agencies to track the status of these exemptions. Information in CAIR is only available to authorized users. Based on the access level approved, this Agreement will allow the User to access, view, add, or modify medical exemption information in CAIR-ME via the web interface.
California Health and Safety Code Section 120440 limits access to the California Immunization Registry (CAIR) to authorized users who require the information for the purpose of providing immunization services as specified.
As a condition of authorized access to the California Immunization Registry Medical Exemption web site, I agree:
 To comply with California Health and Safety Code Section 120440 regarding immunization registry use, as well as State and Federal laws and HIPAA regulations regarding maintaining the confidentiality of patient information. To access information in CAIR-ME only as needed to perform immunization/exemption-related activities for individuals presenting to my organization for services or enrollment for school/child care. To keep my user password confidential. To only use my own password to access CAIR-ME. To maintain the privacy and confidentiality of information in CAIR-ME. To ensure no misuse or wrongful disclosure of information in CAIR-ME. To report any activity that may compromise the protection and privacy of the information in CAIR-ME. To not communicate, publish, and/or otherwise provide or make public any information regarding persons enrolled in the registry and their immunization status, except: To patients who request their own immunization registry information, or When records are presented with no associated identifying information.
I Agree to the User Access Agreement Cancel

Read the 'CAIR Medical Exemptions Web Site Terms & Conditions' text, and then click on the 'I
Agree to the User Access Agreement' button.

The Sign up box opens.





 Click on the Email signup button. The following dialog box opens.

California Department of PublicHealth
Email Address
6
Send verification code

5. Enter your email address in the Email Address field, and then click on the 'Send verification code' button.

Verification code has been sent to your inbox. Please copy it to the input box below.

The system sends an email to you with the code.

6. Get the code from your email, enter it into the Verification Code box, and then click on the Verify code button.



<u>Important</u>: If you do not receive a Verification Code email, please search your inbox as well as any applicable spam/junk folders for the following:

- Sender: Microsoft on behalf of CDPH Consumers
- Email: msonlineservicesteam@microsoftonline.com
- Subject: CDPH Consumers account email verification code

Also, please add the email address above to your email's Safe Senders list. To do this in Outlook, do the following:



- a. Go to the Home tab.
- b. In the Delete group, click on the Junk arrow.
- c. Click on the Junk E-mail options button.





- d. Click on the Safe Senders tab.
- e. Click on the Add button.
- f. Enter the email address.
- g. Click on the OK button.
- h. Click on the second OK button.

Once you have entered the verification code into the Verification Code box and clicked on the Verify code button (step 6 above), the following dialog box opens letting you know that your email address has been verified. Here you can enter a password and create your account.

E-mail address verified. You can now continue.
Change e-mail
New Password
Confirm New Password

7. Create a password and enter it into the New Password and into the Confirm New Password fields.

Note: Passwords must be minimum eight characters and contain at least three of the following: uppercase letter, lowercase letter, number, and symbol.

8. Click on the Create button.

The Select a User Role screen opens.



Welcome! Select a User Role.			
Your account has been created for the California Immunization Registry Medical Exemption web site. Let's set up your user profile.			
Parents/Guardians:			
Instructions to Request a Medical Exemption Instrucciones para Solicitar una Exención Médica			
Schools/Child Care Facilities: If you are helping a parent or guardian with their medical exemption request, please do not create a parent account. Refer to the Instructions to Request a Medical Exemption.			
Are you registering as a parent or guardian, a physician, or a school or child care facility user?			
9			
Parent or Guardian Physician School or Child Care Facility			

9. Click on the Physician button.

To Continue the Registration Process

1. As noted, on the Select a User Role screen, click on the Physician button.

The Authenticate your California Medical License box opens.

Authenticate your California Medical License
Click the button below to be transferred to the Department of Consumer Affairs' IDEAL license validation tool. The IDEAL tool uses your medical license number and other non-public information to confirm your identity and validate your license.
Once you are authenticated through IDEAL, you will automatically come back to the CAIR Medical Exemption web site to complete your user profile.
Transfer to IDEAL 2

2. On the Authenticate your California Medical License box, click on the Transfer to IDEAL button. The Department of Consumer Affairs IDEAL license validation tool opens.



Interoperability Developm	IDEAL nent Effort to Authenticate Licensees				
\bigcirc	Select License Type 3 v				
	Select License Rank 4 ~				
	License Number				
	Last Name 5				
	Last 4 of SSN				
	I'm not a robot				
	Authenticate License				

- 3. From the Select License Type drop-down list, select your license type.
- 4. From the Select License Rank drop-down list, select your license rank.
- 5. In the fields given, enter your License Number, Last Name, Date of Birth, and the last four digits of your SSN.
- 6. Click on the 'I'm not a robot' box to check it, and then click on the Authenticate License button.

Note: If IDEAL is not able to authenticate your license, contact the Medical Board of California at (916) 263-2382.

The Set Your User Profile screen opens.

Set Up Your User Profile				V	iew User Access Agreement
Your name, CA Medical License number, and licer Affairs will be reflected here on your user profile.	ise address are maintained by the Department	of Consum	er Affairs. Updates	s made through the D	Department of Consumer
Name: Email Address: CA Medical License Number:	PAUL ADLER, DO				0
Phone Number: *	Phone Number Extension	0			
My Addresses					Add Another Address
Address	City	State	Zip Code	Default?	Remove
PO Box 49353	LOS ANGELES	CA	90049	۲	DCA
Save 8					

- 7. Enter your phone number, and extension if you have one.
- 8. Click on the Save button. Your Dashboard opens.



How to Log In to CAIR-ME

You must be registered in CAIR-ME to be able to log in.

Once registered, you can log into the CAIR-ME application at any time to access your dashboard.

1. Open the <u>CAIR-ME home page</u> by clicking on the following link:

cair-me.cdph.ca.gov/home.



2. Click on the Log In button.

The Privacy Reminder & Disclaimers box opens.

Privacy Reminder & Disclaimers
By clicking the Log In button below, you consent to:
Comply with California's confidentiality and privacy laws, including, but not limited to, California Health and Safety Code 120440
Protect the confidentiality of information contained on this site
• Health Care Providers, Schools, Child Care Facilities: By clicking the login button below you also agree to only look up information on your patients or students.
• Parents and Guardians: By clicking the login button below you also agree you will only access your child's medical exemption records on this web site and will not attempt to access any other records.
Log In Cancel

3. Read the Privacy Reminder & Disclaimers, and then click on the Log In button.

The Sign in box opens.



California Department of PublicHealth
Sign in with your email address
@gmail.com
Forgot your password? 4
Sign in
Sign in with your social account
CDPH Azure AD

4. Enter your email address and password in the input boxes, and then click on the Sign in button. The dashboard associated with your User Role opens.

Note: If you did not complete your registration, the Welcome! Select a User Role screen will open. On this screen, select your user role, and then continue your registration as documented in the *To Continue the Registration Process* section above.

Access to the CAIR Medical Exemption web site is based on your medical license status. Please contact your licensing board to see if there has been a change to your status.

Medical Board of California's toll-free number: 1-800-633-2322

Osteopathic Medical Board of California's number: (916) 928-8390.

You can also contact <u>MBCISB-HelpDesk@mbc.ca.gov</u> for assistance.