

**New York State Department of Health
Health Commerce System Account Information
for Private Schools and BOCES**

Schools are required to submit the annual mandated immunization survey online. The submission of the immunization status of children attending school in the State of New York is mandated by Public Health Law Section 2164. The survey is housed on the New York State Department of Health (NYSDOH) Health Commerce System (HCS). To access the online survey, school staff members must obtain HCS accounts.

Health Commerce System Affiliation:

A school must first be affiliated with the HCS in order to obtain HCS accounts for its staff members.

- An agreement must be signed by the school administrator to abide by the policies and procedures for accessing and using data and information contained on the HCS.
- School administrators must request an HCS account and will be granted HCS Coordinator privileges when their account request is processed.
- Each school may also select an additional HCS Coordinator. HCS Coordinators have the ability to assign accounts to other school staff members and remove accounts when staff members are no longer employed at the school. Please note that this additional HCS Coordinator may perform these functions if the school administrators choose not to.

How to Obtain an HCS Account:

1. Complete the “Information Needed to Request an HCS Account” document (page 3 of this document) and either FAX it to (518) 474-5500, or e-mail it to osas@health.ny.gov.
 - If the school administrator decides to designate an additional HCS Coordinator for the school, the HCS Coordinator information section of the document needs to be completed.
 - If only the school administrator is requesting an HCS account, do not complete the HCS Coordinator information section of the document.
2. The school administrator will then receive an HCS Document 1 with the Schedule 2.A signature page by e-mail that he/she must print out and sign in the presence of a notary.
3. If an account has been requested for an HCS Coordinator, the HCS Coordinator will receive an HCS Document 1 with the Schedule 2.B signature page by e-mail that he/she must print out and sign in the presence of a notary.
 - The school administrator must also sign this document on line six, but his/her signature does not have to be notarized.

Please mail both documents (if an account has also been requested for an HCS Coordinator) with original signatures in the same envelope to:

NYSDOH
Commerce Accounts Management Unit (CAMU) Supervisors
800 North Pearl Street, Room 214
Albany, NY 12204-1899

4. CAMU will process the notarized documents and issue HCS accounts for the school administrator and the HCS Coordinator (if an account has been requested for an HCS Coordinator). Each will be sent a letter by CAMU containing the information needed to activate their accounts.
5. Keep copies of the notarized documents. The school administrator and HCS Coordinator (if an account has been requested for an HCS Coordinator) will need the temporary access word on the documents to activate their HCS accounts.

HCS Coordinator Training:

- Please call (518) 473-1809 for information regarding HCS Coordinator training.

For Questions Regarding the Information Needed to Request an HCS Account Document:

- Please call the School Assessment and Compliance Unit at (518) 474-1944 or send an e-mail to osas@health.ny.gov.

For Questions Regarding Notarized Documents:

- Please call CAMU at (866) 529-1890 or (518) 474-7835.

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Please provide the following information and either FAX it to (518) 474-5500 or e-mail it to osas@health.ny.gov.

School Administrator Information:

School BEDS ID Number	
School Name	
County	
School Administrator's Name (full first, middle and last name)	
Month and Day of Birth (do not need the year)	
Job Title	
School Address	
Office Telephone Number	
Office FAX number	
E-mail Address	

HCS Coordinator Information (optional):

HCS Coordinator's Name (full first, middle and last name)	
Month and Day of Birth (do not need the year)	
Job Title	
Office Telephone Number	
Office FAX number	
E-mail Address	