

**New York State Department of Health
Health Commerce System Account Information
for School Districts**

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 public school district must first be affiliated with the HCS in order to obtain HCS accounts for its school personnel.

- An agreement must be signed by the superintendent to abide by the policies and procedures for accessing and using data and information contained on the HCS.
- Each school district also selects an HCS Coordinator who will be responsible for assigning accounts to other school staff members, as well as removing accounts when staff members are no longer employed at the district. HCS Coordinators are also responsible for coordinating the submission of the immunization surveys for each school in the district.
- Although Superintendents have HCS Coordinator privileges, the designated HCS Coordinator may perform these functions.

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.
2. The superintendent 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. 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 superintendent must also sign this document on line six, but his/her signature does not have to be notarized.

Please mail both documents 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 superintendent and the 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 superintendent and 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 and 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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Information Needed to Request an HCS Account
for School Districts**

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

Superintendent Information:

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

HCS Coordinator Information:

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	