

New York State Department of Health
Health Commerce System Account Information for
K-12 Schools, Private Schools, and BOCES

Submission of the immunization status of children attending school in the New York State is mandated by Public Health Law Section 2164. School staff must obtain HCS accounts to access and complete the online survey which is housed on the New York State Department of Health (NYSDOH) Health Commerce System (HCS).

Health Commerce Network Affiliation:

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

- An agreement must be signed by the superintendent/school administrator to abide by the policies and procedures for accessing and using data and information on the HCS.
- Each School District/School may also select an HCS Coordinator who will be responsible for assigning accounts to other institution personnel as needed.
- HCS Coordinators are also responsible for coordinating the submission of the immunization survey.

How to Obtain an HCS Account:

1. Complete the 'Information Needed to Request an HCS Account' form (see page 2) and email it to osas@health.ny.gov.
2. Wait for an email from camu@its.ny.gov.
3. Read the email and documents from camu@its.ny.gov.
4. Keep a copy of all the documents as they contain a temporary password will be used to activate your account.
5. Print, Complete and notarize (sign in the presence of a notary) the Participant Organization Agreement forms.
 - a. HCS Document 1 Schedule 2A for HCS Directors,
 - b. HCS Document 1 Schedule 2B for HCS Coordinators.
6. Keep copies of the notarized documents. The superintendent/school administrator and HCS Coordinator will need the Temporary Access Word on the documents to activate their HCS accounts.

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

7. CAMU will process the notarized documents and issue HCS accounts for the superintendent/school administrator and the HCS Coordinator. Each will be sent a letter, marked First Class, by CAMU containing the information needed to activate their accounts.
8. To reset your password, contact Commerce Accounts Management Unit (CAMU) via phone at 866-529-1890 to gain the access.

For Questions Regarding HCS Coordinator Training:

- Please call (518) 473-1809 for more information.

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 email osas@health.ny.gov.

For Questions Regarding Notarized Documents:

- Please call CAMU at (866) 529-1890 or (518) 474-7835, or email CAMU@health.ny.gov, for more information.

**New York State Department of Health
Information Needed to Request an HCS Account
(K-12, Private and BOCES)**

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

Superintendent/School Administrator Information:

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