

New York State Department of Health
Health Commerce System Account Information for
Post-secondary Institutions

Post-secondary institutions are required to submit the annual mandated immunization survey online. The submission of the immunization status of students attending post-secondary institutions is mandated by Public Health Law Section 2165. The survey is housed on the New York State Department of Health (NYSDOH) Health Commerce System (HCS). To access the online survey, institution staff members must obtain HCS accounts.

Health Commerce Network Affiliation:

A post-secondary institution must first be affiliated with the HCS in order to obtain HCS accounts for its staff members.

- An agreement must be signed by the president/administrator to abide by the policies and procedures for accessing and using data and information contained on the HCS.
- Each post-secondary institution also selects 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 (attached) and FAX it to (518) 474-5500, or email it to osas@health.ny.gov.
2. The president/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. 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 president/administrator 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 president/administrator 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 president/administrator and HCS Coordinator will need the Temporary Access Word on the documents to activate their HCS accounts.

For Questions Regarding HCS Coordinator Training:

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

New York State Department of Health
Bureau of Immunization

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 email to osas@health.ny.gov.

For Questions Regarding Notarized Documents:

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

**New York State Department of Health
Information Needed to Request an HCS Account
(Post-secondary Institutions)**

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

President/Administrator Information:

ID Number for Immunization Survey (if known)	
Post-secondary Institution Name	
County	
Name (full first, middle and last name) For Example: Susan Ann Doe	
Month and Day of Birth (do not need the year)	
Job Title	
Institution Address	
Office Telephone Number	
Office FAX number	
E-mail Address	

HPN Coordinator Information:

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