



Maryland's
Immunization
Information
System

ImmuNet
Webinar Training Part 1

Learning Objectives

1. Managing Your Account
2. Managing Your Patients
3. Adding, Editing, and Removing Immunizations
4. Generating Basic Reports
5. Generating a Reminder/Recall Report
6. Adding ImmuNet Users

What is ImmuNet?

- ImmuNet is a secure, online database that holds vaccine histories for children and adults throughout Maryland.
- ImmuNet data is confidential and HIPAA-compliant.
- ImmuNet is easy to use. In most cases ImmuNet can automatically get this data from electronic health records your office is already using.

New for 2017: ImmuNet Mandate

1. VFC providers will be required to report VFC vaccines administered to their patients.
2. VFC providers will be required to order vaccines, including specialty and flu vaccines, through ImmuNet. Ordering and inventory management training will be offered starting in November.

New for 2017:

ImmuNet Reporting

Reporting to ImmuNet is mandated for all enrolled VFC providers starting in 2017.

Setting up electronic data exchange will allow you to meet your VFC reporting requirement without any interruption in your workflow.

Participating in the Meaningful Use program is one way to meet this requirement and allow you to get valuable incentive payments.

If you are already using ImmuNet and reporting data to ImmuNet, congratulations, you meet the requirement and only need to prepare for online vaccine ordering in 2017.

New for 2017: Online Ordering

In 2017 you will be able to order vaccines through ImmuNet. This will be much easier and faster than faxing inventory forms. You'll also be able to check the status of your vaccine order and track the package!

VFC Inventory / Orders

Click to proceed to the VFC Order screen to enter your Inventory on hand for your VFC order to be processed.

Enhanced User Experience

Next year, ImmuNet will have an enhanced user experience with simplified menus and workflow. Today, you'll see what that will look like.

If you'd like additional training that covers these topics using ImmuNet's current layout, please view the training videos available by going to mdimmunet.org and clicking on "HT3" near the top center of the page.

Logging In: The ImmuNet Homepage

www.mdimmuneset.org

Enter your username and Password. Click “Forgot Password” (next to the “Login” button) if you no longer remember your password.

The screenshot displays the ImmuNet homepage. At the top, there is a navigation menu with links for Home, Resources, About Us, and Contact Us. Below the navigation menu is a large banner image featuring the Maryland state flag and a doctor in a white coat. The banner includes the text "ImmuNet: Maryland's Immunization Information System" and "THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE". A yellow box on the right side of the banner contains a "WEBSITE NOTICE" stating that the site uses cookies and is best viewed with Internet Explorer or Google Chrome. Below the banner is a login form with a blue padlock icon, a "User Name" field, a "Password" field, a blue "Login" button, and a "Forgot Password" link. A "Register Now" link is located at the bottom right of the login form. Below the login form are three columns of content, each with a photo and a heading: "For Healthcare Providers", "For School", and "For Public". Each column contains a brief description of how to access the system and a "Click here for more" link. At the bottom of the page, there is a footer with contact information: "Contact Us | Disclaimer | About Maryland ImmuNet" and "201 West Preston Street - Baltimore, MD 21201". A small copyright notice is visible at the very bottom: "Copyright © 1998-2010 State of Maryland. All rights reserved."

Logged In: Your Front Page

Search for patients, manage your VFC profile, or send an VFC inventory report with the front page buttons.

The screenshot shows the ImmuNet web application interface. At the top, a navigation bar includes a welcome message for 'Samir Baisnav', login details ('Organization: IR Physicians', 'Role: Standard User'), and links for 'My Account' and 'Logout'. Below this is a header with the Maryland state logo and the text 'ImmuNet: Maryland's Immunization Information System THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE'. A yellow 'WEB SITE NOTICE' box is also present. A blue navigation bar contains links for 'Home', 'Resources', 'Contact Us', and 'Help'. On the left, a vertical menu lists various system features. The main content area features three primary buttons: 'Patient Search', 'VFC Inventory / Orders', and 'My Organization's Inventory Status'. The 'My Organization's Inventory Status' section displays a list of inventory alerts with corresponding status icons (green for good, yellow for attention needed).

Welcome **Samir Baisnav** logged in as: > Organization: IR Physicians Role: Standard User > My Account > Logout

MARYLAND
ImmuNet:
Maryland's Immunization Information System
THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE

WEB SITE NOTICE:
Immunet works best with the most current version of Internet Explorer or Google Chrome.

Home Resources Contact Us Help

Patients
Immunization
Reports
Inventory
Maintenance
ImmuNet-Lite
Data Exchange
Query Only
School Access
Admin Support
System Monitoring
Vaccine
Events

Patient Search Click to locate a patient, enter a new patient, view patient reports or add immunizations to a patient record.

VFC Inventory / Orders Click to proceed to the VFC Order screen to enter your Inventory on hand for your VFC order to be processed.

My Organization's Inventory Status

- Active Inventory expiring soon or has expired with quantity left
- Inventory running low by Vaccine Group
- Inventory running low by Trade Name

No review needed. Attention needed please click on the status link to review.

My Account

Click on My Account to access your account.

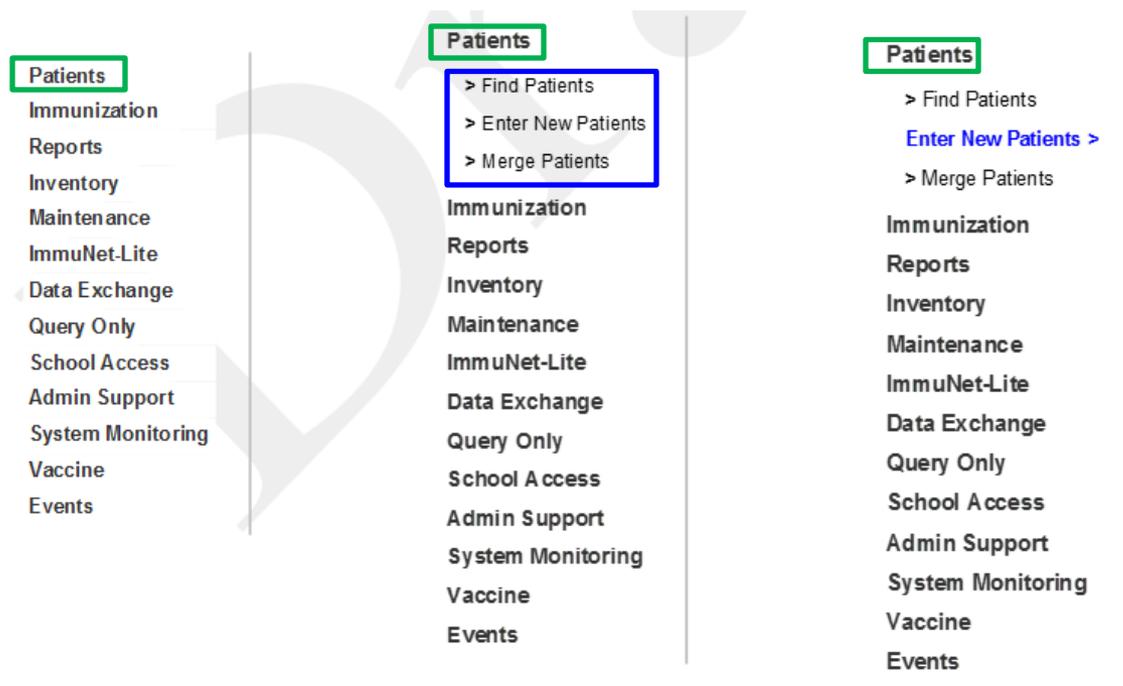


Edit your user account (red) or, if you're an administrative user, add new users or reset their passwords (yellow).



Finding Patients and Their Vaccinations

Search for patients using the “Patient” or “Immunization” button on the left sidebar. The button expands to give you more specific options.



Patient Search Screen

Search for patients using first name, last name, and/or date of birth. If you need to use other search criteria, press “Advanced Search.”

Patient Search Criteria

Last Name	<input type="text"/>	Patient ID	<input type="text"/>	Search
First Name	<input type="text"/>			Advanced Search
Middle Name	<input type="text"/>	ImmuNet ID	<input type="text"/>	
Birth Date	<input type="text"/> 			

Patient Search Screen

From this page you can jump right to the patient demographics, patient vaccine history, patient reports by using the radio buttons.

Patient Search Criteria

Last Name	<input type="text" value="Test"/>	Patient ID	<input type="text"/>	<input type="button" value="Search"/>
First Name	<input type="text" value="Client"/>			<input type="button" value="Enter as New Patient"/>
Middle Name	<input type="text"/>	ImmuNet ID	<input type="text"/>	<input type="button" value="Advanced Search"/>
Birth Date	<input type="text"/>			<input type="button" value="Cancel"/>

Select the radio button for viewing options then select the Patient link below:

Patient Demographics Patient Immunization History/ Recommendations Patient Reports

Possible Matches: 41

Last Name	First Name	Middle Name	Birth Date	Patient ID	Mother's Maiden First	Mother's Maiden Last	Gender	Status
TEST	CLIENT	FLU	03/01/1955		MOMF	MOMML	M	A
TEST	CLIENT		02/15/1964		MOMF	MOMML	F	A
TEST	CLIENT		02/15/1964		MOM FN	MOM ML	F	A
TEST	CLIENT		02/15/1964		MOMF	MOMML	F	A

Enter New Patient

If your search did not come up with a positive identification of a patient already in ImmuNet, select “Enter Patient from the expanded list in the sidebar. Fields in bolded blue letters are required.

Below the end of this screenshot on the actual page are sections for responsible persons and notes.

Click “Save” when you are finished.

Enter Patient Information

Personal Information

* Last Name	<input type="text"/>	* Gender	Unknown ▾
* First Name	<input type="text"/>	Medicaid ID	<input type="text"/>
Middle Name	<input type="text"/>	Birth Order	<input type="text"/> (for multiple births)
Suffix	<input type="text"/> ▾	Birth Country	UNITED STATES ▾
* Birth Date	<input type="text"/> 	Opt Out	No ▾
* Mother's Maiden Last	<input type="text"/>	Last Notice:	
* Mother's First Name	<input type="text"/>		

<input type="button" value="Save"/>
<input type="button" value="History/Recommend"/>
<input type="button" value="Record Immunization"/>
<input type="button" value="Add Next"/>
<input type="button" value="Cancel"/>

Patient Information ▲

[\[back to top\]](#)

Patient ID	<input type="text"/>	* Tracking Schedule	ACIP ▾
Ethnicity	<input type="text"/> ▾	Status	Active ▾
Race	<input type="text"/> ▾	Allow Reminder and Recall Contact?	Yes ▾
Provider- PCP	<input type="text"/> ▾	Language Spoken	ENGLISH ▾
School	<input type="text"/> ▾		

Insurance Provider

<input type="text"/> ▾
Policy Number <input type="text"/>

Address Information ▲

[\[back to top\]](#)

Patients at this Same Address

Name	DOB
No address sharing in effect	
view Patient Address History	
Undeliverable Address	<input type="checkbox"/>
Start Date	10/14/2016 
Street Address	<input type="text"/>
Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>

Understanding the Vaccine History Page

This history page is easy to read and shows all the vaccinations recorded in ImmuNet

History					
Vaccine Group	Date Administered	Series	Trade Name	Dose	Reaction
DTP/aP	03/07/2001	1 of 5			
	05/17/2001	2 of 5			
Flu H1N1-09	12/30/2009	1 of 1			
HepB	03/18/2008	1 of 3			
	10/08/2008	2 of 3			
	02/26/2010	3 of 3			
MMR	07/08/2006	1 of 2	MMR II ®		
	03/29/2007	2 of 2	MMR II ®		
Polio	10/06/1999	1 of 3	IPOL ®		
	03/07/2001	2 of 3	IPOL ®		
	02/26/2010	3 of 3	IPOL ®		
Td	02/26/2010	1 of 2	Td ®		

Understanding the Clinical Decision Support

At the bottom of the history page is ImmuNet's clinical decision support. Completed series are shown along with earliest, recommended, and overdue dates.

Current Age: 14 years, 8 months, 13 days					
Vaccines Recommended by Selected Tracking Schedule					Add Selected
Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
	DTP/aP	Complete			
	HepA	Complete			
	HepB	Complete			
<input type="checkbox"/>	HPV	09/29/2016	11/01/2016	12/01/2016	01/07/2029
<input checked="" type="checkbox"/>	Influenza	07/08/2002	07/08/2002	01/08/2003	
<input type="checkbox"/>	Meningo	01/08/2018	01/08/2018	01/08/2020	01/07/2024
<input checked="" type="checkbox"/>	MMR	09/04/2013	09/04/2013	09/04/2013	
	Pertussis	Complete			
	Polio	Complete			
<input type="checkbox"/>	Td	08/07/2018	08/07/2023	11/01/2026	
	Varicella	Complete			

How to Add a Vaccination

If you are using electronic data exchange, you probably won't have to add vaccines manually. If you have an EHR but you aren't doing data exchange or if you do not have an EHR, you will have to do these steps.

Click on "Add Immunization" above the patient's history.

Patient Notes (0) [view or update notes](#)

History [Add Immunization](#) [Edit Patient](#) [Reports](#) [Print](#) [Print Confidential](#)

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HepA	06/01/2015	1 of 2			No		Yes	

Adding a Vaccination

Select the vaccine group or groups that you want to add and then click “OK.”

- The “From ImmuNet Inv” column is for vaccines that are in ImmuNet’s inventory module like your VFC vaccines.
- The “From Other Inv” column is for vaccines not tracked by ImmuNet’s inventory module.
- The “Historical” column is for vaccines that your office did not administer.

Immunizations from ImmuNet, Other, or Historical Inventory Ok Cancel Unselect All

Organization Site: MD Department of Health

Ordering Authority:

Administered By:

Date Administered:  Activate Expired

Immunization	From ImmuNet Inv	From Other Inv	Hist #	Immunization	From ImmuNet Inv	From Other Inv	Hist #
Adeno		<input type="checkbox"/>	<input type="checkbox"/>	MeningB-Bexsero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anthrax		<input type="checkbox"/>	<input type="checkbox"/>	MeningB-Trumenba		<input type="checkbox"/>	<input type="checkbox"/>
BCG		<input type="checkbox"/>	<input type="checkbox"/>	Meningo		<input type="checkbox"/>	<input type="checkbox"/>
Cholera		<input type="checkbox"/>	<input type="checkbox"/>	Mumps		<input type="checkbox"/>	<input type="checkbox"/>
DTP/aP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPD Test		<input type="checkbox"/>	<input type="checkbox"/>
Diphtheria		<input type="checkbox"/>	<input type="checkbox"/>	Pertussis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encephalitis		<input type="checkbox"/>	<input type="checkbox"/>	Plague		<input type="checkbox"/>	<input type="checkbox"/>
Flu H1N1-09		<input type="checkbox"/>	<input type="checkbox"/>	Pneumo-Poly		<input type="checkbox"/>	<input type="checkbox"/>
HPV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pneumococcal		<input type="checkbox"/>	<input type="checkbox"/>
HepA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HepB		<input type="checkbox"/>	<input type="checkbox"/>	Rabies		<input type="checkbox"/>	<input type="checkbox"/>
Hib	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotavirus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IG-RSV IgIM		<input type="checkbox"/>	<input type="checkbox"/>	Rubella		<input type="checkbox"/>	<input type="checkbox"/>
Ig		<input type="checkbox"/>	<input type="checkbox"/>	Smallpox		<input type="checkbox"/>	<input type="checkbox"/>
Influenza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Td	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEVC		<input type="checkbox"/>	<input type="checkbox"/>	Tetanus		<input type="checkbox"/>	<input type="checkbox"/>
Lyme		<input type="checkbox"/>	<input type="checkbox"/>	Typhoid		<input type="checkbox"/>	<input type="checkbox"/>
MMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varicella		<input type="checkbox"/>	<input type="checkbox"/>
Measles		<input type="checkbox"/>	<input type="checkbox"/>	Yellow Fever		<input type="checkbox"/>	<input type="checkbox"/>
				Zoster		<input type="checkbox"/>	<input type="checkbox"/>

Tdap is a Special Case

Tdap doesn't have its own vaccine group. To add a Tdap vaccination, select Td and then on the next screen, choose Adacel or Boostrix.

Immunization	From ImmuNet Inv	From Other Inv	Hist #
MeningB-Bexsero		<input type="checkbox"/>	
MeningB-Trumenba		<input type="checkbox"/>	
Meningo		<input type="checkbox"/>	
Mumps		<input type="checkbox"/>	
PPD Test		<input type="checkbox"/>	
Pertussis		<input type="checkbox"/>	
Plague		<input type="checkbox"/>	
Pneumo-Poly		<input type="checkbox"/>	
Pneumococcal		<input type="checkbox"/>	
Polio	<input type="checkbox"/>	<input type="checkbox"/>	
Rabies		<input type="checkbox"/>	
Rotavirus		<input type="checkbox"/>	
Rubella		<input type="checkbox"/>	
Smallpox		<input type="checkbox"/>	
Td		<input type="checkbox"/>	
Tetanus		<input type="checkbox"/>	
Typhoid		<input type="checkbox"/>	
Varicella		<input type="checkbox"/>	
Yellow Fever		<input type="checkbox"/>	
Zoster		<input type="checkbox"/>	

New Immunizations (1)

Date Provided: 10/14/2016

Ordering Authority: [Dropdown]

New Immunizations from Other Inventory (1)

Remove	Immunization	Trade Name	Dose	Manufacturer	Lot Number	VFC Eligibility	Funding Type
<input type="checkbox"/>	Td	[Dropdown]	Ft	[Dropdown]	[Text]	[Dropdown]	Public

Adacel
Boostrix
DECAVAC
Td
TENIVAC

Save Cancel

New Patient Com

Select	Date	F

Delete

Adding a Vaccination

Select the trade name from the drop down. For vaccines from your ImmuNet Inventory, the lot number will appear beside them. For vaccines from other inventory, there will be an additional field for lot number.

New Immunizations (1)

Date Provided 

Ordering Authority

New Immunizations from ImmuNet Inventory (1)

Remove	Immunization	Trade Name-Lot	Administered By / Dose	Body Site / Route	VFC Eligibility
<input type="checkbox"/>	DTP/aP	<input type="text"/>	<input type="text"/> <input type="text" value="Full"/>	<input type="text"/> <input type="text" value="intramuscular"/>	<input type="text"/>

Editing and Removing Vaccinations

To edit or delete a vaccination that you administered or is historical, click on the pencil and paper button in the edit column for the line item you want to change.

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	10/22/2014		Pentacel ®	Full				
Hib	10/22/2014		Pentacel ®	Full				
Pertussis	10/22/2013	1 of 1		Full	No			
Polio	10/22/2014	NOT VALID	Pentacel ®	Full				
Td	10/22/2013	1 of 4		Full	No			

Editing and Removing Vaccinations

Add or change the information. Not every field can be changed. When you're done, click "Save."

Edit Immunization

Vaccine Group: DTP/aP - Hib - Polio Save

Vaccine Display Name: DtaP-Hib-IPV Cancel

Trade Name: Pentacel Delete

Vaccine Lot Number:

Funding Type: PRIVATE

Dosage From Inventory: Full

Partial Dose:

Date Provided: 10/22/2014 

VFC Eligibility: Medicaid (including Healthy Kids) ▼

Ordering Authority:

Administered By:

Body Site:

Administered Route:

POD ID:

Source of Immunization: New Immunization Administered

Disregard Primary Series: N

VIS Date for DTP/aP: 10/22/2014 ▼

VIS Date for Hib: 04/02/2015 ▼

VIS Date for Polio: 10/22/2014 ▼

Entered by Site: MARYLAND DHMH

Input Source of Record: Created through User Interface

Funding Type/VFC Eligibility Override: No

Generating Basic Reports

- Click the “Reports” button

Patient Information ImmuNet ID: 2737092

Patient Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Patient ID
PATIENT JEFFREY TEST	02/02/1922	U		ACIP	
Address	1 UNIT ST, BALTIMORE, MD 21205 (410) 444-3333				
Comments					

Patient Notes (0) [view or update notes](#)

History

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	10/22/2014		Pentacel ®	Full				
HepA	01/16/2013	1 of 2			No		Yes	
Hib	10/22/2014		Pentacel ®	Full				
Influenza	10/01/2012	1 of 1	Flu-Unspecified ®		No		Yes	
Polio	12/13/2012	1 of 3	IPOL ®		No		Yes	
	10/22/2014	NOT VALID	Pentacel ®	Full				

Generating Reports

ImmuNet can create an official Vaccine Administration Form, a Maryland 896 School Certificate, and other forms.

Patient Information		ImmuNet ID: 3787987	
Patient Name (First - MI - Last)	DOB	Gender	Mother's Maiden
PATIENT TEST	01/01/1945	M	
Tracking Schedule	Patient ID		
	ACIP		
Address	456 MADE UP ADDRESS, GLEN BURNIE, MD 21061 (202) 455-6654		
Comments			
Reports Available for this Patient			
Report	Description	Additional Information	
Vaccine Administration Report, DHMH Form 4500	Official Maryland form displaying a patient's immunization history.	Site	MARYLAND DHMH
		Language	ENGLISH
Maryland 896 School Certificate	Official Maryland form for recording student immunization information required for school admission.	None	
Immunization History Report	Displays demographics, registry data, contact information, as well as detailed immunization history.	None	
Immunizations Needed	Displays demographics, contact information, immunization history, as well as immunizations needed.	None	

Generating a Reminder/Recall Report

Click on “Reminder/Recall” under the Reports heading.

The screenshot shows the MARYLAND DHMH web application interface. On the left is a dark blue navigation menu with the MARYLAND logo and the text "Production Region 1.9.5". The menu items include: Patients (manage patient, enter new patient), Immunizations (manage immunizations), Reports (reminder / recall, check reminder status, manage custom letters, request callback, cocasa extract, check request status, vfc report, group patients, check group status, parental notification, check parental status, assessment report, check assessment, benchmark report, check benchmark, ad hoc list report, ad hoc count report, ad hoc report status). The "reminder / recall" item is highlighted with a red box. The main content area has a yellow header bar with user information: "organization MARYLAND DHMH • user Jason Linker • role Standard User". Below this is a yellow warning banner: "Immunet works best with the most current version of Internet Explorer or Google Chrome." The main content is divided into sections: "announcements:" with two items: "06/20/2014 ~ NEW SCHOOL VACCINATION REQUIREMENTS" and "03/26/2014 ~ Updated Data Exchange Specifications Now Available"; "release notes:" with one item: "09/07/2016 ~ NEW Release Version 2.0.3 Release 2.0.3" and a link "more release notes"; "Vaccine Order/Transfer Notification ..." with a table showing "Order(s)" and "Transfer(s)" with "No Order Notification" and "No Transfer Notification" respectively; and "Active Inventory that is Going to Expire or Expired Lots with a Quantity ..." with a table showing inventory details.

organization MARYLAND DHMH • user Jason Linker • role Standard User

Immunet works best with the most current version of Internet Explorer or Google Chrome.

announcements:

06/20/2014 ~ [NEW SCHOOL VACCINATION REQUIREMENTS](#)
03/26/2014 ~ [Updated Data Exchange Specifications Now Available](#)

release notes:

09/07/2016 ~ **NEW** [Release Version 2.0.3](#) Release 2.0.3
[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
MARYLAND DHMH	PedvaxHIB	k006826	7	Y	08/26/2016
MARYLAND DHMH	Varivax	k007786	2	Y	05/28/2016

Generating a Reminder Recall Report

You can select the vaccine groups you want to check for like HPV and filter for patients due within a specific date range or age range.

Reminder/Recall Request

Select Patient Population ...

- Patients Associated with MD Department of Health
- Patients Residing in County
- Patients Associated with MD Department of Health or Residing in County
- Patients Residing in Selected County
- Patients Associated with MD Department of Health or Residing in Selected County

Available Counties

Indicate the Tracking Schedule ...

- Use Tracking Schedule Associated with Each Patient
- Use Tracking Schedule Selected for All Patients

Select the Vaccine Group(s) ...

- Use All Vaccine Groups
- Use Vaccine Groups Selected

Adeno

Anthrax

Add > < Remove

Select the School & Primary Care Provider ...

School Provider (PCP)

Enter Additional Demographic Criteria ...

City Zip Code County

Enter the Date Criteria ...

Target Date Range From To

Birth Date Range From To

NOTE: If Target Date is blank, today's date will be used.

Weeks Since Last Notice

Exclude patients more than Month(s) Overdue

Exclude from Today's Date Target From Date

Specify How to Sort the Report Data ...

Sort 1st By Last Name Ascending Sort 3rd By

Sort 2nd By First Name Ascending Sort 4th By

Generate Cancel

Generating a Reminder Recall Report

Click “Refresh” (Red) until the Date and Time (Yellow) becomes a clickable link. Click on that link to move to the next page.

MARYLAND
Production Region 1.9.5

Patients
manage patient
enter new patient

Immunizations
manage immunizations

Reports
reminder / recall
check reminder status

organization MD Department of Health • user Jason Linker • role Standard User

Reminder Request Status

Started	Completed	Status	Patients	Target From	Target To
09/21/2016 05:39 PM	09/21/2016 05:40 PM	100 %	0	09/21/2016	09/21/2016

Reminder Output Status

No Reminder Outputs Logged

Refresh

Cancel

Generating a Reminder Recall Report

The next page shows the number of patients which fit the Reminder/Recall criteria and allows you to print Reminder Letters, mailing labels, and list of the chosen patients.

Reminder Request Process Summary		
Step	Criteria Evaluated at this Step	Patients
1	Patients associated with <i>MARYLAND DHMH</i> .	3214
2	Patients immunized by <i>MARYLAND DHMH</i> .	489
3	Patients that are active within <i>MARYLAND DHMH</i> and allow Reminder & Recall Contact. Additional criteria includes: <ul style="list-style-type: none"> • Birthdate range is not specified; • County is not specified; • School is not specified; • Provider is not specified; • Weeks Since Last Notice is not specified. 	402
4	Patients that have a Valid Address. Additional criteria includes: <ul style="list-style-type: none"> • City is not specified • Zip Code is not specified. 	314
5	Patients that meet the following criteria regarding vaccination status: <ul style="list-style-type: none"> • Patients that are Recommended or Overdue for one or more vaccinations as of 09/22/2016; • Use all vaccine groups; • Use tracking schedule associated with each patient. • Exclude Overdue Reminders is not specified. 	301
<i>Total Number of Patients Eligible for Reminder</i>		301

Reminder Request Output Options		
Output	Description	Additional Input
Reminder Letter	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text"/> Phone # <input type="text"/>
Mailing Labels	Avery Mailing Labels.	Report Name <input type="text"/>
Patient Query Listing	A list of patients based on the report criteria.	Report Name <input type="text"/>

Administrative Users: Adding New Users

Click on “Manage Access/Account.”

The screenshot displays the Maryland DHMH web application interface. The navigation menu at the top includes 'home', 'manage access/account' (highlighted in red), 'forms', 'related links', 'logout', and 'help desk'. Below the navigation, the user's current session is shown: 'organization MARYLAND DHMH • user Jason Linker • role Admin User (Provider)'. A yellow banner indicates that 'Immunet works best with the most current version of Internet Explorer or Google Chrome.' The page is divided into sections for 'announcements' and 'release notes'. The 'announcements' section lists two items: '06/20/2014 ~ NEW SCHOOL VACCINATION REQUIREMENTS' and '03/26/2014 ~ Updated Data Exchange Specifications Now Available'. The 'release notes' section lists one item: '09/07/2016 ~ ^{NEW} Release Version 2.0.3 Release 2.0.3'. On the left side, there is a dark blue sidebar with the Maryland logo and a list of menu items: 'Patients' (manage patient, enter new patient), 'Immunizations' (manage immunizations), and 'Reports' (reminder / recall, check reminder status, manage custom letters, request callback).

Administrative Users: Adding New Users

Click on “Add User.”

Production Region

Welcome
Jason Linker
Logout

Applications
IMMUNET(Patient Menu)

Manage My Account
Change My Password
Edit My User Account
Security Questions

Manage Access
Add User
Add multiple Users
Edit User
List Organizations
Edit Organization
Add Organization
Applications
Security Options
Menu Items
Menu Groups
Roles

Manage Portal
Manage Hot Topics
Manage Related Links
Manage FAQs

HOME FORMS RELATED LINKS

To access the Patient Menu click on an organization below.

- [MARYLAND DHMH](#)

County: ** All Counties

Organization Type: -- MAKE A SELECTION

Role: Admin User (Provider)

Index [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	City	Main Contact	Phone	VFC Pin
.....				

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Administrative Users: Adding New Users

Add the Requested Information in each field.
Click Save.

[Add User](#)

* User First Name

* User Last Name

User Middle Initial

* Username

* Password

Street Address

Other Address

P.O. Box

City

State Zip -

* Email

Phone Number Ext

Note: Full address, email and phone number are required for administrators.

Administrative Users: Adding New Users

Click on Modify Access to continue the adding process. This MUST be done in order for your user to have access.

The screenshot shows a web interface for user management. At the top, there are two tabs: 'Edit User' and 'Modify Access'. The 'Modify Access' tab is selected and highlighted with a red box. Below the tabs, the user's details are displayed. The 'User Id' is 37192. The 'User First Name' is 'Jason' and the 'User Last Name' is 'Linker'. There are fields for 'User Middle Initial', '* Username', 'New Password', and 'Confirm New Password'. A note states: 'Note: To activate a disabled account go to the Modify Access tab on this page.' The 'Status' is set to 'Active' with radio buttons for 'Active', 'Disabled', and 'Terminated'. There are fields for 'Street Address', 'Other Address', 'P.O. Box', 'City', 'State' (MD), 'Zip', and '* Email' (jason.linker@maryland.gov). There are also fields for 'Phone Number' and 'Ext'. At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom states: 'Note: Full address, email and phone number are required for administrators.'

[Edit User](#) **[Modify Access](#)**

User Id 37192

* User First Name

* User Last Name

User Middle Initial

* Username

New Password Confirm New Password

Note: To activate a disabled account go to the Modify Access tab on this page.

Status Active Disabled Terminated

Street Address

Other Address

P.O. Box

City

State Zip -

* Email

Phone Number Ext

Note: Full address, email and phone number are required for administrators.

Administrative Users: Adding New Users

Select the Organization and Role for the user and then click “Save.”

You will probably want to select admin user for someone who will assist with adding new users, VFC user for someone who will be ordering VFC vaccine, and standard user for everyone else.

The screenshot shows a web interface for managing user access. At the top, there are two tabs: 'Edit User' and 'Modify Access', with 'Modify Access' being the active tab. Below the tabs, a message reads: 'Add or remove applications and organizations to which this user has access.' The user's details are displayed as 'Username testuser3' and 'User test user'. There are several dropdown menus: 'Application' is set to 'IMMUNET', 'Organization Type' is set to 'All Types', and 'Organization' is currently empty. Below these is a 'Role' dropdown menu, also empty. An 'Add Access' section contains an 'Add' button. At the bottom of the form, there is a section titled 'Current list of organizations and applications.' with a 'Select' button and the instruction 'Select user from this list to update their role or status.' Below this is a table with five columns: 'Application', 'Organization', 'Role', 'Status', and 'Select'. At the very bottom of the interface are 'Save' and 'Cancel' buttons.

[Edit User](#) [Modify Access](#)

Add or remove applications and organizations to which this user has access.

Username testuser3
User test user

Application IMMUNET ▼
Organization Type All Types ▼
Organization ▼
Role ▼
Add Access Add

Current list of organizations and applications. *Select user from this list to update their role or status.* [Select](#)

Application	Organization	Role	Status	Select
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Save Cancel

Next Steps

If your office is not enrolled/registered with ImmuNet:

1. Please enroll to use ImmuNet as soon as possible. Enrolling is easy.
 - Go to the ImmuNet website at tinyurl.com/mdimmunet
 - Scroll down to “Start Using ImmuNet Today”.
 - Complete the online enrollment form.
 - Once we receive your form, we will email your ImmuNet user name and password.
2. For those without Electronic Health Records (EHR) systems, you can report your vaccination data by sending a flat file or enter the data manually into ImmuNet. Contact the ImmuNet Help Desk for guidance.
3. For those with EHRs, your vendor can help you set up automatic reporting from your EHR (federal funding may be available).

If your VFC PIN is on the following list, please call the ImmuNet helpdesk PINs 1000-1805

1000	1054	1116	1181	1272	1335	1456	1542	1621	1716A
1003	1055	1127	1186	1272A	1338	1457	1543	1625	1716D
1011	1059	1130	1188	1272B	1354	1460	1547	1632D	1716E
1026C	1069	1131	1215	1275	1361M	1460A	1552	1636	1716G
1027	1075	1132A	1217	1281A	1361N	1465	1556	1640	1736
1027A	1078	1145	1219A	1287	1366	1471	1565	1640A	1739
1031A	1086	1145	1226	1292	1388	1472	1581	1658	1744
1032	1086C	1146	1233	1298	1406	1505	1583	1663	1763
1034	1091	1151A	1240	1299	1411	1517	1584	1670A	1765
1040	1092	1153	1245	1300A	1420	1527	1588A	1684	1765A
1140A	1096	1154	1261	1310	1436	1527A	1593	1692	1787
1047	1098	1158	1267	1315	1441	1537	1602	1706	1793
1049	1108A	1172	1268	1326A	1446	1538	1610	1714	1800
1052	1108B	1178	1270	1332	1454	1540	1613	1715	1805

If your VFC PIN is on the following list, please call the ImmuNet helpdesk PINs 1806-2359

1806	1891	1941B	2013	2061	2135	2082A	2198I	2251	2292
1809	1893	1956	2019	2063	2145	2086A	2198J	2252	2293
1815A	1894	1958	2020	2065	2149	2101A	2214A	2256	2294
1817	1896	1963	2022	2071	2161	2120A	2215	2257	2294A
1823	1901	1969	2026	2091	2162	2123A	2216	2259	2305
1824A	1904	1995	2032	2093	2163	2184	2219	2259A	2309
1835	1907	1997	2037	2097	2164	2186	2221	2259B	2317
1842	1920	1999	2042	2101	2168	2194	2223	2259C	2341
1847	1921	2000	2046	2103	2171	2197	2225	2262	2343
1855	1923	2000A	2048	2118	2180	2198A	2226	2268	2352
1860	1925	2002A	2050	2120	2181	2198B	2229	2272	2353
1869	1928	2008A	2057	2124	2081A	2198C	2236	2280	2356A
1870	1934	2010	2057A	2125	2081B	2198E	2240	2280A	2357
1890A	1941A	2012	2058	2132	2182	2198G	2242	2291	2359

If your VFC PIN is on the following list, please call the ImmuNet helpdesk PINs 2362-9033

2362	2389	2414	2447	2475	6014	7018
2364	2389A	2420	2449	2477	6020	9002
2366	2389B	2421	2450	2480	6020A	9011
2369	2390	2421A	2455	2481	6020B	9032
2372	2392	2422	2456	2484	6020C	9033
2374	2394	2426	2458	2488	6020D	
2375	2398	2427	2458A	2494	6040	
2376	2399	2430A	2459	2495	6040A	
2377	2402	2431	2461	2496	6090	
2378	2403	2432	2462	2497	6090A	
2379	2404	2434	2463	2498	6115A	
2384	2405	2435	2466	4021	6116	
2386	2409	2442	2471	4023D	7002	
2387	2413A	2444	2472	5000	7006	

Help Desks

The ImmuNet Help Desk is available to answer any questions you have about enrollment or using ImmuNet.

Email: dhmh.mdimmunet@maryland.gov

Call:

410-767-6606		410-303-8421	410-935-9295
Allegany	Kent	Baltimore	Frederick
Anne Arundel	Queen Anne's	Baltimore City	Montgomery
Calvert	St. Mary's	Harford	Prince George's
Caroline	Somerset	Howard	
Carroll	Talbot		
Cecil	Washington		
Charles	Wicomico		
Dorchester	Worcester		
Garrett			