



Logging In

- 1) Go to www.mdimmunet.org
- 2) View the homepage for important news postings as well as training video demonstrations in the **Resources** menu.
- 3) Login on the center of the screen by entering your user ID and password.
- 4) If you forget your password, use the **Forgot Password** link next to the **Log In** button. If you do not remember your username or cannot answer the security questions posed by the **Forgot Password** functionality, an ImmuNet administrative user at your organization or the ImmuNet Help Desk can reset your password.

Manage Patient

- 1) Within the main menu on the left, click on **Patients** to expand the patient menu.
- 2) The **Patient Search Criteria** screen will appear. At a minimum, you must search for the first two letters of the patient's first name and the first three letters of the last name.
- 3) Click **Search**.
- 4) Possible matches will appear below the patient search criteria. Use the radio buttons to decide whether you want to go to **Patient Demographics**, **Patient Immunization History**, or **Patient Reports**. Select the appropriate patient by clicking on his or her last name.
- 5) Based on your choice with the radio button, you'll be directed to a page where you can add or change demographic information, add a newly administered or historical vaccination, or print a patient report.

Enter New Patient

- 1) After searching for a patient on the **Patient Search Screen**, if you do not find the patient in ImmuNet then click on **Enter as New Patient** to the right of the search criteria.
- 2) The **Add Patient** screen will appear. Fill in the appropriate demographic information for the patient including:
 - Personal Information** such as name, date of birth, gender, etc.
 - Patient Information** such as ethnicity, race, VFC eligibility, etc.
 - Address Information**
 - Responsible Persons** such as parent, guardian, etc.
- 3) Required Fields are highlighted in **Blue**.
- 4) Once completed, click **Save**.
- 5) After clicking **Save**, you can click **Record Immunization** to access the newly added patient's immunization information screen.

Adding Vaccinations

- 1) Within the main menu on the left, click on **Patients** to expand the patient menu and click on **Find Patient**.

- 2) The **Patient Search Criteria** screen will appear. Enter the appropriate information and click **Find**.
- 3) Possible matches will appear below the patient search criteria. Select the **Patient Immunization History** radio button and select the appropriate patient by clicking on his/her last name.
- 4) You are now in the patient's immunization information screen. Review the **Patient Information** section at the top of the screen to ensure that you have selected the right patient.
- 5) You can view the patient's immunization history in the section titled **History**. You can also view vaccines the patient is due based on the ACIP schedule in the section titled **Vaccines Recommended by Selected Tracking Schedule**.
- 6) To record a vaccine administered to the patient, click on **Add Immunization** next to **History**.
- 7) Alternatively, you can also record a vaccine administered by clicking **Add Selected** next to **Vaccines Recommended by Selected Tracking Schedule**.
- 8) You are now ready to record the information on the vaccine administered. Make sure you select the appropriate information from the drop down boxes entitled:

Organization Site

Ordering Authority (optional)

Administered By (optional)

Date Administered

- 9) Now, in the vaccine group screen find the appropriate vaccine type and either check the checkbox next to:

From ImmuNet Inv if your organization previously set up a vaccine inventory in ImmuNet (this happens automatically for most VFC vaccines).

From Other Inv if your organization does not use the ImmuNet vaccine inventory.

Use the **Hist #** if you are recording historical immunization information from another provider, then type the dose number under within the vaccine chart.

- 10) Click **OK**.

- 11) You can now record additional information on the immunization such as:

Trade Name

Dose

Manufacturer

Lot Number

Funding Type

Patient Comments such as vaccine contraindications.

- 12) Once completed, click **Save**

Viewing and Printing Reports

Go to **Reports** to print:

Vaccine Administration Record, the official DHMH form displaying the patient's immunization history.

896 School Certificate, the official DHMH form displaying school immunization information required for school admission.

- 1) Within the main menu on the left, click on **Patients** to expand the patient menu and click on **Find Patient**.
- 2) The **Patient Search Criteria** screen will appear. Enter the appropriate information and click **Find**.
- 3) Possible matches will appear below the patient search criteria. Select the **Patient Reports** radio button and select the appropriate patient by clicking on his/her last name.
- 4) Click on the name of the report which you would like to view.