MDPCP Program Management Office

ImmuNet Resource Guide for MDPCP Practices

Context

The MDPCP Program Management Office (PMO) is collaborating with ImmuNet, Maryland's Immunization Information System (IIS), to verify MDPCP practices' reporting status with ImmuNet.

ImmuNet is a secure, HIPAA-compliant web-based registry operated by the Maryland Department of Health, accessible only to authorized users. If your practice is not enrolled in ImmuNet and/or not reporting administered vaccine doses to ImmuNet, setting up this enrollment and reporting *now* will be crucial for administering and reporting COVID-19 vaccinations.

If you plan to administer COVID-19 vaccines, **ImmuNet is a necessary prerequisite in order to receive/report a COVID-19 vaccine**. Note that all vaccinations administered in Maryland are required to be reported to ImmuNet as of October 1, 2019 under State statute Health General § 18-109.

Status

A practice has the possible status options below — the sections below will provide additional information:

- Enrolled and reporting
- Enrolled, but not reporting
- Not enrolled and not reporting
- Not verified

Next Steps

Enrolled and reporting

Congratulations! You are already enrolled and reporting administered vaccinations to ImmuNet, likely through your Electronic Health Record (EHR). To verify that vaccination data is being transmitted accurately from your EHR, follow the following single step:

Task	Complete?	Additional Information
Verify that your patients' records in ImmuNet are being transmitted accurately from your EHR.	☐	• Log into ImmuNet here • View one of your patient's records who had a recent immunization to check for completeness.

		○ The [Immunization Data Registry Requirements Document](#) includes a list of data fields that should transfer over from your EHR ○ See the ImmuNet [User Guide](#) on how to look up a patient record in ImmuNet.

<u>Enrolled, but not reporting</u>

Your practice is already enrolled in ImmuNet, but you have not started reporting.

If you have not started reporting, please take the following steps to set up reporting to ImmuNet (also listed on the ImmuNet website [here](#)). The most efficient method for reporting is through an EHR interface.

Task	**Complete?**	**Additional Information**
Follow the steps on the [Immunet website](#) under "Providers with Electronic Health or Medical Records Systems (EHR/EMR)" to be added to the ImmuNet queue to set up an interface between your EHR and ImmuNet.	☐	An onboarding/validation staff member will contact you with next steps.
Put a ticket in with your EHR vendor to implement an immunization interface between your EHR and Immunet.	☐	Include the following in the ticket: ● Your Immunet-Assigned Org ID (contact the [ImmuNet Help Desk](#) if you need your Org ID) ● The technical specs for the interface [here](#) ● ImmuNet Help Desk contact information ([here](#))
You will work with your EHR vendor to ensure your EHR vaccination data is reported to ImmuNet.	☐	*Note: the setup process may differ depending on the EHR vendor. ImmuNet currently has active interfaces with this [list of EHRs](#).*

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		*If you have already completed this setup, it is possible that your EHR connection is not currently working. Check with your EHR vendor to ensure your connection is working and contact the [ImmuNet Help Desk](#) to let them know and identify next steps.

Not enrolled and not reporting

Your practice is neither enrolled in ImmuNet nor reporting to ImmuNet (or no exact match was found). Please take the steps below to:

    (A) enroll, and
    (B) start reporting

(A) *Enroll in ImmuNet*		
Task	**Complete?**	**Additional Information**
Complete the ImmuNet enrollment form [here](#).	☐	● Under "Organization Name", please write 'MDPCP - [Your Organization Name]' ● See the screenshot below for the ImmuNet Access portion of the enrollment form. Make sure to check "Report to ImmuNet - from my EHR" in the "ImmuNet Access Needed" section. ● Upon completion, you will receive an email with your username and password to sign into ImmuNet. The email will contain links to ImmuNet Quick Reference Guides, User Manual and training videos.
Fill out this [form](#) to update your enrollment status with MDPCP	☐	The form asks for ImmuNet ID and MDPCP ID.

Screenshot of the ImmuNet enrollment form. Make sure to write "MDPCP" before your organization name as seen below.

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ORGANIZATION INFORMATION

Organization Name *

MDPCP - Organization Name

Screenshot of the ImmuNet enrollment form. Make sure to check the "Look up client/patient/student vaccination records" and "Report to ImmuNet - from my EHR" as well as other applicable checkboxes for your practice.

ImmuNet access needed. Please select all applicable options:

☑ Look up client/patient/student vaccination records ☐ Report to ImmuNet - enter data manually

☐ Run queries and reports for my organization ☐ Report to ImmuNet - upload CSV files

☐ Manage VFC inventory and ordering ☑ Report to ImmuNet - from my EHR

☐ Manage users in my organization - add new, edit/delete user accounts – Admin User

(B) Report to ImmuNet (information also listed on the ImmuNet website here). The most efficient method for reporting is through an EHR interface.

Task	Complete?	Additional Information
As illustrated by the screenshot above, if you selected 'Report to ImmuNet' in your enrollment form, then you will automatically be placed in the onboarding queue.	☐	An onboarding/validation staff member will contact you to get started.
Put a ticket in with your EHR vendor to implement an immunization interface between your EHR and Immunet	☐	Include in the ticket: ● Your Immunet-Assigned Org ID (contact the ImmuNet Help Desk if you need your Org ID) ● The technical specs for the interface here ● ImmuNet Help Desk contact information (here)

You will work with your EHR vendor to ensure your EHR vaccination data is reported to ImmuNet	☐	Note*: the setup process may differ depending on the EHR vendor. ImmuNet currently has active interfaces with this list of EHRs.*

Not verified
Your practice's status with ImmuNet is not verified. Please complete the following step to ensure your practice's status is up-to-date with MDPCP:

Task	Complete?	Additional Information
Fill out this form to ensure that your practice's status is up-to-date with MDPCP.	☐	● The form asks for ImmuNet ID and MDPCP ID.
If your practice is not already enrolled and reporting to ImmuNet, see other sections of this document to complete the appropriate enrollment and reporting steps.	☐	● See "Not enrolled and not reporting" or "Enrolled, but not reporting" section for details depending on your current status.

Frequently Asked Questions

Q: What is ImmuNet?
A: ImmuNet is Maryland's Immunization Information System (IIS), a secure web-based registry operated by the Center for Immunization at the Maryland Department of Health (MDH).

Q: Is ImmuNet information confidential?
A: Yes, all ImmuNet information is confidential and available to only authorized users. An immunization interface will be set up in your EHR and ImmuNet.

Q: Who needs to enroll in ImmuNet?
A: 1-2 representatives from your practice site should enroll as an Admin User for ImmuNet. From there, the Admin User can grant access to providers in your organization as needed. We recommend at least two Admin Users per organization.

Q: Does every provider at a practice need to take these steps to enroll?
A: No, each practice can designate appropriate staff to enroll. We recommend at least two 'Admin Users' who can then add their own additional staff as needed.

Q: Under COMAR (Code of Maryland Regulations), physicians may delegate responsibilities to staff that they are confident that staff are capable of doing, including but not limited to vaccination. Do all delegated staff need to register or only facilities?
A: The Admin user at your practice site can decide which staff need ImmuNet user access.

Q: Where can I find more information?
A: You can visit the ImmuNet home page, which houses ImmuNet training videos, a user manual, and quick reference guides.

Q: If my patient goes somewhere else to get vaccinated, how/where do I get that information? Does it transfer back to my EHR?
A: You can log into ImmuNet to look up your patient's immunization record for immunizations they have received elsewhere. Depending on your EHR interface setup, your practice may have data exchange from ImmuNet back to your EHR. This depends on your organization and specific EHR setup.