

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

CRISP is the State Designated Health Information Exchange (HIE) for Maryland.

Per State Statute [§18-109\(d\)\(6\)\(i\)3](#), as of October 2019, all vaccinations administered in the State of Maryland are required to be reported to ImmuNet, Maryland's Immunization Information System.

If you do not have an Electronic Health/Medical Record System (EHR/EMR) that can connect directly to ImmuNet, and would like to upload your files to ImmuNet using the **ImmuNet CRISP CSV-HL7 File Conversion Upload** method, please follow the instructions/steps below.

You will need an ImmuNet account. Complete an [ImmuNet Enrollment Form](#) to get access to ImmuNet. Indicate on the form that you would like to **Upload CSV files**.

[ImmuNet Support](#) will confirm your request and set you up with **SFTP (Secure File Transfer Protocol)** access credentials and a specific folder for your organization to upload CSV (Comma delimited) files into ImmuNet.

You will need an **SFTP client**. Follow these [instructions](#) to download the client and upload the file to ImmuNet.

1. Check that you can generate a CSV (Comma delimited) file from your electronic health record (EHR) keeping system, or compile a file manually.

Use the [Excel file's Template](#) tab to generate a test file with about **3 lines of test patients and immunizations** to check that your file meets the required format and can be uploaded into ImmuNet (maximum of 100mb). The yellow highlighted columns are required (to report historical immunizations, please see the Tables tab for guidance on specific fields). **All columns must remain in the file**, even though not all fields are required. **Please include all the data you collect to ensure complete data for each patient.**

The **Tables** tab includes a list of required data elements/fields, and their order. There are notes on formatting, descriptions, links and examples included in the **Field List**, to assist you in populating the template file.

The **COVID-19 Crosswalk** tab includes a list of COVID-19 vaccines and appropriate field information needed to populate the template file. For the most up-to-date vaccine list, please see the [ImmuNet Specifications](#).

2. Save the file as type **CSV (Comma delimited)**. Example file name format: SENDING ORGANIZATION ID\_ORGANIZATION NAME\_MMDDYYYY. **Example: 123456789\_JOHN SMITH MD\_04062021**

3. E-mail the file to [mdh.mdimmunet@maryland.gov](mailto:mdh.mdimmunet@maryland.gov). It is not necessary to encrypt the e-mail or file, since this is **test data**.
4. An ImmuNet team member will work with you to validate the file and approve it, before you can load the file to transfer the file to the ImmuNet Test region. This process may take several e-mail exchanges.
  - a. Once your file is approved, the ImmuNet team member will securely send you Test SFTP Access Credentials, so you can upload the file to the specified folder in the Test region, to transfer it to ImmuNet via **SFTP**.
  - b. Inform the ImmuNet team member that the file has been uploaded to the folder.
  - c. The ImmuNet team members will confirm that the file has been picked up, converted into HL7 format and processed by ImmuNet successfully, without errors. If not, the team will advise you on what corrections to make to the file. This may take several e-mail exchanges. **NOTE: Once the file has been saved to a CSV (Comma delimited) file type, it is recommended to use a file editor, such as Notepad ++ to make any edits/updates to the CSV file, as opening the CSV file directly, will alter your previous formatting.** Navigate to the CSV file location, right-click directly on it, and click **Edit with Notepad ++**, complete the updates (the **Save** icon displayed next to the tab name will turn red, once any new updates are made, which alerts the user to save the changes). Finally, click the single **Save** icon.
  - d. Upload the file again to the folder (in the white space - - outside of any folders you may see. **PLEASE DO NOT CREATE ANY ADDITIONAL FOLDERS IN THIS LOCATION**).
  - e. Once successful, the ImmuNet team will securely send you Production (PROD) SFTP Access Credentials, and advise that your organization is approved to upload files to the Production region's folder, going forward.
5. We recommend you upload a file on a daily basis, if possible. **Each day's file MUST have a unique name.**
6. You **MUST verify a few patients from each file** in ImmuNet to check that new immunization information, in the patients' records, has been updated successfully. Please log in to ImmuNet, on the left navigator, click **Patient Search**, enter **Last Name**, **First Name**, and **Birth Date**, and click **Search**. Click the last name link, if found, and click **History/Recommend** OR please see the [Basic Guide](#) or this [ImmuNet Tutorial Video](#) for more detailed instructions on **Patient Search**.

Thank you for your participation in ImmuNet!