

This guide will assist potential COVID-19 vaccinators with registration and ordering in ImmuNet. Only one registration is required per location. **Note that practices with multiple locations must register each location separately.**

This guide has five sections:

[\(1\) Quick Eligibility Screening Questionnaire](#) (all potential vaccinating organizations must complete this questionnaire)

[\(2\) Non-VFC Provider Registration/Profile](#) (applicable to all eligible organizations except VFC organizations)

[\(3\) VFC Provider Registration/Profile](#) (applicable to all eligible existing Vaccines for Children (VFC) organizations only)

[\(4\) Ordering COVID-19 Vaccines](#)

[\(5\) Reporting Administered Doses of COVID-19 Vaccines](#)

Eligible organizations can sign in to ImmuNet to set up or complete their profiles. Be sure to read the instructions in ImmuNet carefully. The screen may look different if a staff from your organization has previously created a profile.

(1) Quick Eligibility Screening Questionnaire

All potential vaccinating organizations for COVID-19 vaccine must complete the COVID-19 Vaccine Eligibility Questionnaire. Click on the link for 'COVID-19 Vaccine Eligibility Questionnaire' found on the ImmuNet login page

[\(http://www.mdimmunet.org/\)](http://www.mdimmunet.org/).



COVID-19 Vaccine Eligibility Questionnaire:

If your Organization would like to order the COVID-19 vaccine when it becomes available, please complete the [COVID-19 Eligibility Questionnaire](#).

The following information is asked in the questionnaire:

- If your organization administers vaccines
- Organization legal name and address
- Organization report-to-ImmuNet status
- Populations served, and
- Organization contact information

After clicking the '**Submit**' button, you will get a message regarding your eligibility and next steps.

Note: If you encounter an error submitting the questionnaire, it is likely your answers have been recorded. Eligible providers can sign directly in to ImmuNet and complete the profile registration (go to the next step of this guide).

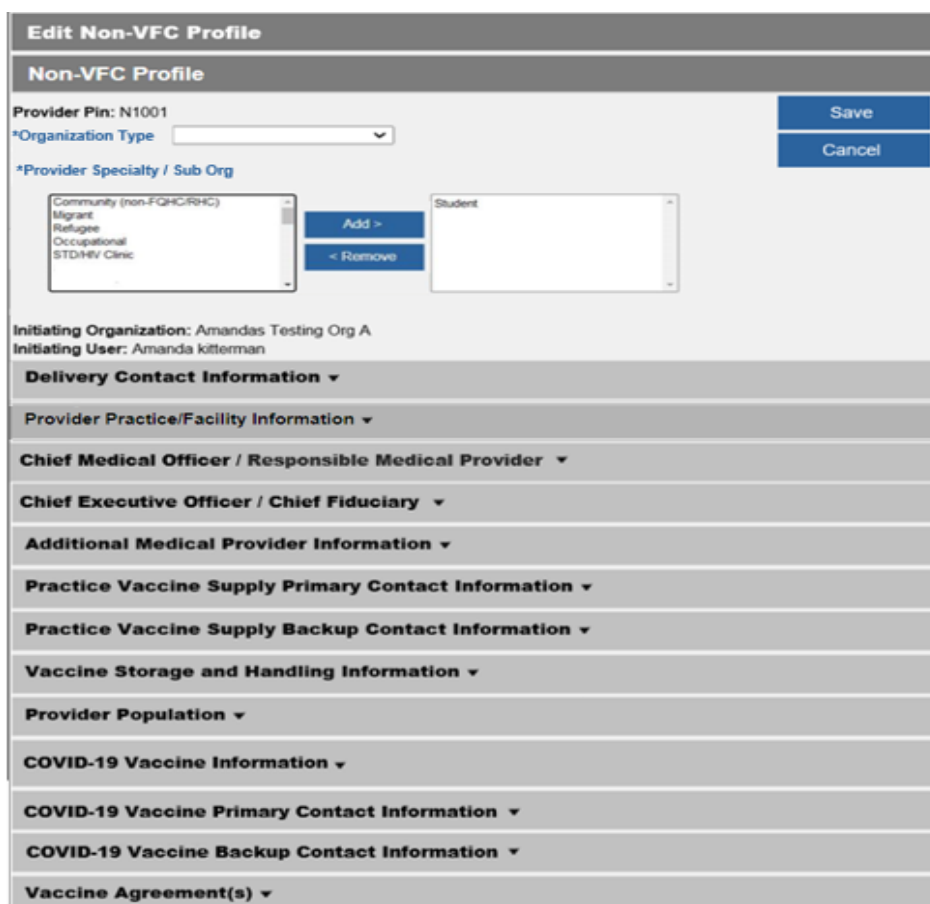
(2) Non-VFC Provider Registration/Profile

Non-VFC providers eligible to order and administer COVID-19 vaccine are required to complete a Non-VFC Profile. Once signed in to ImmuNet, click on the **'Create Non-VFC Profile'** button.

[Create Non-VFC Profile](#)

If you are a Non-VFC Provider who is eligible to order the **COVID-19 vaccine**, create a Non-VFC Profile which is required before placing an order. If you haven't already, please confirm your eligibility by submitting the [COVID-19 Eligibility Questionnaire](#).

The Non-VFC Profile is divided into several sections as shown below. Click on each section header to expand the section. All required information must be completed in each section. Note that ImmuNet may time out after 30 minutes, so make sure you have all the requested information on hand to complete the registration within 30 minutes.



- **Organization Type** - add any applicable **Provider Specialty/Sub Org**
- **Delivery Contact Information** - add your practice's vaccine delivery contact, address, days and times
- **Provider Practice/Facility Information**
- **Chief Medical Officer/Responsible Medical Provider** - person accountable for compliance with agreement conditions
- **Chief Executive Officer/Chief Fiduciary** - person accountable for compliance with agreement conditions
- **Additional Medical Provider Information** - click 'Add More' to add all licensed healthcare providers at this location who have prescribing authority
- **Practice Vaccine Supply Primary Contact Information** - this is the staff who is normally responsible for your practice's vaccine supply
- **Practice Vaccine Supply Backup Contact Information** - this is the backup staff normally responsible for your practice's vaccine supply

- **Vaccine Storage and Handling Information** - information about your vaccine storage unit(s)
- **Provider Population**
- **COVID-19 Vaccine Administration Information** - details of your org's vaccine administration location
- **COVID-19 Vaccine Primary Contact Information** - this will be your COVID-19 vaccine coordinator, whether s/he is the same as or different from the staff who is normally responsible for your org's vaccine supply
- **COVID-19 Vaccine Backup Contact Information** - this will be your COVID-19 vaccine backup coordinator, whether s/he is same as or different from the backup staff who is normally responsible for your org's vaccine supply
- **COVID-19 Vaccine Agreement** under the '**Vaccine Agreement**' - this must be completed by the org's responsible officers. Please click to open the pdf and read the agreement in full before typing your first name and last name in lieu of an actual or electronic signature. **This section will only be viewable by organizations that meet eligibility requirements.**

Vaccine Agreement(s) ▲

The COVID-19 Vaccine Agreement pertains to this organization only and does not cover affiliated vaccination locations.

[COVID-19 Agreement](#)
Click the link above to access, read, and print the COVID-19 Agreement. Accepting the terms of the agreement includes reporting administered COVID-19 vaccine data to ImmuNet. Click [here](#) for the list of CDC required data elements for reporting immunization data electronically.

NOTE: The Chief Medical Officer and Chief Executive Officer must read the [COVID-19 Vaccine Provider Agreement](#) linked above. Once this is complete, checking the checkbox and entering the name of the Chief Medical Officer and Chief Executive Officer will be accepted in place of an electronic signature.

[Chief Medical Officer / Responsible Medical Provider Signature](#)

☐ I have read and agree to the requirements outlined in the COVID Agreement and understand that I am accountable for compliance with these requirements.

Date: 09/22/2020

[Chief Executive Officer / Chief Fiduciary Signature](#)

☐ I have read and agree to the requirements outlined in the COVID Agreement and understand that I am accountable for compliance with these requirements.

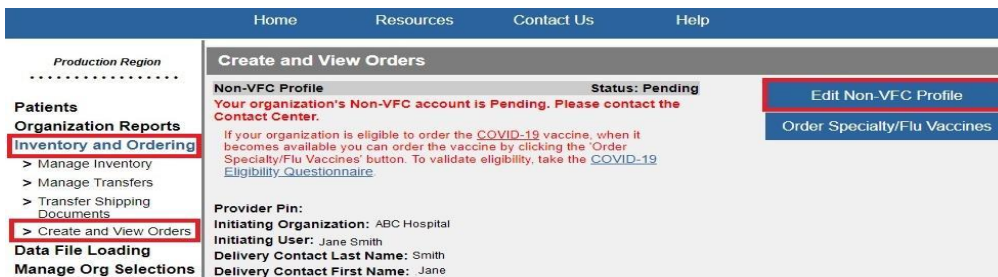
Date: 09/22/2020

Note: Please click the Save button to save the COVID-19 Agreement information.

Once your Non-VFC Profile has been saved/submitted, MDH will review and approve your profile.

If you encounter an error submitting your Non-VFC Profile, click the Home link at the top, then click on "Create Non-VFC Profile" to complete your profile.

If your profile is already submitted and you wish to view or edit your profile, click on 'Inventory and Ordering' from the left menu, then click on 'Create and View Orders'. Click the 'Edit Non-VFC Profile' to edit or view your profile.



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Manage Org Selections

Create and View Orders

Non-VFC Profile Status: Pending

Your organization's Non-VFC account is Pending. Please contact the Contact Center.

If your organization is eligible to order the COVID-19 vaccine, when it becomes available you can order the vaccine by clicking the 'Order Specialty/Flu Vaccines' button. To validate eligibility, take the [COVID-19 Eligibility Questionnaire](#).

Provider Pin:

Initiating Organization: ABC Hospital

Initiating User: Jane Smith

Delivery Contact Last Name: Smith

Delivery Contact First Name: Jane

Edit Non-VFC Profile

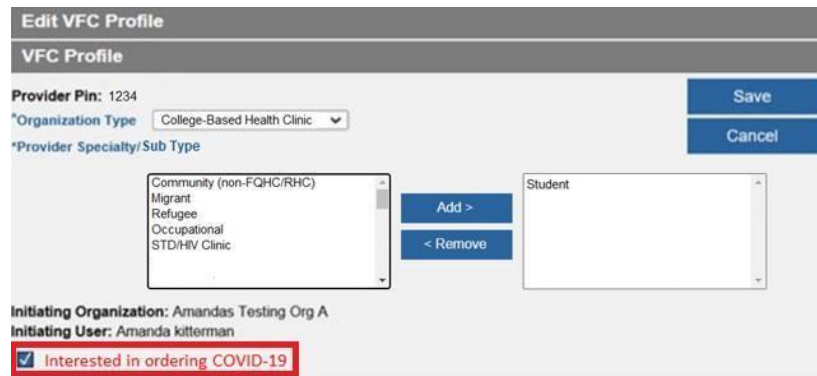
Order Specialty/Flu Vaccines

You will receive an email when your organization can order COVID-19 vaccine once it is available. Please refer to the last section of this guide on how to order COVID-19 vaccines in ImmuNet.

(3) VFC Provider Registration/Profile

Existing VFC providers who are eligible to order COVID-19 vaccines are required to review their existing profiles and complete the new COVID-19 sections or fields. Sign in to ImmuNet to edit your VFC Profile (**Inventory and Ordering>Create and View Orders>Edit VFC Profile**).

- **Organization Type** - update and add any applicable **'Provider Specialty/Sub Org'**
 - Indicate a check mark on the radio button beside **'Interested in ordering COVID-19'**



- **Review and update, if necessary, your existing VFC information for the following sections:**
 - Delivery Contact Information
 - Mailing Address
 - VFC 1st Backup Contact Information
 - VFC 2nd Backup Contact Information
 - Additional Medical Provider Information - click 'Add More' to add all licensed healthcare providers at this location who have prescribing authority
- **Complete the new 'Provider Population' section to determine eligibility:**
 - **Provider Population**
- **If the 'Provider Population' shows your organization to be eligible, complete the new sections or fields pertaining to COVID-19 vaccine:**
 - **Chief Medical Officer/Responsible Medical Provider** - person accountable for compliance with agreement conditions
 - **Chief Executive Officer/Chief Fiduciary** - person accountable for compliance with agreement conditions
 - **Vaccine Storage and Handling Information** - complete new fields for COVID-19 vaccine
 - **COVID-19 Vaccine Administration Information** - details of your org's vaccine administration location
 - **COVID-19 Vaccine Primary Contact Information** - complete this section whether s/he is the same as or different from the staff who is normally responsible for your org's vaccine supply
 - **COVID-19 Vaccine Backup Contact Information** - complete this section whether s/he is same as or different from the backup staff who is normally responsible for your org's vaccine supply
 - **COVID-19 Vaccine Agreement** - this must be completed by the org's responsible officers. Please click to open the pdf and read the agreement in full before typing your first name and last name in lieu of an actual or electronic signature. **This section will only be viewable by organizations that meet eligibility requirements.**

Vaccine Agreement(s) ▲

The COVID-19 Vaccine Agreement pertains to this organization only and does not cover affiliated vaccination locations.

[COVID-19 Agreement](#)
Click the link above to read the COVID-19 Agreement. Accepting the terms of the agreement includes reporting administered COVID-19 vaccine data to ImmuNet. Click [here](#) for the list of CDC required data elements for reporting immunization data electronically.

NOTE: The Chief Medical Officer and Chief Executive Officer must read the [COVID-19 Agreement](#) linked above. Once this is complete, checking the checkbox and entering the name of the Chief Medical Officer and Chief Executive Officer will be accepted in place of an electronic signature.

Chief Medical Officer / Responsible Medical Provider Signature

☐ I have read and agree to the requirements outline in the COVID-19 Agreement and understand that I am accountable for compliance with these requirements.

09/22/2020

Chief Executive Officer / Chief Fiduciary Signature

☐ I have read and agree to the requirements outline in the COVID-19 Agreement and understand that I am accountable for compliance with these requirements.

09/22/2020

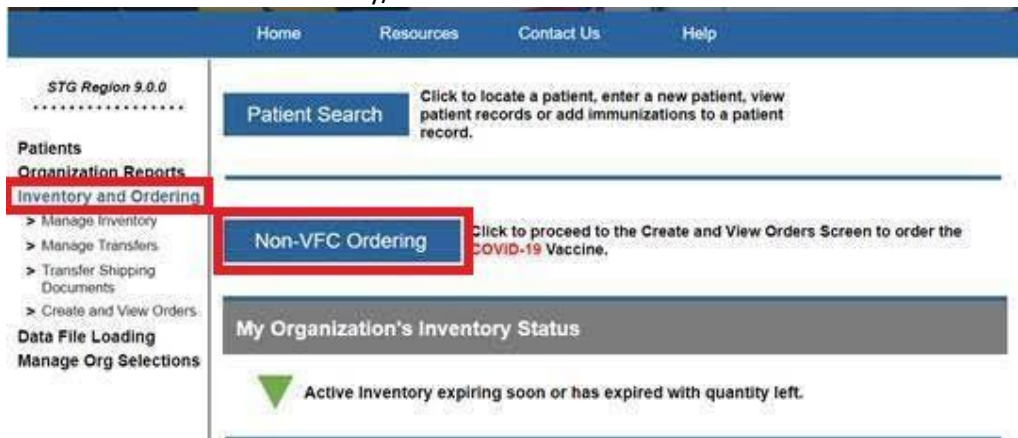
Note: Please click the Save button to save the COVID-19 Agreement information.

Once your VFC Profile has been submitted, MDH will review/approve your new COVID-19 information. Similar to your existing VFC Profile views, you should be able to edit/view your completed COVID-19 sections under 'Edit VFC Profile'.

You will receive an email notification when your organization can order COVID-19 vaccines when it is available. Please refer to the last section of this guide on how to order COVID-19 vaccines in ImmuNet.

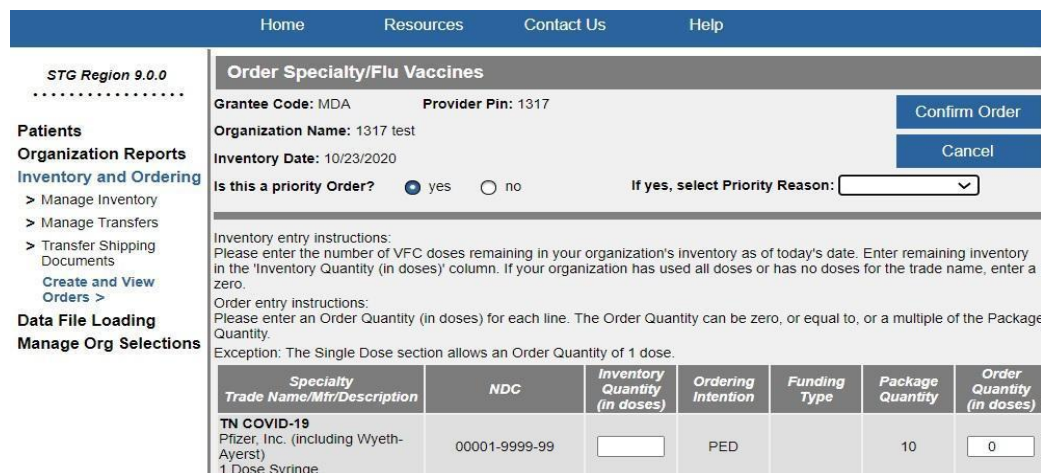
(4) Ordering COVID-19 Vaccines

When the vaccine is available, providers will be able to place their order in ImmuNet. Non-VFC providers can click the blue **'Non-VFC Ordering'** button (or click the left menu **Inventory and Ordering** then click **Create and View Orders**). Existing VFC providers can click on the VFC Inventory/Order blue button or use the left menu links.



The screenshot shows the ImmuNet Home screen. The left sidebar contains a menu with 'Inventory and Ordering' highlighted. The main content area has a 'Non-VFC Ordering' button highlighted with a red box. Other buttons visible include 'Patient Search' and 'My Organization's Inventory Status'.

Go to the **'Order Specialty/Flu Vaccines'** screen and place the number of COVID-19 vaccines you want to order. For first time orders, put '0' in the Inventory Quantity. This column must be populated with COVID-19 vaccine doses on hand when you are ready to place your subsequent orders (see next section about reporting inventory).



The screenshot shows the 'Order Specialty/Flu Vaccines' screen. It includes fields for Grantee Code, Provider Pin, Organization Name, and Inventory Date. There are 'Confirm Order' and 'Cancel' buttons. Below these are instructions for inventory and order entry. A table at the bottom shows the order details for 'TN COVID-19' vaccine.

Specialty Trade Name/Mfr/Description	NDC	Inventory Quantity (in doses)	Ordering Intention	Funding Type	Package Quantity	Order Quantity (in doses)
TN COVID-19 Pfizer, Inc. (including Wyeth-Ayerst) 1 Dose Syringe	00001-9999-99		PED		10	

Once your order has been submitted, you can track your order status and the delivery of your vaccines in ImmuNet. For more detailed information about the Specialty/Flu order screen, please refer to pages 5-9 of the VFC Vaccine Inventory/Order Guide [here](#).

Reporting Inventory

You are required to report your remaining inventory (in the Inventory Quantity column) each time you place a new order in the ImmuNet Order Specialty/Flu page.

CDC Vaccine Finder - MDH is working with CDC to submit inventory information on behalf of providers. Per the COVID-19 Vaccine Agreement, providers are also required to report their daily inventory to the CDC Vaccine Finder, vaccinefinder.org. All questions about Vaccine Finder should be directed to the CDC at vaccine@healthmap.org.

(5) Reporting Administered Doses of COVID-19 Vaccines

All administered doses of COVID-19 vaccines must be reported to ImmuNet within 24 hours.

See the ImmuNet website ([here](#)) for more information about reporting COVID-19 vaccinations to ImmuNet, including links to the list of required data elements.

Practices with multiple locations that register each location separately are assigned a unique ImmuNet Organization ID. Each location must report administered doses under their unique Org ID for MDH to reconcile your vaccine inventory and allocate the correct number of COVID-19 vaccines in your next order.

If these practices use the same Electronic Health Record (EHR) system, contact the vendor to set up reporting under each unique Org ID instead of a parent/umbrella Org ID.

More information about reporting to ImmuNet is available on the ImmuNet website (health.maryland.gov/immunet) under the 'Report to ImmuNet' link (left menu).