Site Enrollment Agreement (SEA)

Objective: At the completion of this section, the user will know the steps for:

- enrolling a new ImmPRINT site
- updating the Site Enrollment Agreement (SEA)

Once the Site Administrator has been identified, he/she should go to the ImmPRINT

website at https://siis.state.al.us/ImmPrint/login/login.aspx. Although ImmPRINT supports all

internet browsers, Google Chrome is the preferred browser. If you are uncertain about who

should be your Site Administrator, please refer to the "Site Administrator" section of this

manual.
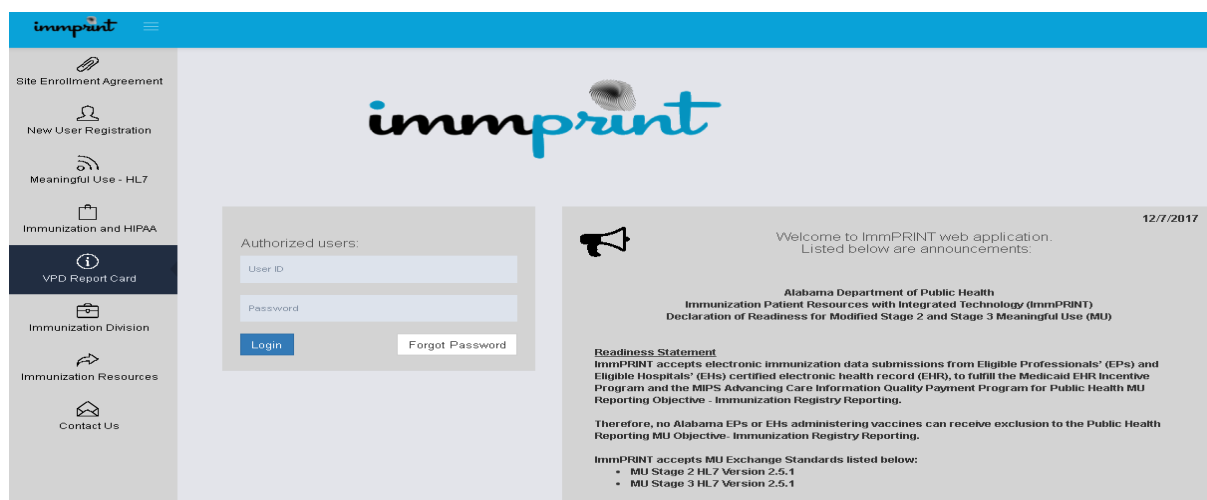
ImmPRINT Enrollment

All new sites, with the exception of public schools, must enroll into ImmPRINT by

completing a Site Enrollment Agreement (SEA). The Site Administration should click
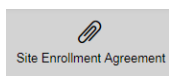
 icon to complete the SEA. Please review the message box that appears, prior to

proceeding.

If your site has ever registered for ImmPRINT access, do not continue with this online process. Select "OK" and the Site Administrator should call the posted number to reactivate the site. New ImmPRINT sites should select "OK" and continue registering online. It is recommended to complete all fields to reduce the occurrence of duplicate sites in the registry. Be sure to indicate the site's interest in the VFC Program, Data Exchange, and Meaningful Use. This can be done by indicating "yes" for all applicable options at the bottom of the first section. It is imperative to make these selections correctly as future electronic endeavors are affected by the choices made here.

Read and review the agreement's rules and policies.

In the "Medical Authority" field enter all physicians (MD), Physician Assistants (PA), Doctor of Osteopathy (DO), Certified Registered Nurse Practitioner (CRNP) information as indicated for medical professionals with NPI numbers only.

Medical Authority Information

Each physician, physician assistant, and nurse practitioner who administers vaccines must be submitted.

First Name	Last Name	Provider Type	Prof. Title	NPI Number	Email
		<--Select-->			

+ Add New Row   − Remove Row

If you have more than 30 providers, you may attach an Excel spreadsheet with the information in the above table instead of entering data manually. Please include all fields listed. At least one provider must be listed in the table.

Choose File No file chosen

Once the fields are completed, the Site Administrator's name should be typed in the field labeled "Electronic Signature". Click "I agree" to submit the agreement. A notification email is sent to the ImmPRINT Team of a new SEA. An ImmPRINT team member will contact you to verify your site's details.
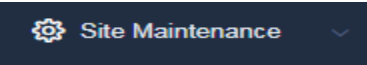
Activation

Your site's Immunization Compliance Manager (ICM) or team member will contact you to schedule a face to face training session. On the day of training, the ICM will activate your site. The Site Administrator and staff must then register for individual user accounts. This process is detailed in the "User Registration" section of this manual. Once registration is complete, the ICM will then activate all user accounts and the training session will begin.

Updating the SEA

The SEA needs to always contain the site's current and accurate information, and only the Site Administrator can update the SEA. If at any time the SEA information (i.e. site name, address, contact number(s), VFC status, MA names and numbers, etc.) needs to be updated, the Site Administrator has access to make the necessary changes to the SEA. After logging into ImmPRINT, the Site Administrator should click

and . The SEA will appear which will allow the Site Administrator to update the necessary fields as well as the MA information.

Once complete, enter your name and select, "I Agree". Choose "Cancel" to exit the screen without saving any changes.

Annual SEA Update

Each site must update the SEA annually. When the SEA is close to expiring the Site Administrator and affiliated users will be notified when logging into ImmPRINT. The following images will appear depending on if the site has an identified Site Administrator.
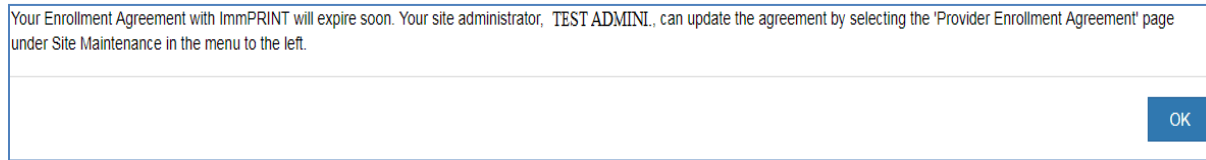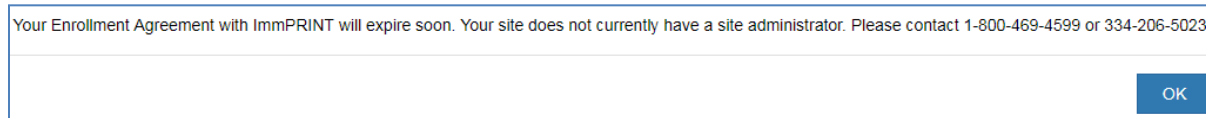
This image is for sites with an identified Site Administrator.

Your Enrollment Agreement with ImmPRINT will expire soon. Your site administrator, TEST ADMINI., can update the agreement by selecting the 'Provider Enrollment Agreement' page under Site Maintenance in the menu to the left.

OK

This image is for sites without an identified Site Administrator.

Your Enrollment Agreement with ImmPRINT will expire soon. Your site does not currently have a site administrator. Please contact 1-800-469-4599 or 334-206-5023.

OK

The ImmPRINT team encourages users to follow the indicated instructions to prevent their site's SEA from expiring. When the SEA expires, all users associated with that site will not be able to access ImmPRINT. Once the user logs into the registry, the following message will appear.

Your Enrollment Agreement with ImmPRINT has expired.

OK
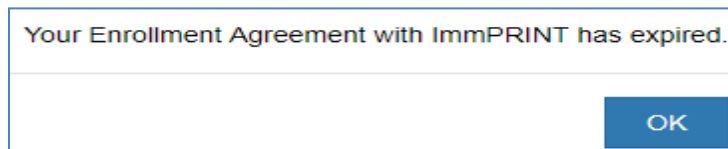
Selecting "Ok" will take the user back to the ImmPRINT login page. When the SEA is expired, and the SA logs into ImmPRINT, they will receive the following message after logging into ImmPRINT. Select "Ok" will take the Site Administrator to the SEA.

Your SEA was expired on 6/12/2018. Please update your SEA.

OK
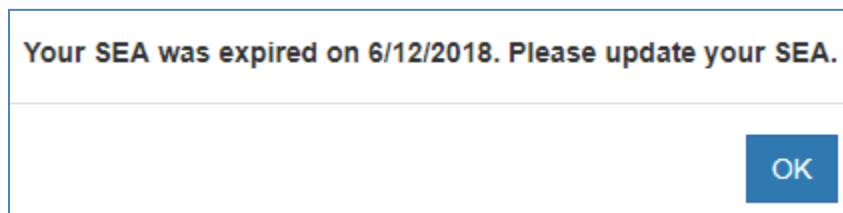
Once the SEA is updated, the Site Administrator and all of the site's registered users will regain access to ImmPRINT immediately.