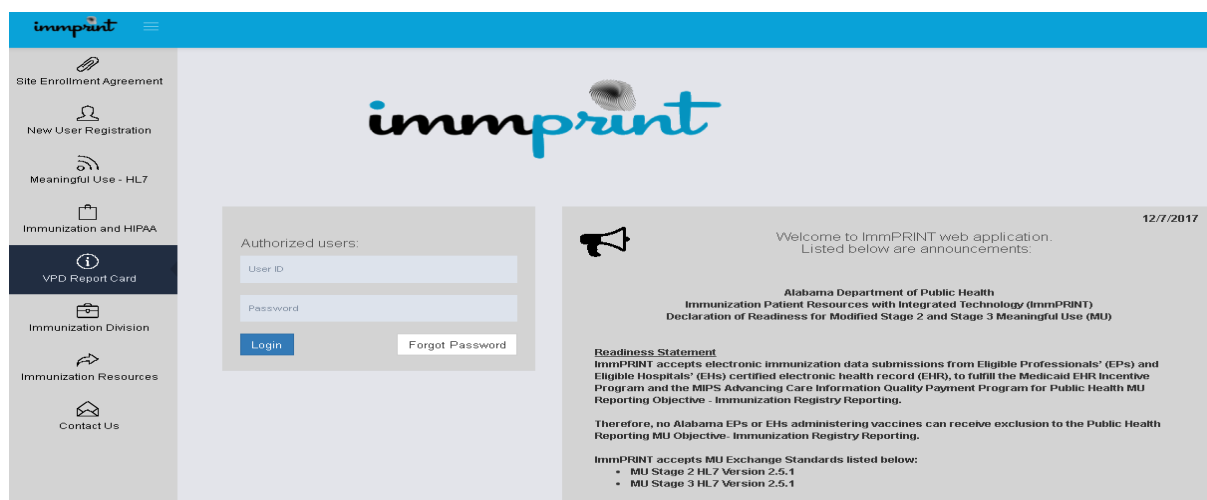


## Site Enrollment Agreement (SEA)

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

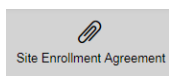
- enrolling a new ImmPRINT site
- updating the Site Enrollment Agreement (SEA)

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.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 [www.alabamapublichealth.gov/immunization/index.html](http://www.alabamapublichealth.gov/immunization/index.html) 11/17/17

If your Site Enrollment Agreement (SEA) has expired, your site administrator must call 1-800-469-4599 for more information. If your site has never enrolled in ImmPRINT, select "OK", and complete SEA.

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.

Site Information

|  |   |   |
|--|---|---|
| Type of Site*  | Site name*  | Organizational Name   |
| Clinic   |   |   |
| Public or Private*   | Specialty Type*   |   |
| <--Select-->   | <--Select-->  |   |
| Street Address*  | City*   | State*  |
|  |   | AL  |
| Street Address (optional)  | County*   | Zipcode   |
|  | <--Select-->  |   |
| Phone Number*  | Extension   | Fax Number  |
|  |   |   |
| Site NPI* (Look Up)  |   |   |
|  |   |   |
| Are you interested in participating Vaccines for Children (VFC) program ?* | Are you interested in participating Data Exchange (DE) ?*     | Are you interested in participating Meaningful Use program ?* |
| <input checked="" type="radio"/> Yes <input type="radio"/> No              | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Read and review the agreement's rules and policies.



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Site Agreement

The Alabama Department of Public Health (ADPH), Immunization Division (IMM), Immunization Patient Resources with Integrated Technology (ImmPRINT) is a confidential computerized immunization registry and is available as a single immunization source for all immunization data users and sites, see Chapter 420-6-2, [Exchange of Immunization Information and Operation of the Alabama Immunization Registry](#). All Site Administrators must understand, educate staff, and agree to the following on behalf of the Site:

1. ImmPRINT data is the property of the Alabama Department of Public Health (ADPH). ADPH retains all rights to ImmPRINT and grants the immunization data users a non-exclusive license to use the service and data.
2. Notify ADPH Immunization Division (1-800-469-4599) of any unauthorized disclosure or dissemination of confidential information, which may violate state or federal law and result in criminal or civil penalties.
3. Schedule and participate in initial and annual training within 30 days of contact from ADPH staff, and Webinars on an as needed basis on the ADPH ImmPRINT Webpage.
4. Monitor and maintain active users at this site. This includes resetting their passwords and inactivating staff who no longer work for this site.
5. ImmPRINT is for the receipt, input, and/or correction of patient demographic and/or vaccine information by direct entry, Health Level 7 (HL7) message interface, or another ADPH Immunization Division approved method. Each site should strive to submit all immunization information (historical and/or current) to ImmPRINT within 72 hours after obtaining the data.
6. Access ImmPRINT to assess patient immunization information, avoid unnecessary immunizations, confirm compliance with mandatory immunization requirements, and control disease outbreaks.
7. Ensure all data users are educated to protect their ImmPRINT Login ID and Password and not share it with other staff.
8. Assign a site administrator to train and activate new site staff in a timely manner, and deactivate site staff who no longer work for this site within 1 business day to maintain confidentiality and security of ImmPRINT.
9. Allow parents/guardians/patients to inspect, copy, and if necessary, amend or correct patient's immunization record when they can demonstrate the vaccine documentation is incorrect.
10. Site or ADPH may terminate this agreement at any time for failure to comply with these requirements.

All Sites Administrator for sites who submit HL7 data must also understand and agree to the following:

1. Run HL7 error reports (Connectivity, Vaccine, Error, Ongoing Submission, and Ongoing Submission by NPI) monthly for each site to ensure the data coming in is accurate.
2. Submit vaccine data continuously by site. If ImmPRINT has not received vaccine data for 6 continuous months, the site will be deactivated.
3. Notify ImmPRINT in advance when switching Electronic Health Record (EHR) vendor.

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                |
|----------------------|----------------------|---------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <--Select-->  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[+ 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.

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.



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Authorization

Electronic Signature \*

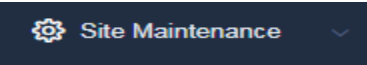
Today's Date


**By selecting "I agree" below, I legally acknowledge and agree to the terms of the Site Agreement.**

## 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.



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**Site Information**

Type of Site\*  Site name\*  Public or Private\*  Specialty Type\*

Street Address\*  City\*  State\*

Street Address (optional)  County\*  Zipcode

Phone Number\*  Extension  Fax Number\*

Site NPI (Look Up)

| Site NPI Number                         |
|---|
| <input type="text" value="9999999999"/> |
| <input type="text"/>                    |

VFC PIN

Vaccine For Children (VFC) Provider \*  
 Yes \*  No

**Medical Authority Information**

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

| First Name                         | Last Name | Provider Type                        | Professional Title | NPI Number | Email |
|------------------------------------|-----------|--------------------------------------|--------------------|------------|-------|
| ME                                 | NO        | Medical Authority                    | DO                 |            |       |
| ME                                 | MO        | Medical Authority                    | MD                 | 4567891230 |       |
| ME                                 | NO        | Medical Authority                    | DO                 |            |       |
| ME                                 | NEW       | Medical Authority/Vaccinator         | MD                 |            |       |
| NEW                                | PERSON    | Medical Authority/Vaccinator         | DO                 |            |       |
| MEGHANA                            | GANGARAPU | Medical Authority, Vaccinator / User | OTH                |            |       |
| WHAT                               | NOT       | Medical Authority                    | PA                 |            |       |
| <input type="button" value="Add"/> |           | <--Select-->                         | <--Select-->       |            |       |

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.

No file chosen

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

**Authorization**

Electronic Signature \*

Today's Date

**By selecting "I agree" below, I legally acknowledge and agree to the terms of the Site Agreement.**

## 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.

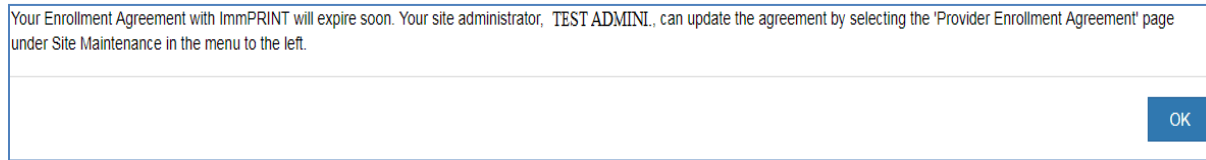


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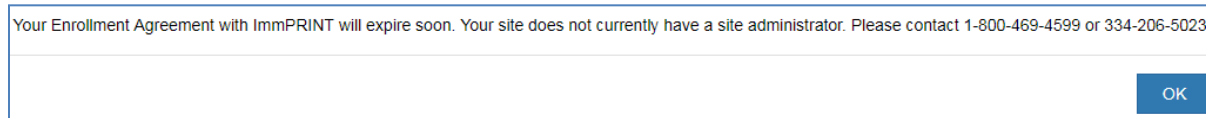
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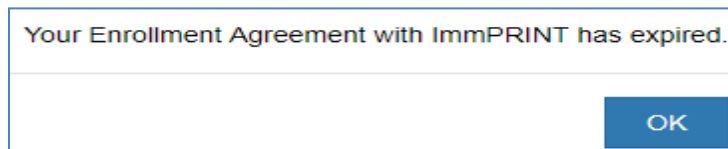
This image is for sites with an identified Site Administrator.



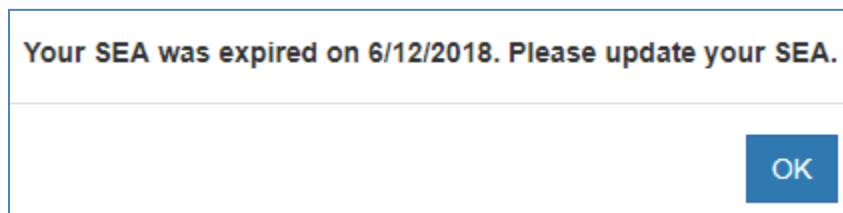
This image is for sites without an identified Site Administrator.



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.



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.



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



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