



## Provider Guidelines for Switching Vendor

### Document Description:

This document informs providers on the steps they need to complete when they change their EHR vendors to ensure no disruption of data to ImmPRINT. Providers who are switching vendors will have to follow the following guidelines irrespective of their status on the onboarding process.

### Required Steps:

1. Fill out the “Change of Vendor form.” (Table 1)
2. Attach the fully executed form and send an email notification to ImmPRINT at [immprint@adph.state.al.us](mailto:immprint@adph.state.al.us)
3. Get new vendor to update their Data Sharing Agreement Excel spreadsheet.

Table1: Change of Vendor(s) Form

ImmPRINT Clinic ID	Provider Site Name	Current Vendor Site Name	New Vendor Site Name	Switching Date	Reason (Optional)

**Note:** Provider(s) who are in **Production (P)** and in **Pilot Production (PP)**, and are switching vendors need to understand that they will be reverted to **Waiting Queue** with highest priority.



Figure 1: ImmPrint Onboarding Process



## Overview of the Onboarding Process from Waiting Queue to Production Phase after Switching Vendors:

- ImmPRINT Site Enrollment Agreement (**Providers**) and Data Sharing Agreement (**Vendors**) must be completed.
- ADPH Immunization will review the agreements and provide Pilot Production credentials and the Pilot Production Web Service URL to the approved provider.
- Once the credentials are provided, both the provider and the vendor need to register in the ImmPRINT Pilot Production Site.
- ADPH Immunization will then schedule an **EHR demo session (online conference call)** with both the provider and the vendor, after the vendor sets up the HL7 interface.
- After the successful completion of the EHR demo session, the provider site will be moved to Pilot Production (PP).
- PP duration varies from 1-3 months.
- Site needs to maintain the following data and technical accuracy rate in order to move forward to the Production Phase.
  - Sites with large volumes of data (e.g., Pediatric Clinics, Family Practices, etc) need to maintain  $\leq 10\%$  data errors and 0 technical errors.
  - Sites with small volumes of data (e.g., Internal Medicines, Seasonal Vaccinators, etc) need to maintain  $\leq 5\%$  data errors and 0 technical errors.

### For detailed information on the Onboarding Process, please refer:

[http://www.adph.org/Immunization/assets/ImmPRINT\\_Roadmap.pdf](http://www.adph.org/Immunization/assets/ImmPRINT_Roadmap.pdf)

### Contact Information:

For more information or further questions, send an email to [immprint@adph.state.al.us](mailto:immprint@adph.state.al.us) or contact 1800 469 4599.