

#### Welcome to ImmuNet!

By referring to the Basic Quick Reference Guide you will be able to:

- Log in to ImmuNet
- Manage Patients
- Enter a New Patient
- Add an Ordering Authority or Clinician
- Add an Immunization to a Patient Record
- <u>View the Immunization Record</u>
- Print the Immunization Certificate
- Save the Immunization Certificate
- <u>Change your ImmuNet Password</u>

#### Log in to ImmuNet

To go to the ImmuNet application, type <u>www.mdimmunet.org</u> into the address bar of your browser session and press **Enter**.

Enter your User Name and Password and click Login.

If you have forgotten your password, click **Forgot Password.** Enter your **User Name** and **E-mail Address** (that was used to register you with ImmuNet). You will be e-mailed a link that will enable you to reset your password or see your organization's Admin User, who can reset your password.







### **Manage Patients**

On the left navigator click Patients, then click Patient Search or

click the blue button Patient Search.



MARYLAND .gov	ImmuNet: Maryland's Immunization Information System DEPARTMENT OF HEALTH	WEBSITE NOTICE: ImmuNet works best with the most current version of Internet Explorer of Google Chrome.
UAT Region 3.1.2 Patients > Patient Search	Home Resources Contact Us Help Patient Search Click to locate a patient, enter a new pati patient records or add immunizations to record.	ent, view
Organization Reports Inventory and Ordering Data File Loading	VFC Inventory / Orders Click to proceed to the VFC Order enter your inventory on hand for yorder to be processed.	

Type in the Last Name, First Name, and Birth Date and click Search.

Patient Search		
Last Name	Patient ID	Search
First Name		Advanced Search
Middle Name	ImmuNet ID	Clear
Birth Date		



If you find more than one patient, click on the appropriate blue last name link to access the record.

Patient S	earch Crite	ria / Resu	llts					
Last N	ame patient			Patient ID			Se	arch
First N	ame test						Advance	ed Search
Middle N	ame		Im	nmuNet ID			Enter as N	New Patient
Birth (	Date	- <b>i</b>					Ca	ncel
Patient Der	mographics	0	nt Immunizat ry/Recomme		○ Patient	Reports		d Lead Histor
							Possible	Matches: 19
Last Name	First Name	Middle Name	Birth Date	Patient ID	Mother's Maiden First	Mother's Maiden Last	Gender	Status
PATIENT	TEST		01/01/1950				М	А
PATIENT	TEST		11/12/1962				F	А
PATIENT	TEST		01/01/2008	12345	EXAMPLE	MOTHER	M	A
PATIENT	TEST		02/28/2018				U	A
PATIENT	TEST		06/20/2018		MELINDA	JOHNSON	U	N



If there are no records for the patient, you will see this message:

Patient Sear	ch Criteria / Resเ	ults	
Last Name	þatient	Patient ID	Search
First Name	test1		Advanced Search
Middle Name		ImmuNet ID	Enter as New Patient
Birth Date			Cancel

No patients were found for the requested search criteria. Please enter additional search criteria or perform an Advanced Search for more options. If this is a new patient to ImmuNet please select the "Enter as New Patient" button.

					Possibl	e Matches: 0
Last Name First Name	Middle Name	Birth Date	Patient ID	Mother's Maiden Last	Gender	Status
No patients were found for th	e requested	search criter	ia.			



### **Enter a New Patient**

To create a new patient record, click Enter as New Patient.

#### Enter as New Patient

Enter in as much patient information as possible into the sections:

- Patient Information
- Address Information
- Responsible Persons

Click Save.

### **Enter New Patient**

Personal Information	on			Save
* Last Name	patient	* Gender	Unknown 💌	History/Recommend
* First Name		Medicaid ID		Add Immunization
Middle Name		Birth Order		Add Next Definet
Suffix		Birth Country	UNITED STATES •	Add Next Patient
* Birth Date				Cancel
* Mother's Maiden Last		]		
* Mother's First Name		Last Reminder Recall:		
		Opt Out:	No 🔻	
		Opt Out Date:		
Patient Information	•			
Address Information	•			
Responsible Person	s (0) 🔻			
Patient Comments (0	) 🗸			
Patient Notes (0) 💌				
Updated on 10/24/2019		Basic Guide		6



# Add an Ordering Authority or Clinician

To perform this operation, you must have an ImmuNet access role of Admin User.

To add a clinician, on the left navigator, click Manage Org Selections, Manage Clinicians.

# Patients Organization Reports Inventory and Ordering Data File Loading Manage Org Selections

- > Manage Clinicians
- > Manage Physicians
- > Manage Schools

#### On the right, click Add Clinician



Click the radio button Clinician.

Type in the Last Name, First Name of the clinician.



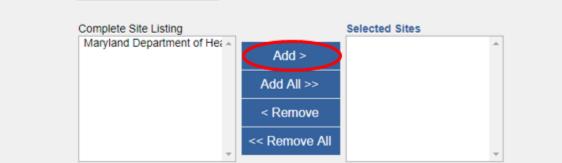
Under **Complete Site Listing**, click directly on the name of the organization and click **Add** (to add it under **Selected Sites**).

Click Save.

The message Record Updated will be displayed in red at the top, if successful.

Record Updated

Edit Clinician	Information			
Role Prefix Last Name	1	dering Authority / Clinician	<ul> <li>Ordering Authority</li> </ul>	Save Cancel
First Name Middle Name Suffix				
	Complete Site Listing	Add > Add All >> < Remove << Remove All	Selected Sites Maryland Department of He	*
Add Clinician	Information			
Role Prefix Last Name First Name Middle Name Suffix	Smith	dering Authority / Clinician	<ul> <li>Ordering Authority</li> </ul>	Save Cancel





To add an Ordering Authority/Clinician, on the left navigator, click Manage Org Selections, Manage Clinicians.

# Patients Organization Reports Inventory and Ordering Data File Loading

### Manage Org Selections

- > Manage Clinicians
- > Manage Physicians
- > Manage Schools

#### On the right, click Add Clinician

Organization	Name: Maryland Department	t of Health (Child)	
		Add	Clinician
Site List:	Naryland Department of Health (Chi 🔻	Find	Clinician
		Clini	cian List
Clinician Name	Ro	le	Signature
No clinicians were	found for the selected site.		

Click the radio button Ordering Authority/Clinician

Enter the Individual NPI (of the responsible provider of the organization) and click Validate.

The Last Name, First Name, and Address (not shown) information should automatically populate in the fields.

Under **Complete Site Listing**, click directly on the name of your organization and click **Add** (to add it under **Selected Sites**).

Click Save.



Add Clinician	Information			
Role	Clinician	, ,		Save
Individual NPI :		Validate	Clear	Cancel
Prefix :				
Last Name :				
First Name :				
Middle Name :				
Suffix :				
	Complete Site Listing Maryland Department	of He: Add > Add All >> < Remove << Remove All	Selected Sites	*

The message (not shown) Record Updated will be displayed in red at the top, if successful.

To remove a clinician,

on the left navigator, click Manage Org Selections, Manage Clinicians.

### Patients

# Organization Reports Inventory and Ordering Data File Loading

### Manage Org Selections

- > Manage Clinicians
- > Manage Physicians
- > Manage Schools



Click on the appropriate blue Clinician name link of the clinician.

Organization	Name: Maryland De	partment of Health (Child)	
			Add Clinician
Site List:	Maryland Department of Heal	h (Chi ▼	Find Clinician
			Clinician List
Clinician Name		Role	Signature
SMITH, JANE		Clinician	N
Click <b>Delete</b> .			
Edit Clinician	Information		
Role	Clinician Ord	dering Authority / Clinician Orderin	g Authority Save
Prefix			Delete
Last Name	SMITH		Delete
First Name	JANE		Cancel
Middle Name			
Suffix			
	Complete Site Listing	Add > Add All >> < Remove << Remove All	rtment of He; ▲

Click **OK** to the question that will be displayed at the top of the screen.

#### immunet.health.maryland.gov says

Are you sure you want to delete this record?

ок	Cancel



### Add an Immunization to a Patient Record

Within the patient record, click **Add Immunization**.

Home	Resources	Contact (	Us	Help		
Patient Demograp	hics				lmr	muNet ID: 617196
Personal Informati	ion					Save
* Last Name	PATIENT		* Gender	Male •		History/Recommend
* First Name	TEST		Medicaid ID		]	Add Immunization
Middle Name	M		Birth Order	(for multiple	births)	
Suffix	c	•	Birth Country	UNITED STATES	•	Patient Reports
* Birth Date	08/01/2000	8				Blood Lead
* Mother's Maiden Last	t	_				Cancel
* Mother's First Name			Last Reminder Recall:			Californ



Go to the appropriate immunization name (row) under the appropriate vaccine type (column).

Patient Inform	nation			Imm	uNet ID: 6171	196					
Patient Name (First TEST M. PATIENT Address Comments	FC AC	or Private Vacci dministered – d ox to select the	ines click in the 8001	a in the 8001 (782) 178-7217							
Immunization Inventory	s from ImmuN	et, Other, or H	listorical	Ok Cano	el Unselect A	All					
	d – click in the then click OK	Activa	te Expired	For Historical Administered provider – ent then click OK	by another						
Immunization		From Hist Other Inv	# Immunization	From ImmuNet Inv	From His Other Inv	st#					
Adeno			Meningo								
Anthrax			Mumps			-					
BCG			PPD Test			-					
Cholera			Pertussis			-					
DTP/aP			Plague			_					
Diphtheria	_		Pneumo-Poly			_					
Encephalitis			Pneumococcal			_					
Flu H1N1-09			Polio			_					
H5N1 Flu			Rabies			_					
HPV			Rotavirus			_					
НерА			Rubella								
НерВ			Smallpox								
Hib			Td								
IG-RSV IgIM			Tdap								
lg			Tetanus								
Influenza			Typhoid								
Lyme			Typhus								
MMR			Varicella								
Measles			Yellow Fever								
MeningB			Zoster								



For VFC (Vaccines for Children) vaccines administered - Enter the Date Provided, Ordering Authority or Ordering Authority/Clinician, Trade Name-Lot, Administered By/Dose, Body Site/Route, VFC Eligibility.

Click Save.

Patient Information		
Patient Name (First - MI - Last)	DOB Gender	Tracking Schedule
TEST M. PATIENT	08/01/2000 M	ACIP
Address	TEST, ABERCROMBIE, ND 58001 (782)	) 178-7217
		Save Cancel
New Immunizations (1)		
Date Provided 10/22/2019 Ordering Authority	•	
New Immunizations from ImmuNe	t Inventory (1)	
Remove Immunization Trade Name-Lot	Administered By / Dose	Body Site / Route VFC Eligibility
□ HPV	•	• • • •
	Full	intramuscular •
		Save Cancel

Click **Cancel** or click the back arrow to enter additional vaccine administration for the same patient.



For private vaccines administered - Enter the Date Provided, Ordering Authority, Trade Name, Dose, Lot Number, VFC Eligibility (select Not VFC Eligible), Administered By, and Funding Type (select Private).

Click Save.

Add Immunization Def	ails						
Patient Information							
Patient Name (First - MI - Last)			DOB	Gen		Tracking Schedul	e
TEST M. PATIENT			08/01/20	M 00		ACIP	
Address			TEST, ABERCRO	MBIE, ND 58	3001 (782) 178-72	17	
						Save	Cancel
New Immunizations (1	)						
Date Provided	10/22/2019	1					
Ordering Authority		Non (1)	۲				
New Immunizations fr	om Other	Invent	tory (1)		$\sim$		$\sim$
Remove Immunization Trad	e Name	Dose	Manufacturer	Lot Number	VFC Eligibility	Administered By	Funding Type
HPV	•	Full •	•		Not VFC Eligit		Private
						Save	Cancel

Click **Cancel** or click the back arrow to enter additional vaccine administration for the same patient.



For historical vaccines administered (vaccines administered by another provider) - Enter the Date Provided, Trade Name, Lot Number (if available), Historical Org Name (if available), and Source of Imm (if available).

Click Save.

Add Immunization Details				
Patient Information				
Patient Name (First - MI - Last)	DOB	Gender	Tracking Schedu	ıle
TEST M. PATIENT	08/01/2000	M	ACIP	
Address	TEST, ABERCROMBIE, N	D 58001 (782) 178-721	7	
		_		
			Save	Cancel
Historical Immunizations (1)				
Remove Immunization Date Provided	Trade Name Lot	Number Histori	ical Org Name	Source of Imm
HPV				Source Unspecif *
		<	Save	Cancel

Click **Cancel** or click the back arrow to enter additional vaccine administration for the same patient.

Note: To enter multiple doses administered of the same vaccine for the same patient, enter a number greater than 1. Multiple rows will be displayed for the information to be entered.

Add Immunization Details						
Patient Information						
Patient Name (First - MI - Last)		DOB	Gender		Tracking Sche	dule
TEST M. PATIENT		08/01/2000	М		ACIP	
Address	TE	ST, ABERCROMBIE	E, ND 58001 (782	) 178-7217		
					Save	Cancel
Historical Immunizations (3)						
Remove Immunization Date Provided	Tr	rade Name	Lot Number	Historical	Org Name	Source of Imm
HPV		•				Source Unspecif •
HPV		•				Source Unspecif •
HPV		•				Source Unspecif •
					Save	Cancel



## View the Immunization Record

To view the immunization record on the screen, click History/Recommend.

# **Patient Demographics**

# ImmuNet ID: 297985

Personal Information	on						Save
* Last Name	PATIENT		" Gender	Male	•		History/Recommend
* First Name	TEST		Medicaid ID				Add Immunization
Middle Name			Birth Order		(for multiple	births)	
Suffix		•	Birth Country	UNIT	ED STATES	•	Patient Reports
* Birth Date	01/01/1950						Blood Lead
* Mother's Maiden Last							Cancel
* Mother's First Name			Last Reminder Recall:				



View the patient's immunization history in the section titled **History**. You can also view vaccines the patient is due based on the ACIP schedule in the section titled **Vaccines Recommended by Selected Tracking Schedule**.

History							
Vaccine Group	Date Administer	ed S	eries	Trade Name [Va	iccine]	Dose	Reaction
DTP/aP	<u>11/11/2015</u>	1	1 of 5	Kinrix®		Full	
НерА	05/27/2016	1	1 of 2			Full	
Hib	<u>05/27/2016</u>					Full	
	06/01/2016					Full	
MMR	<u>11/11/2015</u>	1	1 of 2	Proquad®	)	Full	
Pneumo-Poly	04/18/2016	1	1 of 2	Prevnar 13	®	Full	
Polio	<u>11/11/2015</u>	1	1 of 3	Kinrix®		Full	
Varicella	<u>11/11/2015</u>	1	1 of 2	Proquad®	)	Full	
Vaccines Reco	ommended by Selected Recommended Vaccine	Earliest Date		commended Date	Overdue	Date	Latest Date
DTP/aP		Maximum	Age E	xceeded			
<u>HepA</u>		11/27/2016	T	11/27/2016	12/27/2	017	
<u>HepB</u>		02/23/2009	i	02/23/2009	03/23/2	009	
Hib		Maximum	Age E	xceeded			
HPV		02/23/2018		02/23/2020	03/23/2	000	02/22/2024
1					03/23/2	022	
<u>Influenza</u>		08/23/2009		08/01/2018	02/23/2		
<u>Meningo</u>		08/23/2009 02/23/2020		08/01/2018 02/23/2020		010	02/22/2031
					02/23/2	010 022	02/22/2031
Meningo	Pneumococcal 23	02/23/2020		02/23/2020	02/23/2	010 022 016	02/22/2031
Meningo MMR Pneumo-Poly Polio	Pneumococcal 23	02/23/2020 12/09/2015		02/23/2020 12/09/2015	02/23/2 02/23/2 01/11/2	010 022 016 076	02/22/2031
<u>Meningo</u> <u>MMR</u> <u>Pneumo-Poly</u>	TdaP > 7 years	02/23/2020 12/09/2015 02/23/2074		02/23/2020 12/09/2015 02/23/2074 12/09/2015 02/23/2016	02/23/2 02/23/2 01/11/2 02/23/2	010 022 016 076 016	02/22/2031
Meningo MMR Pneumo-Poly Polio		02/23/2020 12/09/2015 02/23/2074 12/09/2015		02/23/2020 12/09/2015 02/23/2074 12/09/2015	02/23/2 02/23/2 01/11/2 02/23/2 02/23/2 02/11/2	010 022 016 076 016 016 0122	02/22/2031



The view the 896 School Certificate, click **Patient Reports**. On the right, select your organization from the drop-down menu under **Site**. On the left click **Maryland 896 School Certificate**.

		MAKY	LAND DI	PARIM	ENT OF	HEALTH	IMMUN	L.	ATION	CEF	CHFICA	IE		
CHILI	DS NAME													
			L	AST			FIRST	Г		MI				
SEX:	MALE	FEMAL	Е 🗌		BIRTH	IDATE	02/23/2	009						
COUN	NTY	M	ontgomery		SCHO	OL					GRA	DE		
		ME												
OF GUARI	2	DRESS							_					_
			RECO	RD OF I	MMUNE	ZATION	S (See No	ote	s on O	ther	Side)			
						Vaccines Ty		_						
Dose #	DTP-DTaP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	м	HPV o/Day/Yr	Bose	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	History of Varicella Disease
1	11/11/2015	11/11/2015								1	05/27/2016	11/11/2015	11/11/2015	Mo'Yr
2								$\vdash$		2				
3								$\vdash$			Td MoDay/Yr	Tdap Mo'Day/Yr	MeaB Me/Day/Vr	Other Mo/Dap/Yr
4								$\vdash$			—	—		—
5								⊢			—	—	—	—
											I —			
To the l	best of my k	nowledge, t	he vaccines	s listed abo	ve were adr	ministered a	indicated.			0	Clinic /	Office Nar		
1.												ase r none i	vanioer	
Sig	nature		Title			Date			3500 For		ers School			I
(Medical provider, local health department official, school official, or child care provider only) BALTIMORE, MD 21224													I	
2. Sig	nature		Title			Date		_	(410) 27					I
3											ImmuNet Imn L, 3rd floor	nunization Reg	ustry Program	
Sig	nature		Title			Date		_	Baltimor	e, MD 2				
Lines	2 and 3 ar	e for certi	fication o	f vaccine	s given af	fter the in	itial		(410)-76	7-6606				
					_									

COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.

#### MEDICAL CONTRAINDICATION:

MEDICAL CONTRAINDICATION.			
Please check the appropriate box to	describ	e the medical contraindication.	
This is a D Permanent condition	OR	Temporary condition until	_// Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication,

Signed:

Medical Provider / LHD Official

#### RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed:

Date:

Date:

MDH Form 896 (Formally DHMH 896) Rev. 10/17 Center for Immunization www.health.maryland.gov/Imm



## **Print the Immunization Certificate**

To print, right-click directly on the certificate and click Print

	DS NAME	FEMA	1	AST	BURT	HDATE,	000 F1R5 4010	т			м	-	
COL	NTY		man		SCH	00				GR	AN		
6	UNT NA R EDEAN AD	10.07	-	KIA N	120.00	vit		0NE NO _	TABO	AL PARK	x	P_300	a
			RECO	RD OF I	MMUN		NS (See N	iotes on	Other	Side)			
-	Martin Tr	No. Addition To	No. Oracle Article Art	144 16-76-71	NT MARKET	And and a state of	1.101		17	Martin Co.	ALC: NO. OF	Territor Territoria	Tonata .
	10112015	1011310										1101300	
							field .		,001124	Channel I.			1
							Reser			On A	121	22.	1.00
*							lain m.			064	-	-	
							Irm.			Deal I	-		-
To the	best of my i	incredented a	the vacche	a listed also	or work at		Set.	-			Office Na		
1							Rotane cluck-			011	m Phone		
	gitathate ethal previde: In	of leastly desired	Trik			Der	Robbe Lours	eluzite		1944			- 1
2	plainer		Tale			Date	heat			1.94			
1									r. Person in	i. Jul firer	september Ro		• 1
	grandy .		Trie	of vaccine		Date			rears, Add (1)	188			

or click the printer icon in top-right corner of the screen.





# Save the Immunization Certificate

To save, right-click directly on the certificate and click Save as

		MARY	LAND D	EPARTM	ENT OF	HEALTH	DIMUN	ZATIO	N CE	RTIFICA	TE		
CHEL	DS NAME						TEST						
	_			AST			FIRST				MI		
SEX:	MALE	FEMAL			DIRT	IDATE	40.23/2						
COUR	NTY	M	-		SCHO	OL				GR/	DE		
PAR	ENT NA	VEL		KIA SA	AFT 18		P100	NE NO.					
0	R IDEAN AD												
	AD AD				Trank Date 1				1.440	and Product	_ ^		
			RECO	RD OF I	MMUNE			des on	Other	Side)			
Rep 7	NAME OF T	R.L.	-	Ref R	KT Weine VI	Vaccines To	No. 10	and the second	137	The later of the l	AND IN COLUMN	Tatala II	Nation of
		12122015							-	-			Dame
	in the second	10111000							+-			-	-
-	-				Each Forest		Alt-Li Alt-Top	Arran	Ľ.	-	-		
					Raised			Cel-R					
					See	L		011-5			_		
					Pat.			C19-P	1				
To the	best of my i	nowledge,	the vaccine	s listed abo	VE Cart.	Re to English				Clinic /			
I								044	_		on traine	10000	
	pushure fical presider, he							Orl-1					
2	palure		Title		Inspec			-948-0	4114	d ineralist ine			
3.	mahare		Tele		_	Dute			Pester I	it, 3rd floor	and the second		
	2 and 3 at								mit, MD (	1.961			

or click the down-arrow icon in the top-right corner of the screen.





### **Change your ImmuNet Password**

To change your ImmuNet password, click **My Account**.

Welcome	logged in as: > Organizal	tion:	1	Role: School A	ccess	> My Account	> Logout
	ImmuNet Maryland's Imm DEPARTMENT OF	unization	Information Sys	tem	11/27/2	UNCEMENTS: 018 VFC Blackout	NEW Period
	Home R	lesources	Contact Us	Help			
Production Region 3.1.1	Student Search		cate a student, view view/print a student				
	Copyright @ 1999 - 2010 State of	Wisconsin, All rights	eserved.				

On the left navigator click Manage My Account, Change My Password.



Type in a new password in the **New Password** field and again in the **Confirm New Password** field, keeping in mind the guidelines for creating a new password.



#### Click Save.

Change Password	
Password re-set rules:	Save
1. Password n	nust include a mix of upper and lower case characters.
2. Password n	nust contain at least 1 number(s).
3. Password n	nust be at least 8 characters in length.
4. New Passw	ord cannot match a previously used password.
(353)	School Access User saccessuser
* New Password	
* Confirm New Password	

If your password is accepted, you will see the following message in red at the top of the screen (if not, you will have to type a different password into the fields **New Password** and **Confirm New Password** and click **Save**).

\*\* Password Updated, to access ImmuNet click on "ImmuNet" within the main menu on the left under Applications. \*\*

Change Password		
Password re-set rules:		
	Save	
1. Password must include a mix of upper and lower case characters.		
<ol><li>Password must contain at least 1 number(s).</li></ol>		
<ol><li>Password must be at least 8 characters in length.</li></ol>		
<ol><li>New Password cannot match a previously used password.</li></ol>		
User School Access User		
Username saccessuser		
* New Password		
* Confirm New Password		



To access ImmuNet, Click **Applications**, **ImmuNet**.

#### Applications

> ImmuNet

Click on the blue organization name link or

click on the appropriate organization link for which you are trying to access, if you have access to more than one organization.

#### Select an Organization link below to access ImmuNet.

#### Select one Organization as your default.

Default Org	Organization Listing	
0	School	