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**Webinar Notes: SLVC Registration -First steps**

**Preparing ImmPact to Register SLVCs**

[**http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml**](http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml)

To participate as a stakeholder/partner in a school-located vaccine clinic (SLVC) you need to establish the four roles listed below. These four roles translate to four sections (A-D) of the new electronic mass immunization registration process in ImmPact. Also included are the conditions required to fulfill these roles.

**1. Section A: Clinic Authority**

* Your Superintendent will sign as your clinic authority.
* Your site must be a school or school based health center (SBHC).
* You must have at least one ImmPact user.

**2. Section B: Vaccine Provider**

* Your site must have a Maine Immunization vaccine provider with a 4 digit pin and current year approved provider agreement.
* Review the Provider Agreement webinar if you need additional assistance with the provider agreement.

**3. Section C: Vaccinator**

* Your site must exist in ImmPact
* Contact the Maine Immunization program to set up a site if yours does not exist.
* You must have at least one ImmPact user.
* You may need to add your mass-immunization clinicians to the site.

**4. Section D: ImmPact User Administrator**

* For SLVC, your site must be the school or SBHC from Section A.

***Other Information to Note:***

1. Schools or SBHCs with a 4 digit pin and current approved provider agreement may participate as any or all of the roles in Sections A through D.
2. The school or SBHC that confirms as Section A must also confirm as Section D.
3. Sections B and C may be the same site or may be different (see Webinars for SLVC Registration, Scenarios 1 and 2).

***In summary***, there may be from 1 to 3 partners participating in the SLVC registration.

* At least one partner must be a school or SBHC.
* At least one partner must be a Maine Immunization vaccine provider with a 4 digit pin and current year approved provider agreement.

***Note: You must complete one SLVC Registration MOA for each combination of partners that you will be using in your school district.*** *See SLVC Registration – Scenario 2 Webinar.*

**Preparing your user to begin the registration process:**

1. If your site does not have an active ImmPact user, print a user agreement from <http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/forms-updates.shtml>.
2. Fill out, sign, have your site’s ImmPact administrator sign (if other than you), fax to the number on the form and phone the ImmPact helpdesk.
3. If your site has an active user who does not have access to Manage Sites (and Manage Clinicians for Section C), please ask your site’s ImmPact administrator (if other than you) to contact the ImmPact helpdesk to change your ImmPact role.

**Preparing your site to begin the registration process:**

1. **Site Contacts/Addresses**
* In ImmPact, locate Manage locations/ Manage Sites in the blue menu panel to the left.
* Click Manage Sites.
* Click on the hyperlink for your site name.
* Scroll down to the Manage Site Contacts Section.
* For each role that your site will fulfill in the SLVC (Sections A through D above) you will be designating a contact.
	1. Locate and open the Address Type dropdown menu.
		+ It will default to the Primary contact from the Address Type dropdown menu.
	2. If the person whose name prefills is correct, fill in the required fields (in blue) and click save.
	3. Note: If a different person will be the contact, click New Person.
		+ Type in the first 3 letters of the last and first name and click find.
		+ If the person is in the system their name will appear above the search field for you to select.
		+ If the person is not found, fill out all required fields as their Primary address and click Associate, click Save.
		+ You should now see the Section contact and address listed at the bottom of the page.
	4. **Repeat Steps 1-3 for designating contacts for each Role in Sections B,C, and D that are not fulfilled by the School***.*
1. **Adding Clinician Vaccinators: (Section C sites)** –

*Note: You may wait to complete “associating” your clinician vaccinators with your SLVC site until after the registration process is started, however, it must be completed prior to the clinic event.*

* In ImmPact, locate Manage Operations/ Manage Clinicians in the blue menu panel to the left.
* Click Manage Clinicians.
* Click Find.
* If there are clinicians associated to your site the Search Results will show you: you will see a list of hyper-linked names, the Site(s) they are associated to, their Vaccine Administrator Type and whether they are Active in ImmPact.
* If the clinician you want is listed and active, open the Vaccine Administrator Type dropdown menu,
	+ select whether they are vaccinating only in the SLVC setting (mass-imm only), or vaccinating at other sites as well (site and mass-imm).
* If the clinician you want is not listed refer to the Manage Clinicians webinar to add your Vaccinator partner to ImmPact. In order to bill MaineCare this vaccinator must have an NPI Type 2 Number Registered with Maine Integrated Health Management System

You have now:

* *Learned what is required to participate as a Section partner*
* *Prepared your ImmPact user to begin the registration process*
* *Prepared your site to begin the registration process*

You need to:

* *Determine who will be fulfilling the roles in Sections A through D*
* *Complete Sections A through D of the registration*
* *View the next 3 Registration webinars.*
	+ *SLVC Registration - Scenario 1: School Responsible for all SLVC Roles*
	+ *SLVC Registration - Scenario 2:Multiple Partners for SLVC Roles*
	+ *SLVC Registration - Final Steps*