



Webinar Notes: SLVC REGISTRATION – Final Steps

Mass Immunization: Memorandum of Agreement

<http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/webinars.shtml>

Please read the Memorandum of Agreement paragraph at the top of the ImmPact page.

Section 1. Mass Immunization Clinic Authority and Partner Relationship

Please indicate if the Mass Immunization Clinic Authority will be responsible for all roles or if a combination of partners will be fulfilling the roles required by this MOA.

1. Our Clinic Authority will be responsible for **ALL** of the roles listed in the electronic portion of this MOA.
 - a. If you select YES, the Clinic Authority column will fill “Responsible” for all line items in section 2
 - b. If you Select NO, you must select yes for number 2
2. Our Clinic Authority will be working with outside stakeholders to assist in performing Mass Immunization Clinic(s) / Events
 - a. If you select Yes, continue to section 2 and designate who is responsible for each line item. You may also designate who is participating.

NOTE: If you click YES for number 1 but meant NO, change item 1 to NO and select YES for number 2. This will clear the selections from the Clinic Authority column.

Section 2: Mass Immunization Roles

Please indicate the agreed upon responsible party and/or participants for each of the roles below.

- Each row must have one “Responsible” selected.
- Each row may have multiple “Participating” selections.

When you have completed Section 1 and Section 2 of the MOA, click NEXT to move forward to the signature page.

- Verify that the information on the signature page is correct.
- Click the button labeled “Submit Agreement Form” to send the MOA to the state for approval.
- You will be returned to the Manage Registration page.
- Your submitted registration agreement will be posted in the block labeled “Mass Immunization Registrations Pending Action By State”
- Click on the Print Sig link.
- Print the document.
- Have each partner sign and date the form.
- Fax the form to 207-287-8127*.

****Please note that the Maine CDC will not move forward in approving your MOA until the signature page is received by ImmPact.***