



Webinar Notes: SLVC REGISTRATION – Scenario 2*

Multiple Partners for SLVC Roles

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

* Instructions in both Scenarios 1 and 2 require that the preparatory work to manage sites in ImmPact is completed. Refer to the webinar and written instructions for School Located Vaccine Clinic (SLVC) Registration First Steps

PART 2

These instructions are for completing page 1 Part 2 of the SLVC registration for a SLVC where multiple sites will be participating and fulfilling all roles in Sections A through D.

For this example, one school site will fulfill the roles in Section A and Section D; another partner (site) will complete Section B and Section C.

Follow these instructions to enroll your partners who are performing the roles specified in Sections B and C.

- Log into your school or school based health center (SBHC) site.
- Locate Mass Immunization/Manage Registrations in the blue menu panel to the left.
- Click Manage Registration.
 - Click Search.
 - View the page to see if your site has any registrations pending.
 - If there is a registration in the block labeled Mass Immunization Registrations Pending Action By Stakeholder, click edit to view the registration.
 - If there are no pending registrations, click New Registration.

Page 1 of the registration consists of four sections. Each section - for which the corresponding site contact and address have been saved - will pre-fill.

For the Mass Immunization Clinic Type, select SLVC

- Click “Confirm Mass Immunization Clinic Type”

In Section A: Clinic Authority –

- Verify the contact information is correct
- Click “Confirm as Clinic Authority”

In Section D: ImmPact User Administrator –

- Verify the contact information is correct
- Click “Confirm as Clinic ImmPact User Administrator”

In Section B: Vaccine Provider –

- In the Transfer dropdown menu, locate the site who will be the Vaccine Provider.
- Click Transfer
 - You will be re-directed to the Manage Registration page.
 - The registration you transferred will be posted in the block labeled “Mass Immunization Registrations Pending Action By Partner”.
 - ***You must notify the site that you have transferred a registration to them and instruct them to log into ImmPact.***
 - The Vaccine Provider site will log into ImmPact.
 - Locate Mass Immunization/ Manage Registration.
 - Click Manage Registration.
 - Click Search
 - Locate the registration in the block labeled “Mass Immunization Registrations Pending Action By Stakeholder”
 - Click Edit

In Section B: Vaccine Provider –

- Verify the contact information is correct
- Click “Confirm as Vaccine Provider”

In Section C: Vaccinator –

- Verify the contact information is correct
- Click “Confirm as Vaccinator”

You will be re-directed to the Manage Registration page

- A message will be posted at the top of the page stating the registration has been transferred to the Clinic Authority for submission.
- The registration you transferred will be posted in the block labeled “Mass Immunization Registrations Pending Action By Partner”.
- You should notify the site that you have transferred a registration to them.

Log into the school or school based health center (SBHC) site

- Locate Mass Immunization/Manage Registrations in the blue menu panel to the left.
- Click Manage Registration.
- Locate the registration in the block labeled “Mass Immunization Registrations Pending Action By Stakeholder”
- Click Edit
- Verify all sections have been completed.
- Click NEXT at the bottom of Section D to continue on to Page 2 of the SLVC registration.

Please view the Webinar and written instructions for **SLVC Registration – Final Steps.**