

How to sign up for the Maine CDC's Health Alert Network (HAN) as a Local Health Officer

The MaineHAN is a secure, web-based communication system used by the Maine CDC and its partners to exchange information within and between their respective agencies regarding potential public health threats or emergencies. HAN recipients include physicians, nurses, hospital staff, clinicians, public health workers, emergency preparedness and management personnel, first responders, and many others, including Maine's Local Health Officers.

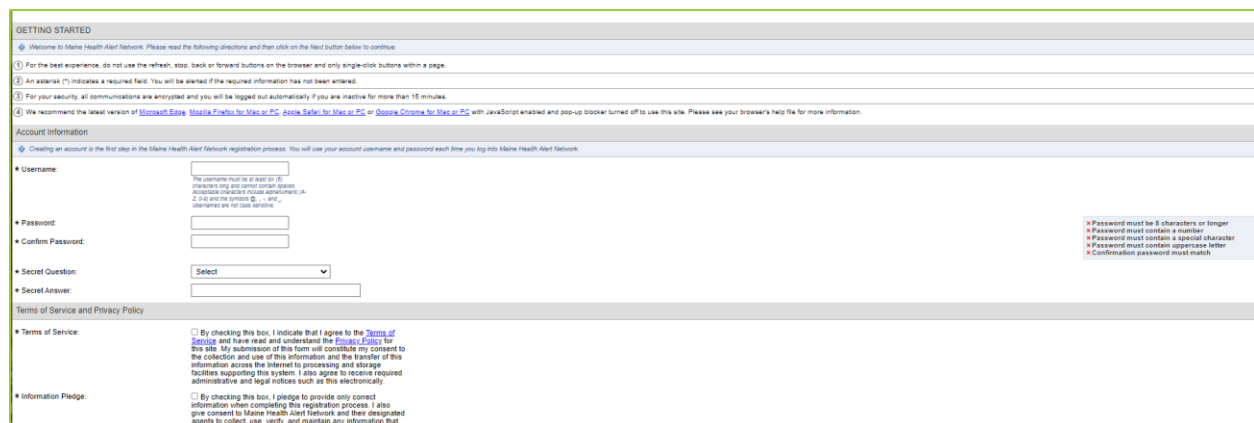
Below are steps to register to receive the HAN. The registration process will collect some basic information that the system will use to contact you. Once you have completed the registration process, an administrator will review your registration and notify you once your account is approved.

1. Go to <https://www.mainehan.org/>



2. Click **Register Now**. Complete the registration questions.

Complete each section. You will start by setting up a username, password and PIN.



Additional section notes:

- In **Employment Information** Section:

- **Primary Employer** For the purposes of the HAN alerts your Primary Employer is your appointing municipality - (ex: "Town of Whitefield, ME"). If you have appointments in multiple towns, choose one to enter here.)
- **Job Title:** Enter "Local Health Officer." (For the purposes of the HAN, you do not need to enter additional titles even if you hold other titles within the municipality or as additional professions. It is your Local Health Officer title enabling HAN registration. LHOs who are also healthcare providers can choose instead to register in HAN under their healthcare profession, though you are likely already registered and receiving the alerts as a healthcare provider and do not need to register again as an LHO.)
- In **Contact Methods** section (optional):
 - You do not need to enter additional contact methods in the Contact Methods section; you can receive your HAN alert documents via the email address you entered in the Primary Email Address section. However, you can also submit up to 6 additional contact methods for receipt of Health Action Alerts here.
- In **Organizations** section:
 - Click on "Add Organizations"

Please choose at least one organization to which you belong by clicking the Add Organizations link below and placing a check in the box beside your organization's name. Some organizations are child organizations of the Division of Infectious Disease. Child organizations can be accessed by clicking the plus sign (+) next to their parent organization. If you do not see your organization, click the plus sign (+) next to the parent organization.

*** Add Organizations**

Organization(s):

Organization Selection

Click arrow to expand organization lists.

- ▶ Laboratory Facilities
- ▶ Long Term Care and Assisted Living Facilities
- ▼ Maine Center for Disease Control and Prevention
 - ▶ CDC Administration
 - ▶ Division of Disease Prevention
 - ▶ Division of Disease Surveillance
 - ▶ Division of Environmental and Community Health
 - ▶ Division of Public Health Nursing
 - ▼ Division of Public Health Systems
 - ▶ Data, Research and Vital Statistics
 - ▼ District Public Health
 - ▶ **Local Health Officers**
 - ▶ Public Health Emergency Preparedness
 - ▶ Rural Health and Primary Care

Local Health Officers

There is no information to display for this Organization.

Cancel Select

- Scroll down. To find the "Local Health Officers" selection, click to expand: **Maine Center for Disease Control and Prevention**, then **Division of Public Health Services**, then **District Public Health**, then **Local Health Officers**. (see next page for detail view)
- Put a checkmark next to **Local Health Officers**.



3. Hit **Next**.
4. **Your registration is complete. Await confirmation from the system.** Once confirmed, you will start receiving any HAN alerts to your designated email address.

Note: You can also find current and archived Health Alert Network announcements here:
<https://www.maine.gov/dhhs/mecdc/newhan.shtml>

Note: HAN alerts are often written with clinical language for a primary audience of healthcare and emergency responders. A Press Release is often released by the Maine DHHS at the same time or shortly afterwards to provide the information in lay terms for the press and public. We recommend looking at both.

- You can find current and archived Press Releases here:
<https://www.maine.gov/dhhs/news>.
- You can also sign up to receive the press releases pushed to you by email:
<https://www.maine.gov/portal/subscriptions/email.html>