ImmPact User Agreement

> If at any time during this process you have questions, please contact the ImmPact Help Desk at 1-800-906-8754 or Immpact.support@maine.gov

Each person who wants to use ImmPact needs a user account:

1. To get an ImmPact User account, go to Forms and Updates | Immunization Program | Division of Disease Surveillance | MeCDC | Maine DHHS.

2. Open and read ImmPact Rules.

3. Open and read ImmPact User Confidentiality and Security Policy.

4. Open the ImmPact User Agreement. You may fill it out online or print it and fill it in by hand.

For vaccine providing facilities:

ImmPact Individual User Agreement.pdf (maine.gov)

- Vaccine Coordinators will sign and keep on file for three years. Each user will complete and sign.
- Have your medical director sign on the Manager/Designee line. Continue to step 5.

For non-vaccine providing facilities:

- School nurse will complete and sign. Have your principal or superintendent sign on the Manager or Designee line. Continue to step 5.

5. Send the signed page (to ImmPact by: Fax 207-287-8127 or email immpact.support@maine.gov. You should receive an email from the immpact.support@maine.gov with your log in credentials. If you have not, then please contact.

6. Phone the ImmPact helpdesk 1-800-906-8754 or email immpact.support@maine.gov to get your *username* and *password*.

To keep your account active, you must log into ImmPact at least once every 60 days. Also, you must complete an ImmPact User Agreement every calendar year.

This individual user has the following role-based authority: *(Vaccine providing facilities)*

☐ Vaccine Coordinator: Manage users at organization; able to edit organization information; Views, enters and edits data as applicable regarding patient information, immunizations, blood test results (if site is set up); reports, data exchange; Inventory-manage inventory, transfers, orders, cold chain; Maintenance –Provider Agreement, manage physicians/clinicians; clinic events.

☐ Standard User: Views, enters and edits data as applicable regarding patient information, immunizations, blood lead test results; data exchange; reports, Inventory-manage inventory, transfers, orders, cold chain; Maintenance-clinic events.

☐ Limited Entry: Views, enters and edits data as applicable regarding patient information, immunizations, reports, inventory, blood test results; cold chain.

☐ Reports Only: Views patient information, immunizations, blood lead test results; Reports.

This individual user has the following role –based authority: *(Non-vaccine providing facilities)*

☐Limited Entry (School Users): Views, enters and edits data as applicable regarding patient information, immunizations, reports, inventory, blood test results (if approved facility); cold chain; find/view student immunizations, manage list.

☐ Reports Only: Views patient information, immunizations, blood lead test results (if approved facility); Reports.