



## DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

March 22, 2021

Dear Colleague:

As President Biden has announced, the federal government expects to have enough COVID-19 vaccines available for all adults by May 1. Private medical practices across the state have expressed interest in doing their part to help Maryland end COVID-19 by becoming vaccine providers. The Maryland Department of Health (MDH) welcomes private practices to the effort. This letter provides important information about becoming a COVID-19 vaccine provider and ImmuNet, Maryland's Immunization Information System.

For your office/practice to receive COVID-19 vaccine, it must:

1. Register with the Center for Immunization through ImmuNet to be able to order and receive COVID-19 vaccine; and
2. Be onboarded/connected with ImmuNet and report COVID-19 vaccinations administered.

### **1. Register through ImmuNet – REGISTRATION IS OPEN NOW FOR ALL PROVIDERS**

COVID-19 vaccine will be ordered and distributed utilizing ImmuNet. If your practice is interested in potentially providing COVID-19 vaccine, it is required that your practice is connected to and registered in ImmuNet prior to vaccine availability.

**Please see the attached registration guidance document to lead you through the process to become a COVID vaccine provider.**

The registration process requires several steps:

- a. Create an ImmuNet user account if your office does not already have one. Visit this [page](#) to get an ImmuNet account. **Please note: having an existing ImmuNet account does not mean you are registered to order/receive COVID vaccine. You must complete the COVID-19 registration in ImmuNet.**
- b. If you are not certain if you or your office has an ImmuNet account, you may complete the COVID-19 Eligibility Screening Questionnaire on the ImmuNet login page.
- c. Once you have an ImmuNet account, log in to ImmuNet and complete the COVID-19 Profile Registration, which includes signing the CDC Provider Agreement.

- d. Part of the registration process is an email verification of the COVID-19 vaccine delivery contact. The designated delivery person will receive an email verification request. If an email is not received by your staff person within 1-2 days of saving your completed registration, please have that person check their junk/spam email folder to ensure that it was not sent there by your email provider.
- e. Once you have completed and saved your profile registration, MDH staff will review your registration. If approved, you will receive an email that you have been approved and you will be allowed to order COVID-19 vaccine, once vaccine is available on a large scale. If additional items are needed or if clarification is needed, you will receive an email from [mdh.covidvax@maryland.gov](mailto:mdh.covidvax@maryland.gov).
- f. Appropriate storage units are required for receipt of COVID-19 vaccine. Please see attached storage unit document for acceptable types of storage units. Providers must have both an acceptable refrigerator and freezer unit(s). Dorm style (refrigerator with internal freezer section) refrigerators are **NOT** an acceptable storage unit for COVID-19 vaccines. **Please note: you will not receive Pfizer vaccine unless you have the ability to adequately store and use the minimum order (1170 doses) of that product.**
- g. Providers must state a minimum five hour vaccine delivery window in their provider profile.

**Note:** As of this writing, COVID-19 vaccine is still in limited supply. Until vaccine is in larger supply you will not be able to order vaccine directly in ImmuNet. Once ordering is open for all providers in ImmuNet, notification will be sent to all approved registered providers.

## 2. Onboard/Connect with ImmuNet

ImmuNet is a secure web-based registry operated by MDH. ImmuNet information is confidential, HIPAA compliant and available only to [authorized users including Maryland health care providers](#).

Since October 1, 2019 Maryland statute Health General [§18-109](#) mandates that all vaccinations administered in the State of Maryland be reported to ImmuNet, regardless of patient opt-out status in ImmuNet. This will include administered COVID-19 vaccines. COVID vaccine administration data from ImmuNet will be used to determine vaccine coverage rates throughout the state and ensure high-risk populations are successfully vaccinated.

The MDH Center for Immunization continues to partner with CRISP to onboard vaccine providers who are not already reporting to ImmuNet. **Vaccine providers are encouraged to review the “Report to ImmuNet” [website](#) to determine the steps needed to connect/onboard with ImmuNet and report COVID-19 vaccinations.** The website provides details on reporting and how to contact the ImmuNet Help Desk for additional assistance.

**NOTE:** Governor Hogan has issued an executive order requiring COVID-19 vaccinations to be reported to ImmuNet within 24 hours of administration. To meet this requirement, the Center

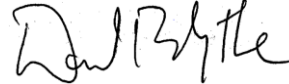
for Immunization is NOT allowing manual data entry for COVID-19 vaccinations. Please refer to this [page](#) for more information about acceptable electronic data reporting methods. To assist in the registration process, we will be hosting two webinars that can lead you through the COVID-19 registration process and help answer any questions. Those webinars are currently planned for Monday, March 29th and Wednesday, March 31st from 3-4 PM. The same information will be presented at both webinars. Please visit this [website](#) for more information and connection details for the webinars.

If you have any questions about the registration process, please contact the ImmuNet program at [mdh.mdimmunet@maryland.gov](mailto:mdh.mdimmunet@maryland.gov). As always, we appreciate your commitment to vaccinating Maryland residents to help put an end to COVID-19.

Sincerely,



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Chief, Center for Immunization



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