



Entering Doses Administered into ImmPact SLVC Mass Imm

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

Please Note: Prior to entering doses, you must have completed:

- ImmPact User Agreement (See 2014-15 SLVC Toolkit, Section 1.2)
- *ImmPact MassImm* and have entered the names of clinicians administering vaccine (See 2014-15 SLVC Toolkit, Section 1.3 or 1.4).

- Log into ImmPact:

1. Go to <https://portal.maine.gov/immimpact>

You may get there by any of the following methods:

- a. Click on the link in this online document.
- b. Open your web browser (Internet Explorer or Firefox) and type the URL into the address bar and press the Enter key.
Note: ImmPact does not work well in Safari or Chrome
- c. If you saved ImmPact as a Bookmark (Firefox) or Favorite (Internet Explorer) Open your web browser, click Bookmarks or Favorites and select.
- d. Double click on your desktop icon

2. Now that you are at the ImmPact log in screen:

- a. Type in the *Organization Code* – uppercase letters
- b. Type in your *username* – lowercase letters
- c. Type in your *password*
- d. Click the **Login** button

Note: The clicking the **Reset** button will clear all the input boxes.

- In the menu panel on the left side of your ImmPact screen, you should see the heading *MASS IMMUNIZATION* with **mass immunization** listed underneath. If you do not see **mass immunization**, call the ImmPact Help Desk at 1-800-906-8754 for assistance.
- Check the organization name and site name at the top of your ImmPact page. Unless your site is a School Based Health Center (SBHC), the names should match and be the name of your school district.

Example:

Organization: MSAD 04 Site: MSAD 04/2170 – CORRECT

Organization: MSAD 04 Site: PISCATAQUIS COMMUNITY ELEMENTARY SCHOOL – INCORRECT

Example of SBHC:

Organization: YARMOUTH SCHOOL DEPARTMENT Site: YARMOUTH HIGH SCHOOL/2106- CORRECT

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Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Announcements:

- 06/26/2014 ~ [System Maintenance](#)
- 05/02/2014 ~ [COMPLETE - PNU13/Kinrix/Rotarix ACIP Schedule Update](#)
- 05/02/2014 ~ [VIS update - HPV](#)
- 04/30/2014 ~ [Vaccines Available -](#)
- 04/18/2014 ~ [2013-2014 HCW Immunization Survey](#)
- NEW** 02/22/2012 ~ [VIS Update - HPV](#)

[more announcements](#)

Vaccine Order/Transfer Notification...

Type	Order Date	Approved Date	Status
Currently, there are no order or transfer notifications.			

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	Public
Flu-Mist Quadrivalent	10	Y
Fluarix Quadrivalent	10	Y
Fluzone	10	Y

Release Notes:

- Locate the *MASS IMMUNIZATION* heading in the menu panel on the left side of the ImmPact screen.
- Click **mass immunization**

You will arrive on the **Mass Immunization** page:

ImmPact
MAINE
IMMUNIZATION
INFORMATION
SYSTEM

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Org: RSU 09 • Site: RSU 09/ • User: Roles Tester

Please select a Mass Vaccination Administration Set to begin administration.

Choose Clinic Site and Vaccine Admin Set

Site: RSU 09

Mass Vaccination Administration Set:

Vaccine	Lot Number	Quantity On Hand	Exp Date
Intend to Bill MaineCare			
NPI Number			<input type="button" value="Verify NPI"/>

Client Entry Areas Displayed: 5

Vaccination Date:

Entering a Date on this row will prefill all vaccination date boxes below

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1. The name of the school district you are entering doses for should be selected. If not, open the **Site** drop down menu, choose the correct site, click the **Switch** button
2. Open the **Mass Vaccination Administration Set** drop down and choose the vaccine set you administered. For SLVC it will be **Influenza - Mass Imm**
3. A list of available inventory will be displayed and you will get a red message at the top of the page “**In-tend To Bill MaineCare selection is required**”
4. Open the **Intend to Bill MaineCare** drop down menu and select Yes or No
 - If **Yes** is selected, enter your NPI number (either 10 digit or 10 + 3) and click the **Verify NPI** button. If the NPI number is in our system the information will be displayed. Be sure this is the entity you wish to receive payment. You are now ready to enter doses.
 - If the NPI number does not work, verify that it is at least 10 digits long. If the number does not work, call MaineCare for assistance at 1-866-690-5585 (select option #2).
 - If **No** is selected you are ready to begin entering doses.
5. If you have questions, contact the ImmPact Help Desk.

Entering Doses:

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Org: RSU 09 • Site: RSU 09/ • User: Roles Tester

Choose Clinic Site and Vaccine Admin Set

Site: RSU09

Mass Vaccination Administration Set: Influenza - MassImm

Vaccine	Lot Number	Quantity On Hand	Exp Date
Influenza 6-35 Months Quadrivalent, PF		0 Doses	
Influenza > 5 years		0 Doses	
Influenza pf > 5 years		0 Doses	
Influenza, high dose seasonal		0 Doses	
Influenza, injectable, MDCK, pf 18+		0 Doses	
Influenza, seasonal, injectable 3+		0 Doses	
Influenza, seasonal, injectable 4+		0 Doses	
Influenza, seasonal, injectable <3		0 Doses	
Influenza, seasonal, injectable, pf		0 Doses	
Influenza, seasonal, injectable, pf 3+		0 Doses	
Influenza, seasonal, injectable, pf 4+		0 Doses	
Influenza, seasonal, injectable, pf <3		0 Doses	
influenza, injectable, quadrivalent, 3+		0 Doses	
influenza, live, nasal		0 Doses	
influenza, live, nasal, quadrivalent	123mist	8.0 Doses	12/31/2014
influenza, recombinant, injectable, pf		0 Doses	
influenza, seasonal, injectable		0 Doses	
influenza, seasonal, intradermal, pf		0 Doses	
influenza, whole		0 Doses	

Intend to Bill MaineCare: No

NPI Number:

Client Entry Areas Displayed: 5

Vaccination Date: Entering a Date on this row will prefill all vaccination date boxes below

Client #1	Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
	<input type="text"/>	All <input type="button" value="Search"/>	<input type="text"/>	<input type="button" value="Search"/>				

* Fields displayed in *italics* are required for adding new patients.

Client #2	Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
	<input type="text"/>	<input type="button" value="Search"/>						

Client #3	Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
	<input type="text"/>	<input type="button" value="Search"/>						

1. Choose the number of **Client Entry** areas you want to display on the page.
2. Enter the **Vaccination Date**.

Entering a date and using your cursor click anywhere on the page to pre-fill all the **Vaccination Date** boxes on the page. However, you may enter different dates into the **Vaccination Date** boxes.

For example:

- Client 1 could have a date of 09/01/2014
- Client 2 could have a date of 09/04/2014

Now that you have your page set up you can search for clients and enter their doses:

Client Entry Areas Displayed: 5

Vaccination Date: 07/03/2014 Entering a Date on this row will prefill all vaccination date boxes below

Client #1							Has PCP in ImmPact2: Y
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014	TESTER	TEST		01/01/1983			Search
Vaccine	Given?	Trade Name-Lot	Volume	Administered By	Body Site	Route	Date of VIS
influenza, live, nasal, quadrivalent	Yes	Flu-Mist Quadrivalent - 123mist - Private	.20 cc	Blais, Stacey	Nose	Intranasal	07/26/2013
							Save Clear
Client #2							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014					All		Search
<small>* Fields displayed in <i>italics</i> are required for adding new patients.</small>							
Client #3							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014							Search
Client #4							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014							Search
Client #5							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014							Search
							Save All

1. In the section for **Client 1** enter the first 3 letters of the last name and first 3 letters of the first name. **DO NOT** enter date of birth.
2. Click the **Search** button.
3. If clients are found, you will see a list. You may use the "Review" button if you are not sure which one is the correct client. Once you identify the correct client, click the "Select" button.
4. If the client is not found, enter the full last name, full first name and date of birth.
5. Click the **Search** button. There will now be an "ADD" button.
6. If your client still was not found, verify the information you entered is correct and click the "ADD" button.
7. The vaccine administration rows should now appear.
8. On the line for the vaccine that was administered, enter all the required fields.
9. You may click "Save" now OR *repeat steps 1 through 8* for each client you want to enter.
10. When you have entered all the doses for this page, click **Save All**.
11. You should see the Quantity On Hand decrease in the list of available vaccines.

NOTE: If you intend to bill MaineCare you will need to enter your NPI for each page of clients you enter.