

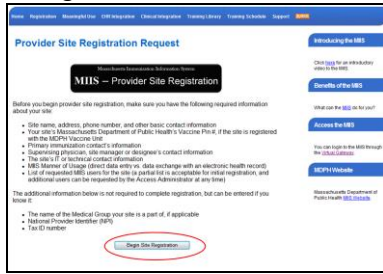
MIIS Provider Site Registration*: Quick Reference Guide

Massachusetts Department of Public Health, Massachusetts Immunization Information System (MIIS)



*To be completed by site's primary Access Administrator – person designated by site to help coordinate and communicate MIIS Registration and Clinical Integration processes.

- To Start:** Go to: www.contactmiis.info and click on the Registration tab at the top of the page.
- Click on the Black tab “MIIS Provider Site Registration”
 - Click “Begin Site Registration”



Step 6:

- Please indicate how your site will submit data – if using an EHR system, please also choose company and software version.
- Click “Save & Continue”.



Step 8:

- a) Print the following forms from ContactMIIS Resource Center Home page:
- Virtual Gateway Services Agreement (VG SA)
 - Virtual Gateway Access Administrator (VG AA)
 - MIIS Provider Site Agreement (MIIS SA)
 - MIIS User Agreement (MIIS UA)
- b) For each form, read the instructional coversheet carefully and sign appropriately:
- VG SA:** Site's High Level Administrator signs left side of last pg. *Leave right side blank for internal processing.*
 - VG AA:** Site's High Level Administrator signs left side & AA signs right side first pg. High Level Administrator signs final pg.
 - MIIS SA:** Site's High Level Administrator initials pg1 and signs & prints name pg 2.
 - MIIS UA:** User initials pg 1 & 2, and signs pg 3. Site's High Level Administrator signs pg 3.
- c) **VG SA & VG AA forms must be mailed** with original signatures to MIIS. **MIIS SA & MIIS UA** can be uploaded to the ContactMIIS Resource Center, faxed **or** mailed.

Congratulations! You have completed your Provider Site and Access Administrator Registration with the MIIS. Please allow 1-2 weeks for paperwork processing.

Step 1:

Enter your Provider Site contact info. Fields with * are required fields. If you know your site's vaccine PIN, please enter it as it will help to make a site match in our database. Email address can be the general email for your site or the primary contact person's email. Click “Continue”

Steps 2 – 5 :

- Enter Access Administrator's personal info.
- Enter Primary Immunization Contact – this will be the clinical contact for immunizations at your site.
- Enter Technical/Computer Contact – this will be the liaison between your site and EHR, or an IT staff member/contact.
- Enter Supervising physician, site manager or designee – this will be High Level Administrator for your site who will sign off on all of the registration forms as the Authorized Officer/Representative or Site Designee.
- Click “Save & Continue”.

Steps 2 - 5

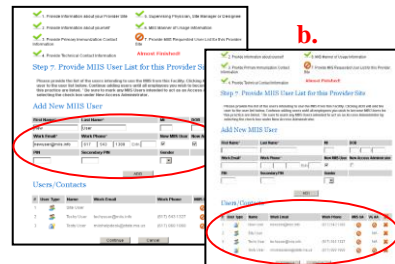


Step 1



Step 7 (Optional):

- a) Add additional Access Administrators or MIIS Users – enter contact information and select appropriate check box(es). Click “Add”. Note: new AAs and MIIS Users can always be added at a later date, no need to add any at this step.
- b) The “Users/Contacts” section lists the users or contacts that you entered thus far in the registration process. The list may also include additional contacts for those who order vaccines from your site that are on file in the ContactMIIS database.
- c) When finished adding new users/AAs, or to skip this section, click “Continue”.



a.

b.

You now have secure access to the [ContactMIIS Resource Center](#), a one stop shop for all your MIIS needs, where you can:

- Manage your personal information – *MIIS User Mgmt. tab*
- View MIIS Training Modules and access MIIS User Manual and Reference Guides – *Training Library tab*
- Download MIIS Fact Sheets, Posters, Sample language and Objection Forms – *Clinical Integration tab*
- Submit specific questions and/or reference common user issues – *FAQs tab*

MIIS Individual User Registration*: Quick Reference Guide

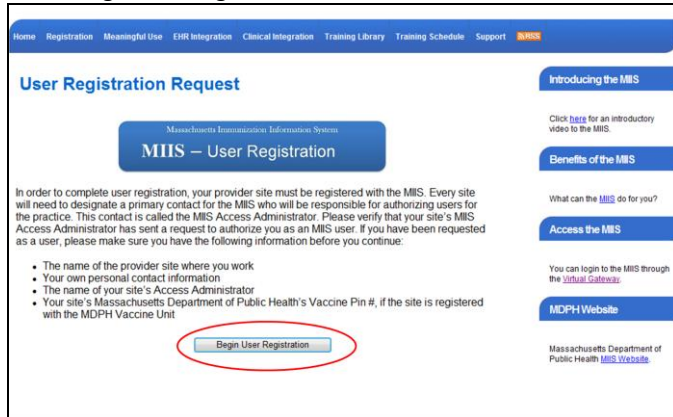
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*Please ensure that your site's primary Access Administrator has started your site's Registration process and you were designated as a User or additional Access Administrator

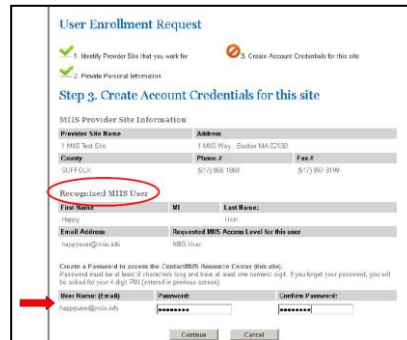
To Start: Go to: www.contactmiis.info and click on the Registration tab at the top of the page.

- Click on the Blue tab "MIIS User Registration"
- Click "Begin Site Registration"



Step 3:

- User is confirmed as *Recognized User*. Note: if user is not recognized, please contact your site's MIIS Access Administrator, who must first add you as user.
- Create personal password for ContactMIIS Resource Center. Click "Continue".



Important Note: If you were designated as an **Access Administrator** you will see 3 additional forms:

- Virtual Gateway Services Agreement (VG SA)
- Virtual Gateway Access Administrator (VG AA)
- MIIS Provider Site Agreement (MIIS SA)

Your site only needs to complete 1 VG SA form and 1 MIIS SA form. Please check in with other AAs to ensure only one of each is completed and sent to MIIS.

Each AA at a site must complete a VG AA form:

- Print VG AA form from AAs home page.
- High Level Administrator signs left side & AA signs right side of first pg, and High Level Administrator signs final pg.
- The VG AA form **must be mailed** to the MIIS with original signatures.

Step 1:

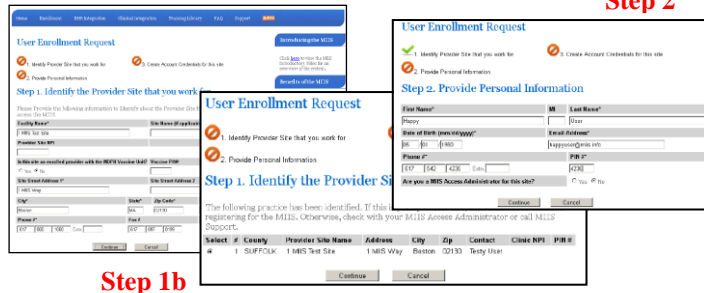
- Enter provider site contact information to best identify site when it was registered by your Access Administrator. If you know your site's vaccine PIN, please enter it as it will help to make a site match in our database. Click "Continue".
- Confirm site identified by system is your site. Click "Continue".

Step 2:

Enter Personal Information. Click "Continue".

Step 1a

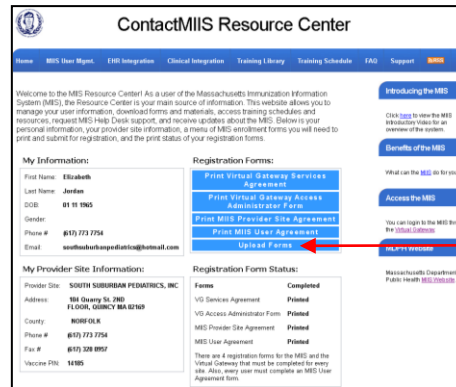
Step 2



Step 1b

Step 4:

- Print MIIS User Agreement from user's home page.
- User initials page 1 & 2, and signs page 3.
- Site's High Level Administrator signs page 3.
- Form can then be scanned and uploaded to ContactMIIS Resource Center, faxed **or** mailed to MIIS.



Upload Option

Congratulations! You have completed your Individual User Registration with the MIIS. Please allow 1-2 weeks for paperwork processing.

You now have secure access to the [ContactMIIS Resource Center](#), a one stop shop for all your MIIS needs, where you can:

- Manage your personal user information – *MIIS User Mgmt. tab*
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