

**New Jersey Department of Health and Senior Services (NJDHSS)  
H1N1 Vaccine System Provider Registration in Brief: Health Care Providers**

The following information briefly outlines the NJDHSS H1N1 Vaccine System registration processes for health care providers (e.g., physicians, pharmacists, advanced practice nurses). A glossary of terms is provided at the end of this document.

*Step 1 – Provider Site Registration*

Providers need to register their office or facility as a site for administering H1N1 vaccines. Eligible providers include physicians, pharmacies, hospitals, employee health programs, local health departments and federally qualified health centers. If you have more than one office/location, you will need to register each location separately. In order to register as a provider site, you will need to provide a valid license number for one of the following license types – medical doctor, doctor of osteopathy, advanced practice nurse, pharmacist or pharmacy.

Once you register in the H1N1 Vaccine System, your information will be approved by the appropriate LINCS agency and/or local health department. Once approved and then verified by NJDHSS, you will receive an email with your PIN and a security access code. If you enroll during September 17 to 25, 2009, you should receive your PIN and security access code no later than the first week of October 2009. If you are not approved, you will receive an email notification, and you can contact the LINCS agency in your jurisdiction to get further information.

You can be approved as a *ship-to site*, where the vaccine will be delivered to your location, or as a *vaccinator only site*, where you will need to pick up the vaccine from a designated site in your jurisdiction such as a local health department or LINCS agency.

Important –

- Please provide a valid email address in the provider registration process as all communication is via email.
- Current New Jersey Immunization Information System (NJIIS) providers need to register for participation in the H1N1 Vaccine System.

*Step 2 – User Registration*

After you receive your PIN and security access code, you can enroll yourself and additional members of your staff as users of the H1N1 Vaccine System. All users will have the ability to track H1N1 vaccine inventory, complete temperature logs, and update administered doses for each person you vaccinate. In addition, ship-to site users will have to ability to order vaccine online through the H1N1 Vaccine System.

The email with your PIN and security access code will also include information on online training available through a webinar and/or self-training through a user manual. Attending the one-hour webinar is highly encouraged as it includes a Q &A session. Training sessions are scheduled from September 28 to October 9, 2009.

*Step 3 – Vaccine Order (Only for Ship-to Sites)*

After completing the previous two steps, i.e., registering your facility and creating your user account, as soon as NJDHSS is given permission to submit orders (NJDHSS will send out a notification), you can start ordering H1N1 vaccines by clicking on the “Order Vaccine” tab. Vaccine ordering privileges will be restricted to three users per registered ship-to site. As mentioned above, training is available to help you with your ordering process.

Note: vaccinator only sites will have to place their vaccine orders through the designated ship-to sites in their jurisdiction such as the LINCS agency or local health department.

*Step 4 – Record Patient Vaccination*

Use your user name and password (created in Step 2) to access data entry screens for reporting patient information. If the patient already exists in NJIIS, the state’s immunization registry, you will only need to update the H1N1 dose; otherwise you will enter the patient’s name, address and date of birth to complete the record. You will not be able to order additional vaccine doses if you do not account for the doses already shipped to you. Any registered user from your facility can enter patient vaccination information.

Current NJIIS users will also be able to document H1N1 vaccines through NJIIS screens.

## **Glossary of Terms**

**H1N1 Vaccine System:** NJDHSS's H1N1 vaccine data tracking system which resides in and uses the format of the New Jersey Immunization Information System (NJIIS), the state's immunization registry.

**Provider:** any entity that will receive vaccine and/or administer vaccinations; providers include hospitals, federally qualified health centers, local health departments, LINCS agencies, pharmacies, pharmacists, physicians, and employee health services.

**Provider site:** physical location where vaccine will be received and/or administered.

**Provider type:** individual authorized to bind a provider to receive vaccines and/or administer vaccinations; provider types can only be licensed physicians, advanced practice nurses, pharmacies, and pharmacists.

**User:** any authorized individual associated with a provider site who has access to the H1N1 Vaccine System in order to administer vaccine-related information (e.g., doses-administered reports, vaccine inventory data); examples of users include physician office managers, data entry clerks, and health care professionals.