

Key Points On Vaccine Registration

- Registration is for practices or facilities. Individual providers should register in association with or on behalf of their facility or practice site.
- Providers already enrolled in the MDPH Immunization Program receiving state-supplied seasonal influenza and/or other vaccines, must also register through this system.
- Sites that currently receive state-supplied vaccine for associated provider sites and clinics within their network, or who intend to coordinate H1N1 vaccine allocation and distribution for associated provider sites should register as a single entity.
- We encourage local municipalities or regions to identify a single entity to coordinate vaccine allocation and distribution responsibilities for public H1N1 vaccination clinics, including those sponsored by or located at local health departments, schools and Emergency Dispensing Sites (EDS) in their community.
- We also ask those pharmacies and other retail establishments interested in providing H1N1 vaccine to please work through your corporate offices for registration as a single corporate entity.
- If you do enroll your network or organization through a single, central vaccine receiving site please keep in mind that you will be responsible for:
 - Receiving, storing, and distributing H1N1 vaccine and federally-provided supplies to sites within your network.
 - Reporting vaccine usage by age group on a weekly basis in aggregate for all sites in your network.

Information You Will Need for Registration

Prior to registration, we strongly encourage sites to have the following information available:

- **Medical Director:** You will need to identify a medical director for your organization or facility. You will need their name, contact information and medical license number. This is the person, on behalf of himself or herself and all practitioners associated with the registering entity and all the practices, clinics and sites for which the entity is registering, is responsible for:
 - Agreeing to the H1N1 Vaccine Provider Agreement
 - Assuring that:
 - The provider site does not charge or bill for the cost of state-supplied vaccine (although we expect that at least some providers will be able to bill or charge for the cost of administering H1N1 vaccine – more guidance about this is forthcoming).
 - The immunization schedule, dosage, and contraindications followed are in compliance with those established by the Advisory Committee on Immunization Practices (ACIP) (<http://www.cdc.gov/h1n1flu/vaccination/>).
 - Providing signed standing orders for H1N1 vaccine administered when a physician is not on site. MDPH will provide model standing orders for signature by the medical director.

- Any clinic that will be open to the public (regardless of age or residency restrictions) must post their clinic information on the Masspro website at <http://flu.masspro.org>.
- **Patient Profile:** Estimates of the number of patients that the registering entity, including all practices, clinics and sites, will be vaccinating in each of the following groups:
 - < 3 years of age
 - 3 – 24 years of age
 - 25 – 64 years of age
 - ≥ 65 years of age
 - Number of these patients who are pregnant
 - Number of health care employees and volunteers with direct patient contact
 - Number of health care employees and volunteers without direct patient contact
- **NPI:** The names and National Provider Identifiers (NPI) of all practices, clinics and/or sites associated with this registration (including the NPI of the registering entity itself). Note: an NPI is not required if your site is already enrolled in the MDPH Immunization Program. However, an NPI is required if billing for reimbursement becomes an option. To obtain an NPI, please go to <https://nppes.cms.hhs.gov/NPPES/Welcome.do> .
- **Primary Contact:** Name and contact information for the person responsible for receiving and storing H1N1 vaccine and associated supplies and reporting vaccine usage. .
- **Shipping Information:** Days of the week and times the receiving facility will be open to receive vaccine shipments along with the exact address of the ship to site.

You may print a PDF version of the registration in order to collect all the necessary information needed to complete the process prior to proceeding with this website. ([Click Here](#) to View and Print the Registration Form) Please note that you will be able to start the survey and come back to finish your work later.

After completing the registration process, you will receive a confirmation email. If you have any questions or problems with registration, please email Mdph1n1registration@state.ma.us or call (888) 578-5585.