PRE-PANDEMIC REGISTRATION WEBSITE USER GUIDE

PILOT PURPOSE AND BACKGROUND

To better posture the state of Ohio during a pandemic, the Ohio Department of Health **(**ODH) has created a beta "test" website designed to pre-register healthcare providers across the state of Ohio to receive pandemic vaccine when made available.

The ImpactSIIS program is used to manage and approve orders for vaccine placed by participating Local Health Departments (LHDs) and healthcare providers. The program facilitates a 3-way conversation between the LHD/Healthcare provider, ODH and vaccine manufacturer for the request, approval and ordering of vaccine. The pre-registration website will allow ODH to track those providers who are interested in providing public vaccine in the event of a pandemic but do not currently use ImpactSIIS for ordering vaccine.

Pilot Audience:

The intent of this pilot program is to engage a variety of healthcare providers, including single practice facilities and large healthcare systems. The pilot website has been created to accommodate both types of healthcare organizations. Details regarding registration has been provided for both types of organizations below.

Pilot Dates:

Healthcare Organizations will be asked to register on the pre-pandemic registration website between Friday April 26th, 2019 to Friday May 24th, 2019.

Feedback Collection:

At the end of the registration process a link has been made available to collect feedback from participating healthcare providers. ODH requests feedback on their experience using the pre-pandemic website and suggestion to improve the user experience.

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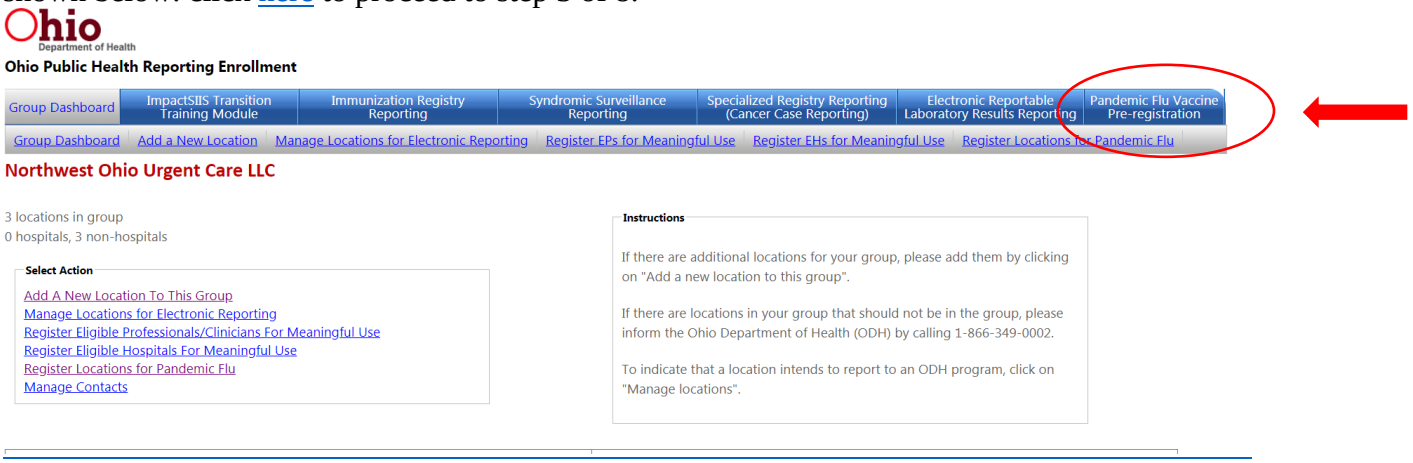
ONE LOCATION FACILITY REGISTRATION

Facilities that are categorized as “One Location” are healthcare facilities that operate out of a single private location.

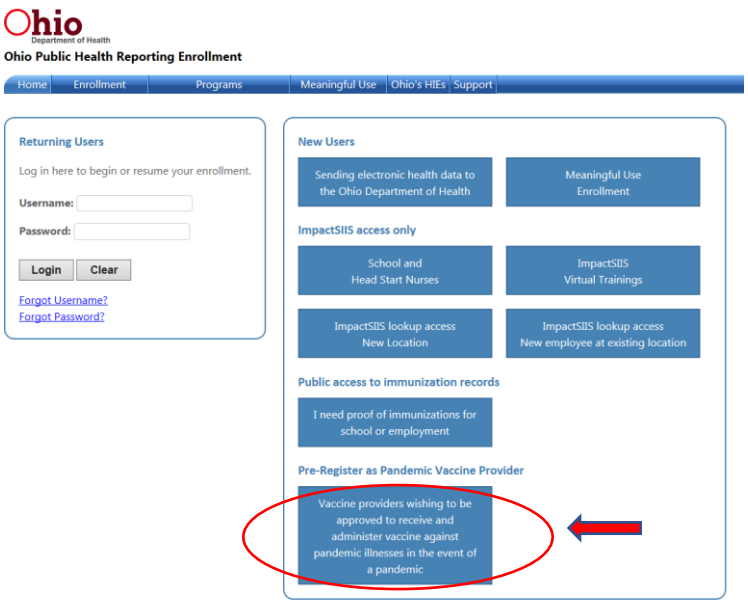
STEP 1 OF 8: NAVIGATE TO WEBSITE

Go to: https://www.ohiopublichealthreporting.info/Enrollment

If the user already has login criteria for Ohio Public Health Reporting, log on at the homepage and select “Pandemic Flu Vaccine Pre-registration” from the group dashboard as shown below. click here to proceed to step 3 of 8.



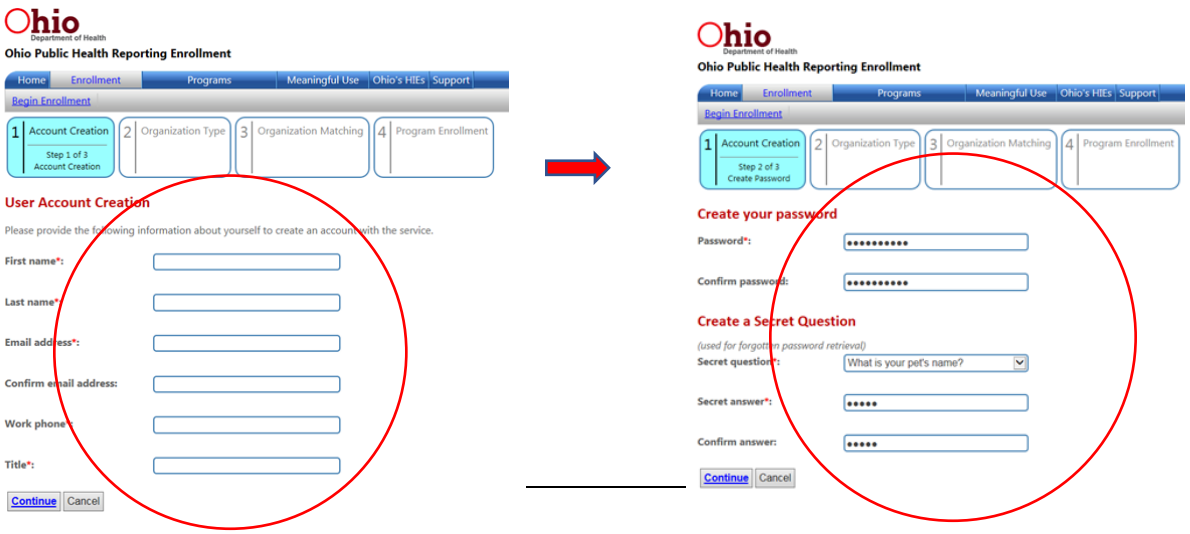
If the user DOES NOT have log-in credentials, click on the link “Pre-Register as Pandemic Vaccine Provider” on the homepage as shown below.



STEP 2 OF 8: CREATE USER ACCOUNT

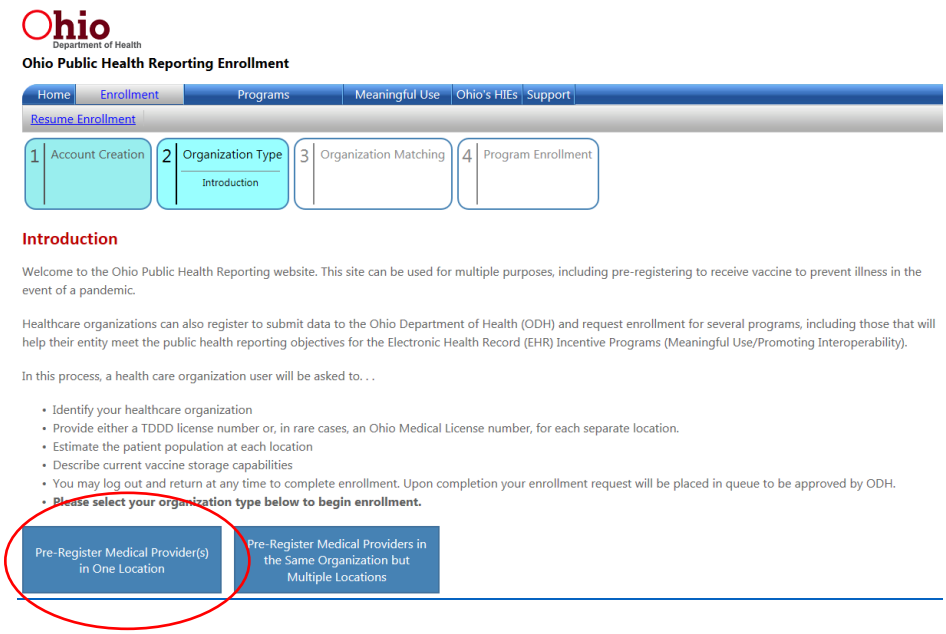
Fill-out the account creation form with user information and complete log-in registration.

Note: Passwords must contain uppercase letter(s), lower case letter(s), number(s) and a special character.



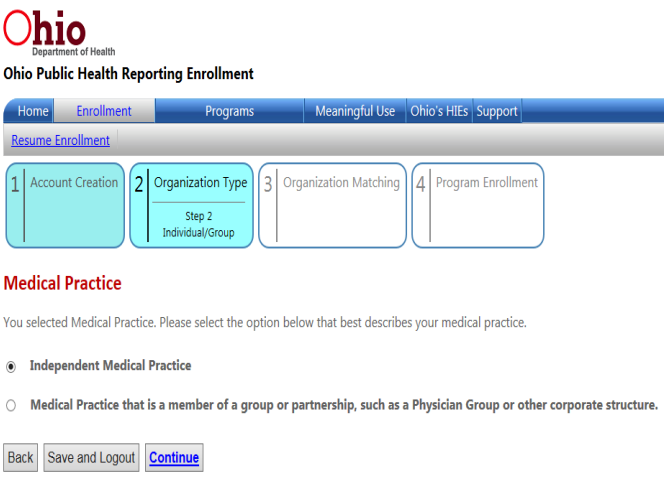
STEP 3 OF 8: NUMBER OF LOCATIONS

Select whether the practice is a Medical Provider in one (1) location. If the user is a provider within a large organization that has multiple locations, please refer to instructions on page 13 or click here.



STEP 4 OF 8: SELECT ORGANIZATION AND PRACTICE TYPE

Select your organization type, hit continue and then select the practice type.



STEP 5 OF 8: VACCINE PROVIDER IDENTIFICATION

Enter **one** of the following, if known:

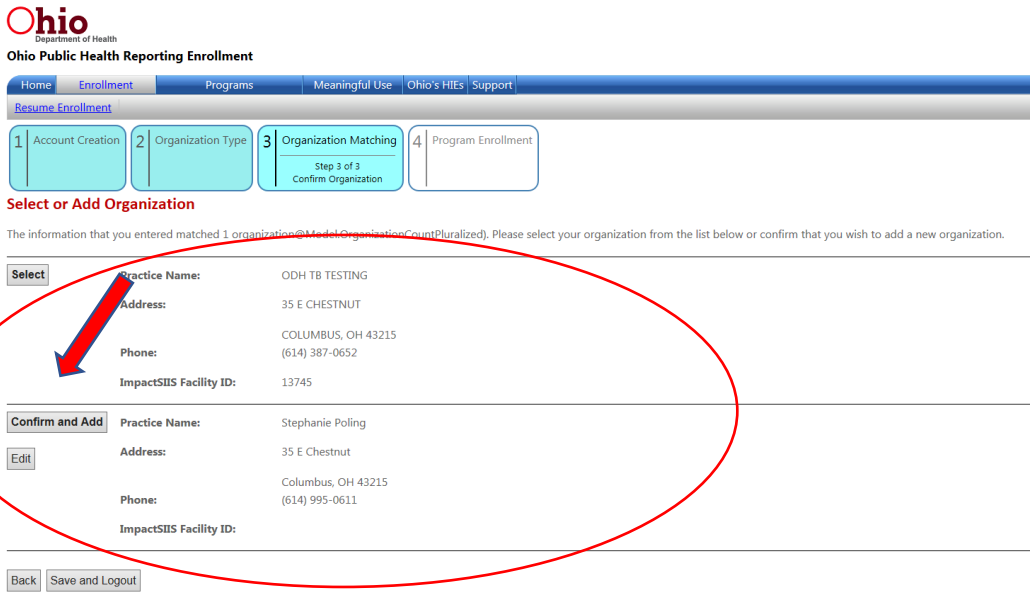
- National Provider Identification (NPI)
- Provider VFC #
- Medicaid Number
- Medicare UPIN (provider identification number)

If unknown, tick the box "**I do not know**" and continue.

STEP 6 OF 8: SELECT LOCATION OF PRACTICE

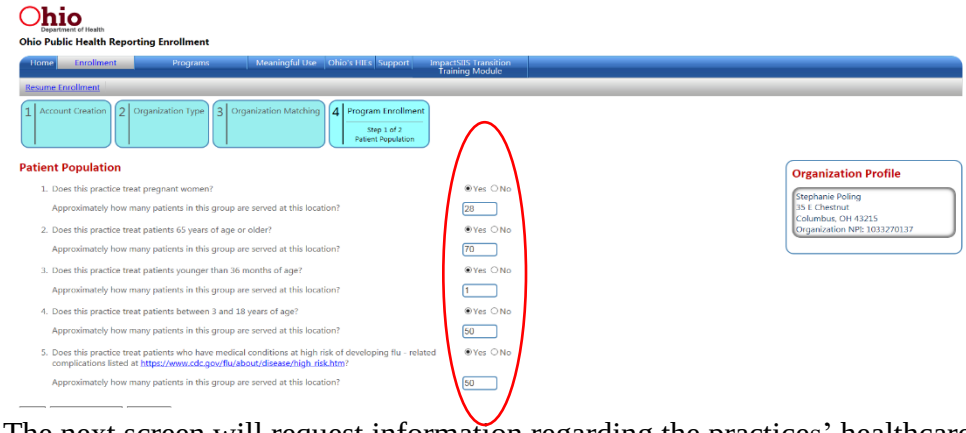
If by entering the practice identification numbers (e.g., NPI, VFC, Medicaid number, or Medicare number) the user's organization is not found or if the user has selected "I do not know" on the previous screen, the registration webpage will ask for the address.

If the organization is found confirm the location the user is based from.

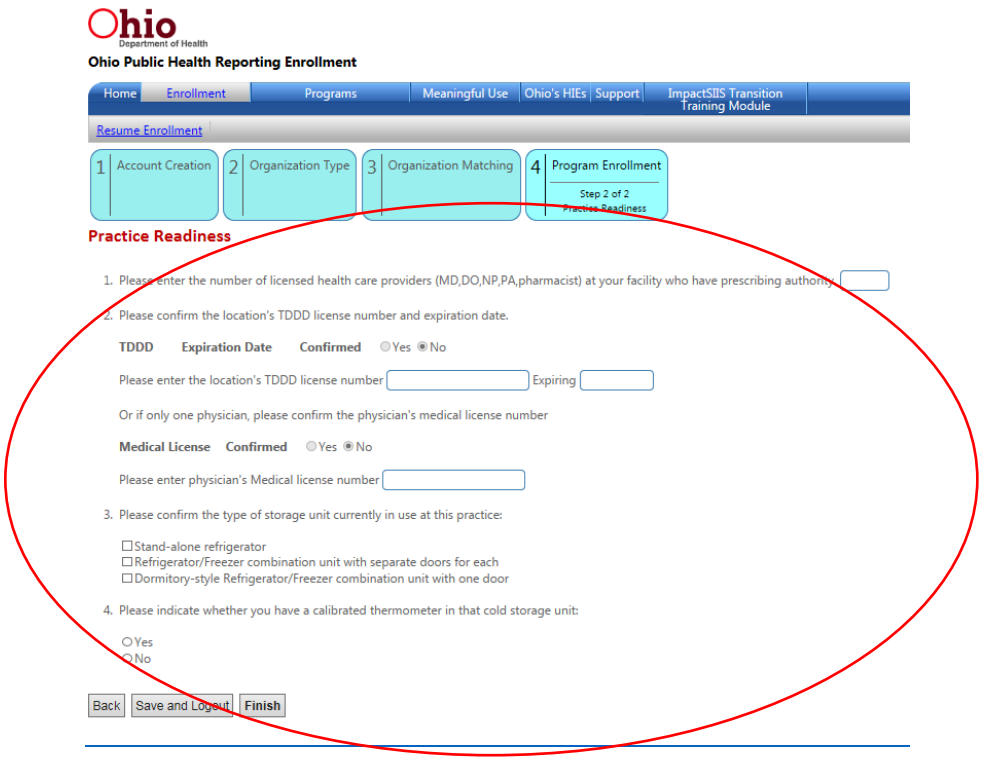


STEP 7 OF 8: COMPLETE PRACTICE QUESTIONNAIRE

Answer questions regarding the practice/organization. The user will be asked to approximate the number of patients treated at the practice for the listed criteria.

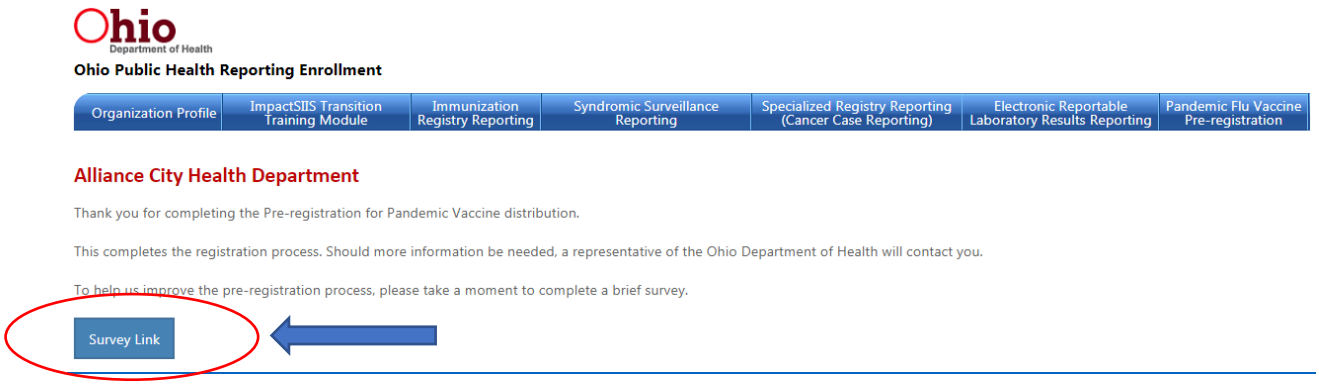


The next screen will request information regarding the practices' healthcare providers and TDDD license or medical license numbers. The user will also be asked to provide information regarding cold-storage units and thermometers.



STEP 8 OF 8: SURVEY LINK

At the end of the registration process, the user will be presented with a survey link. ODH requests all participants provide feedback on their experience. This is the last step in the pilot pre-registration process.



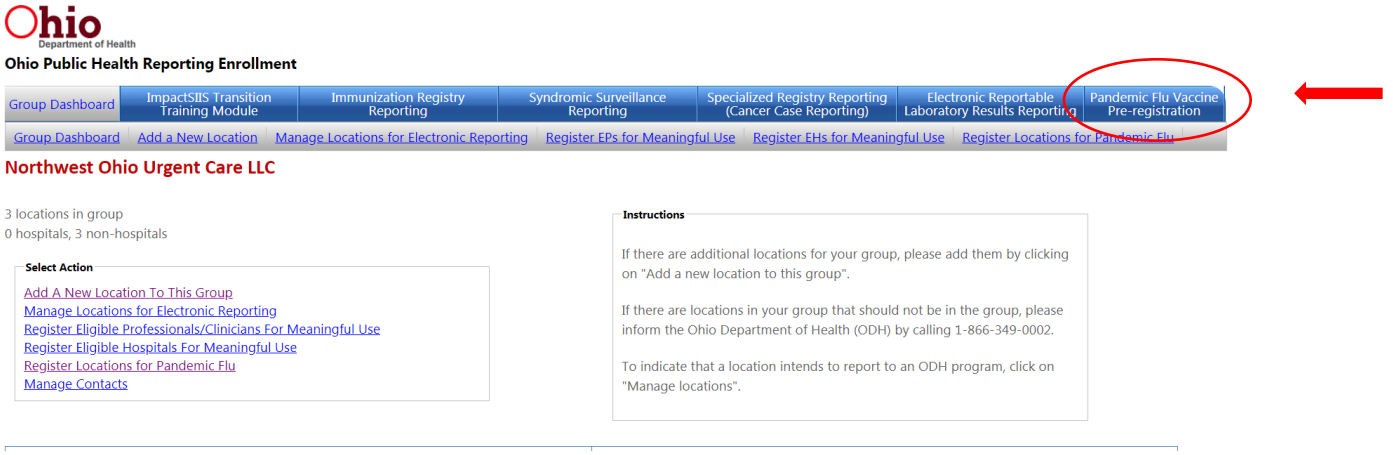
MEDICAL SYSTEM REGISTRATION

Some users may wish to request pre-registration as pandemic vaccine providers for multiple locations with shared ownership.

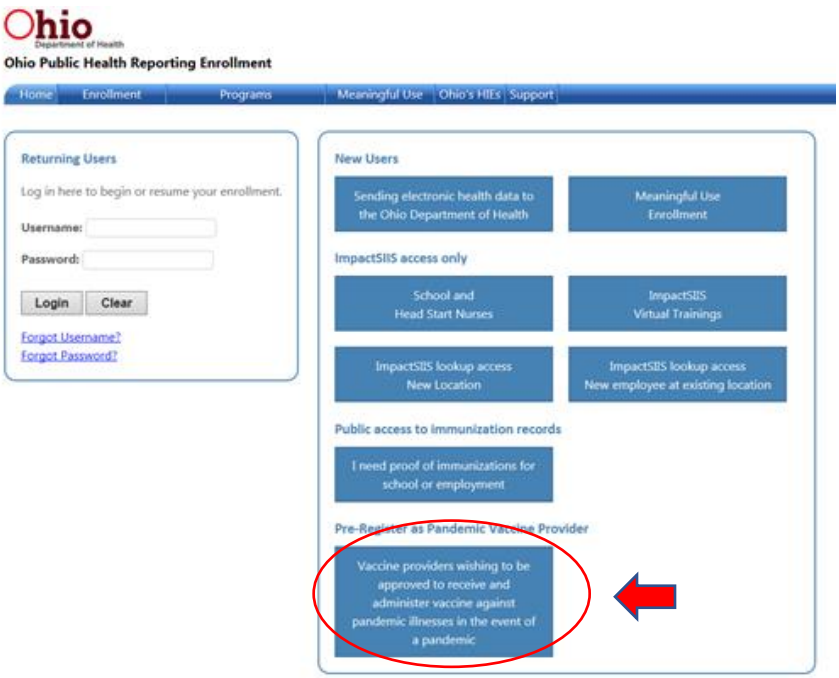
STEP 1 OF 6: NAVIGATE TO WEBSITE

Go to: https://www.ohiopublichealthreporting.info/

If the user already has log-in criteria for Ohio Public Health Reporting, log on at the homepage and select "Pandemic Flu Vaccine Pre-registration" from the group dashboard as shown below. Click here to proceed to step 3 of 6.



If user <u>DOES NOT</u> have log-in credentials, click on the link "Pre-Register as Pandemic Vaccine Provider" on the homepage shown below.



STEP 2 OF 6: CREATE A USER ACCOUNT

Fill out the Account Creation form with user information and complete log-in registration.

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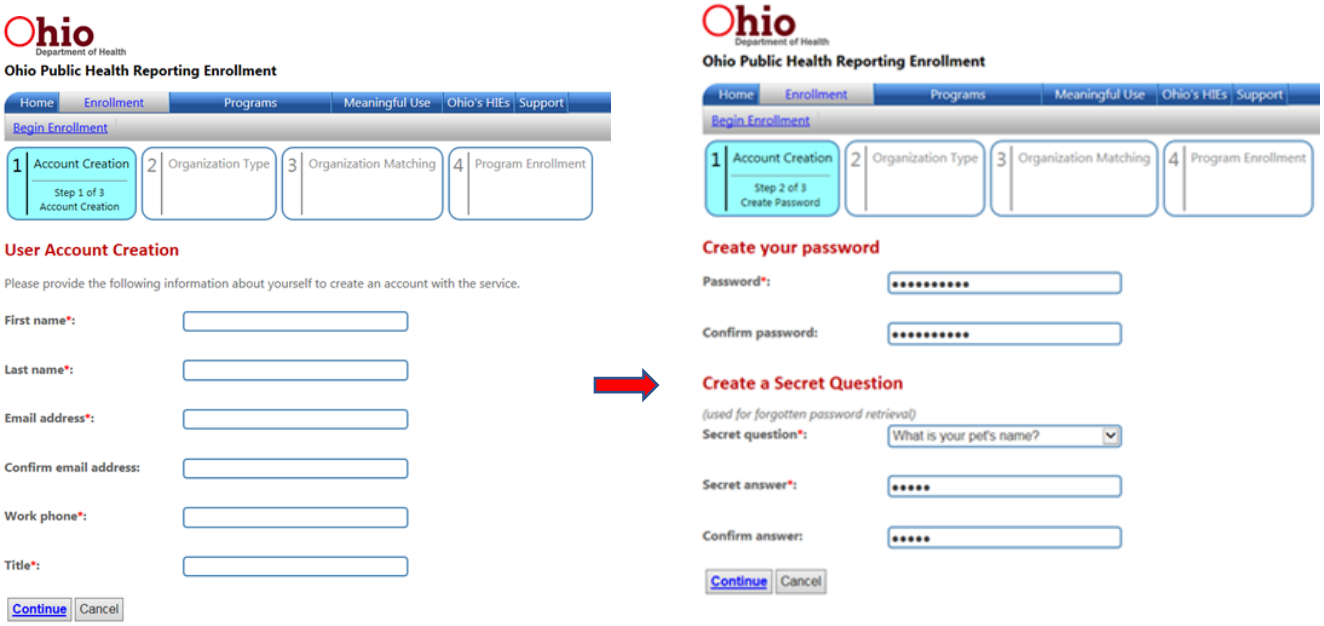
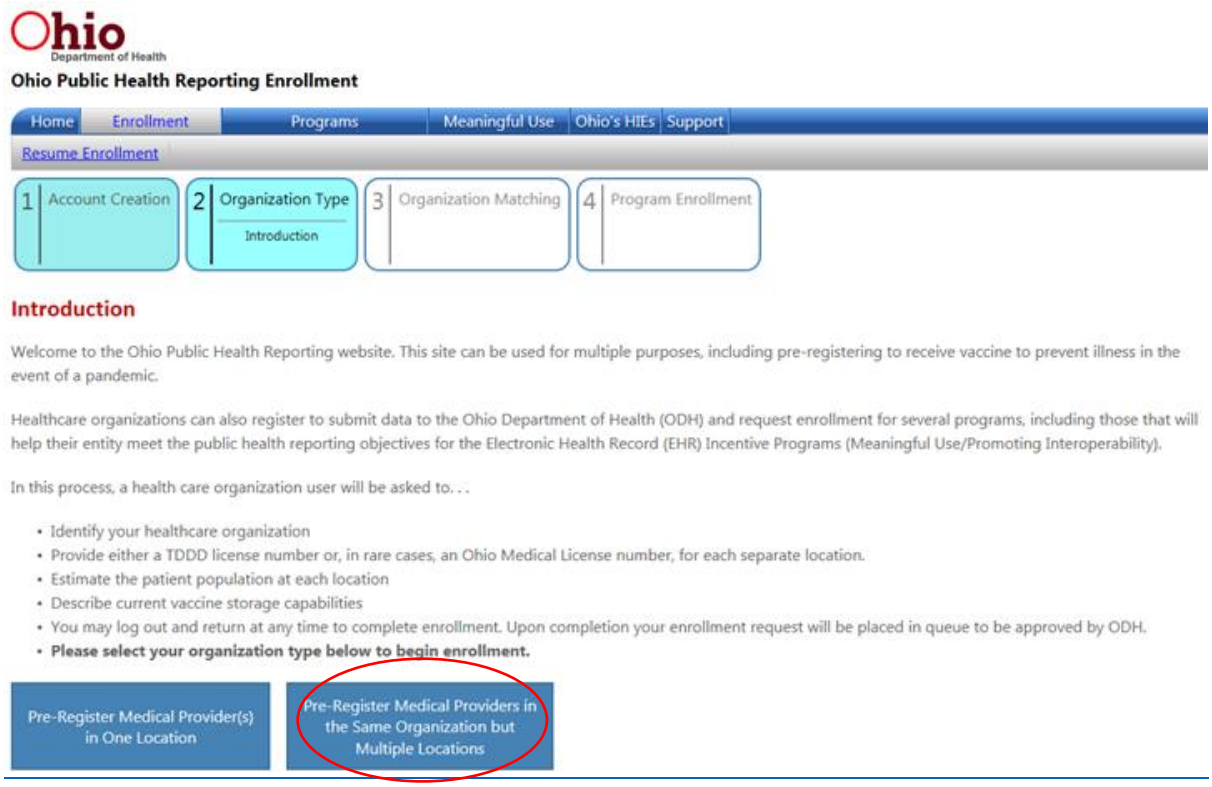


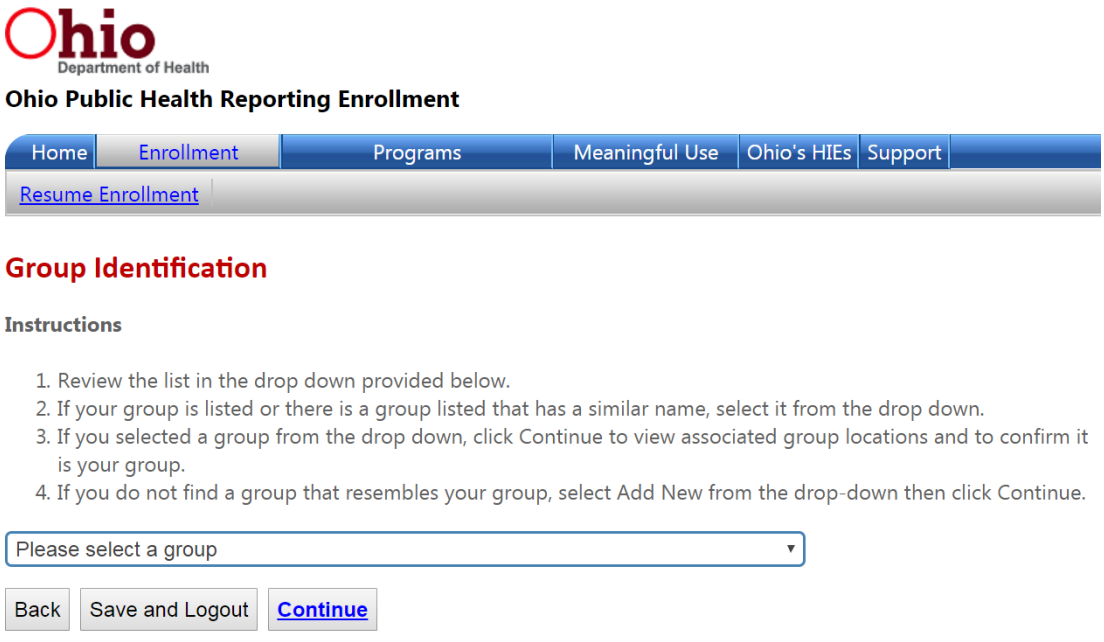
STEP 3 OF 6: NUMBER OF LOCATIONS

Select the number of locations for the healthcare organization. For this set of instructions, the user will be registering as a Medical Provider belonging to a large healthcare system.



STEP 4 OF 6: SELECT ASSOCIATED ORGANIZATION

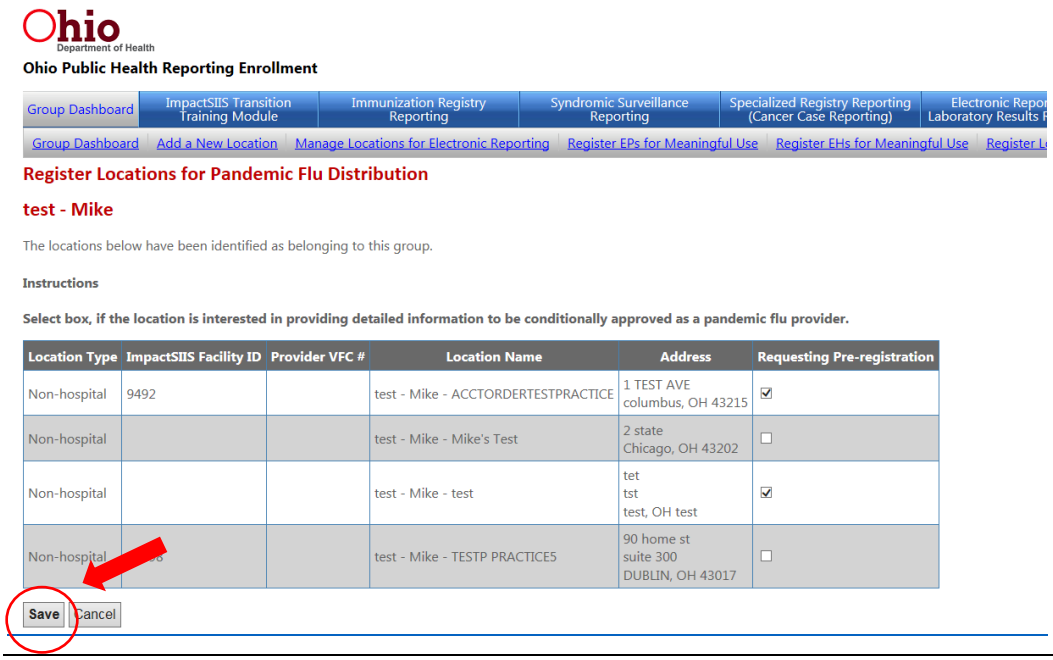
Select the group the associated group or add a new group if the user group is not found.

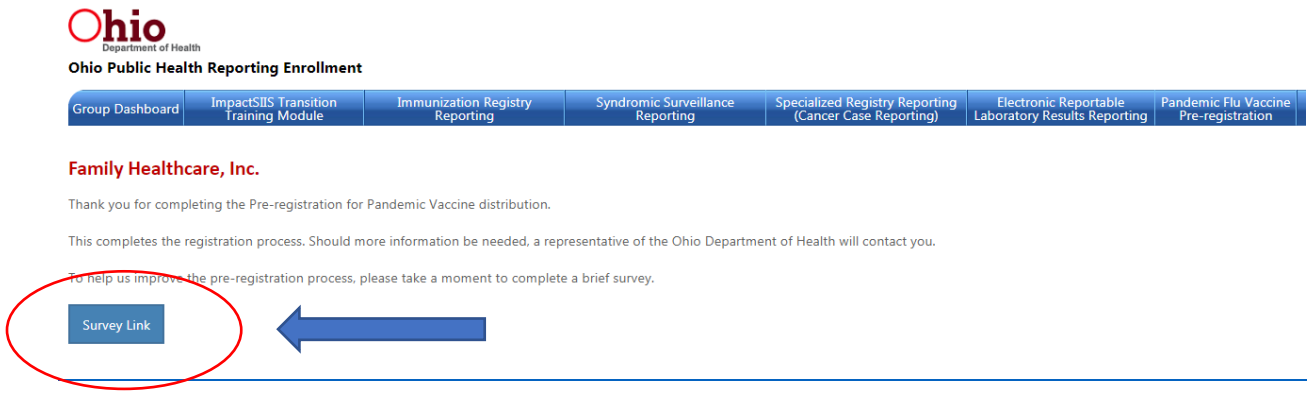


Next, confirm that the correct locations are in the group the user is affiliated with.

STEP 5 OF 6: SELECT APPLICABLE LOCATIONS

Once the user advances to the below screen and verifies applicable information to be correct, the user must select "save." The user will then be directed back to the group dashboard and submission for pre-registration is complete. The next screen can be accessed by hitting save or by selecting "Group Dashboard" from the top ribbon.



STEP 6 OF 6: SURVEY LINK

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