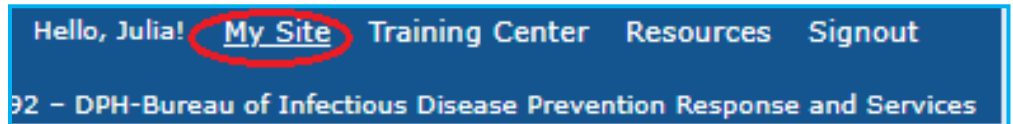


Onboarding Request

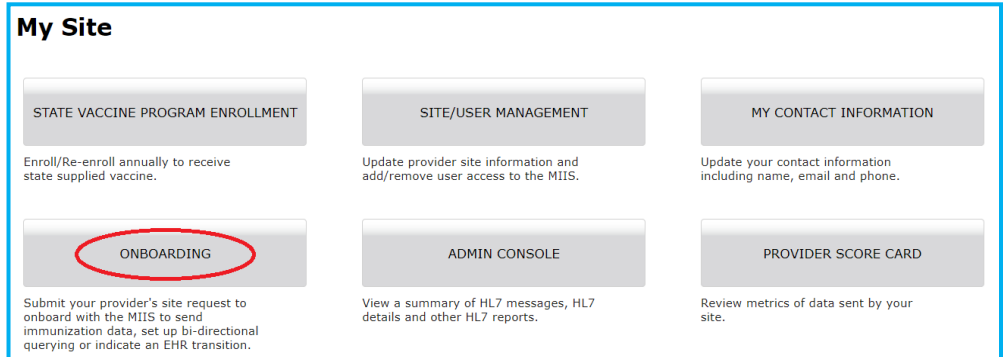
MIIS Helpdesk | P. 617-983-4335 | F. 617-983-4301 | miishelpdesk@mass.gov | miisresourcecenter.com | https://sso.hhs.state.ma.us

Step 1 Navigation

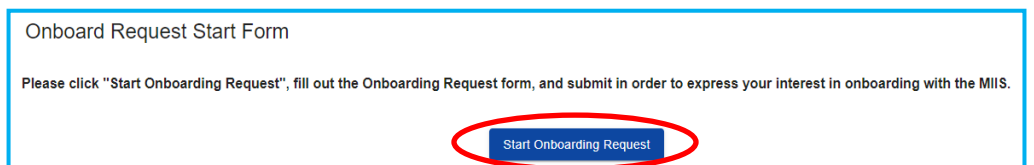
⇒ Select the **My Site** link, located in the upper right hand corner of the homepage.



⇒ Select the **Onboarding Button**



⇒ Select **Start Onboarding Request**



*The MIIS can be accessed by logging into your Virtual Gateway account on the mass.gov website. If the user does not remember their username, they may contact the MIIS Help Desk for assistance. If the user does not remember their password, they will need to use **forgot password** or contact the Virtual Gateway for assistance.*

Step 2 Completing the Request Form—Question 1

Question 1.

Thank you for your interest in Onboarding with the MIIS. Please answer the following questions:

1. Have you previously onboarded with the MIIS but transitioned to a new EHR at your site and need to reestablish your MIIS connection? *

☐ Yes ☐ No



Hover over the  image for more information:

- ⇒ Select “Yes” or “No”
- ⇒ Select “Complete” to progress to Question 2.

Onboarding with the MIIS is defined by successfully establishing a technical connection from your EHR to the MIIS to report patient administration events or entering patient data directly into the MIIS. Patient administration events include patient demographics in addition to vaccination details.

Question 2—Indicate Onboarding Type

2. Select the type on Onboarding you are interested in: *

- ☐ Direct Data Entry - No EHR connection (GUI)
- ☐ Send Immunization Data only (VXU)
- ☐ Send Immunization Data and establish Bi-Directional Data Exchange (VXU & QBP/RSP)
- ☐ Bi-Directional Data Exchange only (QBP/RSP)

Select which method your site plans to use to report immunizations either through direct data entry or by electronic data exchange (via your EHR)

⇒ **GUI** = Immunization events will be entered directly through the user interface (UI).

If reporting via electronic data exchange you may choose from the following three options:

⇒ **VXU** = your EHR will share immunization events electronically with the MIIS through.

⇒ **VXU and QBP/RSP** = your EHR will share immunization events electronically with the MIIS AND the EHR will send patient queries to the MIIS. The MIIS will send immunization information back to your EHR. This is also referred to bidirectional data exchange. Select this option if your site needs to newly onboard and plans to connect for VXU and QBP or if your site is already onboarded and sends VXU messages but in addition would like to add QBP to query patients.

⇒ **QBP/RSP only**= allows your EHR to query immunization data from the MIIS only. This option is reserved for sites who do not administer vaccines, such as schools. If your site administers vaccines then you are required to also send data and should not select this option.

Helpful
Tips

If you select the incorrect option for Question 1, you may receive an error message when selecting the type of Onboarding you are interested in. If this happens, try changing your answer for Question 1.

Question 3—Select Your Organization(s)

- ⇒ Next you will need to indicate which sites are part of the onboarding request. To search for sites in your organization to include, use the **Search** feature.
- ⇒ You may either enter search criteria to search for specific sites or click the search button to see a full list of the sites in your organization.

Selected Organizations *

Search Criteria
Click Search button to see list of all available sites.

Site PIN	Organization Name	Parent Organization	Practice Type	Affiliation
99992	DPH-Bureau of Infectious Disease Prevention, Response, and Services	None Selected	None selected	Select values
State Vaccine Program Enrollment Status	VXU Status	QBP Status		
None selected	None selected	None selected		

Search Results

<input checked="" type="checkbox"/> Organization Name ↑	Site PIN	EHR Vendor	Current Data Transfer Type	Requested Data Transfer Type	VXU Status	QBP Status	State Vaccine Enrollment
<input checked="" type="checkbox"/> DPH-Bureau of Infectious Disease Prevention, Response, and Services	99992	ECW - eClinicalWorks	VXU & QBP		Onboarded	Onboarded	Enrolled

- ⇒ When you find your organization, select the check box next to it.

Question 4—Medicare/Medicaid

- ⇒ Indicate if your organization participates in Medicare or Medicaid programs.

4. Are the Selected Organizations part of the Medicaid and/or Medicare programs? *

☐ Medicaid ☐ Medicare ☐ Medicaid and Medicare ☐ Not Applicable ☐ Don't Know

Question 5—Identify A Clinical Champion

- ⇒ Click on the magnifying glass icon to select the contact from your organization who will serve as the **Clinical Champion** for your organization. A clinical champion is someone from your organization that can lead the onboarding project including developing workflows, ensuring staff register with the MIIS, training staff and act as a point of contact for the MIIS Rollout

5. Please select the Clinical Champion for the selected Organizations. If you are unable to find the contact, please enter the contact's information below.

Clinical Champion for Selected Organizations (Click search to see available contacts)

Test User



☐ Unable to find Clinical Champion

- ⇒ If you are unable to find the contact, select “Create” to manually enter the contact’s information.

Contacts Create + X

Search Criteria

First Name	Last Name	Primary Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit search for Results

If you selected “Direct Data Entry - No EHR connection (GUI)” for your onboarding type in Question 2, you have finished the onboarding request and you can select “Complete” to submit your onboarding request.

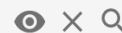
Question 6—Identify Technical Contact

- ⇒ Repeat the same steps as above to enter your organization’s **Technical Champion**. The Technical Champion is some at your organization who can answer questions regarding your organization’s EHR system, including your EHR’s contact information.
- ⇒ The **Clinical Champion** and the **Technical Campion** can be the same contact if appropriate.

6. Please select the Technical Contact for the selected Organizations. If you are unable to find the contact, please enter the contact's information below.

Technical Contact for Selected Organizations (Click search to see available contacts)

Test User



☐ Unable to find Technical Contact

Helpful Tips

After the onboarding form is submitted, the Clinical Champion and Technical Champion will receive an email to complete brief questionnaires. These should be completed as soon as possible to move your onboarding process forward.

Question 7—Select your Electronic Health Record

- ⇒ If you selected Send Immunization Data only (VXU) , Send Immunization Data and establish Bi-Directional Data Exchange (VXU & QBP/RSP) , or Bi-Directional Data Exchange only (QBP/RSP) as your onboarding type, you will need to identify your EHR Vendor.
- ⇒ Start typing the name of your EHR Vendor, and it should populate for you to select from the drop down menu.
- ⇒ Check the box if you are unable to find your EHR Vendor in the menu.
- ⇒ Select **Continue**.

7. Please select your EHR Vendor below. If your EHR is not listed, enter the EHR Vendor's name.

EHR Vendor

Epic
Epic Systems Corporation

Showing 1 out of 1 result.

☐ Unable to find EHR Vendor

Continue

Step 3 Update Email Preferences

- ⇒ Select the contacts you wish to receive the HL7 Summary email and/or the HL7 Suspended email. If the contacts you wish to designate are not listed, you can choose to add a new HL7 contact. For more information, please reference the [Update Email Preferences Mini Guide](#).
- ⇒ Select “Edit Request” if you need to go back and make changes to your onboarding request or “Submit Request if you are finished.

The following contacts have already been selected to receive the HL7 Alert Email :

None Selected

Add new HL7 Contact

Organization	First Name	Last Name	Email		HL7 Summary Email	HL7 Suspended Email		
None Sele...	Test	User	testing123@gmail.co	✓	HL7 Summary Email	✓	HL7 Suspended Email	

+

Edit Request Submit Request

Step 4 Onboarding Request Received!

⇒ Once you submit your request, the system will redirect you to the following page:

Your Onboarding Request has been created.

If you need assistance, please contact the MIIS Help Desk at (617) 983-4335 or at MIISHelpDesk@state.ma.us.

[Back to Resource Center](#)

You have finished submitting your
onboarding request!

- ⇒ The clinical and technical contacts for your organization will receive an email directing them each to complete a brief, questionnaire.
- ⇒ Your organization will be placed in queue and once the clinical and technical questionnaires have been submitted, the MIIS roll-out team will reach out to begin the process!