



Department of Health and Human Services
Maine Center for Disease Control and Prevention
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To: Maine Immunization Providers
From: Maine Immunization Program
Subject: 2016 Maine Immunization Program Provider Vaccine Agreement
Date: December 10, 2015

Providers enrolled in the Maine Immunization Program are required to submit an annual provider agreement. The Provider Agreement will be available on ImmPact December 11, 2015. Providers who have not submitted a 2016 Provider Agreement prior to December 31, 2015 will be suspended from ordering vaccines until an agreement has been submitted and approved. Sites participating in an interface should also be aware administered doses will not decrement from inventory until 2016 Provider Agreement is approved.

To fill out and submit your Provider Agreement, Log in to ImmPact and please do the following:

1. Click Manage Sites: Verify and update any information as this will be used to populate the Provider Agreement
2. Click Manage Clinicians: Update your Clinicians, as needed
3. Click Manage Providers: Update your Providers, as needed. ALL PROVIDERS MUST HAVE A MEDICAL LICENSE NUMBER and NATIONAL PROVIDER IDENTIFICATION (NPI) NUMBER
4. Click Provider Agreement
 - Click on "Create New 2016 Agreement"
 - Complete the Site Profile on Page 1
 - Complete Patient Enrollment Estimates, DO NOT LEAVE BLANK, 2015 previous numbers are available to use as a reference.\
 - Review Clinicians and Physicians/Providers List to verify information is correct
 - Complete Emergency Storage and Handling Protocol
 - Complete Signature Pages, Acknowledgements and Submit
5. Once your agreement is submitted through ImmPact, Click Provider Agreement, Click PDF Signature and print these pages
6. Have the appropriate person(s) sign next to their typed name.
7. Either fax (207-287-8127 or 1-800-437-5743) or mail PDF Signature Pages to:
Maine Immunization Program
286 Water Street, 9th Floor
Augusta, ME 04330
8. Print the full PDF for your records

Thank you for your dedication to keep the citizens of Maine free from vaccine-preventable diseases.

If you have any questions, please contact the Maine Immunization Program at:
Phone (207) 287-3746 or (800) 867-4775, Email: ImmunizeME.DHHS@Maine.gov