How to sign up for the Maine CDC's Health Alert Network (HAN) as a Local Health Officer

The MaineHAN is a secure, web-based communication system used by the Maine CDC and its partners to exchange information within and between their respective agencies regarding potential public health threats or emergencies. HAN recipients include physicians, nurses, hospital staff, clinicians, public health workers, emergency preparedness and management personnel, first responders, and many others, including Maine's Local Health Officers.

Below are steps to register to receive the HAN. The registration process will collect some basic information that the system will use to contact you. Once you have completed the registration process, an administrator will review your registration and notify you once your account is approved.

1. Go to https://www.mainehan.org/

DHHS Home Contact DHHS	Department of Health and Human Services Maine People Living Safe, Healthy and Productive Lives		
Home Register Now Contact Us FAQ Terms of Service Privacy Policy	Welcome to the Maine Health Alert Network The MaineKaN is a secure, web-based communication system used by the Maine Center for Disease Control and Prevention and its partners to exchange information within and between their respective agencies. Members include physicians, nurses, hospital staff, clinicians, public health workers, emergency preparedness and management personnel, first responders, and many others. If you work in a public health or emergency preparedness-related field and would like to join the Maine Health Alert Network, please click on the Register Now button below. The registration process will collect some basic information that the system will use to contact you. Once you have completed the registration process, an administrator will review your registration and notify ou once your account is approved. Register Now	Username: Password: Log In Forod Usename or Password? Not Registered?	
Maine.gov DHHS Home Site Policies Language Access Commenta/Questions			
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2. Click Register Now. Complete the registration questions.

Complete each section. You will start by setting up a username, password and PIN.

GETTING STARTED				
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① For the best experience, do not use the refresh, stop, back or forward buttoms on the browser and only single-click buttoms within a page.				
③ An asteriak (*) indicates a negulinal field. You will be alread if the negulinal information has not been entered.				
③ For your security, all communications are encryptide and you will be logged out automatically if you are inactive for more than 15 minutes.				
(3) We recommend the latest version of MossenEdpp, Marils Enders for Mars or EC, Spells Status for Mars or EC, Septils Statu				
Account Information				
Creating an account is the first ship in the Makee Health Alex Network registration process. You will use your account assessment and passessori seads time you top into Makee Health Alex Network.				
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* Password: * Confirm Password:		X Password must be 8 oharacters or longer x Password must contain a number Password must contain a special character X Password must contain uppercase letter x Confirmation password must match		
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* Information Pledge:	By checking this bits, Linking the provide only content in the content of the content o			

Additional section notes:

• In Employment Information Section:

- Primary Employer For the purposes of the HAN alerts your Primary Employer is your appointing municipality - (ex: "Town of Whitefield, ME"). if you have appointments in multiple towns, choose one to enter here.)
- Job Title: Enter "Local Health Officer." (For the purposes of the HAN, you do not need to enter additional titles even if you hold other titles within the municipality or as additional professions. It is your Local Health Officer title enabling HAN registration. LHOs who are also healthcare providers can choose instead to register in HAN under their healthcare profession, though you are likely already registered and receiving the alerts as a healthcare provider and do not need to register again as an LHO.)
- In **Contact Methods** section (optional):
 - You do not need to enter additional contact methods in the Contact Methods section; you can receive your HAN alert documents via the email address you entered in the Primary Email Address section. However, you can also submit up to 6 additional contact methods for receipt of Health Action Alerts here.
- In Organizations section:
 - o Click on "Add Organizations"

	su beiong by circling the Ada Urganizations link below and placing a ch ision of Infectious Disease). Child organizations can be accessed by cl	
* Add Organizations Organization(s):		



• Scroll down. To find the "Local Health Officers" selection, click to expand: Maine Center for Disease Control and Prevention, then

Division of Public Health Services, then

District Public Health, then Local Health Officers.

(see next page for detail view)

• Put a checkmark next to Local Health Officers.



- 3. Hit Next.
- 4. Your registration is complete. Await confirmation from the system. Once confirmed, you will start receiving any HAN alerts to your designated email address.

Note: You can also find current and archived Health Alert Network announcements here: <u>https://www.maine.gov/dhhs/mecdc/newhan.shtml</u>

Note: HAN alerts are often written with clinical language for a primary audience of healthcare and emergency responders. A Press Release is often released by the Maine DHHS at the same time or shortly afterwards to provide the information in lay terms for the press and public. We recommend looking at both.

- You can find current and archived Press Releases here: <u>https://www.maine.gov/dhhs/news</u>.
- You can also sign up to receive the press releases pushed to you by email: <u>https://www.maine.gov/portal/subscriptions/email.html</u>