



Virginia Electronic Registration for Immunization Programs (VERIP)

External User Guide

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Introduction

What is VERIP?

The Virginia Electronic Registration for Immunization Programs (VERIP) is a web-based registration system for the Division of Immunization (DOI). Providers must complete a registration in VERIP before access to VIIS is granted. The VERIP registration must be renewed annually in order to maintain VIIS access.

What is VIIS?

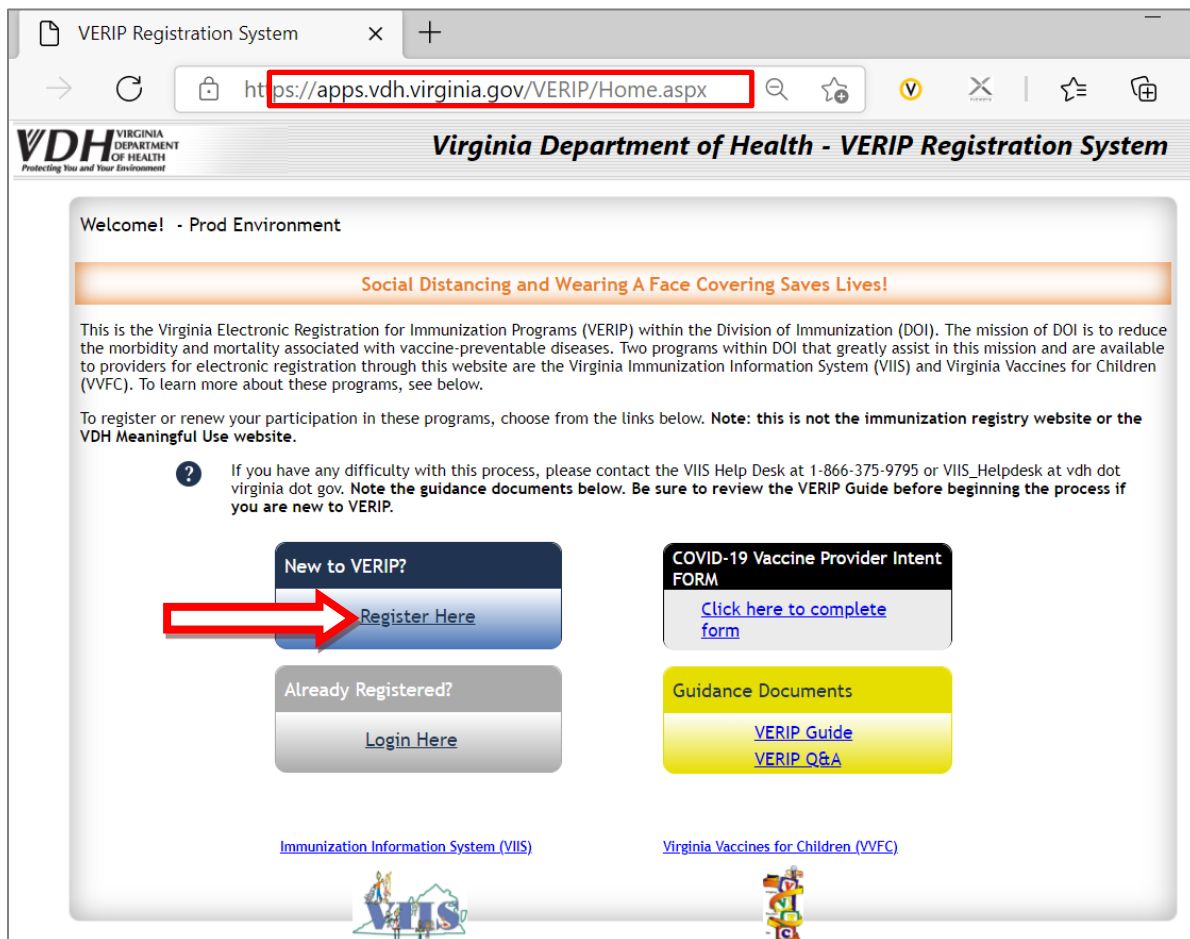
The Virginia Immunization Information System (VIIS) is a confidential, web-based immunization registry for the state of Virginia. VIIS is able to perform a variety of functions for health care providers, which includes the following:

- Maintain computerized immunization records on all patients
- Record immunizations, contraindications, and reactions on patient records
- Validate immunization histories and provide immunization recommendations
- Produce reminder recall notices when patients are due or overdue for immunizations
- Generate vaccine usage and client reports
- Manage vaccine inventory

All providers that utilize VIIS are required to register in VERIP and sign the security agreements. Registration renewals in VERIP are required annually. Providers are required to attend a VIIS training session before login credentials are given.

Register in VERIP (for First Time Users & Organizations)

1. Enter the following URL into your browser: <https://apps.vdh.virginia.gov/VERIP/Home.aspx>
 - a. Note: *It is recommended that you use Google Chrome or Microsoft Edge, as Internet Explorer is not supported by VERIP.*
2. Under “New to VERIP?”, click on the “**Register Here**” link.
 - a. Note: *If you are unsure whether a registration exists for your organization, please contact the VIIS Help Desk at 1-866-375-9795.*



3. You will then be redirected to a new page to enter your user and organization information.
4. Under the “**New User**” tab, fill in all required fields. Once complete, click “**Next.**”

- a. Note: Your User Name will by default be the email address you enter. Please note that an email address can only be used by one user account. *VDH will not use your email address for any other purpose other than using VIIS and will not share your email address with third parties.*

Home Register

NOTICE: Immunization record requests are not processed through this website. To request a record, contact the VIIS Help Desk at VIIS_Helpdesk@vdh.virginia.gov or (866) 375-9795.

NEW USER ORGANIZATION CONTACTS AGREEMENTS REVIEW

First Name*
Last Name*
Phone Number*
Email*
Security Question*
Security Answer*
User Name

* are mandatory

Next

5. You will then be prompted to create a password and enter the captcha code. Once complete, click **“Next.”**
- a. Note: Password must be at least 8 characters long and have at least 1 number and 1 special character (limited to "+ = @ # \$ % ^ &").

NEW USER ORGANIZATION CONTACTS AGREEMENTS REVIEW

User Password*
(Password must be at least 8 characters long and have at least 1 number and 1 special character limited to "+ = @ # \$ % ^ &")
Confirm Password*
Captcha Code*
Type the code from the image:
Next

* are mandatory

6. Once the user account is created, the user will be automatically logged into VERIP. You should see “Welcome FirstName LastName” text in the menu bar. You will also receive an email regarding your new account.
- a. Note: You will automatically be assigned the “VERIP User” role. To add additional roles to your account, please refer to section [Create and Modify User Accounts](#).

Home Existing Registrations Welcome Pippa Longstocking logOff

7. You will be prompted to enter your organization information. When ready to proceed, please navigate to section [Register New Organization](#).

Log into VERIP (for Registered Users & Organizations)

- Enter the following URL into your browser: <https://apps.vdh.virginia.gov/VERIP/Home.aspx>.
 - Note: *It is recommended that you use Google Chrome or Microsoft Edge, as Internet Explorer is not supported by VERIP.*
- Under “Already Registered?”, click on the “**Login Here**” link.

VERIP Registration System

<https://apps.vdh.virginia.gov/VERIP/Home.aspx>

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

Virginia Department of Health - VERIP Registration System

Welcome! - Prod Environment

Social Distancing and Wearing A Face Covering Saves Lives!

This is the Virginia Electronic Registration for Immunization Programs (VERIP) within the Division of Immunization (DOI). The mission of DOI is to reduce the morbidity and mortality associated with vaccine-preventable diseases. Two programs within DOI that greatly assist in this mission and are available to providers for electronic registration through this website are the Virginia Immunization Information System (VIIS) and Virginia Vaccines for Children (VVFC). To learn more about these programs, see below.

To register or renew your participation in these programs, choose from the links below. **Note: this is not the immunization registry website or the VDH Meaningful Use website.**

? If you have any difficulty with this process, please contact the VIIS Help Desk at 1-866-375-9795 or VIIS_Helpdesk at vdh dot virginia dot gov. **Note the guidance documents below. Be sure to review the VERIP Guide before beginning the process if you are new to VERIP.**

New to VERIP?
[Register Here](#)

COVID-19 Vaccine Provider Intent FORM
[Click here to complete form](#)

Already Registered?
[Login Here](#)

Guidance Documents
[VERIP Guide](#)
[VERIP Q&A](#)

[Immunization Information System \(VIIS\)](#)

[Virginia Vaccines for Children \(VVFC\)](#)

- Enter your user credentials and click “**Sign In**” (hint: your username is your email address).

LOGIN - PROD ENVIRONMENT

Username *

Password *

Sign In [Forgot Password?](#)

* are mandatory

- Once logged in, you will be brought to the “Existing Registrations” page to view the VERIP Registration(s) associated to your account. You can also click “Existing Registrations” in the menu bar if you want to access this page.




- Click on the pencil icon of the relevant registration you wish to access.

Existing Registration(s)

Below are the existing registration(s) associated with your user account.

- To make changes or complete the renewal process for an existing registration, select the Pencil Icon in the left column.
- To create a registration for a new organization not listed, select the Register New Organization button to the right.

[Register New Organization](#)

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Incomplete	Test Site ABC	Adult Care		Northern	VIIS

Reset Password

- Enter the following URL into your browser: <https://apps.vdh.virginia.gov/VERIP/Home.aspx>.
 - Note: *It is recommended that you use Google Chrome or Microsoft Edge, as Internet Explorer is not supported by VERIP.*
- Under “Already Registered?”, click on the “Login Here” link.
- On the login page, click “Forgot Password.”

LOGIN - PROD ENVIRONMENT





[Sign In](#)
[Forgot Password?](#)

* are mandatory

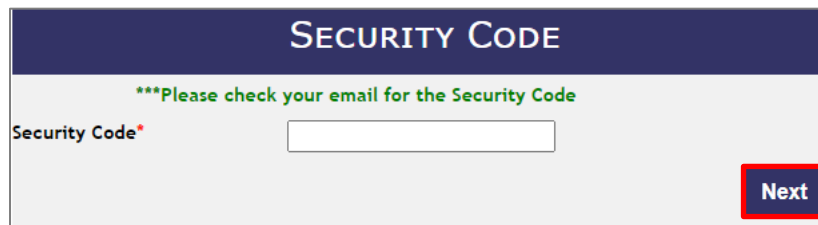
4. Enter your username (hint: this is your email address) and Captcha code, then click **"Next."**



5. Answer your security question, then click **"Next."**



6. You should receive an email from VERIPSupport@vdh.virginia.gov with the Subject "VERIP Security Code." Open the email.
7. In the email, make note of the provided security code.
8. Enter the provided security code in VERIP, then click **"Next."**



9. You will be prompted to create a new password and confirm password. Once complete, click **"Submit."**
10. Once successful, you will see a pop-up notification in VERIP as well as receive an email confirming successful update of password.
11. Log into VERIP.

Register New Organization

1. Log into VERIP
2. On the “Existing Registrations” page, click **“Register New Organization.”**

[Existing Registration\(s\)](#)

Below are the existing registration(s) associated with your user account.

- To make changes or complete the renewal process for an existing registration, select the Pencil Icon in the left column.
- To create a registration for a new organization not listed, select the Register New Organization button to the right.

[Register New Organization](#)

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
No Records found						

3. Under the “Organization” tab, fill in all required fields marked with a red asterisk. Once complete, click **“Next.”**
 - a. Data Exchange: If organization already exchange data electronically with VIIS or wants to, select **“Yes”** and a Memorandum of Agreement (MOA) will appear on the “Agreements” tab as a hyperlink.
 - b. Organization Type: If Organization Type is “Other Org,” you will be required to specify what type of organization your facility is in the “Other (specify)” field.
 - c. Physical Address: The city and state will populate based on the zip code entered. If there are multiple cities linked to a zip code, a pop-up will open. Select your city from the pop-up by clicking on the zip code hyperlink.

Please select zip code from following list.

Zip	City	County
22209	ARLINGTON	ARLINGTON COUNTY
22209	ROSSLYN	ARLINGTON COUNTY

Cancel

ORGANIZATION

CONTACTS

AGREEMENTS

REVIEW & SUBMIT

General

Organization Name*

Organization Type*

Select Organization Type

VIIS Org Code (for existing accounts)

Other (specify) **

Are you a VVFC Provider?

☐ Yes
 ☐ No

If Yes, what is your VVFC Pin

Already exchange data electronically with VIIS or want to?

☐ Yes
 ☐ No

Fax #

ex: (123) 456-7890

Phone #*

ex: (123) 456-7890

Alt Phone #

ex: (123) 456-7890

Physical Address

Address Line1*

Address Line2

Zip*

City

State

[Next](#)

4. You will be prompted to enter your organization’s contact information. When ready to proceed, please refer to section [Create and Modify User Accounts](#) regarding next steps.

Create and Modify User Accounts

The “Contacts” tab is for VERIP Users to add the admin(s) at the organization who will manage the organization’s VERIP Registration (Role: “VERIP User”) and/or serve as the organization’s VIIS Administrator (Role: “Administrator”). Every organization must have at least **one** VIIS Administrator. Most of the time, a user is assigned both “VERIP User” and “Administrator” roles. Please note that sites do not need to create accounts in VERIP for all staff who will be entering immunization data in VIIS, as the assigned “Administrator” in VERIP will have access admin access in VIIS to create VIIS user accounts for staff.

Add VIIS Administrator User

Note: You must be assigned the “VERIP User” role in order to add a VIIS Administrator.

1. Log into VERIP and open the applicable VERIP Registration by clicking on the pencil icon to the left of the organization’s name.
2. Navigate to the “Contacts” tab.
 - a. Note: Depending on your site’s VERIP Registration status, you may need to confirm that the information listed under the “Organization” tab is up to date.
3. To add a user, click **“Add Contact.”**
 - a. Note: All additionally created contacts will automatically be assigned the “Administrator” role.

Edit	Delete	Type	Name	Email	Phone	License #	Certification #	Date Created	Last Modified
		VERIP User	Pippy Longstocking	rochgreen90@gmail.com	804-864-8080			12/20/2018 11:57:11 AM	

4. Fill in all required fields marked with a red asterisk. Once complete, click **“Save.”**
 - a. Medical License: VERIP has a validation mechanism for the Medical License Number (MLN) that checks for corresponding MLNs. Medical licenses are verified with the Virginia Department of Health Professions. Please note that MLN includes MD, DO, NP, RN, LPN, etc.
 - b. VA Paramedic Certificate: If you are using a Virginia Paramedic Certificate, select “Yes” and enter the required information.

Add Contact

Personal

Title Legal First Name* Last Name*

Middle Initial Nick Name

Email* Alt Email Fax

Phone* - Alt Phone - Status

Medical License

Med. License#* Is this your medical license #? Expiry Date**

License issued state** Type of license?

First Name** Last Name**

VA Paramedic Certificate

Do you have a VA Paramedic Certificate? ☐ Yes ☐ No Certification #** Expiry Date**

Save **Cancel**

- Repeat for any additional VIIS Administrator users.
- Once complete, check the **“Verify”** box to confirm Administrator information for each user assigned the Administrator role, then click **“Next.”**

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT

Please review the contact information for all VIIS Administrators listed below and confirm information is accurate and up-to-date by selecting the “Verify” check box for each VIIS Administrator.

Add Contact **View All VIIS Users**

Edit	Delete	Type	Name	Email	Phone	License #	Certification #	Date Created	Last Modified	Verify
		VERIP User, Administrator	Pippy Longstockings	pippylongstockings1234@yahoo.com	804-555-0001	01010101		12/20/2018 12:14:10 PM	12/20/2018 4:38:08 PM	<input type="checkbox"/>

Back **Next**

- You will be redirected to the “Agreements” tab. When ready to proceed, please refer to section [Sign Agreements](#) regarding next steps.

Edit User Access

Note: You must be assigned the “VERIP User” role in order to edit a user.

- Log into VERIP and open the applicable VERIP Registration by clicking on the pencil icon to the left of the Organization’s name.
- Navigate to the “Contacts” tab.
 - Note: Depending on your site’s VERIP Registration status, you may need to confirm that the information listed under the “Organization” tab is up to date.
- To edit a user’s access, click on the pencil icon to update a user’s access.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT

Add Contact **View All VIIS Users**

Edit	Delete	Type	Name	Email	Phone	License #	Certification #	Date Created	Last Modified
		VERIP User	Pippy Longstocking	rochgreen90@gmail.com	804-864-8080			12/20/2018 11:57:11 AM	

4. For Contact Information changes, update the necessary fields and click **“Update”** when complete.
5. For role changes, click **“Contact Type”** to open the dropdown menu. Select the role(s) the user should have access to, then click **“Update.”**
 - a. Role Descriptions:
 - i. **VERIP User:** This role is for users that are only utilizing VERIP. The VERIP User can create and edit user access for an organization’s VERIP registration.
 - ii. **Administrator:** This role is for users that are only utilizing VIIS for the organization. The VIIS Administrator can be a doctor at a practice, but it is usually a nurse, office manager, or other clinical staff member who can dedicate the time required to serve as VIIS Administrator. The VIIS Administrator is expected to manage the following:
 1. Staff utilizing VIIS (e.g., ensure staff attend VIIS Trainings & create accounts for staff)
 2. VIIS user password resets
 3. VIIS user account activations & deactivations
 - iii. **VERIP User & Administrator:** This role is for users who will be managing both the organization’s VERIP and VIIS accounts.
 - b. Note: All users that are selected with the “Administrator” role will need to be required to enter information regarding Medical License and VA Paramedic Certificate.

Update Contact

Personal

Contact Type* VERIP User Administrator VERIP User

Title ☐ Administrator ☐ VERIP User

Legal First Name* **Last Name***

Middle Initial

Email*

Nick Name

Alt Email

Phone* **Alt Phone**

Fax

Status Active




Update **Cancel**

6. Repeat for any additional users.
7. Once complete, check the **“Verify”** box to confirm Administrator information for each user assigned the Administrator role, then click **“Next.”**
8. You will be redirected to the “Agreements” tab. When ready to proceed, please refer to section [Sign Agreements](#) regarding next steps.

Remove Users

Note: You must be assigned the “VERIP User” role in order to remove a user.

1. Log into VERIP and open the applicable VERIP Registration by clicking on the pencil icon to the left of the Organization’s name.
2. Navigate to the “Contacts” tab.
 - a. Note: Depending on your site’s VERIP Registration status, you may need to confirm that the information listed under the “Organization” tab is up to date.
3. To remove a user, click the red X icon under the “Delete” column.
 - a. Note: You must have at least one user assigned to the Administrator role in order to proceed with updating your registration.

Edit	Delete	Type	Name
		VERIP User	<input type="text"/>
		Administrator	<input type="text"/>

Sign Agreements

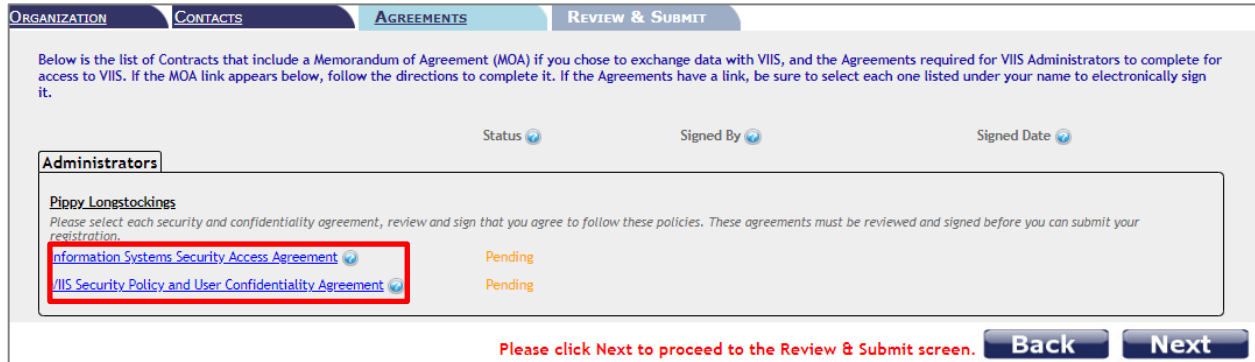
The “Agreements” tab contains the following: Security & User Confidentiality Agreements for VIIS Users, Memorandum of Agreement (MOA) for data exchange if elected, and the CDC Provider Agreement if provider is administering the COVID-19 Vaccine.

Security & User Confidentiality Agreements

The Security and User Confidentiality Agreements must be completed by all users assigned to the “Administrator” role, as they will need to sign these agreements before granted access to VIIS.

1. Log into VERIP and open the applicable VERIP Registration by clicking on the pencil icon to the left of the Organization’s name.
2. Navigate to the “Agreements” tab.
 - a. Note: Depending on your site’s VERIP Registration status, you may need to confirm that the information listed under the “Organization” tab is up to date as well as verify the Administrators in the “Contacts” tab.
3. Scroll down to the section titled “Administrators.” You should see your name and as well as the Agreements.

- a. Note: For Administrators who are not assigned to the VERIP User role in addition to the Administrator role, the agreements will not be hyperlinked since these users do not have VERIP access, and their agreements will be automatically emailed to them once the registration is submitted.



Below is the list of Contracts that include a Memorandum of Agreement (MOA) if you chose to exchange data with VIIS, and the Agreements required for VIIS Administrators to complete for access to VIIS. If the MOA link appears below, follow the directions to complete it. If the Agreements have a link, be sure to select each one listed under your name to electronically sign it.

Organization: ORGANIZATION CONTACTS **AGREEMENTS** REVIEW & SUBMIT

Status Signed By Signed Date

Administrators

Pippy Longstockings
Please select each security and confidentiality agreement, review and sign that you agree to follow these policies. These agreements must be reviewed and signed before you can submit your registration.

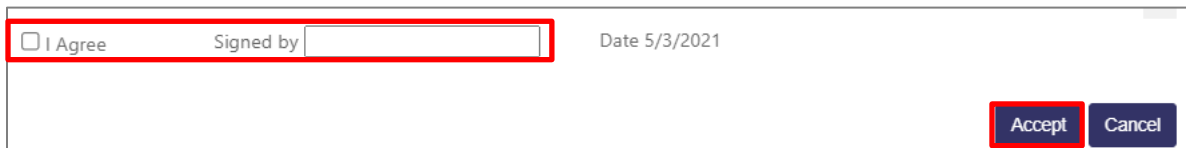
[Information Systems Security Access Agreement](#) Pending

[VIIS Security Policy and User Confidentiality Agreement](#) Pending

Please click Next to proceed to the Review & Submit screen. **Back** **Next**

4. Complete the Agreements:

- a. For Administrators who have access to VERIP (i.e., assigned to the VERIP User role in addition to the Administrator role), click on each blue hyperlink to sign agreement:
- Information Systems Security Agreement
 - Read the Agreement.
 - Check the **"I Agree"** box.
 - Type your name into the **"Signed by"** box.
 - When complete, click **"Accept."**
 - VIIS Security Policy and User Confidentiality Agreement
 - Read the Agreement.
 - Check the **"I Agree"** box.
 - Type your name into the **"Signed by"** box.
 - When complete, click **"Accept."**



☒ I Agree Signed by: Date 5/3/2021

Accept **Cancel**

- b. For Administrators who do NOT have user access to VERIP (i.e., only assigned to the Administrator role), you will automatically receive an email from veripsupport@vdh.virginia.gov with the subject "VIIS Contracts to Sign."
- Open the email.
 - Click on the blue hyperlinks for each agreement to access the agreement webpage.
 - Read the Agreement.
 - Check the **"I Agree"** box.
 - Type your name into the **"Signed by"** box.
 - When complete, click **"I Agree."**

<input type="checkbox"/> I Agree	Signed by <input type="text"/>	Date 5/20/2021
<input type="button" value="I Agree"/> <input type="button" value="Close"/>		

5. Once each agreement is signed, your status for each agreement should show as “Completed” with the date the agreement was signed. If the agreements are not signed, the status will remain as “Pending.”
 - a. Note: The VERIP User(s) is responsible for making sure each administrator(s) signs the agreements.

ORGANIZATION	CONTACTS	AGREEMENTS	REVIEW & SUBMIT
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Below is the list of Contracts that include a Memorandum of Agreement (MOA) if you chose to exchange data with VIIS, and the Agreements required for VIIS Administrators to complete for access to VIIS. If the MOA link appears below, follow the directions to complete it. If the Agreements have a link, be sure to select each one listed under your name to electronically sign it.

	Status	Signed By	Signed Date
Administrators			
Pippy Longstockings Please select each security and confidentiality agreement, review and sign that you agree to follow these policies. These agreements must be reviewed and signed before you can submit your registration.			
Information Systems Security Access Agreement	Completed	Pippy Longstockings	1/2/2019
VIIS Security Policy and User Confidentiality Agreement	Completed	pippy longstockings	1/2/2019

Please click Next to proceed to the Review & Submit screen.

Memorandum of Agreement (MOA)

The MOA is a Memorandum of Agreement between your practice and VDH for the electronic exchange of immunization data between your EMR (Electronic Medical Record) and the immunization registry. It is a required document that you must complete, sign, and return by fax. If the option “Already exchange data electronically with VIIS or want to” is selected under the “Organization” tab, the Memorandum of Agreement (MOA) will appear under the Agreements tab as a hyperlink. Please note that an updated MOA is required if your facility has changed Electronic Medical Record (EMR) systems.

1. Log into VERIP and open the applicable VERIP Registration by clicking on the pencil icon to the left of the organization’s name.
2. Navigate to the “Agreements” tab.
 - a. Note: Depending on your site’s VERIP Registration status, you may need to confirm that the information listed under the “Organization” tab is up to date as well as verify the Administrators in the “Contacts” tab.
3. Under the section titled “Data Exchange, click the “**Print Empty MOA**” hyperlink to open the MOA in a separate window.
 - a. The Empty MOA can also be found in [Appendix](#).
4. Print the MOA, then close the window and return to the VERIP Registration window.
5. Complete and fax the MOA to the VIIS Help Desk at (804) 864-8190 for review. Once approved, the VIIS Help Desk will upload the completed MOA to your organization’s VERIP Registration.

- a. Note: The status will change from “Pending” to “Completed” when the MOA is approved and uploaded.

ORGANIZATION

CONTACTS

AGREEMENTS

REVIEW & SUBMIT

Below is the list of Contracts that include a Memorandum of Agreement (MOA) if you chose to exchange data with VIIS, and the Agreements required for VIIS Administrators to complete for access to VIIS. If the MOA link appears below, follow the directions to complete it. If the Agreements have a link, be sure to select each one listed under your name to electronically sign it.

Data Exchange

Be sure to select one of the Memorandum of Agreement (MOA) link below, download, print, complete, and upload scanned copy below. You do not have to complete another MOA if one is already on file with VDH. If you are not sure, please complete and fax the MOA to VDH at (804)864-8190.

Memorandum of Agreement (MOA):

Print Empty MOA

Print Filled MOA

Upload Completed MOA :

Status:

Pending View History

Allowed file types: PDF Only.

Allowed file size: 600 KB.

Signed By:

Signed Date:

Upload

Status

Signed By

Signed Date

CDC COVID-19 Vaccination Program Provider Agreement

If Provider has submitted a COVID-19 Provider Intent Form for administering the COVID-19 Vaccine, they will need to complete the CDC COVID-19 Vaccination Program Provider Agreement, which will be available under the Agreements tab. Please access instructions for completing the CDC COVID-19 Agreement at <https://www.vdh.virginia.gov/content/uploads/sites/191/2020/12/VDH-CDC-Agreement-and-Profile-Instructions-12-1-2020.pdf>.

Review & Submit VERIP Registration

The “Review & Submit” tab is the final step organizations must complete before submitting a new or updated VERIP Registration. It will display information from all the previous tabs (Organization, Contacts, Agreements) for final review before submitting.

- Log into VERIP and open the applicable VERIP Registration by clicking on the pencil icon to the left of the organization’s name.
- Navigate to the “Review & Submit” tab.
 - Note: Depending on your site’s VERIP Registration status, you may need to confirm that the information listed under the “Organization” tab is up to date, verify the Administrators in the “Contacts” tab, and ensure all Administrators have signed the required agreements.
- If a section needs editing, click on “Edit” to the right of the section.
- When complete, click “Submit.”
 - Note: If “Submit” is not clicked, the registration will be identified as Incomplete.
- If the registration has been submitted successfully, the below message appears. The user now has three options: (1) Register New Organization; (2) Review existing Registrations associated with the User’s account; or (3) Log Off if no more action is needed.

The screenshot shows the 'Review & Submit' tab in the VERIP system. It contains three main sections: Organization, Contacts / VHS Administrators, and Agreements.

Organization Section:

Organization Name	Fox Pediatrics	Organization Type	Family Practice
VHS Org Code	PP123	Other (specify)	
Currently a VVFC Provider?	Yes	VVFC Pin	PP123
DE with VHS	Yes	Fax	
Phone	(999) 555-0066	Alt Phone	
Physical Address	600 Disneyland Island RICHMOND, VA - 23219		

Contacts / VHS Administrators Section:

Title	Legal First Name	Legal Last Name	Longstockings
Middle Name	Nick Name	Contact Type	VERIP User, Administrator
Phone	Alt Phone	Fax	
Email	Alt Email		
Medical License	Is this your medical license #	Yes	
License Name	Expiry Date	12/31/2055	
Do you have a VA Paramedic Certificate?	Certification #	Expiry Date	

Agreements Section:

Below is the list of Contracts that include a Memorandum of Agreement (MOA) if you chose to exchange data with VHS, and the Agreements required for VHS Administrators to complete for access to VHS. If the MOA link appears below, follow the directions to complete it. If the Agreements have a link, be sure to select each one listed under your name to electronically sign it.

[Data Exchange](#)

Memorandum of Agreement (MOA): [Print Empty MOA](#) [Print Filled MOA](#)

Upload Completed MOA: [Status:](#) [Pending](#) [View History](#)

Allowed file types: PDF Files.
Allowed file size: 600 KB.

Signed By: [Upload](#) Signed Date:

Administrators

Administrators	Status	Signed By	Signed Date
Pippy Longstockings	Completed	Pippy Longstockings	1/2/2019
VHS Security Policy and User Confidentiality Agreement	Completed	pippy longstockings	1/2/2019

After reviewing your information on this screen, click SUBMIT to complete your registration.

The screenshot shows a confirmation message titled "Successfully Completed Registration !!!". It thanks the user for submitting their registration for VHS. It also provides instructions for multiple VHS Administrators and for single VHS Administrators. At the bottom, there are two buttons: "Register New Organization" and "Existing Registrations".

Home **Existing Registrations** **Welcome Pippy Longstockings** **LogOff**

Successfully Completed Registration !!!

Thank you for submitting your registration for VHS !

If you had multiple VHS Administrators associated with your submitted registration, they will receive an e-mail shortly with directions on how to sign their security, confidentiality, and access agreements. Once all agreements are signed and submitted, the registration for Fox Pediatrics will be complete.

If you did not have multiple VHS Administrators associated with your submitted registration, your registration is complete.

Once the registration is complete, your VHS Consultant will contact you to discuss training options and will provide your account credentials to access the registry website.

[Register New Organization](#) [Existing Registrations](#)

- Selecting “Register New Organization” will take user to a blank “Organization” tab to begin process again.
- Selecting “Existing Registrations” will take user to list of existing registration(s) associated with their account.

Understand VERIP Registration Status

An organization's VERIP Registration status is dependent on a variety of factors. Please read descriptions on each status for more detail:

- **Incomplete** – At least the Organization Tab has been completed and “Next” button selected. The “Submit” button has not been selected under the Review Tab. This is an automated status change.
- **Pending** – “Submit” button has been selected under the Review Tab, however, at least one VIIS Administrator still needs to sign agreement(s). VIIS Trainer may need to remind the VIIS Administrator(s) to sign agreements. If 10 days pass since registration submitted, it is recommended that the VIIS Administrator be removed. This is an automated status change.
- **Complete** – “Submit” button has been selected and all VIIS Administrators have signed the agreements. Ready for review by VIIS Trainer. This is an automated status change.
- **Approved** – VIIS Org has been approved to access VIIS but their VIIS account has not yet been created by the VIIS Trainer. This is a manual status change, and optional for VIIS Trainers to use.
- **Active** – VIIS Org has been approved for access to VIIS and their VIIS user account has been created by the VIIS Trainer. This is a manual status change.
- **Renewal** – It has been at least twelve (12) months since the registration was submitted (i.e., “Submit” button selected under the Review Tab). This is an automated status change. The organization will be in “Renewal” status for an entire month. If the registration is not submitted by the organization by the end of month, the status automatically changes to Expired at the beginning of the next month.
- **Expired** – It has been thirteen (13) months since the registration was submitted. This is an automated status change. VIIS Org is automatically notified by email that if action is not taken, access to VIIS will be removed.
- **Inactive** – The organization is closed, no longer interested in utilizing VIIS, and/or non-compliant with policy. This is a manual status change.
- **Denied** – Registration was created by mistake, either due to duplication or by accident. When status is changed to “Denied,” VIIS Org Code is automatically removed. This is a manual status change.
- **Recruit** – Registration was in the “Recruit” list from TDB and/or created by VDH Staff in VERIP that have not been completed by VERIP User.

Appendix

Memorandum of Agreement

Instructions for Data Exchange with Virginia Department of Health/Division of Immunization for the Virginia Immunization Information System (VIIS).

Thank you for considering data exchange with VIIS. VIIS is a free, web-based computerized system used for combining information regarding vaccinations for individuals of all ages into one definitive, accurate record. VIIS (which is accessible to licensed healthcare professionals only) receives data from a number of sources including local health departments, private providers, healthcare plans, schools, health systems and FQHC/RHCs. Data can be submitted electronically in either flat file or HL7 file format. VIIS users can also access and/or upload data through the user interface of the system.

Data Exchange Steps

1. Contact from Provider/EHR/Health Plan of interest.
2. Ensure Provider/EHR/Health Plan has File Specifications. In addition to the required fields, we have noted preferred fields that contribute more information that prevents duplicate records in VIIS. It is strongly recommended that you send these fields as well as those that are required.
3. Complete Registration Process and MOA:
 - a. Review and Consent to Information Systems Security Access Agreement;
 - b. Review and Consent to VIIS Security Policy and User Confidentiality Agreement;
 - c. Review, sign and fax MOA to **VIIS Staff: 804-864-8190**.
4. VDH will review MOA with Provider/EHR/Health Plan.
5. Provider/EHR/Health Plan supplies non-personal health information sample file for VDH to approve format of file.
6. Provider/EHR/Health Plan supplies sample file with personal health information straight from EHR system for VDH to approve content of file.
7. Provider/EHR/Health Plan discusses transport options and finalizes transport decision.
8. Provider/EHR/Health Plan has first successful submission – VDH monitors pendings and rejections and will contact IT/Clinical Contact as necessary.
9. Once patient data is received, VDH will place the data on our secure server that is shared with HP (our contractor for VIIS).
10. VDH to provide quarterly report on data exchange activity.

Data Exchange Responsibilities

VDH/DOI agrees to:

- work with the organization to resolve all data exchange issues;
- perform a HEDIS match of client immunizations in VIIS on a yearly basis*; and
- handle and maintain all information in a confidential and secure manner, even after termination or expiration of this agreement.

The organization agrees to:

- specify the method and record format for data exchange with VIIS;
- designate an IT contact who will work with VDH to resolve all system or data problems;
- appoint a clinical contact to resolve client record issues (possible duplicates); and
- handle and maintain all information in a confidential and secure manner, even after termination or expiration of this agreement.

*Health Care Plans that perform DE with VIIS will be given priority in having their HEDIS report run before non-participating organizations.



Memorandum of Agreement between Virginia Department of Health/Division of Immunization (VDH/DOI) and VIIS Organization interested in Data Exchange.

§ 32.1-46.01 of the Code of VA authorizes the Board of Health to establish the Virginia Immunization Information System (VIIS), a statewide immunization registry. VDH/DOI requests data exchange (DE) with other organizations to provide a complete immunization record in VIIS. The purpose of this MOA is to authorize data exchange between VDH and _____. Data shared will include patient demographic and immunization information.

IT Contact: _____ Phone/E-mail: _____

Clinical Contact: _____ Phone/E-mail: _____

Name of Electronic Health Record/Billing System: _____

I, _____, as Data Owner, have authority to approve access to shared data to VDH and VIIS. This MOA shall be effective on __/__/____, and remain in effect until either party provides the other with written notice of its intention to terminate. This MOA may be amended at any time by written mutual agreement.

(Signature of Signing Authority)

(Date)

(Name of VDH Signing Authority)

(Signature of VDH Signing Authority)

(Date)

Please Fax to VIIS Staff at 804-864-8190 or

Mail to VIIS Staff: 109 Governor Street Rm 314W
Richmond, VA 23219

Completed by VDH

Direction of data flow will be: ☐ PO to VIIS ☐ VIIS to PO ☐ Bidirectional
Transport: ☐ SFTP ☐ PhinClient ☐ HTTPS ☐ DX Module ☐ Other: _____
Approved: ☐ Format ☐ Content ☐ Transport
Frequency: ☐ Real Time ☐ 2x Daily ☐ Daily ☐ Weekly ☐ Monthly
☐ Other _____

Date DX goes live: _____

VDH Staff: _____