Questions & Answers for VERIP

1) **How do I log into VERIP?**

   Logging into VERIP using your registered account: VDH staff can create your account by using your work email address to register you as a VERIP User. You will then receive two emails containing the URL and a second with a temporary password. You can login by clicking *"Already Registered"* on the VERIP Homepage. **Note:** If you plan to be the VERIP User and Administrator for your organization, you will have to select yourself in the *"Contacts"* tab and select the Administrator role from the drop down menu located at the bottom of the screen.

   Logging into VERIP as a new user: If your organization has <u>never</u> completed a registration in VERIP, click on *"New to VERIP? Register Here"* and follow the instructions to complete registration.

2) **My VIIS Username and Password won't allow me to log into VERIP (Virginia Electronic Registration for Immunization Programs).**

   Your VIIS password and username will not work in VERIP. VIIS and VERIP are completely different systems.

   ➢ VERIP is the registration system used to maintain your site's *access* to VIIS.
   ➢ VIIS is the immunization registry.

3) **VERIP won't accept the password I am trying to set up.**

   If you are getting "not a valid format" error message, you are using incorrect special characters. Using any special characters other than the ones specified in the computer-generated email will create an error message.

   ➢ Your password must be at least 8 characters long; have at least 1 number and 1 special character; and, special characters are limited to **+ = @ # $ % ^ &.**

4) **What is a VIIS Org Code?**

   The organization code is the unique identifier for your site and all activity in VIIS. It is issued by your VIIS Regional Trainer. Once you have been issued an org code, you will be asked to provide that information every time you speak with the Help Desk or your VIIS Trainer. The org code is required when logging into VIIS. If you are an active VVFC (Virginia Vaccines for Children) provider, your VIIS org code will always be your VFC pin.

5) **Whose medical license number (MLN) should I use?**
   ➢ If you are the VIIS Administrator and do not have your own MLN, use the MLN of the physician you are working under; a nurse; pharmacist, or a paramedic certificate just to name a few. The MLN must be a valid license issued by the Virginia Department of Health Professions.

6) **What is an 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. A new MOA is required when the EMR has changed. The option to print out an MOA on the Contracts page will display if you have answered "Yes" to the data exchange question on the organization page.

The "Yes" indicates you want to send immunization data to the registry using your EMR. If you do not have an EMR, or do not want your EMR to actively interface with the registry, then you should answer **"No"** to the question on the organization page.