

Step 1: ALERT IIS access: steps for enrolling organization in ALERT IIS

What?	Who?	Resources/Notes	Required for COVID-only providers?	
Register facility in ALERT IIS				
<input type="checkbox"/>	Complete a request for creating a new organization in ALERT IIS	Clinic authorized representative	Request a new organization here <i>(For assistance, contact the ALERT IIS Help desk at alertiis@state.or.us, or 1-800-980-9431.)</i>	Yes
Enroll individual users in ALERT IIS (only required for people entering or looking up data)				
<input type="checkbox"/>	Read the confidentiality agreement and complete the Individual User Agreement.	Each individual user of ALERT IIS	Read the agreement here Individual User Agreement is here .	Yes
<input type="checkbox"/>	Watch the ALERT IIS Standard User training videos and complete the quiz.	Each individual user of ALERT IIS	Training available under the Standard User menu on the here	Yes
<input type="checkbox"/>	Set up a new user account by providing the required documents (individual user agreement and proof of training) to either the designated Super User for your facility or the ALERT IIS help desk.	Each individual user of ALERT IIS	Work with your designated Super User to create a new account. The ALERT IIS Help desk can set up a new user account if no Super User is active for your facility. <i>(For assistance, contact the ALERT IIS Help desk at alertiis@state.or.us, or 1-800-980-9431.)</i>	Yes
<input type="checkbox"/>	Designate an ALERT IIS Super User to set up of new ALERT IIS users for your facility. <i>(The super user creates individual user accounts for your staff and keeps your facilities' ALERT IIS profile updated- This step is OPTIONAL for providers giving only COVID-19 vaccine.)</i>	Staff designated by your authorized representative who completes initial user enrollment.	Super Users must first enroll as a Standard User and then complete the live webinar training for Super User access.	No

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Select one of the following methods for submitting immunization data to ALERT IIS

<input type="checkbox"/>	<p>Method 1: Manually enter individual immunization record data via the ALERT IIS web-based user interface. <i>(The ALERT IIS user interface offers real time updates to patient immunization information and a forecast of immunizations due.)</i></p>	<p>Any staff with ALERT IIS user access and a 'Standard User' or 'Super User' role.</p>	<p>Enrolled users enter immunization records individually via the ALERT IIS user interface.</p>
<input type="checkbox"/>	<p>Method 2: Manually upload batch files of immunization record data via the ALERT IIS web-based user interface.</p>	<p>The designated 'Super User' for your facility can upload batch files.</p>	<p>For assistance in preparing batch files for upload to ALERT IIS, contact the ALERT IIS Help desk at alertiis@state.or.us , or 1-800-980-9431.</p>
<input type="checkbox"/>	<p>Method 3: Submit data via automated data exchange between your Electronic Health Record (EHR) System and ALERT IIS. <i>(Allow 8-12 weeks to complete the onboarding process for data exchange between ALERT IIS and an EHR system.)</i></p>	<p>Designated EHR vendor liaison or clinic staff designated as technical support for the EHR.</p>	<p>Get started with data exchange by visiting https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/ALERT/Pages/electronic_data.aspx</p>