



# How to register for an ImmForm account

This helpsheet is designed to help you register for a UKHSA ImmForm online account to enable you to order vaccines and other medical products or view vaccine uptake data.

ImmForm is a UK Health Security Agency (UKHSA) website used to collect data on vaccine uptake for immunisation programmes and to provide vaccine ordering facilities for the national immunisation programme and some products used for urgent treatments, such as antivenom for the European adder.

An ImmForm account is also required if you access immunoglobulins for urgent treatment which are ordered through RIGS@phe.gov.uk

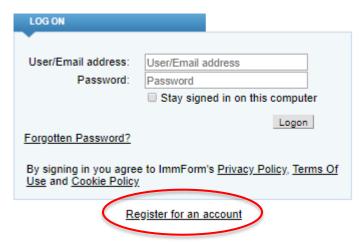
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## Registering

Register for an ImmForm account online or click on the 'Register for an account' link which appears on the ImmForm login page.

#### Screenshot of the ImmForm login page



#### Screenshot of the ImmForm registration page



The registration page will provide you with 3 options depending on what you need to do:

- Customers wishing to register or amend an existing account for ordering, for example, adding or removing contacts registered or amend an address.
  - Select 1. 'Register to order products to an existing delivery point'
- 2. Customers wishing to submit or view vaccine coverage data. Select 2. 'Register to view or upload vaccine uptake data'
- 3. Customers requiring a new delivery point for product deliveries. Select 3. 'Create a new delivery point for product ordering'

Please be aware that the registration process can take up to 5 working days, so please ensure all relevant fields are completed in order to avoid delays.

## ImmForm ordering account

Prior to completing the ImmForm account application form please ensure you have the following information to hand:

- name of registered NHS healthcare professional on site who will take receipt of the medicines upon delivery
- professional regulatory body registration number, for example, wholesale dealers licence or General medical Council (GMC), General Pharmaceutical Council (GPhC) or Nursing and Midwifery Council (NMC)
- organisation name
- organisation code (searchable <u>online</u>)
- organisation address
- delivery point address, if different

## ImmForm vaccine coverage data account

To register for an ImmForm vaccine coverage data account please ensure you have the following information prior to completing the ImmForm application form:

- organisation name you need data access to
- organisation code (searchable online)
- organisation address

Public health teams within local authorities wishing to access local vaccine coverage data at clinical commissioning group (CCG) level for scrutiny purposes or in order to identify health inequalities will need to request access via their local NHS Screening and Immunisation team or CCG.

The approval email from the NHS Screening and Immunisation team or clinical commissioning group will need to be forwarded to the ImmForm helpdesk at <a href="helpdesk@immform.org.uk">helpdesk@immform.org.uk</a> after the application form submission.

ImmForm does not hold any patient specific identifiable data (all uptake and surveillance data is anonymised and aggregated).

#### Contact us

For more information please contact the ImmForm helpdesk by emailing helpdesk@immform.org.uk or calling 0207 183 8580.

## About the UK Health Security Agency

The <u>UK Health Security Agency</u> is an executive agency, sponsored by the <u>Department of</u> Health and Social Care.

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