 

**ImmForm account change/revalidation form**

UK Health Security Agency (UKHSA) provides vaccines to the NHS and other providers for use in the routine national immunisation programme and these are ordered through ImmForm. Antivenom for the European Adder and Mpox can also be ordered through your ImmForm account, while immunoglobulins for urgent treatment are ordered through RIGS@phe.gov.uk.

To add a new contact to an existing account or to amend an existing account address please complete this form and return it to the ImmForm helpdesk at helpdesk@immform.org.uk.

This form should not be used to create a new delivery location for product deliveries. Please use the Application for a new ImmForm account for these requests.

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| **Reminder: Centrally Supplied Vaccines**Generally, centrally purchased vaccines cannot be used for private, outbreaks, travel, or occupational health use. See [Chapter 3](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/223753/Green_Book_Chapter_3_v3_0W.pdf) of the Green Book (Immunisation against infectious disease) for full details.Vaccines can be ordered through ImmForm for outbreak purposes only where this is part of a national campaign (e.g. MMR vaccine), or if Bexsero (Meningitis B vaccine) is required. Bexsero can also be ordered for high-risk groups such as those patients with asplenia, splenic dysfunction and complement disorders.Only BCG vaccine and Tuberculin Purified Protein Derivative (PPD) 2TU for intradermal (Mantoux) test are available for travel or occupational health use and available to order privately on ImmForm, which requires a private customer account number. Private customers will be invoiced for these products via NHS supply chain. Other vaccines for private GP practices, occupational health (including occupational health vaccinations in the NHS) or travel vaccination should be purchased directly from the manufacturer, or from a vaccine wholesaler, and are not available through ImmForm. The exception is Anthrax vaccine for occupational health use which is supplied free of charge through ImmForm. |

Please return this form in Word format as we do not accept PDF or photocopied forms.

Applications can take up to five working days to process and we may contact you for more detail if the information is incomplete.

**1. Purpose of this change request: (Mandatory)**

1.1 **Purpose for change. Please select all that are applicable:**

[ ]  Register/update orderers on an existing account

[ ]  Update a delivery point details (e.g. name, address, contact details)

[ ]  Update billing details (private accounts only)

[ ]  Update an organisation code (e.g. merged with another site)

[ ]  Update the registered healthcare professional details or contacts.

[ ]  Other Enter Information here

**1.2 Please select all that apply:**

[ ]  Vaccinating under routine immunisation programme

[ ]  Vaccinating patients as part of the HPV GBMSM programme

[ ]  Vaccinating patients in Occupational Health setting or privately

[ ]  Vaccinating as part of the national COVID-19 vaccine programme

[ ]  Vaccinating as part of the Mpox vaccine programme

[ ]  Immunoglobulin Holding Centre receiving deliveries ordered by the RIGs team.

[ ]  Wholesaler

[ ]  Other Enter Information here

**2. Details of person filling in this form: (Mandatory)**

1. First Name: Enter Information here
2. Surname: Enter Information here
3. Job title: Enter Information here
4. Telephone: Enter Information here
5. Email address: Enter Information here

**3. Your current ImmForm account details: (Mandatory)**

1. ImmForm account number (10-digit number on ordering page): Enter Information here
2. Your current [organisational code](https://odsportal.digital.nhs.uk/Organisation/Search)): Enter Information here
3. Your current organisation or group name: Enter Information here
4. GP practice / delivery site name (if different from Q3.3): Enter Information here
5. Address Line 1: Enter Information here

Address Line 2: Enter Information here

Address Line 3 Enter Information here

Town/City: Enter Information here

Postcode: Enter Information here

1. Site telephone No: Enter Information here
2. Please select the option that best describes your organisation: Choose an item.

‘Other’: Enter Information here

**If Applicable:**

**Welsh and Scottish accounts:** Health Board name: Enter Information here

**England GP Practices:** Do you want to view uptake data on ImmForm? [ ]  YES [ ]  NO

**Private entities commissioned by the NHS:** Please provide address and contact details of your commissioner: Enter Information here

4. Changes to your Organisation held on ImmForm: (If applicable)

1. New organisation code: Enter Information here
2. New organisation or group name: Enter Information here
3. New GP practice / delivery site name (if different from above Q3): Enter Information here
4. New Address Line 1: Enter Information here

Address Line 2: Enter Information here

Address Line 3: Enter Information here

Town/City: Enter Information here

Postcode : Enter Information here

1. New site telephone No: Enter Information here
2. Are the above changes due to a merger? [ ]  YES (answer question 6 + 7 below) [ ]  NO (proceed to section 5)
3. Has the organisation become a branch site? [ ]  YES [ ]  NO
4. Please select the date when the IT systems are due to merge: Click or tap to enter a date.
5. Please provide additional information regarding the merger here: Enter Information here

**5. List all existing orderers and new orderers for your account: (Mandatory)**

**\*UKHSA does not accept shared mailboxes for traceability purposes\***

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Surname** | **Email address** | **Job Title** | **Telephone** | **Delete/Add** |
| Enter Information here  | Enter Information here  | Enter Information here  | Enter Information here  | Enter Information here  | [ ]  ADD [ ]  DELETE [ ]  KEEP  |
| Enter Information here  | Enter Information here  | Enter Information here  | Enter Information here  | Enter Information here  | [ ]  ADD [ ]  DELETE [ ]  KEEP  |
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| Enter Information here  | Enter Information here  | Enter Information here  | Enter Information here  | Enter Information here  | [ ]  ADD [ ]  DELETE [ ]  KEEP  |

**6. Accountability and professional registration (Mandatory)**

**Customers acting as a wholesaler, please complete all sections below , if not a wholesaler only complete question 1-3.**

**1- Please enter the name of registered NHS healthcare professional on site who will take accountability of the medicines upon delivery, whom the details in Q6.2 & Q6.3 relate to** : Enter Information here

**2 - Professional regulatory body** (select the one that applies and include the Registration number in Q6.3)

[ ]  GMC - General Medical Council [ ]  NMC - Nursing and Midwifery Council

[ ]  GPhC - General Pharmaceutical Council  [ ]  Other Enter Information here

**3- Professional regulatory body registration number that applies to Q6.2**: Enter Information here

**4- Wholesale Dealer Licence number** (please submit this form along with the current copy of your WDA (H) and GDP: Enter Information here

**5- Indicate which Operations are authorised under your WDA(H) (select all that apply)**

[ ]  Procurement [ ]  Import from countries on a list

[ ]  Holding, Supply [ ]  Export

**6- Please provide details of your Responsible Person (RP), name, email address, telephone number:** Enter Information here

**7- We are a Wholesalers supplying under our third-party site (indicate name, address, and WDA(H) number:** Enter Information here

**7. Storage capabilities and other Assurances at your premises (Mandatory)**

1. **Indicate accordingly the storage capabilities at your premises.**

[ ]  Cold chain 2-8°C [ ]  Ambient Temperature Controlled 15-25°C

[ ]  Frozen (specify temperature) : Enter Information here

1. **Safe disposal arrangements for unused or expired vaccines: Vaccines intended for destruction can be** identified and held separately and destruction of such products will be in accordance with national requirements for handling and disposal of expired medicines: [ ]  YES [ ]  NO
2. **Additional Assurances.** There is a process that ensures records can be accessed readily in a case of a product recall notification. [ ]  YES [ ]  NO
3. There is a process for pharmacovigilance to monitor and report product quality defects, safety and adverse events to healthcare professionals, the supplier and manufacturer**:** [ ]  YES [ ]  NO

8. Change to invoice details: (If applicable)

**We are the one of the following registered organisations which can legally receive medicines:**

[ ]  Registered pharmacy [ ]  Wholesaler [ ]  Private hospital

[ ]  Private GP practice [ ]  Other Enter Information here

New billing address: Enter Information here

New billing email contact: Enter Information here

New billing telephone No: Enter Information here

Change of Health Board, please specify: Enter Information here

**9. Declaration: (Mandatory)**

Customers who order through ImmForm should ensure they meet all necessary legal requirements and that they are authorised or entitled to supply medicinal products to the public or there are in a possession of a wholesale distribution authorisation.

I the Health Care Professional or RP, **Name and Surname** agree the information above is true and correct. I also confirm that the site meets all legal requirements for the possession of medicines and has appropriate cold chain facilities to receive and store vaccines or other medicines.

**Signature:** : Enter Information here

**Job title:** : Enter Information here

**Date** Enter Date.

**Please return this form in Word format as we do not accept PDF or photocopied forms.**

**Important Note**

If centrally supplied vaccine is used for a purpose not authorised by UK Health Security Agency (UKHSA), then it should be replaced by privately purchasing the equivalent amount of vaccine, and this replacement vaccine made available for approved uses, such as the routine immunisation programme. Failure to do this may constitute fraud or theft. Vaccine misuse should be referred to the NHS Counter Fraud Authority or equivalent in devolved administrations.

UKHSA through ImmForm (UKHSA ordering system) supplies products classed as `Medicinal Products’ which requires a wholesale distribution authorisation granted by the MHRA. Under the terms of our licence, we are required to undertake customer validation checks therefore we reserve the right to restrict supply of Medicinal Products to validated customers only.

[ImmForm Terms of Use](https://portal.immform.phe.gov.uk/Footer-Pages/Terms-Of-Use.aspx) and [ImmForm Privacy Policy](https://portal.immform.phe.gov.uk/Footer-Pages/Privacy-Policy.aspx)

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***Official use only -Review and approval***

Account qualification checks completed by ImmForm: Name and Surname

[ ]  Approve [ ]  Reject : Enter Information here

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Pricelist Class: Choose an item.

Extra Notes on product access: Enter Information here

[ ] BAU Vaccine [ ] Viper Venom [ ] Gum/HIV Vaccine (GBMSM) [ ] COVID Vaccine [ ] Mpox Vaccine

[ ] Other Enter Information here

Pricelist Assignment by: Name and Surname

[ ]  Approve [ ]  Reject : Enter Information here