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Vaccine Registry User Guide
for Company Administrators

Vaccine Registry Homepage – Basic Components

1. Go to https://vaccineregistry.com (or the company specific url Passport Health's Client Services Team has provided to you)

Log in to an existing user account with your email address and password.

If you need to create a vaccine registry user account, use this link.

Setting up a Vaccine Registry User Account

1. Go to https://vaccineregistry.com

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2. Click the "Create it here!" link on the login screen.
3. On the next screen, the 'Create Account' screen, fill in the appropriate fields. Fields marked with a red asterisks (*) are required to complete the account creation process.
4. Select OR Add your company:
    a. If your company is listed in the "Existing Company" drop down please choose it.
    b. If your company is not in the existing company dropdown select the radio button next to "Create New Company" and fill out the fields that appear (company name, address, and phone number).
5. Agree to the disclaimer to allow Passport Health to transmit your personal health information to your specified company.
6. Click the blue "Create Account" button towards the bottom of the screen, and you will be able to view record of the services received at a Passport Health location.

Setting up a Company Administrator Account

Please set up your account as detailed above. Then, send an email to clientservices@passporthealthusa.com. Our IT team will verify your account details, and grant you access to administrator features.

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To create your account, fill out all fields.

All required fields are marked with a red asterisks *

To authorize the transmission of your personal health information to your company you must specify a company here (see step 3 below for details)

Agree to the disclaimer by clicking the radio button next to "Yes"

When finished, click the blue 'Create Account' button

Passport Health Vaccine Registry

Create Account

Important!
If you are an existing Passport Health client, please be sure to submit the same information you provided at the initial time of service to facilitate the location of your records.

Email Address*
Password*
First Name*
Middle Name
Last Name*
Gender*   -- Select --
Date of Birth*
Home Phone
Cell Phone
Work Phone
Address*
Address (cont.)
City*
State*   -- Select --
Postal Code*

Using your Company Administrator Vaccine Registry Account

Once the user account, created above, is set up as the Company Administrator, you will be able to login and set up/manage a list of email addresses and/or fax numbers to which your employees can send their records. This list will be accessible to your employees, via a drop down menu, when the employee is sending documents through his/her vaccine registry account.

To add an Email Address

1. Click the 'Add Email' button
2. On the pop up screen, add the email address and a short description.
   Please note: this description should be limited and useful to your
   employees, as it will appear after the email address on the employee side.

3. Click the blue 'Submit' button

Add Email Address ×

Email Address

info@passporthealthusa.com

Description

HR Department email address

Submit   Close
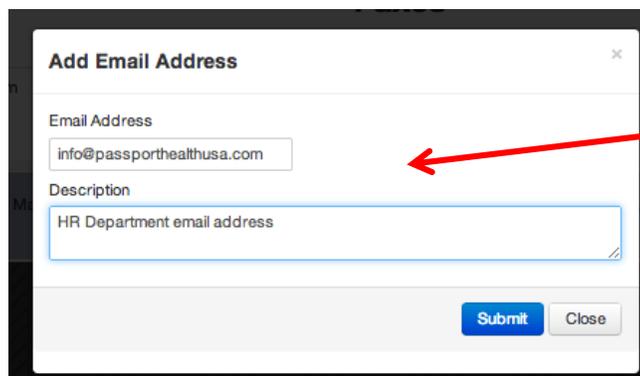
Add an email address, including a description, and click the 'Submit' button.

To add a Fax Number

1. Click the 'Add Fax' button
2. On the pop up screen, add the fax number and a short description. Please
   note: this description should be limited and useful to your employees, as it
   will appear after the fax number on the employee side.
3. Click the blue 'Submit' button

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Add Fax Number   ×

Fax Number

4107278910

Description

Credentialing Manager Fax

[Submit] [Close]

Add a fax number, including a description, and click the 'Submit' button.

After adding any email addresses or fax numbers you will see them all listed on the Manage Email/Fax Screen.

Passport He

Welcome, testWithOfferings

Hover your mouse over the info symbol to see the 'description' that is entered with each fax number or email address

Click the X next to a fax number or email address to remove it from the list.

Manage Email/Fax

Emails

[Add Email]

dmitry.efimenko@passporthealthusa.com   ⓘ ⊗

info@passporthealthusa.com   ⓘ ⊗   HR Department email address

Faxes

[Add Fax]

654648   ⓘ ⊗

   ⓘ ⊗

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- The info button shows the 'description' that is entered with each fax number or email address. Please note: this description should be limited and useful to your employees, as it will appear after the email address on the employee side of the Vaccine Registry.
- The delete button appears next to all email addresses and fax numbers so you can easily remove them if needed.
- Employees will also have the option to type in other email addresses and/or fax numbers, but these pre-filled options help expedite the records sharing process for them.

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