

ImmuNet is Maryland's Immunization Information System (IIS). It is a secure web-based registry operated by the Center for Immunization at the Maryland Department of Health (MDH).

Per State Statute [§18-109\(d\)\(6\)\(i\)3](#), as of October 2019, all vaccinations administered in the State of Maryland are required to be reported to ImmuNet, Maryland's Immunization Information System.

If you do not have an Electronic Health/Medical Record System (EHR/EMR) that can connect directly to ImmuNet, and would like to upload your files to ImmuNet using the CSV file upload method, please follow the instructions/steps below.

1. Check that you can generate a CSV file from your electronic record keeping system that meets the ImmuNet CSV file specifications ([here](#)).
2. The specs include a list of data elements/fields and their order. Two files will need to be created: Patient and Immunization files. Even though not all fields are required, please include all the data you collect to ensure complete data for each patient.
3. Use the template provided in the specs (top of page 7) to generate a test file with test patients and immunizations to check that your file meets the required format and can be uploaded into ImmuNet (maximum of 100mb for each file).
4. Once you have your file ready for transfer, you can submit your files to ImmuNet in two ways:

**a. SFTP**

You will need an SFTP client. Follow these instructions [here](#) (page 3 onwards) to download the client and upload the file to ImmuNet.

OR

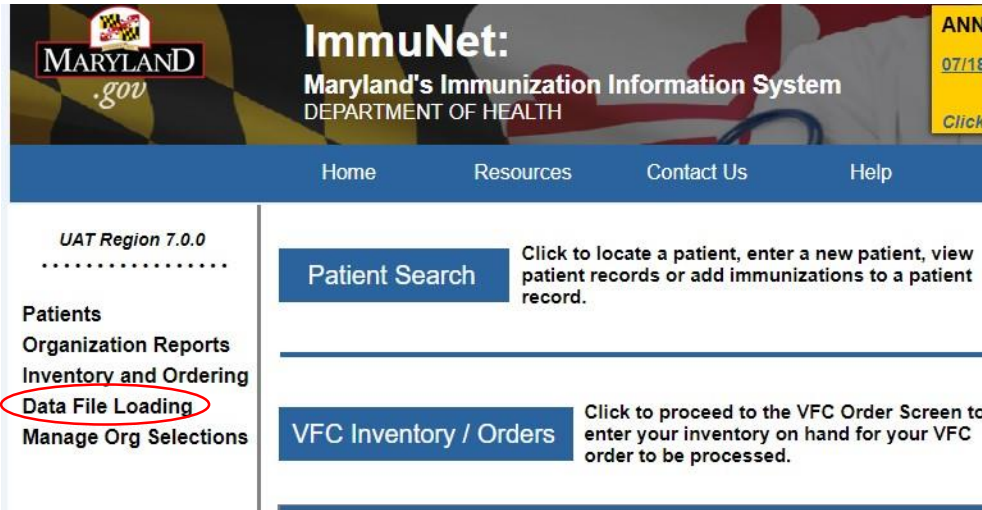
**b. Upload directly into ImmuNet**

You will need an ImmuNet account. Complete an ImmuNet Enrollment form ([here](#)) to get access to ImmuNet. Indicate on the form that you would like to “Report to ImmuNet using CSV file upload”.

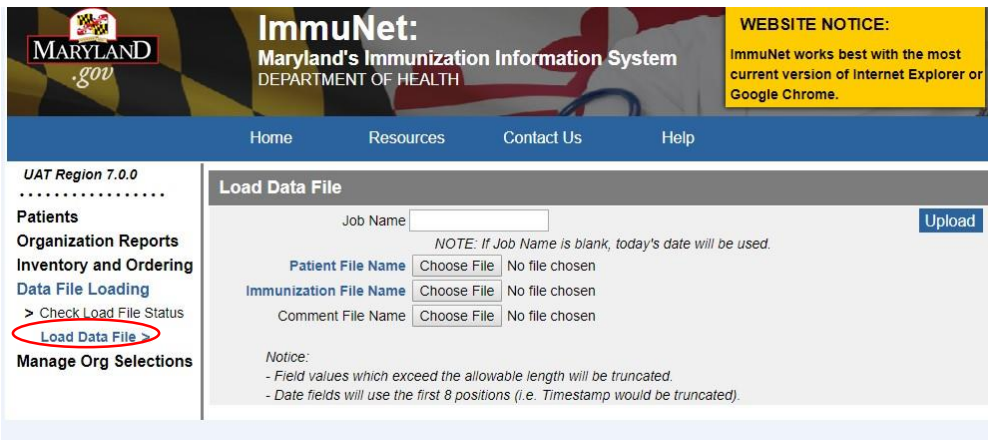
The ImmuNet Help Desk ([here](#)) will confirm your request and set you up to upload your file in ImmuNet.

Once you have your file ready for transfer, sign in to ImmuNet. If you have access to multiple locations/sites, select the location/site that you are uploading the file for.

Select 'Data File Loading' from the left menu.



Select 'Load Data File' from the sub-menu:



Upload the Patient File and the Immunization File (your files must comply with the CSV file upload specifications).

You will be directed to the file upload status screen, if not, you can check the status of your file upload with the 'Check Load File Status' link on the left sub-menu.



5. Please contact the ImmuNet Help Desk ([here](#)) to check that your file has been uploaded and/or if you have any questions.
6. We recommend you upload your file on a daily basis if possible.

Thank you for your participation in ImmuNet!