



Important Request from the San Antonio Metropolitan Health District (SAMHD)

January 6, 2009

The San Antonio Metropolitan Health District (SAMHD) has received numerous H1N1 vaccine consent forms in error, over the past few months from a number of provider offices. **SAMHD is not the intended recipient of your H1N1 vaccine consent forms**, since you are ordering your H1N1 vaccines thru the Department of State Health Services (DSHS).

Below, you will find three ways to report the administration of H1N1 vaccine to ImmTrac as DSHS intended:

- 1.) Enter H1N1 administered doses for clients directly into ImmTrac;
- 2.) Submit data electronically in a Delimited File to DSHS by their predefined format;

(To obtain additional information on reporting to ImmTrac using the Delimited File Format Process, please ask your software vendor or IT staff to contact ImmTrac Customer Support via email at ImmTrac@dshs.state.tx.us (please type "Delimited File Format Process" in the subject line) or contact ImmTrac Customer Support via telephone at 1-800-348-9158.)

- 3.) Submit data electronically in an Excel Spreadsheet to DSHS by their predefined format.

(To obtain additional information on reporting to ImmTrac using the Excel Spreadsheet Template Process, please ask your software vendor or IT staff to contact ImmTrac Customer Support via email at ImmTrac@dshs.state.tx.us (please type "Excel Spreadsheet Template Process" in the subject line) or contact ImmTrac Customer Support via telephone at 1-800-348-9158.)

Please understand, H1N1 vaccination is considered an event and does not adhere to our normal guidelines of reporting vaccinations. **If other vaccines are administered on the same day as H1N1, two different consent forms should be used for reporting purposes. ImmTrac consent form for H1N1 information and SAMHD consent form detailing all other vaccines administered.** Please do not utilize the SAMHD consent form that you normally use, to report any H1N1 vaccinations. SAMHD will not be able to receive or process any consent forms sent into our office containing H1N1 information. All H1N1 consent forms sent into our office will have to be returned to your facility for proper submission to DSHS, the intended recipient.

For more information concerning this matter, please visit:
http://www.dshs.state.tx.us/immunize/immtrac/imm_h1n1training.shtm.

Thank you for your continued efforts to protect our community.