

## Conference Call Agenda

**2:00 PM to 4:00 PM**  
**Monday, April 18, 2005**

Working group members may participate by dialing **(512) 463-1928**, **Conference Code: 1501324**. ImmTrac Customer Support and Technical Staff will be available to provide information and answer questions. You may contact ImmTrac Staff by dialing (512) 458-7111 and the corresponding extension listed below.

Time	Discussion Item	ImmTrac Staff (phone extension)
2:00 pm	Welcome / Open Meeting Participant Introductions	Claude Longoria (x6454)
2:10 pm	Review of Previous Meeting	Adriana Rhames (x2924)
2:20 pm	Progress Update <ul style="list-style-type: none"> <li>• Payor Reporting</li> <li>• Access to Registry Data</li> <li>• QA Processes Documentation</li> <li>• Program Initiatives</li> </ul>	Claude Longoria
2:35 pm	User Registration Security Guidelines Electronic Reporting <ul style="list-style-type: none"> <li>• Secure (encrypted) FTP Process</li> <li>• Web Application Import</li> </ul>	Cynthia Pryor (x3011) & Arthur Lara (x3056)
2:45 pm	Data Import / Data Quality <ul style="list-style-type: none"> <li>• Test File Analysis</li> <li>• Payor Data Submission</li> </ul>	Kevin Allen (x6603)
2:55 pm	Data Import / Status & Statistics <ul style="list-style-type: none"> <li>• HHSC-ImmTrac Interface</li> <li>• Immunization History Request Process</li> </ul>	Helen Redfield, EDS
3:10 pm	Provider Education and Promotion <ul style="list-style-type: none"> <li>• Provider Education &amp; Promotion Questionnaire</li> <li>• Provider Incentive Example</li> </ul>	Adriana Rhames & Cheryl Seeman (x6766)
3:20 pm	Open Discussion of Issues/Concerns/Solutions	ALL
3:50 pm	Review of Meeting Future / Next Meeting Suggestions Meeting Evaluation	ALL ALL ALL
4:00 pm	Closing Comments & Adjourn	Claude Longoria

**ImmTrac CUSTOMER SUPPORT**  
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