

Staff

A clinic user can view their current list of staff members and can update or remove (if permissions allow) a current staff member's information. A clinic user can also add a new staff member to the contact list. The program is notified of all staff information changes and will review them for approval or rejection.
NOTE: Only one staff member can be assigned as the **Primary Shipping Contact**.

Clinic Staff Change Request

Staff additions and staff updates made via this screen are also reflected within the contact's user profile once the updates are accepted by the Program.

NOTE: Only one contact of type **Non-Physician Contact (Primary)** is allowed.

Clinic Staff Change Request ?

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Name	Type	Phone	Main Contact/Shipping Contact	Audit	Action
BROWN, AMY	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		YES	?	1 EDIT
PETERSON, SHIRLEY	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		NO	?	EDIT

Showing 1 to 3 of 3 entries Previous 1 Next

Change Request History ?

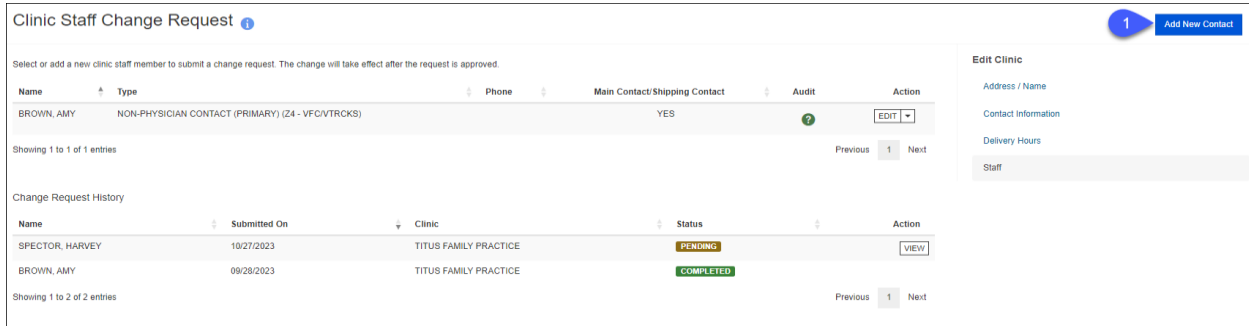
Name	Submitted On	Clinic	Status	Action
PETERSON, SHIRLEY	10/27/2023	TITUS FAMILY PRACTICE	COMPLETED	
SWEENEY, JUSTIN	10/27/2023	TITUS FAMILY PRACTICE	PENDING	2 VIEW
BROWN, AMY	09/28/2023	TITUS FAMILY PRACTICE	COMPLETED	

1. The clinic's current contacts display at the top of the screen and the **Action** drop-down menu allows the user to edit or remove (if permissions allow) the contact's information if necessary.
2. The **Change Request History** section displays all staff members and their current status.

NOTE: You can **View** a contact listed in a **Pending** status, however, no changes can be made to the contact's record until the program has approved it.

Add New Contact

At a minimum, the required fields of **Contact Type** and the **First** and **Last Name** of the contact must be entered to create a new contact. The new contact must be reviewed and approved, or rejected, by the program staff.



Clinic Staff Change Request 1 Add New Contact

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Name	Type	Phone	Main Contact/Shipping Contact	Audit	Action
BROWN, AMY	NON-PHYSICIAN CONTACT (PRIMARY) (24 - VFC/VTRCKS)		YES		EDIT

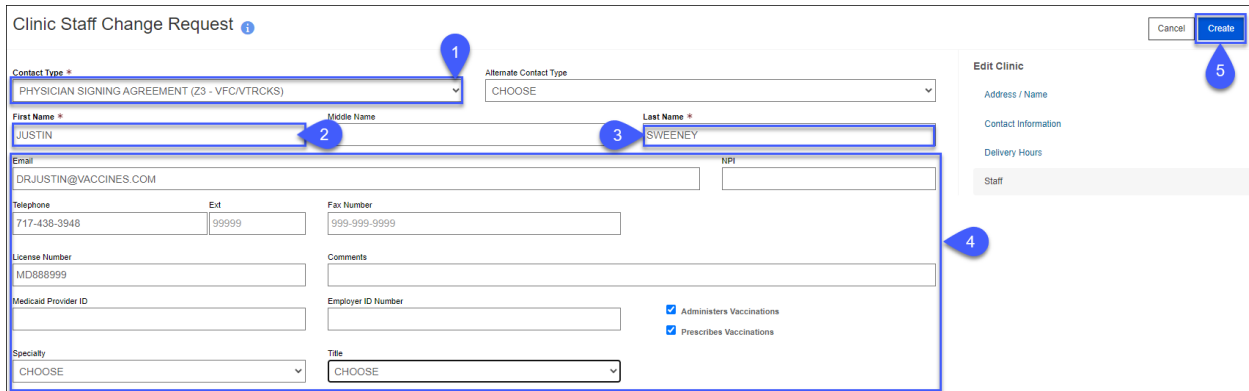
Showing 1 to 1 of 1 entries

Change Request History

Name	Submitted On	Clinic	Status	Action
SPECTOR, HARVEY	10/27/2023	TITUS FAMILY PRACTICE	PENDING	VIEW
BROWN, AMY	09/29/2023	TITUS FAMILY PRACTICE	COMPLETED	

Showing 1 to 2 of 2 entries

1. Click **Add New Contact** → a blank **Clinic Staff Change Request** screen displays.
NOTE: Complete the required fields and add any additional details on-hand for the staff member.



Clinic Staff Change Request 1 Cancel Create 5

Contact Type * 1
PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)

Alternate Contact Type
CHOOSE

First Name * 2 JUSTIN **Middle Name** **Last Name *** 3 SWEENEY

Email
DRJUSTIN@VACCINES.COM **NPI**


Telephone **Ext** **Fax Number**
717-438-3948 99999 999-999-9999

License Number **Comments**
MD888999

Medicaid Provider ID **Employer ID Number** Administers Vaccinations Prescribes Vaccinations

Specialty **Title**
CHOOSE CHOOSE

1. From the **Contact Type** drop-down menu, select the appropriate contact type.
2. Enter the contact's first name in the **First Name** field.
3. Enter the contact's last name in the **Last Name** field.
4. Enter any additional contact information you have on-hand for the contact.
5. Click **Create** → the **Success message** displays.

 **Success** The request has been submitted. You will receive a notification when it has been approved or denied. ✕

View Contact

The **Change Request History** section displays all contacts and their current **Status**. You can view the details for any contact who is in a **Pending** status.

Name	Submitted On	Clinic	Status	Action
PETERSON, SHIRLEY	10/27/2023	TITUS FAMILY PRACTICE	PENDING	VIEW
SWEENEY, JUSTIN	10/27/2023	TITUS FAMILY PRACTICE	PENDING	VIEW
SPECTOR, HARVEY	10/27/2023	TITUS FAMILY PRACTICE	PENDING	VIEW
BROWN, AMY	09/28/2023	TITUS FAMILY PRACTICE	COMPLETED	

Showing 1 to 4 of 4 entries Previous 1 Next

1. Click **View** to see the details for the selected contact → a view-only screen displays.
NOTE: No changes can be requested until the current change is approved or denied.

Clinic Staff Change Request

A change request for this contact is currently pending approval. No changes can be requested until the current change is approved or denied.

Clinic Contact (Requested Changes) NEW STAFF MEMBER

Contact Type * Alternate Contact Type

First Name * Middle Name Last Name *

Email NPI

Telephone Ext Fax Number Assigned User

License Number

Medicaid Provider ID Employer ID Number

Specialty Title

Administers Vaccinations
 Prescribes Vaccinations
 Back Up Coordinator
 Main Contact/Shipping Contact

Edit Contact

A clinic user can edit a contact's record. The changes take effect after the request is approved by the program.

Clinic Staff Change Request

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Name	Type	Phone	Main Contact/Shipping Contact	Audit	Action
BROWN, AMY	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		YES	?	EDIT
PETERSON, SHIRLEY	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		NO	?	EDIT

1. From the **Action** drop-down menu for the record you need to update, click **Edit**.

Clinic Staff Change Request 1 2

Cancel Update 3

Contact Type *
NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS) Alternate Contact Type
CHOOSE

First Name *
AMY Middle Name
Last Name *
BROWN

Email
AMYBROWN@VACCINES.COM FPI

Telephone
999-999-9999 Ext
99999 Fax Number
999-999-9999

License Number
Comments



Medicaid Provider ID
Employer ID Number

Specialty
CHOOSE Title
REGISTERED NURSE

Administers Vaccinations
 Prescribes Vaccinations
 Main Contact/Shipping Contact

Edit Clinic
Address / Name
Contact Information
Delivery Hours
Staff

2. Make updates to the existing contact information.
NOTE: Required fields must have an entry.
3. Click **Update** → the **Success message** displays.




 **Success** The request has been submitted. You will receive a notification when it has been approved or denied. 

Remove Contact

A clinic user can remove a contact's record (if permissions allow). The removal takes effect after the request is approved by the program.


Clinic Staff Change Request 1

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Name	Type	Phone	Main Contact/Shipping Contact	Audit	Action
BROWN, AMY	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		YES		EDIT
PETERSON, SHIRLEY	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		NO		EDIT
SWEENEY, JUSTIN	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)	717-438-3948	NO		EDIT REMOVE

1

1. From the **Action** drop-down menu for the record you need to remove, click **Remove** → the Remove Staff Member confirmation screen displays.

Remove Staff Member 

You have requested to remove JUSTIN SWEENEY from the clinic staff. Select OK if this is correct and you wish to submit the change request for approval. Select Cancel to return to the Clinic Staff Change Request page.

2 OK Cancel

2. Click **OK** → the user's record is set to **Pending** and awaiting program approval/rejection.