

Pennsylvania Division of Immunizations

Provider Enrollment

Any physician, health care organization or medical practice licensed by the State of Pennsylvania to prescribe and administer vaccines may enroll as a provider in PA Immunization Program

New Providers

Providers interested in enrolling with the PA Immunization Program should review Pennsylvania's provider agreement and PA Immunization Program policies available at:

<https://www.health.pa.gov/topics/programs/immunizations/Pages/VFC.aspx>

If there are questions or if additional information is needed prospective Immunization Program providers can reach the Division of Immunizations at 1-888-646-6864.

The steps to enroll are:

- Review each of the Division of Immunizations policies and the Provider Agreement to ensure a complete understanding of the rules and requirements of Pennsylvania's Immunization Program.
- Assign staff (a primary and backup coordinator) to be responsible for vaccine management and training.
- Primary and back up coordinators complete the CDC You Call the Shots Modules 10 and 16 trainings and save credentials from the CDC website to upload with the PA Immunization Program Policy Acknowledge Form and the Provider Enrollment Agreement. This is required for all new provider enrollment and re-activations. The trainings are found at the following site:
 - <https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>
 - <https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>
- Complete and submit the PA Immunization Program Policy Acknowledge Form and the Provider Enrollment Agreement. These forms can be found at:
<https://www.health.pa.gov/topics/programs/immunizations/Pages/VFC.aspx>
- Complete PA-SIIS Request to Create a Clinic Form. Additional PA-SIIS information including transmitting HL7 messaging can be found at: <https://www.health.pa.gov/topics/Reporting-Registries/PA-SIIS/Pages/PA-SIIS.aspx>
- Purchase and begin using the required vaccine storage and handling equipment.
- [Both the primary and backup vaccine coordinators attend the New Provider Webinar.](#)
- Complete an enrollment site visit with Division of Immunizations staff.

Vaccine ordering may occur only once the enrollment visit is complete and 3 days of in-range temperature data from a continuous temperature monitoring device has been submitted to the Division of Immunizations.

Annual Reenrollment

Each year enrolled providers must:

- Complete the annual Provider Enrollment Agreement
- Providers must complete an updated PA-SIIS User Agreements if:
 - The medical director (or equivalent) changed
 - The clinic ownership changes

Ongoing Responsibility

Providers must notify the Division of Immunizations and PA-SIIS immediately if:

- The primary and/or back up immunization coordinator changes.
- Staff needs added, changed or removed from PA-SIIS.
- The clinic contact information has changed (i.e. address, email, phone number, etc.).
- The vaccine shipping hours or instructions change.
- The facility type changes (private to public, public to private).

Providers must notify the Division of Immunizations at PAimmunizations@pa.gov immediately if:

- The facility adds or removes a vaccine storage unit.
 - The unit's make and model need to be included in the email.
 - 3 days of stable temperatures must be documented and reviewed by DOI prior to vaccine being stored in the new equipment.

Withdrawing, Relocating, Merging or Disenrolling

To ensure a smooth transition of services, the following steps must be taken in the event a provider chooses to discontinue participation in the Program, is relocating, and/or merging with another provider.

- Notify the VFC program 30 days in advance if the office plans to dis-enroll, relocate or merge with another provider.
- Submit a complete inventory of all VFC and section 317 vaccines on-site. Include brand, lot number, expiration date and number of doses.
- Submit three months of temperature logs.
- If necessary, refer -eligible patients to another enrolled Provider. Contact the Division of Immunizations for help identifying another provider.
- Division of Immunizations staff will contact the provider to schedule and pick up the remaining vaccine. Vaccine storage and handling must follow the vaccine storage and handling guidelines until the vaccine is picked by the Division of Immunizations.

Personnel

Providers must designate one primary and one back-up Vaccine Coordinator. The back-up must be able to perform all the responsibilities of the primary Vaccine Coordinator. Both the primary and back-up coordinators must be able to:

- Document vaccine inventory information and organize vaccines within storage units.
- Set-up temperature monitoring devices.

- Read and record current, minimum and maximum temperatures from a digital data logger two times per workday.
- Review and analyze weekly temperature data to identify shifts in temperature trends.
- Rotate stock weekly so vaccine with the earliest expiration dates are used first.
- Remove expired vaccine from storage units.
- Respond to out-of-range temperatures.
- Maintain all documentation, such as vaccine inventory and temperature logs.
- Ensure staff is properly trained.
- Monitor operation of storage equipment and systems.
- Oversee proper vaccine transport.
- Oversee emergency preparations including plans for ensuring safety of vaccine during emergencies including adverse weather conditions.
- Ensure appropriate handling of vaccines during disaster or power outage.

Personnel Training

- All primary and back-up vaccine coordinators must complete the required annual vaccine storage and handling training.
- New coordinators must complete this training requirement during orientation to the position before resuming the responsibilities of this position.
- All office staff (i.e., receptionists, mail handlers, nurses, medical assistants) accepting vaccine shipments or administering vaccines must be trained on vaccine management procedures.
- Documentation of training must be added to the Educational Roster and retained for three years.
- Complete and save the training certificates for the web-based training modules “You Call the Shots” prior to the annual enrollment. Completed educational training certificates should be uploaded with annual enrollment submission.
 - If you have difficulty printing certificates: <https://tceols.cdc.gov/Home/Contact>
 - Call 1-800-41-TRAIN.
 - Email CE@CDC.gov.

* If you have any problems with the training, please do not hesitate to contact your district nurse or the DOI.

Optional Training

CDC offers additional online training opportunities for providers on immunizations, storage and handling, and vaccine administration at the following link: <https://tceols.cdc.gov/>.

Per provider request, a DOI nurse will perform an on-site educational visit. All education should be documented on the Education Roster.

Vaccine Adverse Event Reporting System (VAERS)

VAERS is a national program managed by the CDC and the FDA to monitor the safety of all vaccines licensed in the U.S. VAERS provides a nationwide system for reporting, analyzing and publishing information on adverse events related to vaccines. Providers are required to submit VAERS reports

regarding any adverse reaction following vaccine administration. VAERS reports can be submitted online at <https://vaers.hhs.gov/index> or by calling directly at 1-800-822-7967.

Reportable Events:

- Any adverse events listed by the vaccine manufacturer as a contraindication for future doses of the vaccine.
- Any adverse event listed on the VAERS Table of Reportable Events Following Vaccination at https://vaers.hhs.gov/docs/VAERS_Table_of_Reportable_Events_Following_Vaccination.pdf