



# Vaccines for Children Provider Notice

Pennsylvania Department of Health,  
Bureau of Communicable Diseases, Division of Immunizations

**January 2019**

## **Re-enrollment ends January 31<sup>st</sup>**

The PA VFC Online Re-enrollment process continues through the month of January. During re-enrollment, providers complete the annual VFC Program Provider Agreement online. The PA-SIIS website <https://siis.health.state.pa.us/siis/index.asp> hosts the annual re-enrollment process.

## **Private sites begin re-enrollment online through PA-SIIS on January 2, 2019.**

**Private sites, please do not begin the re-enrollment process until January 2<sup>nd</sup>.**

## **Public sites started re-enrollment online through PA-SIIS on December 3, 2018.**

**These sites include State Health Centers (SHC), Federally Qualified Health Centers (FQHC), District Offices and County/Municipal Health Centers.**

## **No orders can be placed until re-enrollment has been approved by the Division of Immunizations.**

**State Health Centers, FQHCs, District Offices and County/Municipal Health Centers**, please review these instructions for re-enrollment:

- When accessing the "Edit Clinic Screen," providers should pay special attention to updating the following fields: **VFC Primary contact, VFC Back-up contact and Delivery Times** (only list the delivery times when staff is onsite and available to accept shipments).
- The "Patient population" field **should not** be updated.
- **State Health Centers and District Offices** will update the "VFC Acknowledgement" section by entering the "Physician Name" as **Dr. Nalluswami** and License number as **"999999"**. The MA ID field will remain empty.
- **County/Municipal Health Centers and FQHCs** will update their medical director specific information in the "VFC Acknowledgement" section.

**Providers other than State Health Centers, District Offices and County/Municipal Health Centers**, please review these instructions for re-enrollment:

- When accessing the "Edit Clinic Screen" within the PA-SIIS website, pay special attention to updating the following fields:
  - VFC contacts;
  - Delivery times;
  - Patient population field;
  - Medical Director (or equivalent physician) with License number;
  - Acknowledgment box including Annual training requirement is checked; and
  - Online PA VFC Program Provider Agreement is electronically signed.

Once you have completed re-enrollment please allow two to three business days for enrollment processing to be completed. You will then receive an email from PA-SIS notifying you that your facility's annual recertification process is completed and approved for vaccine ordering.

Please note that those providers who have newly enrolled six months prior to the assigned re-enrollment date, or earlier, are not required to re-enroll.

For **public** sites, this policy exempts those providers who enrolled in the VFC program from the date of **June 4, 2018**.

For **private** sites, this policy exempts those providers who enrolled in the VFC program from the date of **July 2, 2018**.

**The deadline to complete the re-enrollment process is January 31, 2019.**

#### **Additional information to review for re-enrollment**

The annual re-enrollment procedure can only be completed **online**; paper provider agreement forms will not be accepted. Sites will be reviewed for compliance, waste and VFC patient populations to meet requirements and to continue in the VFC program.

**Providers will also need to fax or email current copies of their digital data logger (DDL) certificates to Division of Immunizations (DOI) central office staff for successful re-enrollment. Please include provider PIN on the copy.**

**Fax:** 717-214-7223 or 717-425-7972. **Email:** [RA-pavfc@pa.gov](mailto:RA-pavfc@pa.gov) with the phrase **certificate and PIN** in subject line.

**Your facility must complete the online re-enrollment process or vaccine ordering will not be allowed.**

The VFC program asks those providers who are **not re-enrolling** to please notify the program as early as possible, in order to have vaccines picked up while they are still viable. **Notify the Pa. VFC program 30 days in advance at (1-888-646-6864).**

Please note vaccine must be stored at proper temperature and all VFC requirements must be maintained until picked up by a program nurse.

#### **2018 Provider Satisfaction Survey**

As a program provider, your opinion is important to the continued success of the VFC program. To help improve program quality, please complete the 2018 Pennsylvania Vaccines for Children Program Satisfaction Survey.

Please have the VFC coordinator or office staff member most familiar with the program complete the survey by **March 1<sup>st</sup>, 2019**. It should only take a few minutes to complete, and all information you provide will be managed confidentially.

Responses to this survey should be based on your VFC program experiences **during the 2018 calendar year**. The survey is available online at <https://www.surveymonkey.com/r/TKZ2Z29>

**Please add the Vaccines For Children email to your address book: [RA-pavfc@pa.gov](mailto:RA-pavfc@pa.gov)**