

Pennsylvania Immunization Program

Provider Enrollment

Any physician, health care organization or medical practice licensed by the State of Pennsylvania (PA) 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>

Specialty care providers including, but not limited to, pharmacists and urgent care centers must meet at least one the following need-based criteria to be eligible to apply for the PA Immunization Program:

- located in, or able to serve, a Health Professional Shortage Area for Primary Care;
- located in, or able to serve, a Medically Underserved Area; or
- located in, or able to serve, a geographic gap in VFC coverage (no other VFC providers within a 30-minute travel radius).

If there are questions or if additional information is needed prospective PA Immunization Program providers can reach the PA Immunization Program at the Vaccines for Children Resource Account RA-pavfc@pa.gov.

The steps to enroll are:

- Review each of the PA Immunization Program policies and the Provider Agreement to ensure a complete understanding of the rules and requirements of PA'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 current 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 Agreement. This is required for all new provider enrollments, annual reenrollment, 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 Agreement. These forms can be found at:
<https://www.health.pa.gov/topics/programs/immunizations/Pages/VFC.aspx>
- Each individual who will need to access the Pennsylvania Immunization Electronic Registry System (PIERS) must also create a PA TRAIN account. Creating an account can be done at the following website:
 - <https://www.train.org/pa/home>

- Each individual who will need to access PIERS must complete a PIERS Business Partner registration. Registration can be completed at the following site:
 - <https://www.hhsidm.state.pa.us/iam/im/businesspartnerspub/ca12/index.jsp?task.tag=PIERSBusinessPartnerRegistration>
 - PIERS account questions and login issues can be directed to RA-DHPIERSUSERACCT@PA.GOV
 - All other questions about PIERS can be directed to RA-DHPIERSSUPPORT@PA.GOV
- 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 Pennsylvania Immunization Program staff.

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

Annual Reenrollment

Each year enrolled providers must:

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

Ongoing Responsibility

Providers must notify the PA Immunization Program and PIERS immediately if:

- The primary and/or back up immunization coordinator changes.
- Staff needs added, changed or removed from PIERS.
- 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 PA Immunization Program at the VFC Resource Account RA-pavfc@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 PA Immunization Program staff 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 PA Immunization 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 PA Immunization Program for help identifying another provider.
- PA Immunization Program 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-up by PA Immunization Program staff.

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 reenrollment. Completed educational training certificates should be uploaded with annual reenrollment 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 PA Immunization Program.

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 PA Immunization Program 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

Inventory

VFC provider locations are required to maintain an inventory of both VFC and privately purchased vaccines based on the populations served in their facility and reflected in the Provider Profile.

- If a provider serves only Medicaid-eligible and no privately insured children, they are not required to privately purchase immunizations.
- VFC-enrolled birthing facilities offering hepatitis B vaccine should offer nirsevimab immunization at birth as well (and vice versa).