SECTION 2 – PROVIDER ENROLLMENT

Required Documentation

Pennsylvania Vaccines for Children (VFC) providers are required to adhere to all federal and state requirements. This includes submitting several types of documentation: Provider Site Profile/Enrollment forms (PEF), PA VFC Pediatric Vaccine Order & Accountability forms and monthly temperature logs. Forms **MUST** be received in the Division of Immunizations at the times specified. Failure to comply with these requirements may result in vaccine orders being suspended until proper documentation requirements are met.

Provider Enrollment

Enrolling in the Pennsylvania Vaccines for Children (VFC) Program is easy. To enroll, a provider must agree to adhere to program requirements and responsibilities and complete the following forms:

Provider Site Profile/Enrollment Form

The Provider Site Profile/Enrollment forms **(**PEF) (Section 6-Forms) is part of the initial enrollment process and is used to identify the type of provider (i.e. Family Practice, Pediatrician, Federally Qualified Health Center, etc.). This form provides the Department of Health (DOH) with a list of providers that will be administering VFC-DOH supplied vaccines, the necessary shipping information and special delivery instructions and the estimated annual VFC patient population, which is used to determine how much vaccine each provider can order. **The enrollment form must be completed in its entirety and faxed or mailed to the DOH.** A copy of the original enrollment form should be retained by the primary contact person. Updates should be documented and forwarded to the DOH as changes occur regarding staff with vaccine administration privileges.

This form must be updated annually or whenever there is a significant change in enrollment or when the physician who signed the PEF leaves the practice. The Statewide Immunization Information System (SIIS) will provide this information

for providers who have been participating in SIIS for one year. Non-SIIS participating providers will be notified by the DOH when their yearly provider site profile update is due. Vaccine orders may be suspended if the completed provider site profile is not returned by the specified date.

Vaccine Storage and Handling Equipment

Refrigerators without freezers, as well as any stand-alone freezers, may be better at maintaining the required vaccine temperatures. However, a combination refrigerator/freezer unit sold for home use is acceptable for vaccine storage if the refrigerator and freezer compartments each have a separate external door.

Dormitory style refrigerators are **not** permissible to store VFC vaccine.

Providers enrolled in the VFC Program are required to have National Institute of Standards and Technology (NIST) certified calibrated thermometers in all refrigerators and freezers used for VFC vaccine storage. The NIST certified thermometers must be calibrated on a regular basis and providers should retain the record of calibration on file.

Temperature Log Form

Part of the enrollment process includes recording temperatures twice daily for the refrigerator and freezer where vaccines are stored. Twice-daily documentation should include the time when temperature was checked and initials of staff checking vaccine temperatures. Copies of the temperature logs are included in the "provider enrollment package" and in Section 6-Forms of this handbook. These logs list the correct temperature ranges for the safe storage of vaccines. Due to the high cost and critical importance of administering safe and effective vaccines, the provider must maintain a temperature log that reflects the refrigerator and freezer temperatures for a one-week period prior to enrollment. This will ensure adequate storage of vaccines.

Provider Identification Number

Upon receipt of the completed Provider Site Profile/Enrollment form, the DOH will issue the provider a **Provider Identification Number (PIN)**. Please refer to

this PIN number for all contacts and transactions with the VFC Program office. The PIN should be on all documentation sent to the VFC program.

New Provider Enrollment Site Visit and Training

Once the VFC Program receives all enrollment information, DOH staff will schedule an enrollment visit. The enrollment visit will include a review of VFC Program requirements, as well as give the provider the opportunity to ask questions regarding any segment of the VFC Program. The visit and training will take approximately two hours and will address the following areas:

- Ordering vaccines
- Receiving vaccine shipments
- Maintaining the cold chain
- Ensuring proper vaccine storage practices
- Monitoring temperatures
- Completing vaccine inventory management
- Maintaining an emergency vaccine recovery plan
- Securing an emergency retrieval storage place
- Statewide Immunization Information System (SIIS)
- Recommended Immunization Schedules
- Vaccine Administration
- Patient eligibility screening
- Transfer of vaccines
- Return of expired/wasted vaccines

- Vaccine Information Statements (VIS)
- Reports:
    - Monthly temperature logs
    - Adverse reactions
    - Incident reports
    - PA VFC Pediatric & Accountability Ordering form

Withdrawing from the VFC Program

There may be a number of reasons a provider may choose to disenroll from the PA VFC program. In order to assure a smooth transition of services we ask that the following steps be taken should you choose to discontinue participating in the PA VFC Program.

Take inventory of any PA VFC vaccines on site and complete the Pennsylvania VFC Pediatric Vaccine Order & Accountability Form.

Make arrangements to transfer your PA VFC eligible patients to another VFC practice. Please do not refer these children to the State Health Center. The State Health Center is considered a provider of last resort. If you are receiving a capitated payment from a Medicaid managed care organization, referral to the State Health Center is **not** appropriate.

Contact the VFC Program toll free at 888-646-6864 to formally disenroll.