



<b>Policy &amp; Procedure Title</b>	New Provider Enrollment	<b>Issuing Date</b>	07/17/2012
<b>Policy &amp; Procedure Number</b>	4	<b>Revision Date</b>	01/01/2023
<b>Policy &amp; Procedure Approval Authority</b>	<i>Dave McConnick</i>		

**Policy Statement**

All immunization providers electing to enroll in the Vaccines for Children (VFC) or any other publicly funded vaccine program in the State of Indiana must complete the provider enrollment process prior to the provider being permitted to order and receive publicly funded vaccines.

**Phase One: Provider Contact Request**

Each provider interested in enrolling in a publicly funded vaccine program must submit State Form 54048, the Immunization Provider Contact Request form (PCR).

- o Completed forms need to be submitted to [Enrollments@health.in.gov](mailto:Enrollments@health.in.gov) (preferred) or fax (317-233-3719)
- o The form is located on the ISDH Immunization Division home page under the Document Center
- o Once the Immunization Division receives the PCR form, an individualized tracking number will be assigned

**Any questions during this phase need to be sent to the Immunization Division at [Enrollments@ISDH.in.gov](mailto:Enrollments@ISDH.in.gov) or 800-701-0704**

**Phase Two: Onboarding & CHIRP**

Once the Immunization Division has processed the PCR form, IDOH staff will email the prospective provider a VFC Onboarding Enrollment Packet containing required enrollment documents. An enrollments checklist is provided in the Onboarding Package for the prospective VFC provider’s reference.

All Onboarding steps must be complete before enrollment activities can progress. If any activities are not completed or compliance with requirements are not met, enrollment will not proceed.

A VFC Pin is assigned when all onboarding tasks are completed.

- o A VFC Pin is required for each unique facility in CHIRP as publicly funded vaccine inventory is linked to each CHIRP facility.
- o VFC Providers using two different EMRs will have more than 1 PIN.

**Any questions during this phase need to be sent to the Immunization Division at [Enrollments@ISDH.in.gov](mailto:Enrollments@ISDH.in.gov) or 800-701-0704**

**Phase Three: Enrollment**

*Part 1: New Enrollment Site Visit*

The assigned Regional Quality Assurance Specialist will contact the Provider within 10 business days (unless there are extenuating circumstances) of receiving approval to proceed with enrollment and will schedule an Enrollment Site Visit.

- Providers have 30 days to complete the first vaccine order in VOMS with the Regional Quality Assurance Specialist.

*Failure to do so will result in the provider starting the enrollment process from the beginning.*

- Each provider who is enrolling in the VFC Program must participate in an initial Enrollment Visit with the assigned Regional Quality Assurance Specialist.
- A provider who is *not* enrolled in the VFC program but wishes to offer Adult 317 vaccines must participate in the enrollment process, including an enrollment visit. However, a provider who is already enrolled in the VFC program, and wishes to enroll in the adult 317 program, does not have to participate in an enrollment visit, but may receive a storage and handling visit.

The primary vaccine coordinator and back-up are required to attend the initial Enrollment Visit. The primary vaccine coordinator will hold responsibility for training all other staff who will be handling vaccines or screening patients for VFC program eligibility that do not attend this educational component training. A minimum of 2.5 hours should be scheduled to complete an enrollment visit. The visit will be documented in PEAR, which is the Provider Education, Assessment and Reporting System used to monitor VFC provider compliance per CDC protocol.

A new enrollments binder will be provided. This binder will include, at a minimum, current ACIP schedule, immunization work aids, and where to find resources in CHIRP. It is the responsibility of the VFC provider to update these documents on an annual basis.

***Any questions during this phase need to be sent to the assigned Regional Quality Assurance Specialist.***

#### **Enrollment Follow-up Visit**

An Enrollment Follow-up visit with an assigned Regional Quality Assurance Specialist will be conducted 45-60 days after the Enrollment Site visit. The Enrollment Follow-up visit will consist of a minimum of a Storage & Handling Check. A standard Compliance Visit must be conducted 4-6 months following the Enrollment Follow-up visit.

#### **Enrollment Termination**

If enrolling providers do not submit all necessary documents within 30 days of starting the enrollments process, a provider faces possible enrollment termination. Before terminating an enrollment, an attempt to notify the primary and back up coordinators will be made in a last effort to gather all the needed onboarding materials. If no response is received within 5 business days, the enrolling provider will receive a "Letter of Cancellation" terminating their enrollment. If the provider wants to continue with enrolling after receiving the letter, the enrollments process will need to be restarted.

#### **References & Resources**

Centers for Disease Control and Prevention. Vaccines for Children Program (VFC).

<https://www.cdc.gov/vaccines/programs/vfc/index.html>

Centers for Disease Control and Prevention, Vaccines for Children (VFC) Operations Guide. Module 2: Provider Recruitment and Enrollment. Revised January 2017.

ICPR 54048 Immunization Provider Enrollment Request

<https://www.in.gov/isdh/files/54048%20Immunization%20Provider%20Contact%20Request%20Fillable.pdf>



Indiana Department of Health-Immunization Division

**Revision History**

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