

<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>	01/01/2018
<b>Policy &amp; Procedure Approval Authority</b>	<i>Dave McConnick</i>		

### Policy & Procedure Summary

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. This policy summarizes the program requirements for provider enrollment.

### Policy Statement

It is the policy of the Immunization Division that all health care 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. The enrollment will be conducted by an Immunization & Registry Educator, and must be completed 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).

- Completed forms need to be submitted to [Enrollments@ISDH.in.gov](mailto:Enrollments@ISDH.in.gov) (preferred) or fax (317-233-3179)
- The form is located in the enrollment badge of the CHIRP homepage
- Once the Immunization Division receives the PCR form, a unique 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

#### Part 1: VFC Enrollment Packet

Once the Immunization Division has processed the PCR form, ISDH 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.

- The following onboarding items must be submitted to the Immunization Division via email ([enrollments@isdh.in.gov](mailto:enrollments@isdh.in.gov)) or fax (317-972-8964):
  - *Advisory Committee on Immunization Practices (ACIP) signatory page, signed by the Medical Director*
  - *Provider Agreement*
    - *includes list of providers at the facility and VFC program requirements*
    - *The health care providers listed must be authorized to administer pediatric vaccines.*
  - *Immunization Provider Profile (State Form 50201)*
  - *Storage Unit Certification form and pictures of each VFC storage unit*
  - *Temperature Monitoring Certification for primary and backup digital data loggers. Data logger reports are required to be provided to the Enrollments email box twice a month.*
  - *Certificate of completion of the Vaccines for Children (VFC) and Storage and Handling You Call the Shots Modules for both the primary and back-up coordinator*
- Storage units must be able to maintain in-range temperatures at all times in order to move forward with enrollment.

*Part 2: CHIRP Interface verification*

*For new CHIRP facilities or facilities with a new EMR:*

- Complete State Form 52306, Provider Site Enrollment Agreement form
- Write “enrolling” in the VFC PIN field.
- Personnel from CHIRP will contact facility IT to test interface

*For existing CHIRP facilities already sending HL7 messages to CHIRP:*

- Verify IRMS & Facility information. Copy/paste or provide a screenshot of the CHIRP login header
- Provide SIIS #s for 3-4 recently vaccinated patients to confirm CHIRP/EMR interface.

*CHIRP Users:*

- Individual User Agreements for VFC Coordinator and Backup with Full Access & Inventory Management access selected.
- Individual User Agreements for other personnel, including doctors, at the facility as needed.
- Forms in CHIRP Document Center>CHIRP User Forms

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

Central office will contact the provider when documents from Phase 2 (Onboarding & CHIRP) are complete and approved.

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

- A VFC Pin is required for each unique facility in CHIRP as publicly funded vaccine inventory is linked to a each CHIRP facility.
- Locations that are enrolled in more than 1 publicly funded vaccine program (i.e., Adult Tdap and VFC programs or two VFC Providers using two different EMRs) will have more than 1 PIN number.

**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: Enrollment Email*

Central office will send an enrollment email to the vaccine coordinator and back-up at the facility. The email contains:

- New Provider PIN Number
- VOMS Individual User Access forms
  - Both the VFC Primary and Backup Coordinator need VOMS access
  - Email completed VOMS Individual Access forms to [Enrollments@isdh.IN.gov](mailto:Enrollments@isdh.IN.gov).
  - Allow up to 5 business days for access to be granted.
- Instructions for completing the online VFC Provider Agreement and Provider Profile in VOMS.
  - The medical director or equivalent in a group practice must sign the form. The practitioner will also be held accountable for compliance by the entire organization and its VFC providers with the responsible conditions outlined in the Provider Agreement. All other providers within that practice must be listed on the enrollment form.
  - The provider enrollment form must also include the professional license numbers for listed providers in the practice.

Completed forms must be emailed to [enrollments@isdh.in.gov](mailto:enrollments@isdh.in.gov) or faxed to 317-972-8964

*Part 2: Handoff to the Immunization & Registry Educator*

The Immunization & Registry Educator 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 Visit. If an enrollment visit is not required, the Immunization & Registry Educator will send the required paperwork for completion.

- Providers have 60 days from the handoff of the New Enrollment to the Immunization & Registry Educator to complete the first vaccine order in VOMS.
- Failure to do so will result in providers having to restart the enrollment process from the beginning, and will have to wait at least 45 days before initiating the enrollment process again.
- Each provider who is enrolling in the VFC Program must participate in an initial Enrollment Visit with the assigned Immunization & Registry Educator. Providers who request enrollment in another publicly funded vaccine program must also participate in an enrollment visit if they are not active providers in the VFC program. The Immunization & Registry Educator will notify providers if they are exempt from the enrollment visit requirement.
- During the Enrollment visit, the following activities must be conducted:
  - Complete the Enrollment Site Visit Questionnaire
  - Complete an Education Component
    - Will address all provider education goals established in the VFC Operations Guide, Provider Recruitment & Enrollment (M-2, 2016 ed.).
    - Review Indiana VFC Policies and Procedures
      - A current copy of the Immunization Division's Provider Policies and Procedures Manual is available electronically in the Policies badge on the CHIRP homepage.
    - Verify Provider Will Offer All ACIP Recommended Vaccines including Category A and B vaccines.
  - Review Inventory Accountability Tasks
  - Download data logger reports and check temp logs
  - Complete the First Vaccine Order in VOMS

The vaccine coordinator and back-up are required to attend the initial Enrollment Visit. The 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 enrollment visit. The visit will be documented in PEAR, which is the Provider Education, Assessment and Reporting System used to monitor VFC provider compliance.

A new enrollments binder will be provided. This binder will include, at a minimum, current ACIP schedule and other immunization work aids, where to find resources in CHIRP, excerpts from the ACIP General Recommendations webpage. It is the responsibility of the VFC provider to update these documents.

***Any questions during this phase need to be sent to the assigned Immunization & Registry Educator***

**Enrollment Follow-up Visit**

A Field Representative must conduct an Enrollment Follow-up visit 45-60 days following the Enrollment visit. The Enrollment Follow-up visit must consist of a minimum of a Storage & Handling Check. A standard Site Visit must be conducted 4-6 months following the Enrollment Follow-up visit.

## 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.

Vaccine Order Form

ICPR 54048 Immunization Provider Enrollment Request

ICPR 50201 Immunization Provider Profile

ICPR 52697 Immunization Provider Agreement

ICPR 54615 Immunization Provider Vaccine Storage Unit Certification

Immunization Provider Enrollment Site Visit Questionnaire - Version 4, 1-14

Childhood Vaccine Eligibility Statement

Childhood Vaccine Eligibility Statement FAQs

Adult Vaccine Eligibility Statement

Adult Vaccine Eligibility Statement FAQs

ICPR 48514 R3 3-11 Patient Eligibility Screening Record

## **Revision History**

07/17/2012, Created

03/01/2014, Revised

04/01/2017, Revised

01/01/2018, Revised