Virginia Department of Health

COVID-19 Vaccine Provider Intent Form

Instructions

The Virginia Department of Health (VDH) has developed a COVID-19 Vaccine Provider Intent Form. We welcome all interested providers or facilities to complete this form to indicate intent to administer COVID-19 vaccine to your patients and/or staff. Information collected will allow VDH to set up necessary accounts for vaccine ordering and reporting. VDH is still learning more details from the CDC on the specifics of this process.

The VDH COVID-19 Vaccine Provider Intent Form is the first step for any provider interested in administering COVID-19 vaccine in Virginia. The following are some important details surrounding provider intent and vaccination logistics:

- Completing this form does not obligate participation in this effort. VDH will follow up with next steps once you have submitted your intent.
- An Intent Form needs to be completed for each location vaccine is to be shipped, even if owned under a larger corporate or parent organization.
- Vaccine, ancillary supplies (needles, syringes, alcohol swabs, face masks or face shields), and shipping will be provided at no cost to the vaccine providers.
- Sharps containers, gloves, and bandages are not included in these supplies.
- Providers interested in committing to administering COVID-19 vaccine will need to complete the CDC COVID-19 Vaccination Program Provider Agreement and Profile. More information will be forthcoming and directions will be provided to those that complete the COVID-19 Vaccine Provider Intent Form.
- Vaccinators will be asked to report all doses administered through the Virginia Immunization Information System (VIIS), the state’s immunization registry. Providers not already enrolled in VIIS can learn more about the benefits of VIIS and how to enroll at https://www.vdh.virginia.gov/immunization/viis/. Providers can connect their electronic medical records system directly to VIIS. Providers also can directly enter doses administered into the VIIS website.
- Initial vaccinators may need to use the CDC’s Vaccine Administration Management System (VAMS) tool.
- More information will be forthcoming on reporting requirements.
- Questions can be directed to COVIDVaccineInfo@vdh.virginia.gov. More information about how to order COVID-19 vaccine will be shared as soon as it is available.
Below are screen shots of the fields requested as part of the Intent Form. Fields marked with a red star are required.

Note that if Yes is chosen for participation in the Virginia Vaccines for Children, Virginia Vaccines for Adults, or Virginia Immunization Information System, you will be asked for your PIN or Org Code.
After you select the **Review** button a summary of all data entered will be displayed for review. If there is anything needing editing select the **Previous** button to update the data. If not, you will be asked to enter “captcha” code at the bottom of the screen. Type the numbers and letters as you seen them in the box under the image and select the **Submit** button.

If you have any questions please email [COVIDVaccineInfo@vdh.virginia.gov](mailto:COVIDVaccineInfo@vdh.virginia.gov).