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HANDS.**

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Provider Enrollment Process Flow & Checklist

Current as of May 25, 2021

Provider Enrollment: Step-by-Step process

Step 1: Provider Intent Form

- Provider initiates interest by **completing the COVID-19 Vaccine Provider Intent Form**.
- Each physical location needs to submit a provider intent form. Form includes location, patient population, and number of requested doses.

Step 2: VDH Review

- VDH prioritizes which intents to review first, reviews provider intent form, validates license number and reviews existing access to VIIS.
- *VIIS (Virginia Immunization Information System)* is a statewide immunization registry system used by both public and private sectors.

Step 3: VERIP Registration

- If a provider does not already have an account in VERIP, they will need to create one. **Discuss with VDH before doing this as you may not need to.**
- Provider **reviews and submits two (2) agreements** for VERIP account registration for each physical location. Instructions are available [here](#).
- *VERIP (Virginia Electronic Registration for Immunization Programs)* is a web-based registration system that manages provider access to VIIS.

Step 4: VIIS Access & Reporting

- VDH staff ensures provider is registered in VERIP to access VIIS, and that provider is trained in VIIS.
- If provider elects data exchange, VDH checks provider's EMR is connected to VIIS. Otherwise, provider will need to manually report doses into VIIS.

Step 5: CDC Agreement

- Every physical location needs to complete the CDC COVID-19 Vaccination Provider Agreement in VERIP. Instructions are available [here](#).
- All signing authorities will receive emails with instructions on completing the CDC Agreement. **Please read emails carefully.**
- Once complete, the CDC automatically assigns a VTrckS ID (Vaccine Tracking System) for each location for tracking purposes.

Step 6a: Welcome Letter

- Provider is now enrolled and receives a welcome communication from VDH.
- Provider is advised to establish and maintain their Vaccine Management Plan (VMP).
- VDH staff adds Provider to CDC COVID-19 Vaccine Provider Listing in Data Lake.

Step 6b: VaxMaX

- VDH staff creates VaxMaX account for Provider using the CDC-assigned VTrckS ID.
- *VaxMaX* is a web-based platform for all Virginia COVID-19 dosage distribution and administration data. Providers can submit vaccine order requests and complete redistribution surveys in VaxMaX.

Step 6c: Vaccines.gov

- Provider's designated Point of Contact receives email from CDC to complete registration in Vaccines.gov.
- Reporting daily inventory in Vaccines.gov is required. For assistance, providers can email vaccinefinder@castlighthhealth.com.

*Note: Steps 6a - 6c occur simultaneously

Provider Enrollment: Checklist for Agreements & Registrations

Checklist for Agreements and Registrations:

- COVID-19 Vaccine Provider Intent Form is submitted for each physical location
<https://apps.vdh.virginia.gov/VERIP/Covid19RegistrationSurvey.aspx>
- Each location is registered in VERIP, which includes reviewing and submitting two agreements. Note: this may not be necessary if your facility is already registered in VERIP and participates in VIIS.
https://apps.vdh.virginia.gov/VERIP/PDF/2019_VERIP_ManualforExternalUsers.pdf
https://apps.vdh.virginia.gov/VERIP/PDF/OA_VERIP.pdf
- VIIS organization account is established for each location. Organization has completed VIIS Training and connected EMR system (for data exchange elects only).
- Provider has completed and signed CDC COVID-19 Vaccination Provider Agreement form for each location.
<https://www.vdh.virginia.gov/content/uploads/sites/191/2020/12/VDH-CDC-Agreement-and-Profile-Instructions-12-1-2020.pdf>
- VERIP Registration shows CDC Agreement as completed. Enrollment process is completed. Provider received COVID-19 Vaccine Provider Welcome Letter and established Vaccine Management Plan (VMP).
- VaxMaX account is created for Provider using their CDC-assigned VTrckS ID.
- Provider received email to register with Vaccines.gov. Note: If organization is scheduled to receive vaccine within the next few days and has not received this email, contact vaccinefinder@castlighthouse.com.
<https://www.vaccines.gov/covid-provider-resources/>
<https://www.cdc.gov/vaccines/covid-19/reporting/vaccinefinder.html>

Definitions:

- *VDH* – Virginia Department of Health
- *VIIS* – Virginia Immunization Information System
- *VERIP* – Virginia Electronic Registration for Immunization Programs
- *VTrckS* – Vaccine Tracking System
- *CDC* – Centers for Disease Control and Prevention
- *EMR* – Electronic Medical Record
- *VMP* – Vaccine Management Plan

Provider Enrollment Journey Map

