



**VIRGINIA'S
HEALTH
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HANDS.**

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stop the spread.



COVID-19 Vaccine Provider Enrollment

Step-by-Step Process, Checklist & Journey Map

Current as of May 2022

Step-by-Step Process

Step 1: Provider Intent Form	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• VDH reviews provider intent form, validates license number and reviews existing access to VIIS.• <i>VIIS (Virginia Immunization Information System)</i> is a statewide immunization registry system used by both public and private sectors.
Step 3: VERIP Registration	<ul style="list-style-type: none">• If a provider does not already have an account in VERIP, one would need to be created. Discuss with VDH before creating an account.• Provider reviews and submits two (2) agreements for VERIP account registration for each physical location. Instructions are available here.• <i>VERIP (Virginia Electronic Registration for Immunization Programs)</i> is a web-based registration system that manages provider access to VIIS.
Step 4: VIIS Access & Reporting	<ul style="list-style-type: none">• VDH 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provider is now enrolled and receives a welcome communication from VDH.• Provider is advised to establish and maintain their <u>Vaccine Management Plan (VMP)</u>.
Step 6b: VaxMaX	<ul style="list-style-type: none">• A VaxMaX account is created for the provider using the CDC-assigned VTrckS ID.• <i>VaxMaX (Virginia Vaccine Management and Allocation Exchange)</i> is a web-based platform that supports providers with vaccine management and distribution, and includes capabilities for ordering, allocation, redistribution, and data tracking.
Step 6c: Vaccines.gov	<ul style="list-style-type: none">• The point of contact(s) designated by the provider will receive an email from the CDC to register with Vaccines.gov, also known as VaccineFinder.• <u>Reporting daily inventory</u> in Vaccines.gov is required. For assistance, providers can email vaccinefinder@castlighthouse.com.

*Note: Steps 6a - 6c occur simultaneously

Checklist for Agreements & Registrations

Checklist for Agreements and Registrations:

- ☐ [COVID-19 Vaccine Provider Intent Form](#) is submitted for each physical location.
- ☐ 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*).
- ☐ VIIS organization account is established for each location. Organization has completed VIIS Training and, if applicable, connected EMR system (for data exchange elects only).
- ☐ Provider has completed and signed CDC COVID-19 Vaccination Provider Agreement form for each location.
- ☐ 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. For assistance with accessing the system, please contact VaxMaX_help@vdh.virginia.gov.
- ☐ 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, please contact vaccinefinder@castlighthouse.com*).

Definitions:

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

Useful Resources:

- [VERIP User Guide](#)
- [VERIP Q&A](#)
- [CDC COVID-19 Agreement Instructions](#)
- [Vaccines.gov Provider Resources](#)
- [Vaccines.gov Reporting Information](#)

Journey Map

PROVIDER

Determine interest in administering COVID-19 Vaccine

Submit COVID-19 Vaccine Provider Intent Form

Complete VERIP Registration, VIIS Training, and EMR linkage (if applicable)

Complete CDC COVID-19 Agreement in VERIP to complete enrollment

Receive COVID-19 Vaccine Provider Welcome Letter and establish VMP

Receive Vaccines.gov login information and set up account

Monitor delivery information

Complete training and plan for storage, admin, management, and reporting

VDH CENTRAL OFFICE

Review provider intent form & ensure provider is set up in VERIP & VIIS

Email Provider with link to CDC COVID-19 Agreement within VERIP

Input provider information into CDC Data Lake

Create VaxMaX Account for Provider with VTrckS ID

Send Provider COVID-19 Vaccine Provider Welcome Letter

Input orders in VTrckS for all enrolled providers

CDC

Information received in Data Lake

Set provider up with connection to Vaccines.gov

Approve orders from VDH in VTrckS