

Steps to sign up as a monoclonal antibody administration site
November 15, 2021

New monoclonal antibody administration sites must be registered with AmerisourceBergen and the U.S. Department of Health and Human Services (HHS) before placing orders with VDH.

Step 1: Register with AmerisourceBergen (ABC)

-Fill out the Monoclonal Antibody Information Collection Survey at

<https://redcap.vdh.virginia.gov/redcap/surveys/?s=PEAAFE38WA>.

-Providers will need to indicate if they have an account with AmerisourceBergen (ABC) as they distribute monoclonal antibodies for HHS. Sites without a current ABC account will need to provide a **signed copy of the Letter of Agreement (blank form and instructions attached) along with a copy of the physician's current medical license and/or pharmacy license.**

-Virginia Department of Health will submit these to ABC for expedited processing to set up accounts.

Step 2: Register with the U.S. Department of Health and Human Services (HHS)

-To set up an account with HHS Protect, email hhs-protect@teletracking.com, provide basic information about the monoclonal antibody administration site, and identify the site as new. HHS should email back and provide further registration information. Please note that reporting of monoclonal antibodies used and a small amount of additional data must be submitted to HHS weekly.

Step 3: Send information back to VDH

Email the completed and signed AmerisourceBergen Letter of Agreement and a copy of the physician's current medical license to mabs_requests@vdh.virginia.gov and to me (Brooke.Rossheim@vdh.virginia.gov).

Thanks very much and please contact me if questions.

Brooke Rossheim, M.D., M.P.H.

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