

Childhood Vaccine Program – View Online Provider Agreements

Local Health Jurisdictions search, view, and add comments to provider agreements in the Immunization Information System using the Provider Agreement function.

Instructions:

- Using the Navigation Menu, click on the **Orders/Transfers** menu heading and click **Provider Agreement** on the menu to access the *Provider Agreements Search Screen*.
- LHJs only see agreements for the providers within their jurisdiction.**
- To see all the provider agreements in your jurisdiction, click the **Search** button.
 - To see all the agreements for a single provider, select the provider in the **Facility Name** drop down box;
OR
Select the provider's PIN in both the **From** and **To** drop down boxes. Click the **Search** button.

The screenshot shows the 'Provider Agreement Search' form. The 'Facility Name' dropdown menu is highlighted with a red box. Below it, the 'PIN' section, which includes 'From' and 'To' dropdown menus, is also highlighted with a red box. A red arrow points to the 'Search' button.

To see a range of provider agreements, select the first PIN to be included using the **From** drop down box and select the last PIN to be included using the **To** drop down box. Click the **Search** button.

The screenshot shows the 'Provider Agreement Search' form. The 'PIN' section, specifically the 'From' and 'To' dropdown menus, is highlighted with a red box. A red arrow points to the 'Search' button.

TIP: Always select a value in both the From and To fields to improve your search results.
Reduce the number of agreements in the Search Results by refining your search.

- Select a **Status**: Selecting a status returns only the agreements with the selected status.
- Select a **Submit Date Range**: Selecting a date range returns only the agreements submitted within the selected date range.

The screenshot shows the 'Provider Agreement Search' form. The 'Status' dropdown menu is highlighted with a red box. Below it, the 'Submit Date Range' section, which includes 'From' and 'To' dropdown menus, is also highlighted with a red box. A red arrow points to the 'Search' button.

- Agreements matching the selected search criteria display under Provider Search Results. Results are listed in alphabetical order by Facility Name.

Select	PDF	PDF	PDF-Frozen	Facility	PIN	Approval	Date	Approval	Expiration	Create	Delete	Archive
Select	Frozen	Signature	Vaccine	Name		Status		Date	Date	Organization		
	Vaccine	Page								(IRMS)		
[<] [>]	PDF	PDF	PDF-Frozen	BOGACHEL CLINIC	154021	EXPIRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
[<] [>]	PDF	PDF	PDF-Frozen	CLALLAM BAY MEDICAL CLINIC	154030	EXPIRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
[<] [>]	PDF	PDF	PDF-Frozen	CLALLAM COUNTY HHS/FORKS OFFICE	154002	EXPIRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive
[<] [>]	PDF	PDF	PDF-Frozen	CLALLAM COUNTY HHS/PORT ANGELES OFFICE	154000	EXPIRED	03/28/2013	01/01/2013	12/31/2013		Delete	Archive

- 5) To sort the agreements, use the arrows in the column headers.

- 6) To open an agreement, click the **Select** button.

- 7) Review the agreement by using the navigation buttons at the bottom of each screen. Each button will show a different part of the provider agreement.

- 8) To add a comment to an agreement, click the **Add Comments and Submit** button.

- 9) On the **Provider Agreement Approval Screen**, enter your comments in the **Approver Comments** text box. Then click the **Submit to State** button.

NOTE: Comments in the upper *Internal Use Only* box can only be seen by local health and state staff. Comments in the lower box can be seen by anyone with access to the agreement (e.g. provider, local health staff, and state staff). Please enter business appropriate comments.

- 10) To export provider agreement data for your jurisdiction, use the **Export** buttons on the **Provider Agreement Search Screen**. The IIS will export Provider agreement data following your search criteria.