

Each year, providers must renew the Provider Agreement for the Receipt of Publicly Supplied Vaccine. Providers and state staff use the Washington State Immunization Information System (IIS) to complete the re-enrollment process. Providers renew agreements on a rolling basis throughout the year, based on their local health jurisdiction (LHJ). A new group of providers begins the renewal process each month January through October.

**Provider Agreement Schedule** – renewal should be completed by the end of each month

- January: King, Pierce, Snohomish (due date March 31)
- February: Grant, Grays Harbor, Skamania, Wahkiakum
- April: Benton-Franklin, Cowlitz, Kittitas, Kitsap, Whatcom
- May: Lincoln, Pacific, San Juan, Skagit, Yakima
- June: Spokane, Walla Walla, Whitman
- July: Asotin, Clark, Columbia, Mason
- August: Clallam, Jefferson, Lewis, NE Tri
- September: Adams, Island, Klickitat, Thurston
- October: Chelan Douglas, Garfield, Okanogan

Each provider has 30 days to complete his or her renewal online. Ten days before the end of the month, LHJs receive a report with the status of each provider's re-enrollment.

LHJs receive a report on the first day of the following month listing providers who did not renew. The state removes the provider's permission to order vaccine if a provider does not have a new agreement approved by the last day of the month it is due. The state will restore a provider's permission to order vaccine when the provider submits a new agreement online and it is approved by the state.

The state makes at least three attempts to contact providers that have not completed their online renewal. If the provider does not complete their agreement within 60 days, the state will contact the LHJ to start the disenrollment process.

The state may grant an extension to providers that are attempting to complete an agreement and have an agreement status of "submitted", "pending" or "returned." Providers must contact the state to request an extension.